



# **BYRON SHIRE COUNCIL**

**POLICY NO 10/004**

## **LIGHT MOTOR VEHICLE FLEET**

**INFORMATION ABOUT THIS DOCUMENT**

<b>Date Adopted by Council</b>	24/06/2010	<b>Resolution No.</b>	10-499
<b>Policy Responsibility</b>	Community Infrastructure		
<b>Review Timeframe</b>	2 years		
<b>Last Review Date:</b>	New Policy	<b>Next Scheduled Review Date</b>	24/06/2010

***Document History***

<b>Doc No.</b>	<b>Date Amended/Adopted</b>	<b>Details Comments eg Resolution No.</b>
#974803	24/6/2010	Draft reported to Council
#978485	24/6/2010	Adopted with amendments Res 10-499

***Further Document Information and Relationships***

<b>Related Legislation</b>	NSW Local Government (State) Award 2007 Local Government Act 1993 and associated Regulations Occupational Health and Safety legislation
<b>Related Policies</b>	
<b>Related Procedures/ Protocols, Statements, documents*</b>	Light Motor Vehicle Procedures

NB. This administrative part of the Policy may be updated, as procedures are developed, reviewed and/or updated, by Management without referral of the updated Policy to Council, to ensure continuing administrative accuracy.

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**POLICY TITLE** LIGHT MOTOR VEHICLE FLEET POLICY

**FILE REFERENCE** ENG550000

## **1. POLICY STATEMENT**

Council will maintain a light motor vehicle fleet necessary to meet the operational and service delivery requirements of its daily functions whilst ensuring the optimum use of vehicles through management practices which are efficient, sustainable, equitable and accountable.

## **2. OBJECTIVES**

2.1 Through this Policy, Council aims to achieve the following objectives:

- (a) to provide guidance for effective and cost efficient management of Council's light motor vehicle fleet;
- (b) to improve fleet economy and environmental sustainability by promoting the use of low emission fuel efficient vehicles and alternative technologies.

## **3. SCOPE**

3.1 This policy applies to all Council operations.

3.2 This policy applies to all Staff of Council who qualify for use of a Council motor vehicle.

3.3 This policy also applies to the Mayor, who is allocated a Council vehicle to carry out Mayoral duties, and any Councillor who may use a Council vehicle to carry out Councillor duties.

## **4. LEGAL & POLICY FRAMEWORK**

4.1 Council has existing, and may incur, statutory and contractual obligations to:

- (a) the General Manager and Senior Staff pursuant to Contracts which may be entered into pursuant to the Local Government Act 1993 and associated Regulations;
- (b) Managers and Executive Managers pursuant to industrial agreements;
- (c) some staff pursuant to conditions of employment.

4.2 Council must honour its statutory and contractual obligations.

## **5. MINIMISATION OF ENVIRONMENTAL IMPACT OF FLEET**

5.1. Council is committed to minimising environmental impact from its light motor vehicle fleet.

- 5.2. The vehicle procurement process will include an assessment of all vehicles using the Federal Government's 'Green Vehicle Guide'. Where ever practicable, Council will purchase vehicle models with superior emissions standards and fuel consumption ratings and will consider alternative and developing technologies.

## **6. TYPE OF VEHICLES**

- 6.1. In choosing the most appropriate vehicles for the fleet, regard will be had to maximising standardisation of vehicle type, environmental and economic sustainability, safety and occupational health and safety requirements and operational and service delivery needs of the Council, the Division and the position.
- 6.2. Council will always endeavour to balance, environmental, economic, safety and operational and individual requirements.
- 6.3. Except for specialist 'tools of trade vehicles' and where statutory and/or contractual obligations arise, generally vehicles will be two wheel drive, four cylinder, four door passenger sedans or wagons, unless varied by the General Manager for operational requirements, where the make and model will be determined by the General Manager.
- 6.4. Council will replace motor vehicles at the General Manager's discretion, in order to ensure maximum financial efficiencies.

## **7. PROCUREMENT AND DISPOSAL ARRANGEMENTS**

- 7.1. Economies of scale are to be achieved by strict standardisation of vehicle type, minimising contracts and maintaining flexibility in disposal procedures to maximise returns.

## **8. USE OF COUNCIL VEHICLES**

- 8.1. Council vehicles may be available to employees either on a private use or commuter use basis, subject to payment of lease back fees and taxation and other statutory considerations.
- 8.2. Irrespective of the type of private use, if any, assigned to a Council vehicle, during normal business hours all available Council vehicles will be used as 'pool vehicles' to carry out Council business.

## **9. ALTERNATIVE ARRANGEMENTS**

- 9.1. As a tool to achieve the objective of cost efficient management the fleet, alternative arrangements, including novated leases and salary packages incorporating cash equivalents, may be entered into between Council and the General Manager, Executive Managers, Senior Staff as defined by the Local Government Act 1993 and/or Managers.

## **10. SAVINGS AND TRANSITIONAL ARRANGEMENTS**

- 10.1. This Policy does not, nor it is it intended to, change or alter any of existing contractual conditions of employment, in place as at the date of adoption of this Policy, between the Council and any particular employee of the Council.

**11. SMOKE FREE ENVIRONMENT**

11.1. Council provides a smoke free workplace and this Policy extends to Council vehicles. No smoking is therefore permitted in any Council vehicle as the vehicle is considered an extension of the workplace.