

FLEET MANAGEMENT

Previous policy number: 2.2.1

Policy Statement

The Town of Mosman Park will purchase and use light vehicles to conduct the business of the Town. Selection, use and management of the light vehicles will maximise productivity, cost efficiency, safety and sustainability to the Town.

Tool of trade vehicles are selected based on the project and program needs. Private use vehicles are not provided as of right. A contract review is to be carried out prior to appointment of the contracted position by the CEO to determine the need for a vehicle.

Policy Details

Objective

To enunciate the important principles which include:

- Selection of vehicles based on safety, cost, environmental and qualitative factors;
- Acceptable use of the vehicles; and,
- Maintenance and management of the light vehicles, via changeover and administrative guidelines.

Policy Principles

This policy applies to all light fleet vehicles owned by the Town.

Usage restriction requirements in unique circumstances may be lifted temporarily on approval by the CEO and assessed on a case by case basis. The CEO will align all future contract and renewals with this policy.

Vehicle Selection Criterion

The following principles are to be applied to selection of the light vehicles:

- Economic Factors (purchase price, value for money, whole of life costs & resale).
- Safety Factors (highest ANCAP rating or equivalent).
- Environmental Factors (better than average fuel consumption & CO² emissions etc).
- Qualitative Factors (reliability, reputation, community perception etc.).

Selection shall be assessed based on “fit for purpose” criteria in the first instance to ensure the Town gets the best possible vehicle. A vehicle shortlist will be determined based on the above listed principles.

Vehicle Changeover

The changeover of light passenger fleet will be on the basis of four years or 80,000kms, whichever is sooner. For vehicles that incur significant mileage, rotation of vehicles between staff or roles will be considered in the first instance to manage this.

Fleet Management Guidelines

The officer with responsibility for a vehicle will ensure that it is kept securely and in good order at all times. The Fleet Management Guidelines detail these requirements.

The Town will ensure that it has administrative Fleet Management Guidelines which dictate the implementation of fleet management practices from the principles of this policy. The guidelines can be updated and revised as standards, specifications and trends change from year to year.

The Fleet Management Guidelines must encompass the following items:

- Fleet responsibility outlining the officer's role in the upkeep of the Town's asset;
- Explanation of Usage Privileges and Penalty (distance limits, safe driving, penalties);
- Allocated Driver Responsibilities (upkeep, monitoring); and,
- Permitted and forbidden alterations or options.

The guidelines will also outline the process of vehicle short-listing and selection, based on the selection criteria, the Town's purchasing policy and asset disposal policies and available procurement methods.

Vehicle Usage Provisions

Vehicle usage provisions are provided in the table below.

Class	Usage Restriction	Pool Requirements
– CHIEF EXEC OFFICER	Employees partner is permitted to drive the vehicle provided they have a current drivers licence. Use of the vehicle is restricted to the State of Western Australia. Use outside state with Council approval only.	The vehicle will be made available during business hours for use by other staff members, after other vehicles.
– EXEC MANAGER	Employees partner is permitted to drive the vehicle provided they have a current drivers licence. Use of the vehicle is restricted to the State of Western Australia. Use outside state with Council approval only.	The vehicle will be made available during business hours for use by other staff members, after other vehicles.
3 – LEVEL 10 + OFFICER	Employees partner is permitted to drive the vehicle provided they have a current drivers licence. Use of the vehicle is restricted to the State of Western Australia. Use outside state with Council approval only.	The vehicle will be made available during business hours for use by other staff members who require a vehicle to carry out their normal duties.
4 – LEVEL 8 + OFFICER	Employees partner is permitted to drive the vehicle, provided they have a current drivers licence. Greater Perth Metropolitan Area restriction. The CEO may grant permission for use elsewhere in the state.	The vehicle will be made available during business hours for use by other staff members who require a vehicle to carry out their normal duties.
5- – UP TO LEVEL 7 OFFICERS	Commuter use and restricted private use. Commuter use and private use / co-contribution for some positions to be cost neutral to the Town. Employees partner is permitted to drive the vehicle, provided they have a current drivers licence and in presence of officer. Greater Perth Metropolitan Area restriction only. The CEO may grant permission for use elsewhere in the state.	Commuter use vehicles are deemed operational in nature and as such only form pool vehicles when not required for operational duties or when prior meetings are scheduled etc. The private use vehicles will be made available during business hours for

		use by other staff members who require a vehicle to carry out their normal duties.
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Common to all usage allowances is the requirement that if not in genuine use by the staff member or the partner who is permitted to drive, in excess of five working days, the vehicle must be garaged with the Town for use by others.

Vehicles will be procured by the method which presents the best value for money and may include, but not limited to:

- Outright capital purchase;
- Loan / lease arrangements;
- Operating leases;
- Novated leases.

Vehicle Type and Value Hierarchy

The following vehicle type and value hierarchy will apply. At the low end this is the smallest fit for purpose, safe vehicle suitable for duties within the Town. At the top end this is capped by the value determined in the CEO's contract.

Class	Vehicle Category	Purchase Value up to
1. CHIEF EXEC. OFFICER	Luxury Large Sedan, Wagon or SUV.	\$42,000
2. EXEC MANAGER	Large/Medium Sedan, Wagon or SUV.	\$36,000
3. LEVEL 10 + OFFICER	Medium Sedan, Wagon or SUV.	\$30,000
4. LEVEL 8 + OFFICER	Medium/Small Sedan, Wagon or Small SUV	\$24,000
5. UP TO LEVEL 7 OFFICER	Light to Small Sedan, Wagon or Hatch	\$18,000

Refuelling

Refuelling will only be allowed at the cost of the Town, in the greater Perth metropolitan area. Where the vehicle is being used for business purposes then refuelling at the cost of the Town, outside of the metropolitan area is permitted.

Vehicle Cleaning

The staff member is responsible for cleaning of the private use vehicle in their own time and at their own cost, except for detailing at the scheduled servicing and just prior to vehicle disposal. Tool of trade vehicles are to be cleaned regularly at the cost of the Town.

Definitions

Nil.

Governance References

Statutory Compliance	Nil.
Organisational Compliance	Fleet Management Guidelines

Policy Administration

Directorate:		Officer title:
Technical Services		Executive Manager Technical Services
Next Review		Review Cycle
November 2020		
Version	Date	Ref
1	22 November 2016	OCM-446-2016
2		
3		