

## LIGHT VEHICLE FLEET MANAGEMENT POLICY

### OBJECTIVES

To ensure optimal light vehicle fleet utilisation, minimise overall vehicle Total Cost of Ownership and reduce vehicle emissions consistent with industry best practice.

To ensure that processes are in place to manage the purchase, use, operation and disposal of vehicles in the Shire's fleet.

To ensure the effective management of the Shire's fleet of Light Vehicles in line with community expectations and operational business needs.

### DEFINITIONS

#### **Fleet**

A number of workplace vehicles operating together or under the same ownership. The vehicle may be a vehicle shared by multiple staff members for work use or a vehicle used by one staff member for personal use.

### SCOPE

This policy applies to all staff, elected members, contractors and volunteers of the Shire of Quairading in the operation of the Shire's light vehicle fleet.

### POLICY

The Shire will retain a fleet of motor vehicles that are essential for operational requirements to service the community.

The vehicle fleet will comprise a range of suitable, safe and environmentally friendly vehicles with some flexibility in vehicle type for staff with full private use.

#### **1 Value of Vehicles**

In order to meet functional requirements of the reason for which the vehicle is being acquired it must be fit for purpose, have low whole of life costs and ensure employee benefits are appropriate.

The operational needs of the Shire are the primary consideration of the policy, including the cost, size and vehicle specification, environmental credentials, acquisition, management/maintenance and disposal.

CEO approval is required prior to staff recruitment if there is a potential need for a vehicle.

All employees or authorised personnel must abide by their responsibilities to ensure the vehicle is used and maintained in a suitable manner.

## **2 Vehicle Purchases & Selection**

Vehicle purchases will be in accordance with the Procurement Policy and relevant management practices and as defined in an employee's contract of employment.

A weighted assessment will take into consideration the economic, environmental and safety aspects for a range of vehicles that meet the Shire's fit for purpose requirements.

The purchase and renewal of the Shire's light vehicles will be selected from the relevant State Government Fleet Acquisition Contract, unless the vehicles are second-hand.

## **3 Environmental Considerations**

In order to minimise the impact of the Shire's light vehicle fleet on the environment, hybrid and low emissions or alternative fuel vehicles will be considered for purchase if and where strategically practical and where budget allows.

## **4 Vehicle Disposals**

The replacement of vehicles will occur on an appropriate timeline in line with usage, warranty, suitability, maintenance and cost.

The optimum replacement timing for the Shire's light fleet is to be reviewed at least every five years.

Under this Policy, vehicles will be changed over at five years or 100,000 kms (whichever is first).

Disposals of the Shire's fleet are as per the *Local Government Act 1995, Policy 304 - Disposal of disused equipment, machinery and other material* and the relevant management practice for the disposal of property, either through trade-in or auction. The most cost effective method for sale of each vehicle will be evaluated with the aim to maximise return on the Shire's investment.

Light fleet vehicles identified with low levels of operational requirements will be phased out over time (the next three years).

## **5 Private Vehicle Use**

Private use vehicle conditions will be in accordance with the relevant employment contract or the Award.

**GUIDELINES**

Practice 223.1 Fleet Management

Policy 301 Procurement

Policy 304 Disposal of disused equipment, machinery and other material

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date	CEO Signature
01	Nicole Gibbs	29/09/2022	66 - 22/23	New Policy	Sept 2022	