

ADOPTED	
COUNCIL MEETING MIN	283/20
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Objective

Through this Policy, Council aims to achieve the following objectives:

- To provide guidance for sustainable, effective and cost efficient management of Council's light motor vehicle fleet;

Legislative requirements

- Local Government Act 1993
- Local Government (General) Regulation 2005
- WHS Act 2011

Related policies and plans

- Disposal of Assets
- Code of Conduct
- Light Fleet Procedure
- Procurement Policy

Policy

Scope

This policy applies to all Council operations.

This policy applies to all Staff of Council who qualify for use of a Council motor vehicle.

This policy also applies to the Mayor, who is allocated a Council vehicle to carry out Mayoral Duties, and any Councillor who may use a Council vehicle to carry out Councillor duties.

This policy applies to any volunteer that operates a Council vehicle on behalf of Council.

Type of Vehicles

In choosing the most appropriate vehicles for the fleet, consideration will be given to maximising standardisation of vehicle type, environmental and economic sustainability, safety and occupational health and safety requirements, and operational and service delivery needs of the Council, the department and the position requirements.

Council will always endeavour to balance environmental, economic, safety, operational and individual requirements.

Council's light fleet requirements will reflect the diversity of the department and contractual obligations, for example, specialist 'tools of trade vehicles' for operational requirements and also where statutory and/or contractual or employment obligations arise. Vehicles will be fit for purpose unless varied by the General Manager.

Purchase of Light Fleet

Council endeavours to obtain value for money opportunities for the community and is determined to support our local economy. The existing Local Preference Policy will be included in all light fleet purchases within the parameters of the supporting Light Fleet Procedure.

Replacement/Turnover of Light Fleet

Generally, Council will replace motor vehicles based on the below information (unless otherwise amended at the General Manager's discretion), in order to ensure maximum financial efficiencies.

- Work vehicles – 4 years or 120,000km
- Professional vehicles – 4 years or 120,000km
- Managers on TRP vehicles – 3 years or 90,000km
- Executive vehicles – 3 years or 90,000km

Procurement and Disposal Arrangements

Economies of scale are to be achieved by strict standardisation of vehicle type, minimising contracts and maintaining flexibility in disposal procedures to maximise returns.

Use of Council Vehicles

Council vehicles may be available to employees on either a private use or commuter use basis, subject to payment of lease back fees and taxation and other statutory considerations.

Irrespective of the type of private use, if any assigned to a Council vehicle, during normal business hours all available Council vehicles will be used as 'pool vehicles' to carry out Council business.

Misuse of Council vehicles may lead to disciplinary action.

Alternative Arrangements

As a tool to achieve the objective of cost efficient management of the fleet, alternative arrangements, including novated leases and salary packages incorporating cash equivalents, may be entered into between Council and the General Manager, Executive Managers, Senior Staff and/or Managers as defined by the Local Government Act 1993.

Savings and Transitional Arrangements

This Policy does not, nor it is it intended to, change or alter any of the existing contractual conditions of employment in place as at the date of adoption of this Policy, between the Council and any particular employee of the Council.

Smoke Free Environment

Council provides a smoke free workplace and this Policy extends to Council vehicles. No smoking in any Council vehicle is permitted as the vehicle is considered an extension of the workplace.