

Background & Issues

The Shire of Manjimup's light vehicle fleet serves two purposes. Firstly, the light vehicle fleet allows the statutory and other operational obligations of the Shire of Manjimup to be carried out by employees and secondly, the light vehicle fleet is a way to compensate employees rather than paying a complete salary in cash. In addition, with the relatively low cost of purchase and ownership of light vehicles, by government, it is cheaper than to provide part of an employees' salary in the form of a vehicle, than paying a competitive salary in lieu of a vehicle.

Objectives

To the extent possible, provide a balanced light vehicle fleet which is fit for purpose and addresses the needs of specific roles of the Shire, 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 employees, and recognises that the light vehicle fleet makes up part of employee salary, in lieu of a higher cost to the Shire of Manjimup in cash. All vehicles are to be purchased in accordance within the allocated Annual Budget.

Area of Application

This policy will apply to the acquisition and disposal of all light vehicles within the Shire of Manjimup light vehicle fleet. Where a vehicle is obtained through a lease arrangement, selection of the vehicle type will generally be in accordance with this policy, unless the vehicle need is driven by external funding. There is a preference for outright purchase of vehicles, other than vehicles associated with short to medium term grant funded positions.

Policy Measures

Vehicle Selection

The overriding principal in the selection of vehicles for inclusion in the Shire'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 may 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 Employees:** In determining vehicles for inclusion in the light vehicle fleet, regard should be had for contractual obligations to individual employees, industry standards for individual positions and the seniority of positions. To enhance the ability to use the light vehicle fleet to attract and retain employees, vehicle selection should include some amount of choice, within the bounds of the requirements of the position, and where the organisational seniority justifies. Positions and vehicle types are identified below. Where a position is entitled to some choice, approval of the vehicle selection will be at the discretion of the Chief Executive Officer in accordance with this Policy and a maximum base vehicle capital value of the standard vehicle applying to that position.

- **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, in order to permit vehicle rotation, decrease servicing times and to reduce part holding costs. Cost of ownership should also consider the financial attractiveness of vehicles that can be acquired and warranty serviced within the district. Where a position has some choice as to the final vehicle acquired, this choice will be limited by comparable cost of ownership, to the 'standard vehicle'.
- **Base Vehicles:** Unless otherwise specified or approved at the discretion of the Chief Executive Officer, the model of the vehicle selected shall be the model that meets the minimum standards of this policy and represents the best value to the organisation.
- **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 Shire). All vehicles in the light vehicle fleet are to be fitted with Antilock Braking Systems (ABS), Electronic Stability Control (ESC) and dual airbags. All vehicles within the light vehicle fleet should have a minimum Australian New Car Assessment Program (ANCAP) rating of five stars. Four wheel drive vehicles, with private use or used to respond to night time callouts outside of a town site, and any other vehicle commonly travelling at night or during dawn or dusk south of the Pemberton Crossroads, may be fitted with bulbar and driving lights.
- **Environmental Impact:** Preference will be for four cylinder turbo diesel vehicles (particularly with bio-diesel compatibility) and hybrid electric or fully electric vehicles where practicable rather than high fuel consumption petrol vehicles. All vehicles are to have combined fuel consumption in accordance with accepted Australian Standards of no more than 10.0l/100km unless otherwise approved by the Chief Executive Officer, other than in the case of the Chief Executive Officer's vehicle which will have a maximum combined fuel consumption of 12.0l/100km. Where possible preference will be given to vehicles with lower fuel consumption ratios and higher vehicle ratings contained in the Australian Green Vehicle Guide.
- **Hybrid and Electric Vehicles:** This area of vehicle development is evolving rapidly. The Shire of Manjimup shall consider both hybrid and electric vehicle purchasing as part of overall considerations. However, hybrid and electric vehicle purchasing shall be guided by value, practicality and "fit for purpose" considerations at all times in accordance with this policy.
- **Standardisation of Vehicles:** Where possible, the purchase of new vehicles should be standardised across the organisation. Selection of vehicle model should take into account the position and industry expectations for the position.

- **Regional Preference:** In determining specific vehicles for inclusion in the light vehicle fleet, preference should be had for vehicles that can be warranty serviced locally. Council's Purchasing Policy including the Regional Price Preference Policy applies to all purchases and sales.
- **Standard Inclusions:** Air conditioning, cruise control, window tint, seat covers for all seats, current year compliance plates, registration expiry of the 31 July, automatic transmission (manual transmission permitted as required in the 4x4 fleet), tow bar and ball with 7 pin electrical plug (other than the Pool Vehicle). Utilities may be fitted with steel or aluminium trays, tonneau covers, canopies, roof bars or roof racks, depending on the needs of the position.
- **Special Inclusions:**
 - Building Maintenance Supervisor – roof and tray racks (for supporting ladders and timber) and lockable toolboxes in the tray.
 - Building Maintenance Officer – roof and tray racks (for supporting ladders and timber) and lockable toolboxes in the tray.
 - Rangers – slip on fire fighting unit, emergency lights, emergency decals, animal cages and various radios.
 - Fire control officer - slip on fire fighting unit, emergency lights, emergency decals and various radios.
 - Fuel Utility – diesel fuel tank.
 - Workshop Supervisor – lockable toolboxes and air compressor.
 - Depot utility – lockable toolboxes and tray racks (for carrying sign poles and ladders).
 - Works and Services vehicles generally – fitted with UHF radio, Shire specific VHF radio. A range of vehicles in the fleet fitted with electric brake controllers. Works and Services vehicles used in road works will be fitted with flashing amber lights (or a magnetic portable light, in the case of low use vehicles or where there is a high risk of the lights being damaged).

Vehicle Purchase

Purchasing is to be through the State Government's fleet contract. As the base vehicle price is determined by the contract, the purchase will generally be through a local dealer and multiple quotations are not required. However, the price of accessories should be regularly monitored to ensure there is value for money in purchasing. Where a vehicle is not available through a local dealer, (either local dealers do not supply, or due to inability to get the stock), purchasing should be through dealers in closer geographic proximity (i.e. Bunbury and Busselton in preference to Perth). In the case of lease vehicles, the lease company will be encouraged to seek quotations from local suppliers, however, it is acknowledged that lease companies are independent, and will source vehicles as they desire.

Vehicle Disposal

Vehicle disposal should be undertaken as a separate exercise to acquisition. Vehicle disposal should be through auction or trade-in (noting statutory provisions may apply).

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.

Where the organisation may financially benefit from more regular specific vehicle changeovers, the Chief Executive Officer may authorise vehicle changeovers between 10,000km and 60,000km at any age of the vehicle.

Vehicle Rotation

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 cost.

Policy Implementation

The responsibility for fleet management is assigned to the Director Works and Services with final decisions on vehicle purchasing and proposed budget allocations being that of the Chief Executive Officer.

Vehicle Designation

| Position | Vehicle Choice? | Vehicle Type | Vehicle Power Source |
|---------------------------------------|-----------------|--|--|
| OFFICE of CEO | | | |
| Chief Executive Officer | Yes | Prestige large sedan or prestige large 4wd diesel ¹ | Diesel or Hybrid or Electric or Petrol |
| COMMUNITY DIRECTORATE | | | |
| Director Community Services | Yes | Large or medium sedan, SUV or 4x4 dual range wagon ¹ | Diesel or Hybrid or Electric or Petrol |
| Manager and Recreation Services | Yes | Extra cab 4x4 dual range utility | Diesel or Hybrid or Electric |
| HACC | No | As determined by funding and generally in accordance with this policy. | As determined by funding and generally in accordance with this policy. |
| WORKS AND SERVICES DIRECTORATE | | | |
| Director Works and Services | Yes | Large or medium 4x4 dual range wagon or utility ¹ | Diesel or Hybrid or Electric or Petrol |
| Manager Works | Yes | 4x4 dual cab dual range utility or equivalent sized wagon | Diesel or Hybrid or Electric |
| Manager Parks and Gardens | Yes | 4x4 dual cab dual range utility | Diesel or Hybrid or Electric |
| Manager Technical Services | Yes | 4x4 dual cab dual range utility or equivalent sized wagon or SUV | Diesel or Hybrid or Electric or Petrol |
| Workshop Supervisor | No | Dual cab dual range utility 4x4 | Diesel or Hybrid or Electric |
| Works Supervisors | No | Dual cab dual range utility 4x4 | Diesel or Hybrid or Electric |

SHIRE OF MANJIMUP
2 CORPORATE POLICIES
2.3 OTHER CORPORATE
2.3.2 Vehicle Specifications

| | | | |
|--|-----|--|--|
| Technical Services | No | Dual cab dual range utility 4x4 | Diesel or Hybrid or Electric |
| Depot Utility | No | Dual cab dual range utility 4x4 | Diesel or Hybrid or Electric |
| Fuel Utility | No | Dual cab dual range utility 4x4 | Diesel or Hybrid or Electric |
| Parks Utility | No | Dual cab dual range utility 4x4 | Diesel or Hybrid or Electric |
| Pool Vehicle | No | Small or medium, sedan or SUV | Diesel or Hybrid or Electric or Petrol |
| DEVELOPMENT AND REGULATION | | | |
| Director Development and Regulation | Yes | Large or medium sedan, SUV or 4x4 dual range wagon or utility ¹ | Diesel or Hybrid or Electric or Petrol |
| Manager Building Services ² | Yes | Dual cab dual range utility 4x4 | Diesel or Hybrid or Electric |
| Senior Ranger ¹ | No | Extra cab dual range utility 4x4 | Diesel or Hybrid or Electric |
| Principal Environmental Health Officer | No | Dual cab dual range utility 4x4 | Diesel or Hybrid or Electric |
| Ranger ² | No | Extra cab dual range utility 4x4 | Diesel or Hybrid or Electric |
| Windy Harbour Caretaker ² | No | Extra cab dual range utility 4x4 | Diesel or Hybrid or Electric |
| Building Maintenance Supervisor ² | No | Single cab utility 4x2. | Petrol or Diesel or Hybrid or Electric |
| Building Maintenance Officer ² | No | Single cab utility 4x2. | Petrol or Diesel or Hybrid or Electric |
| DIRECTOR BUSINESS | Yes | Large or medium sedan, SUV or 4x4 dual range wagon ¹ | Diesel or Hybrid or Electric or Petrol |
| New Positions | | At the Chief Executive Officers Discretion and subject to budget. | Diesel or Hybrid or Electric or Petrol |

¹ Subject to contractual requirements.

² Ultimate vehicle selection may be determined by load capacity of vehicle required to meet equipment requirements.

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The Administration of this Policy is by Works and Services Division.