

VEHICLE STANDARDS POLICY

Purpose

To provide clear guidelines on the standard of vehicles provided to Shire of Plantagenet employees; the conditions of use of Shire vehicles; and when Shire vehicles should be replaced.

Scope

This policy covers the purchase of vehicles for use as part of the Shire of Plantagenet light vehicle fleet.

Policy

The selection of vehicles for inclusion in the Shire of Plantagenet light vehicle fleet is to be based on the fit for purpose principle.

For employees, the standard of vehicle provided shall be no less than that stated in the relevant employee's contract or conditions of employment.

Chief Executive Officer	SUV, sedan or wagon, executive vehicle.
Executive Managers and Managers	A vehicle to the value provided for in Council's adopted budget for purchase of a vehicle for the relevant officer.
Other officers to whom a vehicle is assigned	A vehicle as approved by the Chief Executive Officer and to a value provided for in Council's adopted budget for purchase of a vehicle for the relevant officer. Commercial vehicles shall be job specific as defined by the required work duty.

1. All vehicles shall be air conditioned and where practicable shall be fitted with automatic transmission.
2. Where practicable, all vehicles purchased by the Shire shall achieve a 4 or 5 star ANCAP rating.
3. Preference will be given to the purchase of vehicles that are fuel-efficient with lower emissions.
4. Whole of life vehicle costs shall be a key consideration in the procurement of Shire vehicles. The Chief Executive Officer may determine which vehicles may not be purchased based on whole of life costs.

5. The Chief Executive Officer will determine the particular types or classes of vehicles that may be purchased by the Shire.
6. Light vehicles shall be replaced under the most cost effective changeover practices, based on market conditions. Light vehicle includes cars, utilities, vans and trucks up to two tonne capacity.
7. Vehicles shall be either traded in against the replacement vehicle or disposed of by public tender or sold by public auction.
8. The Chief Executive Officer shall have unrestricted private use within Western Australia of Shire provided vehicles.
9. Executive Managers and Managers shall have unrestricted private use of vehicles within the South West Land Division of Western Australia. In exceptional circumstances, the Chief Executive Officer may approve use of a Shire provided vehicle by Executive Managers and Managers outside of South West Land Division of Western Australia.
10. At the Chief Executive Officer's discretion, officers other than Executive Managers or Managers that are allocated a Shire vehicle may be granted commuting or restricted private use of that vehicle subject to any conditions the Chief Executive Officer may impose.

Document Control			
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Document Compliance			
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Other	Local Government (Administration) Regulations 1996		
Document Management			
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