

EME016	ELECTED MEMBERS – ACCESS TO SHIRE VEHICLES FOR OFFICIAL USE		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:	23/08/2022	REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:	N/A		
RELATED FORMS:	N/A		
RELATED DELEGATIONS:	N/A		
RELATED POLICIES:	N/A		
LEGISLATION:	Local Government (Administration) Regulations 34AD		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
23/08/2022	Council	Nil	FC7/8/22
28/03/2023	Council	Nil	FC 5/3/23
26/03/2024	Council	Nil	OCM 07/03/24

EME016 Elected Members - Access to Shire Vehicles for Official Use.

OBJECTIVES

This policy sets out the arrangements with respect to the provision of motor vehicles for use by the Shire President and Elected Members for the legitimate business of Council.

POLICY STATEMENT/S

A Shire vehicle will be made available to the Shire President and/or Elected Members, upon application, for the purpose of attending meetings, conferences etc. in their role as an Elected Member of the Shire of Carnarvon only and is not to be used for private business.

Elected Members requiring access to a Council vehicle are to make a booking through the Senior Executive Officer.

Where a Shire vehicle is not available, and private vehicles are used for legitimate business of Council, Elected Members are entitled to reimbursement).

The Driver must hold a current WA Motor Drivers Licence at the correct class.

Notes

In this policy, “legitimate business of Council” means:

- a. Ordinary and Special Meetings of Council,
- b. Committee or Advisory Committee Meetings,
- c. Ordinary, committee or sub-committee meetings of State, Regional or local organisations or bodies where the Elected Member, has by Council resolution been elected as a Council delegate,
- d. Meetings, briefing sessions and civic or ceremonial functions convened by the Shire President of the Council,



- e. Meeting, function, or other official role as a representative of the Shire President or the Council,
- f. Conferences and seminars where the attendance has been approved by the Council,
- g. Inspections and meetings within the Shire of Carnarvon relative to the duties of office as an Elected Member, provided the inspection or meeting directly relates to an item listed on the Council Agenda, an issue received in writing from the community, or where otherwise approved by the Shire President,
- h. Meetings requiring travel outside the Shire of Carnarvon as approved by the Shire President,

The Chief Executive Officer must approve use of a council vehicle for all requests that comply with this policy, if a vehicle is available.

Any breaches of this policy will be referred to the Chief Executive Officer and/or the Shire President to consider the nature of the breach and to determine a suitable process to determine any appropriate actions.