



2. CORPORATE POLICIES
2.3 OTHER CORPORATE

2.3.1 Employee Use of Shire of Manjimup Vehicles

Policy Measures

1. The Council acknowledges that part of the salary packages for the Chief Executive Officer, Directors and other designated officers may include the private use of Shire of Manjimup vehicles where negotiated.
2. The Chief Executive Officer's vehicle usage is specified in the employment contract and the remainder of this policy does not apply.
3. The Director Business, Director Development and Regulation, Director Community Services and Director Works and Services are to be provided with the option of a vehicle for private use including annual leave and long service leave but excluding unpaid leave, provided a rental is agreed upon as part of a contract of employment as a Senior Officer and the Shire of Manjimup's Fees and Charges.
4. Where a vehicle is provided with the role, managers may negotiate restricted private use with the exception of periods of long service leave and unpaid leave, provided a rental is agreed in accordance with the Shire of Manjimup's Fees and Charges.
5. Other officers depending on roles may negotiate restricted private use or commuter use of a Shire vehicle with the Chief Executive Officer with the exception of periods of long service leave and unpaid leave, provided a rental is agreed in accordance with the Shire of Manjimup's Fees and Charges.
6. The designated regions for private use shall be:
 - For the Directors in an area South West of a line drawn from Geraldton, Kalgoorlie and Esperance.
 - For other staff in an area within a 350km radius of Manjimup.

Any variation to this requires the approval of the Chief Executive Officer. Where private use is approved outside of the designated regions, all fuel costs are to be borne by the employee.

7. It is the responsibility of all officers to whom a vehicle is allocated to ensure that their vehicles are well maintained and kept in a clean and tidy condition. The Mechanical Workshop will inspect all light vehicles at routine maintenance services. As a result of the inspection, corrective action may be required of the officer and repeated poor condition may result in the withdrawal of the privilege of using a Shire of Manjimup vehicle outside work hours.

2.3.1 Employee Use of Shire of Manjimup Vehicles

8. All vehicles are regarded as pool vehicles for general use by Councillors while representing Council on official business and employees for work related purposes during office hours.
9. The privilege of commuting use of other Shire of Manjimup vehicles (i.e. to and from work) may be granted at the discretion of the Chief Executive Officer.

Administration

This policy is administered by the Office of the CEO.

Due Date for Revision

**ADOPTED 12 SEPTEMBER 2002
REVIEWED 27 MAY 2021
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