



Historical Fire Engine Display Policy

Reference Number:	2.7
Type:	Council Policy
Category:	Safety & Community
Relevant Community Plan Outcome:	<ul style="list-style-type: none">• Our values, leadership and collaborative approach are bold and courageous and enables us to deliver value for our Community and create a leading liveable City• Open and accountable governance
Responsible Officer(s):	General Manager Asset Management Services
First Issued/Approved:	March 2002
Minutes Reference:	CoS 6/11/2023, Item 4.50
Last Reviewed:	November 2023
Next Review Due:	November 2025
Applicable Legislation:	City of Charles Sturt Enterprise Agreement (Administration) No 10. (2023) City of Charles Sturt Enterprise Agreement (Operations) No 10. 2023
Related Policies:	Working Flexibly Policy Fitness for Work Policy Motor Vehicle Policy
Related Procedures:	Fitness for Work - Fatigue Management Procedure Historical Vehicle Request Form

1. Purpose

The City of Charles Sturt owns a historical fire engine which can be used to promote the City and its history. This vehicle is occasionally made available to outside organisations and the purpose of this Policy is to define the conditions and approvals that are required for its use.

2. Scope

This Policy applies to the historical fire engine owned by the City of Charles Sturt.

3. Policy Statement

3.1 General Conditions of Use

The use of the historical fire engine covered under this Policy requires specific approval from either the:

- General Manager Asset Management Services, or
- Chief Executive Officer

The above positions are also responsible for approving the driver and co-driver of the fire engine.

In considering the approval for use of the fire engine, the following factors will be taken into account:

- The driver and co-driver (if required) must be City of Charles Sturt employees or elected members. Experience of the designated driver(s) in driving an equivalent vehicle type, including holding a current MR licence.
- The purpose of use, which should be either:
 - For use with an organisation, community group or club that has an association and/or partnership with the City of Charles Sturt programs and services.
 - For ensuring the fire engine is regularly used to keep in good working order.
- Prior notice of at least four weeks is required to ensure roadworthiness, registration and appropriate insurance cover can be arranged before the vehicle is required.
- Risk assessment has been undertaken to determine the number of drivers required (i.e. only one driver or driver & co-driver. If reversing or manoeuvring around crowds a co-driver will be required as a spotter).

Passengers other than the driver and co-driver are allowed up to the maximum carrying capacity of the fire engine. Passengers do not have to be City of Charles Sturt employees.

The Marketing & Communications team will be notified of all circumstances when the fire engine is used/displayed in order to maximise the exposure for the City.

3.2 Volunteering or Work Related Function

Council recognises that designated City of Charles Sturt employees may use the vehicle for work related or voluntary purposes. The guidelines around each of these is detailed below:

Work Related use

Is defined as:

1. Where the fire engine is to be used for marketing or promotion of the City of Charles Sturt or at a Charles Sturt sponsored/promoted event, and
2. The fire engine is required to be parked at the event and supervised by the driver and/or co-driver, and/or
3. Other City of Charles Sturt staff are also working at the event.

In these circumstances the driver and co-driver (if required) are eligible for ATO or overtime as per the relevant policies. The driver and co-driver must ensure records of work performed during after-hours is accurately recorded.

Volunteer use

Is defined as:

1. Any other event where the community, club or group request the fire engine to attend their event, or
2. Any motor vehicle club event (e.g. Bay to Birdwood).

In these circumstances the attendance by the driver and co-driver (if required) is voluntary.

Irrespective of whether the fire engine is work related or volunteer use, employees are to comply with all relevant Council policies and procedures to ensure they have an understanding of their obligations.

4. Definitions

Nil