

Fleet Management Policy

Classification:	Council Policy
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ECM Tracking No.:	988251
Responsible Officer:	Director Environment and Place, B Cant
Relevant Legislation:	Local Government Act, 1999 Local Government (Financial Management) Regulations 2011
Related Policies:	Asset Management Policy Climate Change Policy Procurement Policy Sale or Disposal of Assets Policy Environmental Sustainability Strategy

1. Introduction

- 1.1 This Policy provides a framework that guides the procurement, management and maintenance of all fleet vehicles used in Council business.

2. Strategic Plan Desired Outcomes

- Principles:* 1. Service Sustainability
3. Improvement and Innovation
- Theme:* Community
Environment
- Goals:* 1: A resilient, healthy and connected community
2: Our City will be a leading environmental custodian
- Priorities:* 1.1 Flexible, fit-for-purpose facilities and places
1.4 Facilities, services and programs that meet our community's needs
2.1 Adapt and mitigate for climate change

3. Our Approach

- 3.1 Regularly review, update and adopt leading governance, risk management and administrative processes.
- 3.2 Ensure the long-term sustainability of Council operations by monitoring, comparing and adapting to industry and market indicators and changes in technology

4. Legislative Requirements and Corporate Policy Context

- 4.1 This Policy has been developed and adopted in accordance with Section 49 of the Local Government Act 1999.

5. Interpretation

- 5.1 For the purpose of this policy:

5.1.1 “ANCAP” Australian New Car Assessment Program provides a one to five star rating for the level of occupant protection provided by vehicles in serious front and side crashes.

5.1.2 “Fleet Vehicle” a vehicle or plant owned and operated by the City of Burnside and used for the operation of its business.

5.1.3 “Green Vehicle Guide” The Commonwealth Department of Infrastructure, Transport, Regional Development and Local Government maintains an interactive website called the Green Vehicle Guide (GVG) which is available at www.greenvehicleguide.gov.au.

5.1.4 “Driver” An employee, trainee, casual worker or volunteer undertaking work on behalf of the Council.

6. Policy

- 6.1 Management and acquisition

6.1.1 The management of fleet vehicles will be undertaken as per Council’s Asset Management, Procurement, Finance and WHS policies and procedures.

6.1.2 Under Asset Management principles any proposals to renew, replace, add, upgrade or remove assets not included in endorsed Asset Management Plans or the Long Term Financial Plan will be considered in accordance with the prioritisation factors outlined within the Asset Management Plans and, with consideration given to the ensuing social, economic and environmental impacts (including climate change).

6.1.3 There should be sufficient, modern and safe vehicles available for Council workers to provide an efficient, effective and responsive service to the City of Burnside community.

6.1.4 In the acquisition of fleet vehicles Council utilises various methods, which are outlined at a high level below;

- (a) Own and use outright
- (b) Own for shared use
- (c) Lease finance

- 6.1.4.1 Own and use outright

6.1.4.1.1 This style of vehicle acquisition and use is where Council purchase a vehicle outright and retain all rights and privileges of the vehicle after the price of the acquisition has been settled with the vendor.

- 6.1.4.1.2 It is the most common way in which a vehicle is acquired and managed by Council for use at its discretion.

6.1.4.2 Shared use

- 6.1.4.2.1 Generally the principles of shared vehicle use pertain to larger Councils with a dense vehicle usage footprint, such as Councils responsible for central business districts (CBD's) for residents, rather than exclusive use for Council operations.
- 6.1.4.2.2 Shared use vehicle arrangements derive from the profligacy of vehicles in densely populated areas, in a bid to reduce energy use and emissions of vehicles in those areas.
- 6.1.4.2.3 Any such arrangements must be approved by the Fleet Manager.

6.1.4.3 Lease Finance

- 6.1.4.3.1 Leased vehicles provided by third party operators for Council use is another form of fleet and vehicle management available to Council.
- 6.1.4.3.2 The operators provide prescribed use rights to Council in exchange for a periodic payment over a fixed period, for the use of the vehicle in that time.
- 6.1.4.3.3 At the expiration of the agreed fixed period the vehicle is returned to the third party operator, thereby reducing the administrative burden of liquidating the vehicle under outright ownership arrangements, once change over benchmarks are triggered.
- 6.1.4.3.4 This type of arrangement can be utilised for example in short term cover of off-line fleet vehicles to maintain service delivery and in instances of high service demand.
- 6.1.4.3.5 Any such arrangements must be approved by the Fleet Manager.

6.2 Fleet Vehicle - Minimum Standards

6.2.1 Council will select and use fleet vehicles with the following minimum standards promoting environmentally friendly and safe vehicle use.

6.2.2 In purchasing fleet vehicles, a balanced assessment using weighted criteria should be used including;

- (a) Annual Whole of Life Costs (including taxation and fuel consumption)
- (b) Safety (including but not limited to vehicle ANCAP Safety Rating)
- (c) Environmental Benefits (including but not limited to CO₂ emissions and air pollution)

6.3 Annual Whole of Life Costs

6.3.1 In balancing whole-of-life vehicle costs with their effective use, Council will change over fleet vehicles on a regular basis.

6.3.2 Vehicles will be changed over based on their usage (number of hours, years or kilometres).

6.3.3 Fleet vehicles will be changed over with consideration to the following;

- (a) Organisational demand or need
- (b) The lowest life cycle cost
- (c) The lowest environmental impact

6.3.4 Vehicles may, however, be replaced at any time in accordance with fleet requirements, market conditions, usage and employment contract conditions with the approval of the Fleet Manager and appropriate officer under financial delegations.

6.4 Safety

6.4.1 Where applicable any fleet vehicle purchased by Council shall have a minimum five (5) star vehicle safety rating, as prescribed by the Australian New Car Assessment Program (ANCAP).

6.4.2 All fleet purchases will be risk assessed as per the Council's WHS System.

6.5 Environmental Benefits

6.5.1 As per Council's strategies and policies Council will purchase and operate fleet vehicles that, as much as practicable, reduces its carbon footprint.

6.5.2 The Commonwealth government portfolio responsible for local government at a federal level maintains an electronic register via the internet, which provides details on vehicle greenhouse ratings, carbon dioxide emissions, air pollution for most new vehicles released in the Australian market.

6.5.3 The procurement governance principles underpin all Council purchases. In Council's Procurement Policy, it details our philosophy for Social Sustainability (including Local Economy) and Environmental Sustainability.

6.5.4 Where practical and available hybrid electric or full electric fleet vehicles should be considered in the first instance.

6.6 General Conditions of Use

6.6.1 Drivers will hold an appropriate and current Australian driver's licence for the vehicle being operated.

6.6.2 Drivers must ensure that fleet vehicles are appropriately used and maintained.

6.7 Strategic Incentive for Staff Attraction and Retention

- 6.7.1 Strategic and policy principles include the imperative to attract and retain high-quality employees. This includes the provision of adequate fleet vehicles to support operations and service delivery.
- 6.7.2 As such private use of a fleet vehicle may be provided, by agreement, to a staff member.
- 6.7.3 This may be achieved through agreed leaseback arrangements between Council and selected staff.
- 6.7.4 A leaseback arrangement is one where an element of private use by a staff member is implicit in the purchase of that particular vehicle, expressly reinforced in Council's employment contract conditions with the staff member.

7. Review and Authority

- 7.1 This Policy will be reviewed every four years in line with Council's Policies and Protocols Framework.

8. Availability

- 8.1 The Policy is available to be downloaded, free of charge, from Council's website www.burnside.sa.gov.au
- 8.2 The Policy will be available for inspection, free of charge, at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.
- 8.2.1 City of Burnside Civic Centre; 401 Greenhill Road, Tasmore SA 5065
Telephone; 8366 4200; Email; burnside@burnside.sa.gov.au Office hours: Monday to Friday, 8.30am to 5.00pm (except public holidays)

9. Further Information

- 9.1 For further information about this policy please contact:

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