

I 1 – Light Vehicle Fleet Management Policy

1 Objectives

The objectives of the Light Vehicle Fleet Management Policy are to:

- 1.1 Guide the purchase and use of light vehicles to conduct the business of the Shire.
- 1.2 Ensure that the selection, use and management of the light vehicles will maximise productivity, cost efficiency, safety and sustainability.
- 1.3 Tool of trade vehicles are selected based on the project and program needs.
- 1.4 Private use vehicles are only provided after a contract review is carried out prior to appointment of the contracted position by the council or CEO to determine whether there is a need for a vehicle.
- 1.5 Enunciate the important principles of Council which include:
 - a. Selection of vehicles based on safety, cost, environmental and qualitative factors;
 - b. Acceptable use of the vehicles; and
 - c. Maintenance and management of the light vehicles, including changeover.
- 1.6 Ensure compliance with the *Work Health and Safety Act 2020* and respective employment contracts.

2 Scope

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

3 Definitions

3.1 Councillors

means members of an elected body that make decisions on behalf of a local government through a formal meeting process. Generally, local government councillors, who include the Mayor or President and councillors, do not have any authority to act or make decisions as individuals.

3.2 Employee

means a person that's hired to provide a service to a company either on a full-time, part-time or casual basis in exchange for payment. Also referred to as employees.

3.3 Light Vehicle

A motor vehicle with a gross vehicle mass (GVM) not greater than 4,500 kg and constructed or equipped to seat no more than 12 adults (including the driver).

3.4 Reasonably Practicable (*Work Health and Safety Act 2020*: section 18)

A guiding principle of the WHS Act is that all people are provided the highest level of health and safety protection from hazards arising from work, so far as is reasonably practicable. The term 'reasonably practicable' means what could reasonably be done at a particular time to ensure health and safety measures are in place. In determining what is reasonably practicable, there is a requirement to weigh up all relevant matters including:

- a. The likelihood of a hazard or risk occurring (the probability of a person being exposed to harm).
- b. The degree of harm that might result if the hazard or risk occurred (the potential seriousness of injury or harm).
- c. What the person concerned knows, or ought to reasonably know, about the hazard or risk and ways of eliminating or minimising it.
- d. The availability of suitable ways to eliminate or minimise the hazard or risk.
- e. The cost of eliminating or minimising the hazard or risk. Costs may only be considered after assessing the extent of the risk and the available ways of eliminating or minimising the risk. Cost will not ordinarily be the key factor in determining what it is reasonably practicable for a duty holder to do unless it can be shown to be 'grossly disproportionate' to the risk.

3.5 Vehicle Fleet

A fleet vehicle is a motor vehicle owned or leased by a business. Depending on the size of your organisation, industry and needs, fleet vehicle types will vary for sales, operations and the needs of employees.

3.6 Worker

means an employee (part-time, full-time and casual), a contractor, a subcontractor, a self-employed person, an outworker, an apprentice or trainee, a work experience student, an employee of a labour hire company placed with a 'host employer' and volunteers.

3.7 Workplace

means any place where a worker goes or is likely to be while work is carried out for a business or undertaking. This may include offices, factories, shops, construction sites, vehicles, ships, aircraft or other mobile structures on land or water such as offshore units and platforms (that are not already covered under the Commonwealth's offshore WHS laws).

4 Policy

4.1 The selection, use and management of light vehicles will maximise productivity, cost efficiency, safety and sustainability.

4.2 Vehicle Criteria

Vehicle selection will be based on the following six criteria:

No	Criteria	Description
1	Fit for Purpose	The vehicle must enable employees to perform the work function to a pre-determined standard without increasing the safety risk to employees or the public.
2	Safety	<ul style="list-style-type: none"> • The <i>Work Health and Safety Act 2020</i> deems vehicles to be a place of work. If a vehicle is not fit-for-purpose this may pose a WHS risk. • The Australian New Car Assessment Program (ANCAP) assesses safety (injury risk) ratings on a scale of 1-5. All vehicles within the light vehicle fleet should have a minimum Australian New Car Assessment Program (ANCAP) rating of four stars.

3	Environment	<ul style="list-style-type: none"> In Australia all new vehicles are required to comply with ADR 79/04 - Emission Control for Light Vehicles. This mimics the International Standard developed through the United Nations World Forum for the Harmonisation of Vehicle Regulations (UN Regulation 83/06). The Shire's light fleet vehicles must also meet the specified emission target in the Western Australian Government's Motor Vehicles Buyers Guide. The emissions target is expressed in grams of CO2 per kilometre (g/km) and is based on the fuel consumption ratings that manufacturers are required to provide. The g/km figure is applicable regardless of fuel type (i.e. electric, petrol, Liquified Petroleum Gas, diesel).
4	Cost (Whole-of-Asset Lifecycle).	<ul style="list-style-type: none"> The total cost of the vehicle must deliver best value for money on the whole-of-asset lifecycle, against the weighted assessment. The weighted assessment is: <ul style="list-style-type: none"> Fit for Purpose 25% Safety 25% Environment 25% Cost 25% Service Support (given the proximity to Bunbury, Busselton and Manjimup, it is assumed this criterion will be met)
5	Service Support	Service support must be available within the South-West Region.

4.3 CEO Vehicle

The make and model of the CEO vehicle will be inserted into the terms and conditions of the employment contract. Any variance from the specified make and model must be cost-neutral.

4.4 Executive Manager Vehicle

An Executive Manager vehicle will be the most cost-effective make and model of a vehicle available that is fit for purpose, environmentally progressive and compliant with work health and safety requirements.

4.5 Operational Vehicles

Operational vehicles will be the most cost-effective make and model available that are fit for purpose, environmentally progressive and compliant with work health and safety requirements.

4.6 Purchase of Vehicles

New vehicles will be purchased through the State Government Fleet Contract. Used vehicles will be purchased from a registered reputable vehicle company that can provide genuine warranty terms and conditions.

4.7 Novated Leases

Novated and Operating Leases will only be considered if a cost-benefit analysis

demonstrates better value for money (whole-of-lifecycle asset).

4.8 Fringe Benefit Tax

Obligations regarding Fringe Benefit Tax are detailed in individual employment contracts.

4.9 Value of Private Use Vehicle

The value of the private use component of the vehicle is as shown in individual contracts of employment or in the case of uncontracted employees in specific agreements or letters of appointment.

5 Accountabilities & Responsibilities

5.1 The council is accountable for:

- Ensuring the organisation has in place a lawful, transparent, and accountable policy framework, supported by a suite of compliant and appropriate policies and procedures.
- Endorsing (or not) each organisational policy document in a timely and effective manner.
- Delegating implementation of each policy document to the CEO.

5.2 The CEO is accountable for ensuring the development, implementation, monitoring and review of this policy document, in accordance with governing legislation and the council directives.

5.3 The Executive Management Team and Managers is responsible for:

- Ensuring that all employees under their direction comply with this policy document.
- Enacting process to redress non-compliance with this policy document.

5.4 All employees are individually responsible for complying with this policy document.

6 Risk Management

If a Light Vehicle Fleet Management Policy is not in place the risks include (but are not limited to):

- 6.1 There is no guidance on the purchase and use of light vehicles to conduct the business of the Shire.
- 6.2 The selection, use and management of the light vehicles does not maximise productivity, cost efficiency, safety and sustainability.
- 6.3 Tool of trade vehicles selected do not meet the project or program needs.
- 6.4 Private use vehicles are allocated inappropriately or when there is no need for a vehicle.
- 6.5 Council does not adhere to the important principles of:
 - a. Selection of vehicles based on safety, cost, environmental and qualitative factors;
 - b. Acceptable use of the vehicles; and
 - c. Maintenance and management of the light vehicles, including changeover.
- 6.6 Non-compliance with the *Work Health and Safety Act 2020*.

7 Reference Documents

Act	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.6.2 – Local government to prepare annual budget s.6.7 – Municipal fund
Regulation	<i>Local Government (Financial Management) Regulations 1996</i>
Local Law	n/a
Policy	FM 2 – Asset Management Policy FM 4 – Procurement, Budget Management and Supporting Local Business Policy G 15 – Work Health and Safety Policy
Procedure	n/a
Other Documents	n/a

8 Version Control

Version	Date	Author	Amendments
V1	25 May 2018	T Clynch (CEO)	Original Document
V2	28 July 2022	T Clynch (CEO)	Three year review
V3	29 August 2024	N Gibbs (CEO) / Steele Alexander (Executive Manager, Infrastructure)	Reviewed due to insufficient budget allocation post COVID (2022).
Scheduled Reviewed Date	August 2027		