

POLICY No: I/FM/2

FORMER POLICY No:

VEHICLE SPECIFICATIONS

DIVISION	BUSINESS UNIT	RESPONSIBILITY AREA
Works and Services	Infrastructure	Fleet Management

OBJECTIVE

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

1. Is fit for purpose and addresses the needs of specific roles of the Shire.
2. Minimises vehicle ownership costs.
3. Minimises the impact of the light vehicle fleet on the environment.
4. Enhances the safety of staff and other road users.
5. Addresses the requirements of individual employment contracts.
6. 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

As a minimum, all sedans and wagons within the Shire's light vehicle fleet are to be fitted with:

- (i) Antilock Braking Systems (ABS)
- (ii) Electronic Stability Control (ESC)
- (iii) Dual airbags; and
- (iv) White in colour unless approved by the CEO.

In the case of four-wheel drive utility vehicles, these should be fitted with ABS and dual airbags, with preference for utilities with ESC. 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

All vehicles purchased are to be diesel unless otherwise approved by the CEO with fuel consumption of no more than 12L/100km.

Consideration may be given to Electric or Plug-in Hybrid Electric Vehicles (PHEV) if practicable and economically feasible.

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 Chief Executive Officer (CEO).

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

- 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) Standard spare tyre

- k) Steel drop side tray or well body with either a tonneau cover or lockable canopy and tie down lugs
- l) All terrain tyres.

The items below may be considered fit for purpose on a case by case basis 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
- g) Spotlights
- h) Electronic brakes.

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

- a) PL registration plates
 - b) Dog cages (where practical)
 - c) Hoist
 - d) Specialised radio communication equipment (VHF sets)
 - e) Community Emergency Services Manager (CESM) vehicle 'pod'.
4. Vehicles shall have a Shire of Plantagenet logo decal displayed on each front passenger door, with the exception of the CEO and vehicles allocated to contracted staff members where private use of that vehicle is a condition of their contract.
 5. The purchasing of vehicles is to occur by quotation in accordance with Council Policy F/FM/17 Purchasing Policy. Only vehicles available at a Government fleet discounted price shall be purchased.
 6. 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.
 7. 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.

8. The administration and management of the Council's light vehicle fleet is assigned as a responsibility of the Council's Executive Manager Works and Services.
9. Vehicle Designation

Position	Vehicle Class
Chief Executive Officer	Prestige large or medium sedan/wagon with a value that falls below the Luxury Car Tax Threshold
Deputy Chief Executive Officer, Executive Manager Development Services and Executive Manager Works and Services	Medium to large sedan, wagon, utility or SUV in accordance with the respective employee's contract of employment Value not to exceed \$55,000.00 (exc GST)
Works Manager, Principal Works Supervisor, Assistant Works Supervisor, Ranger, Community Emergency Services Manager	Dual cab 4x4 utility outfitted as required
Saleyards Manager	Single or space cab 4x4 utility
Building Maintenance Officer, Parks and Gardens Team and Depot/Traffic Control Team	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 28 JUNE 2022