

<b>Policy number</b>	Policy 223
<b>Policy title</b>	Light Vehicle Fleet Management
<b>Strategic outcomes supported</b>	EN5 – Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed.

## **POLICY OBJECTIVE:**

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

## **POLICY SCOPE:**

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

## **DEFINITIONS:**

Nil

## **POLICY STATEMENT:**

The Town 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.

The relevant management practice outlines the implementation of this policy and describes the administrative processes necessary to give effect to this policy for use by the Town's officers.

## **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 equitable.

The operational needs of the Town are the primary consideration of the policy including the cost, size and vehicle specification, environmental credentials, acquisition, management/maintenance and disposal. C Suite 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 as set out in the Fleet Management Practice.

## Vehicle Purchases and selection

Vehicle purchases will be in accordance with *Policy 301 Procurement* and relevant management practices and as defined in an employee's contract of employment.

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

The purchase and renewal of the Town's light vehicles will be selected from the relevant State Government Fleet Acquisition Contract.

## Environmental Considerations

In order to minimise the impact of the Town'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.

An annual review is conducted to measure the carbon footprint of the Town's vehicles and a carbon neutral offset is purchased or delivered by the Town's operations, for example by tree-planting.

## 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 Town's light fleet is to be reviewed at least every 2 years, however as a general guide vehicles will be changed over no later than 5 years / 120,000 kms and no less than 3 years / 60,000 kms.

Disposals of the Town'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 Town's investment.

## Private Vehicle Use – Employee contribution rate

Town employees issued with a Town vehicle inclusive of private use conditions will pay a fortnightly contribution rate based on Rate Category A in the State Government vehicle usage rates as outlined in the Senior Officers Vehicle Scheme (SOVS). (Currently \$150/fortnight).

The contribution rate is subject to annual review and amendment as determined by the Salaries and Allowances Tribunal (SAT).

Implementation of the amended contribution rate may vary for the Town's Officers subject to their employment contracts. The CEO will maintain a management practice outlining the implementation of the contribution rate.

### **Allocation of Council vehicle process**

Light fleet vehicles identified with low levels of operational requirements will be phased out over time (the next 3 years).

### **Related Documents:**

Practice 223.1 Fleet Management

Policy 301 Procurement

Policy 304 Disposal of disused equipment, machinery and other material

Town of Victoria Park Enterprise Agreement

