

VEHICLE FLEET ADMINISTRATION

(1) BACKGROUND

Council's light vehicle fleet serves two purposes. Firstly, the light vehicle fleet allows the decisions of Council, and the legal obligations of Council, to be carried out by staff. Secondly, the light vehicle fleet is a way to compensate staff, rather than paying a complete salary in cash. The benefit of using a light vehicle fleet, as part of the method of staff compensation, is that it allows the Council to take advantage of its need to own a light vehicle fleet anyway, to compensate staff. In addition, with the relatively low cost of purchase of light vehicles, by government, it is cheaper to provide part of an officer's salary in the form of a vehicle, than paying a competitive salary in lieu of a vehicle.

(2) AIM OF THIS POLICY

To the extent possible, provide a balanced light vehicle fleet which is fit for purpose and addresses the needs of specific roles of the Town, minimises vehicle ownership costs, minimises the impact of the light vehicle fleet on the environment, enhances the safety of staff and other road users, addresses the requirements of individual employment contracts, takes advantage of the ability to tailor vehicle acquisition to attract and retain staff, and recognises that the light vehicle fleet makes up part of staff salary, in lieu of a higher cost to Council in cash.

(3) POLICY STATEMENT

Vehicle Selection

- The overriding principal in the selection of vehicles for inclusion in the Town's light vehicle fleet is "fit for purpose" for the position generally, and across the fleet. The light vehicle fleet should be functional and versatile, with vehicles tailored to the needs of specific positions, where required. The light vehicle fleet should include utilities, sedans and wagons. After considering *fit-for-purpose*, specific vehicle selections should have regard for the following.

- **Contractual Requirements and Attraction and Retention of Staff:** In determining vehicles for inclusion in the light vehicle fleet, regard should be had for contractual obligations to individual staff, industry standards for individual positions and the seniority of positions. To enhance the ability to use the light vehicle fleet to attract and retain staff, vehicle selection should include some amount of choice, within the bounds of the requirements of the position, and where organisational seniority justifies. Positions and vehicle types are identified below. Where a position is entitled to some choice, the vehicle selection will be limited to the vehicle types listed for that position, and a maximum base vehicle capital value of the standard vehicle applying to that position. Where under this policy there is no choice available, vehicle selection will be

determined by the Manager Engineering Services in accordance with this policy.

- **Cost of ownership:** Determined through consideration of purchase price and likely disposal price, running costs (maintenance and fuel) and cost of required accessories. Importantly, cost of ownership, and particularly purchase price, should be on the basis of like-for-like in terms of required minimum features (in particular, safety). In determining the cost of ownership, regard should be had for the benefits of standardising a vehicle fleet as far as practical.
- **Safety:** Setting a minimum standard for vehicle safety is considered appropriate on the basis of organisational risk management as well as corporate responsibility (minimum safety standards address pedestrian safety and also ensure safe cars are available to the community on disposal by the Town). All vehicles within the light vehicle fleet should have a minimum Australian New Car Assessment Program (ANCAP) rating of five stars.
- **Environmental Impact:** All vehicles are to have fuel consumption in accordance with accepted Australian Standards of no more than 9.0l/100km, unless otherwise approved by the Chief Executive Officer, unless otherwise determined by employment contract or unless required to achieve fit-for-purpose. The utility fleet will be turbo diesel.
- **Standard Inclusions:** Air conditioning, window tint, current year compliance plates, registration expiry of the 31 July, automatic transmission, tow bar with 7 pin electrical plug (other than the Pool Vehicle). Utilities may be fitted with steel or aluminium trays, taunou covers or canopies, depending on the needs of the position. Colour selection should be based on resale considerations.

Vehicle Purchase

Purchasing is to be through the State Government's fleet contract. As the base vehicle price is determined by the contract, multiple quotations are not required.

Vehicle Disposal

Vehicle disposal should be undertaken as a separate exercise to acquisition. Vehicle disposal should be through auction.

Vehicle disposal should occur where the cost of ownership of the vehicle is optimised. Generally, vehicles will be disposed of at between 2 and 3 years of age and between 60,000km and 90,000km. No vehicle should be allowed to exceed 3 years of age or 90,000km.

TOWN OF COTTESLOE POLICY

Vehicle Designation (Standard Vehicle)

| Position | Vehicle Choice? | Vehicle Type | Standard Vehicle |
|----------------------------------------|------------------------|--------------------------------|-------------------------|
| GOVERNANCE | | | |
| Chief Executive Officer | Yes | Large sedan or wagon | Holden Caprice V |
| CORPORATE SERVICES | | | |
| Manager Corporate & Community Services | Yes | Medium or large sedan or wagon | Mazda 6 Touring Wagon |
| Manager Finance | Yes | Medium sedan or wagon | Subaru Liberty 2.5i |
| Senior Ranger | No | Dual cab 4wd utility | Isuzu D-Max SX |
| Ranger | No | Dual cab 4wd utility | Isuzu D-Max SX |
| Pool Car | No | Small sedan or hatch | Mazda 2 |
| ENGINEERING SERVICES | | | |
| Manager Engineering Services | Yes | Medium or large sedan or wagon | Mazda 6 Touring Wagon |
| Works Supervisor | No | Dual cab 2wd utility | Ford Ranger XL |
| Assistant Works Supervisor | No | Dual cab 2wd utility | Ford Ranger XL |
| Reticulation | No | Single cab utility | Ford Ranger XL |
| Carpenter | No | Single cab utility | Ford Ranger XL |
| Mowing | No | Single cab utility | Ford Ranger XL |
| Pool Utility | No | Single cab utility | Ford Ranger XL |
| DEVELOPMENT SERVICES | | | |
| Manager Development Services | Yes | Medium or large sedan or wagon | Mazda 6 Touring Wagon |
| Principal Environmental Health Officer | Yes | Medium sedan or wagon | Subaru Liberty 2.5i |

TOWN OF COTTESLOE POLICY

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|--------------------|-----|-----------------------|---------------------|
| Senior Planner | Yes | Medium sedan or wagon | Subaru Liberty 2.5i |
| Principal Surveyor | Yes | Medium sedan or wagon | Subaru Liberty 2.5i |

The extent of vehicle use provided to individual officers will be determined by the Chief Executive Officer and included in the conditions of employment for individual officers. When determining appropriate use conditions, the Chief Executive Officer is to have regard to the seniority of the position, the need to attract and retain quality staff and the norm for an equivalent position in the industry.

Where the Chief Executive Officer provides full private use, as part of the conditions of employment to an officer, this private use includes the unsupervised use of the vehicle by the officer's spouse.

Rules of use of Council Vehicle

Officers, or where it applies, an officer's spouse, will only drive a Council vehicle if they have a current driver's license and are operating the vehicle within the limits of the Council's insurance policy. In the case that an officer, or anyone else driving the vehicle with the responsible officer's knowledge and consent, causes an insurable loss (e.g. accident), and, as a consequence of the driving behavior, the driver's authority to drive, driving under the influence of drugs or alcohol, the driving location, or any other thing within the control of the officer or a person driving the vehicle with the officer's knowledge and consent (other than where the vehicle is in the care of an authorised third party and it is reasonable to expect that the vehicle will be operated within the scope of the Town's insurance, such as a mechanic) causes the loss to be uninsured, the responsible officer will become personally responsible for the loss.

No vehicle will be used for private reward or gain or in connection with the operation of a private business.

Signage

Commercial vehicles used on Council business are to bear signage showing that they are operated by the Town of Cottesloe. Commercial vehicles that do not have full private use will have a permanent sign affixed. Commercial vehicles with full private use will have magnet signs available for use during working hours.

ADOPTION: July 2015
REVIEW: July 2020