



Policy A11 – Staff Usage of Shire Vehicles

Shire of Murray

1. Policy Intention

To establish the parameters relating to type of vehicles provided and to the use of Shire of Murray (Shire) Vehicles by Council Members and Shire Officers.

2. Policy

2.1 Council Members

Council 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.

2.2 Chief Executive Officer

A fully maintained executive vehicle is provided for work and full private use. If interstate fuel for the use of a private hire car will be provided, subject to appropriate records being provided.

2.3 Directors and Executive Managers

A fully maintained vehicle is provided for work and full private use within the State of Western Australia.

2.4 Managers/Emergency Service Coordinator/Coordinators and Officers

Where a vehicle is required for work duties, a car or utility (depending on work requirements) may be provided for work purposes, commuting and private use restricted to within a distance of 200km of the Shire Administration Office. The vehicle is not available during long service leave or periods of extended leave exceeding four weeks.

2.5 Supervisors, Rangers and Maintenance Officers

Due to the nature of their work and the requirement to attend call outs, Officers 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.

2.6 General

2.6.1 All employees who have the privilege of taking a Shire vehicle home are expected to keep the vehicle clean and under proper surveillance.

2.6.2 All Shire vehicles are to be available for Shire use while at Shire premises.

2.6.3 A Shire vehicle is to be driven by Shire employees only, except in the case of employees covered by Clauses 2.2, 2.3 and 2.4 of this Policy who may authorise another person to use the vehicle, as per the conditions outlined in the Vehicle Usage Management Practice.

2.6.4 Employees acting temporarily in a higher capacity shall be entitled to the arrangements for the classification in which they are acting within the limits of available vehicles.

2.6.5 Any existing arrangement relating to vehicle usage that does not comply with this Policy is to continue until the relevant employee leaves.

2.6.6 The Chief Executive Officer has authority to vary the terms of this Policy to cater for any temporary situation.

Policy Detail		
Responsible Directorate	Corporate Services	
Responsible Department	People Development	
Responsible Officer	Manager People Development	
Next Policy Review / Schedule	2026 (3-yearly)	
Council Adoption	Date / Resolution	19 November 1998 (SCM98/0429)
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		30 June 2011 (OCM11/099)
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		25 June 2015 (OCM15/155)
		22 February 2018 (OCM18/008)
		23 June 2022 (OCM22/070)
