

Policy number	Policy 223
Policy title	Fleet Management- (light vehicles)
Strategic outcomes supported	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 ~~use,~~ purchase, ~~use,~~ operation and disposal of ~~vehicles in Council's the Town's~~ fleet ~~of vehicles~~.

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:

- ~~1. The Town will retain a fleet of motor vehicles that are essential for operational requirements to service the community and to attract and retain senior staff as part of their employment contracts where this provision exists. Additionally~~
~~†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 Town will provide flexibility of choice in vehicle selection for its employees.~~
- ~~2.~~
- ~~3. The supporting procedure to this policy document is provided as the Fleet Management Practice which outlines how this policy is to be implemented outlines the implementation of this policy and . The Management Practice describes the administrative processes necessary to give effect to this policy for use by the Town's officers.~~

Value of Vehicles

- ~~4. In order to meet functional requirements of the position reason for which the vehicle is being acquired it must be fit for purpose, economic impacts in terms of have low whole of life costs are evaluated and ensure employee benefits are equitable.~~
- ~~5. The operational needs of Council the Town underpins the fleet management approach are the primary consideration of the policy including the cost, size and vehicle specification, environmental credentials, acquisition, management/maintenance and disposal.~~

6. All employees or authorised personnel must be aware of abide by their responsibilities to ensure the vehicle is used and maintained in a suitable manner as per the Light Vehicle Management Practice guidelines set out in the fleet relevant management practice.

1. Vehicle Purchases and selection

7. Vehicle purchases will be in accordance with Policy 301 Procurement and relevant management practices the Towns Fleet Management Practice and Procurement Policy and will, or as defined in an employee's contract of employment.

8. 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.

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

The optimum replacement timing for the Towns light fleet is to be reviewed annually, however as a general guide will be changed over no more than 5 years / 120,000 kms or less than 3 years / 60,000 kms.

2. Environmental Considerations

10. In order to minimise the size impact of the Town's light vehicle carbon footprint 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 Towns vehicles and a carbon neutral offset is provided purchased or delivered by the Town's operations, for example by tree-planting with a biodiverse reforestation project.

11.

3. Vehicle Disposals

12. 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.

13.

14. Disposals of the Town's fleet are as per the Disposal Policy Policy 304 -- Disposal of disused equipment,

machinery and other equipment material and Fleet Management Practices 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.

Related Documents:

- Practice 223.1 Fleet Management
- [Policy 301 Procurement](#) ~~Policy 301~~
- [Policy 304 Disposal of disused equipment, machinery and other material](#) ~~304~~
- [Code of Conduct – Employees](#)
- [ToVP Plant and Vehicle Asset Management Plan](#)
- ~~ToVP Fleet Safety Policy (In future, refer to Fleet Management Practice)~~
- ToVP Enterprise Agreement (current) and various contractual arrangements with staff

