



After Hours Use of Shire Vehicles Policy

Responsible Officer

Manager of works and Services

Objective

To ensure effective controls are in place for Shire passenger vehicles that are used for private non Shire work related purposes.

Scope

This policy applies to all Staff and Councillors that use a shire vehicle for private, non-shire work related purposes.

Policy

Shire vehicles are available to Shire staff and Councillors outside of work hours for the transport of themselves and their immediately family only between Rumah Baru Jetty and the West Island settlement, with the prior approval of the Manager of Works and Services.

No Shire vehicle (except for the vehicle allocated to Executive Managers) is to be used for any other private non work related purposes without the prior approval of the Chief Executive Officer.

Vehicles that are allocated to Executive Managers are:

- To be kept clean and tidy – both internally and externally
- No modification are to be made to the vehicle without the approval of the Chief Executive Officer
- Are not permitted to be driven by anyone else except their spouse without the prior approval of the Chief Executive Officer.
- Must be available to staff if required for work reasons.
- Not allowed salt water to come in contact with the chassis when launching boats.
- Not to be used for the conduct of any personal profit making business

It is the responsibility of the staff member or elected member to ensure they hold a valid and relevant driver's license

Any staff member or elected member that allows any passenger to smoke in a shire vehicle will be disqualified from having access to a Shire vehicle for a period prescribed by the Chief Executive Officer, but not less than 6 months.

Any person that is convicted of drunk driving, careless driving, driving without a license, reckless driving and or dangerous driving following an accident in a Council vehicle will be required to pay the full cost of all associated repairs.

Any damage to any shire vehicle that is incurred by any person that has been found to not have been given prior approval will be required to pay the full cost of all associated repairs.

Any staff member found to be in breach of this policy could result in disciplinary and / or legal action leading up to and including termination of employment.

Any elected member found to be in breach of this policy could be reported to the standards panel under the rules of conduct regulations.

Definitions

Immediate family - husband, wife, daughter, son, father, mother, brother, sister

Executive Managers -The Chief Executive Officer, the Deputy Chief Executive officer, the Manager of Works and Services and the Buildings Project Manager are Executive Managers.

Office Use Only				
Relevant Delegations				
Council Adoption	Date	27/04/2016	Resolution #	10.4/ A2
Reviewed/Modified	Date	30/8/2017	Resolution #	3008/05
Reviewed/Modified	Date		Resolution #	