

**POLICY No: I/FM/2**

**FORMER POLICY No:**

**VEHICLE SPECIFICATIONS**

<b>DIVISION</b>	<b>BUSINESS UNIT</b>	<b>RESPONSIBILITY AREA</b>
Works and Services	Infrastructure	Fleet Management

**OBJECTIVE**

To provide a balanced light vehicle fleet (as far as practicable) which:

- a) Is fit for purpose and addresses the needs of specific roles of the Shire;
- b) Minimises vehicle ownership costs;
- c) Minimises the impact of the light vehicle fleet on the environment;
- d) Enhances the safety of staff and other road users;
- e) Addresses the requirements of individual employment contracts; and
- f) Takes advantage of the ability to tailor vehicle acquisition to attract and retain staff.

**POLICY**

1. Scope

This policy applies to the purchase of vehicles for use as part of the Shire's light vehicle fleet.

2. Application of Policy

The overriding principle in the selection of vehicles for inclusion in the Shire's light vehicle fleet is 'fit for purpose'.

When selecting vehicles, the following factors should be considered.

a) Cost of Ownership

The cost of ownership is determined through consideration of purchase price and likely disposal price, Fringe Benefit Tax liabilities, running costs (maintenance and fuel) and costs of required accessories. In determining the cost of ownership, consideration should be given to the benefits of standardising a vehicle fleet, in order to permit vehicle rotation and decrease servicing times

b) Safety

All vehicles within the light vehicle fleet should have a minimum Australasian New Car Assessment Program (ANCAP) rating of five (5) stars.

c) Fuel Consumption / Vehicle Ratings

Whilst preference will be given to diesel vehicles rather than petrol vehicles, consideration will be given to Electric or Plug-in Hybrid Electric Vehicles (PHEV) if practicable. All vehicles purchased are to have fuel consumption of no more than 12L/100km, according to the Australian Government Green Vehicle Guide, unless otherwise approved by the Chief Executive Officer (CEO) (or the Council as contained in the Australian Government Green Vehicle Guide ([www.greenvehicleguide.gov.au](http://www.greenvehicleguide.gov.au))).

d) Standardisation of Vehicles

Where possible the purchase of new vehicles should be standardised across the organisation including the general use of base 'mid' range vehicles with similar features in accordance with this policy.

e) Contractual Negotiations

All vehicles/accessories purchased in accordance with contractual negotiations are to be approved by the CEO.

3. The following items should be standard inclusions for every new vehicle purchased:

- a) Laminated tinted windscreens;
- b) Window tinting;
- c) Rubber floor mats;
- d) Lockable fuel cap;
- e) Headlight protectors;
- f) Seat covers for all seats;
- g) Current year compliance plates;
- h) Registration expiry of 30 June;
- i) Automatic transmission;
- j) Daytime running lights;
- k) Standard spare tyre; and
- l) Steel drop side tray or well body with either a tonneau cover or lockable canopy wherever appropriate.

The items below are fit for purpose and should be approved by the CEO:

- a) Manual transmission;
- b) Carpet floor mats;
- c) Cargo barriers;
- d) Bull bar;

- e) Roof rack;
- f) Tipping tray; and
- g) Spotlights.

The following existing items shall be retained at changeover, to be re-fitted into the new vehicle:

- a) PL registration plates (low plates only);
  - b) Dog cages (where practical);
  - c) Hoist; and
  - d) Specialised radio communication equipment (VHF sets).
4. The purchasing of vehicles is to occur by quotation in accordance with Council Policy F/FM/7 Purchasing and Tender Guide. Only vehicles available at a Government price shall be purchased (State Government Vehicle Tender).
  5. Vehicle disposal should occur where the cost of ownership of the vehicle is optimised. Generally, vehicles will be disposed of where the CEO is of the opinion that the time of disposal maximises the financial advantage to the Council, unless vehicles are under other contractual arrangements or purchase/changeover.
  6. Vehicle rotation between officers, where the vehicle type is the same, shall be applied where possible when a vehicle is travelling too few or too many kilometres annually to achieve optimal ownership/changeover cost.
  7. The administration and management of the Council's light vehicle fleet is assigned as a responsibility of the Council's Manager Works and Services.

8. Vehicle Designation

Position	Vehicle Class
Shire President, Chief Executive Officer	Prestige large or medium sedan/wagon
Deputy Chief Executive Officer, Manager Development Services, Manager Works and Services, Environmental Health Officer, Building Surveyor, Planning Officer	Medium to large sedan, wagon, utility or SUV in accordance with the respective employee's contract of employment
Principal Works Supervisor, Assistant Works Supervisor, Ranger, Community Emergency Services Manager	Dual cab 4x4 utility
Saleyards Manager	Single or space cab 4x4 utility with tipping tray
Engineering Technical Officer	Single or space cab 4x4 utility
Building Maintenance Officer, Parks and Gardens Team, Depot/Traffic Control Team, Workshop Supervisor	Single or space cab one tonne 4x4 utility or a dual cab 4x4 utility at the discretion of the CEO
Cleaner	Utility van (panel van)

**ADOPTED: 10 APRIL 2007**

**LAST REVIEWED 11 SEPTEMBER 2018**