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## CGP020 – Use of Council Vehicles

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### 1. Intention

To establish the parameters relating to type of vehicles provided and to the use of Shire vehicles by elected members and employees.

### 2. Scope

This policy applies to Elected Members and employees of the Shire of Waroona.

### 3. Statement

#### 3.1 Elected Members

Elected members are encouraged to use, at no cost, a Shire pool vehicle to attend meetings, conferences and functions that are held subject to the availability of the vehicle.

#### 3.2 Chief Executive Officer

Negotiated as per employment contract.

#### 3.3 Directors/Managers

Negotiated as per employment contract.

#### 3.4 Coordinators

Negotiated as per employment agreement.

#### 3.5 Supervisors/Rangers/Maintenance Officers

Due to the nature of their work and the requirement to attend call outs, these employees may be provided with a Shire vehicle which is available for work duties and commuting purposes. Rangers have access to limited private use when on call in accordance with the approved roster.

### 4. Conditions of Use

- (a) All employees who have the privilege of taking a Council vehicle home are expected to keep the vehicle clean and under proper surveillance.
- (b) All Council vehicles are to be available for Shire use whilst at Shire premises.
- (c) A Council vehicle is to be driven by Shire employees only, except in the case of the Chief Executive Office and Directors/Managers who may be authorised to allow another person to use the vehicle as part of their employment contract.
- (d) Employees acting in a higher capacity shall be entitled to the arrangements for the classification in which they are acting within the limits of available vehicles.
- (e) Any existing arrangement relating to vehicle usage that does not comply with this policy is to continue until the relevant employee leaves.

- (f) The Chief Executive Officer has the authority to vary the terms of this policy to cater for any temporary situation.
- (g) All Council owned vehicles are to be registered, comprehensively insured, and have access to roadside assistance.
- (h) Employees provided with a Council vehicle that includes private use must, for Fringe Benefit Tax (FBT) purposes, complete annual FBT declarations, retain any personal receipts for expenditure for fuel and submit all receipts to the relevant Council Officer.
- (i) Employees provided with a Council vehicle that includes private use must, for FBT purposes, on request, complete a logbook and ensure each driver of that vehicle completes the log book as required.
- (j) Any incidents which result in damage to a Council vehicle should be reported as soon as practicable to their Supervisor.
- (k) All persons driving a Council vehicle must hold a current Western Australian Driver's Licence.
- (l) All employees allocated with a Council vehicle must complete form HR-A3 "Register of Issue of Council Vehicle" and include a copy of their current driver's license.

## 5. Legislative and Strategic Context

Nil.

## 6. Review

This policy is to be reviewed every three years (triennially).

## 7. Associated Documents

Nil.

<b>Division</b>	Corporate & Governance				
<b>Policy Number</b>	CGP020				
<b>Contact Officer</b>	Manager Corporate Services				
<b>Related Legislation</b>	Nil				
<b>Related Shire Documents</b>	HR-A3 – Register of Issue of Council Vehicle Fringe Benefits Tax Calculation				
<b>Risk Rating</b>	Low	<b>Review Frequency</b>	Triennially	<b>Next Review</b>	May 2026
<b>Date Adopted</b>	22/06/2004			OCM04/083	

Amendments		
Date	Details of Amendment	Reference
25/09/2007	Amended to reflect current employees.	OCM07/160
24/11/2009	Amended to reflect current employees.	OCM09/197
26/10/2010	Amended to reflect current employees.	OCM10/10/163

22/03/2011	Amended to reflect current employees.	OCM11/03/027
23/10/2012	Amended to reflect current employees.	OCM12/10/123
28/10/2014	Amended to reflect current employees.	OCM14/10/127
24/11/2015	Amended to reflect current employees.	OCM15/11/138
26/09/2017	Amended to reflect current employees.	OCM17/09/091
19/12/2019	Amended to reflect current employees.	OCM19/12/163
15/12/2020	Amended to reflect current employees.	OCM20/12/221
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
25/06/2024	Reviewed with minor amendments	OCM24/06/090
<b>Previous Policies</b>		
HR002 – Use of Council Vehicles 2.2 – Use of Council Vehicles		