

Service #: **Provision and Management of Light Vehicles**

1. Policy Objective

To ensure that processes are in place for the City of Kalamunda (City) to manage the purchase, use, operation, and disposal of vehicles in the City's fleet to enable it to execute its strategic and operational requirements in the safest and most efficient manner.

2. Planning

Kalamunda Advancing Strategic Community Plan to 2031

Strategic Priority 2: Kalamunda Clean & Green

Corporate Objective 2.1 To protect and enhance the environmental values of the City

Strategy 2.2.2 Work towards Carbon neutral Footprint of City operated areas

3. Policy Definitions

Nil

4. Policy Scope

This policy applies to all staff, elected members, contractors and volunteers of the City in the operation of the City's light vehicle fleet.

5. Policy Statement

The City will retain a fleet of motor vehicles that are essential for operational requirements to service the community.

The vehicle fleet will comprise a range of suitable, safe, and environmentally friendly vehicles with some flexibility in vehicle type for staff with full private use.

The Fleet Management Guidelines (Guidelines) outlines the implementation of this policy and describes the administrative processes necessary to give effect to this policy for use by the City's officers.

5.1 Value of Vehicles

- a) In order to meet functional requirements of the reason for which the vehicle is being acquired it must be fit for purpose, have low whole of life costs and ensure employee benefits are equitable.

- b) The operational needs of the City are the primary consideration of the policy including the cost, size and vehicle specification, together with vehicle ergonomics, safety, environmental credentials, acquisition, management/maintenance, and disposal.
- c) All employees or authorised personnel must abide by their responsibilities to ensure the vehicle is used and maintained in a suitable manner as set out in the Guidelines.

5.2 Vehicle Purchase and Selection

- a) Vehicle purchases will be in accordance with Policy CEOD-CS5.1 Purchasing (Procurement Policy) and its relevant management practices or as defined in an employee's contract of employment.
- b) A weighted assessment shall take into consideration the economic, environmental and safety aspects for a range of vehicles that meet the City's fit for purpose requirements.
- c) The purchase and renewal of the City's light vehicles will be selected from the relevant State Government Fleet Acquisition Contract.

5.3 Environmental Considerations

- a) In order to minimise the impact of the City's light vehicle fleet on the environment, hybrid and low emissions or alternative fuel vehicles (i.e. Electric, Hydrogen) will be considered for purchase if and where strategically practical and where budget allows.
- b) Once the City has established its Carbon Footprint it will then on an annual basis conduct a review to measure the carbon footprint component of the City's vehicles with carbon neutral offsets purchased or delivered by the City's operations, for example by tree-planting.

5.4 Vehicle Disposals

- a) The replacement of vehicles will occur on an appropriate timeline in line with usage, warranty, suitability, maintenance, and cost.
- b) The optimum replacement timing for the City's light fleet is to be reviewed at least every two years, however this is subject to change to ensure the City receives best value and is able to quickly adapt to vehicle market changes.
- c) Disposals of the City's fleet are as per Council Delegation LGA4 – Disposal of Surplus Property and Materials and the Guidelines for the disposal of property, either through trade-in or auction. The most cost-effective method for sale of each vehicle will be evaluated with the aim to maximise return on the City's investment.

5.5 Private Vehicle Use – Employee Contribution Rate

- a) City employees issued with a vehicle inclusive of private use conditions will pay a fortnightly contribution rate based on the State Government vehicle usage rates as outlined in the Senior Officers Vehicle Scheme (SOVS).
- b) The contribution rate is subject to an annual review and amendment as determined by the Salaries and Allowances Tribunal.

6. **Pre-Existing Arrangements**

6.1 Grandfathered

Existing employment arrangements in respect to light vehicles will be “grandfathered” meaning that old benefits may be retained so as no negative impact.

7. **Related Documents/Revision History**

Status	Under Review		
Related Local Law	Not Applicable		
Related Council Policies	Policy CEOD-CS5.1 Purchasing		
Relevant Delegation	LGA4 – Disposal of Surplus Property and Materials		
Related Internal Procedures	Fleet Management Guidelines Code of Conduct for Employees Enterprise Agreement (current) and various contractual arrangements		
Related Budget Schedule	Business Unit 440 Plant Operations		
Legislation	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>		
Notes and Conditions			
Authority	Council		
Adopted		Next Review Date	