



Plant and Fleet Policy

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		MANAGER OF ASSET SERVICES			
REVIEWED BY:		MANEX			
REVIEW DUE DATE:		August 2026			
VERSION NUMBER:		3			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
3	24/08/2023	16.08/23	Minor amendments and transfer to new policy template. Addition of new administration fee if tolls incurred for personal use are not paid by the due date. Removal of reference to Federal Government's Green Vehicle guide "star rating system" as the "star rating" has been discontinued. Removal of tender evaluation panel required for contract values in excess of \$130,000 due to duplication with Council's Procurement Policy.	MAS	Council
2	28/03/2019	40.03/19	Revision	TSE	Council
1	28/03/2013	25.3/13	Creation of Policy	TSE	Council



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General Manager

24/8/23
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Date

ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngoorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

PURPOSE

The purpose of this policy is to set the framework for managing Council's plant and fleet assets.

APPLICABILITY

This policy applies to the procurement, operation, maintenance and disposal of all plant, equipment and vehicles that Council has direct responsibility for or control over, including plant and machinery, commercial vehicles, passenger vehicles, and small plant and equipment.

OUTCOMES

- Optimise plant and vehicle renewal to ensure value for money, based on 'whole of life cycle' principles;
- Instill confidence relating to probity, ethical behaviour, impartiality, independence, openness, integrity and professionalism in plant procurement;
- Maintain a function, reliable, efficient, safe and sustainable plant and vehicle fleet.

ROLES AND RESPONSIBILITIES

Role	Responsibilities
Councillors	Adoption of policy, and ensuring sufficient resources are applied to implement the policy.
General Manager	Overall responsibility for developing plant and fleet policies and procedures and reporting on the status and effectiveness of plant and fleet management within Council.
Directors	Implementation of operational Plant and Fleet policies and procedures within the relevant directorate.
Managers and Supervisors	Notify changes to operational requirements for vehicles within area of responsibility, consider road safety in recruitment, and provide induction to new employees into Council's fleet safety procedures.
Chief Financial Officer	Payment of Fringe Benefits Tax (FBT) and claim for diesel fuel rebate subsidy.
Manager Asset Services	Annual updates to the rolling 10-year plant renewal program, determination of internal hire rates, and regular updates to Manex on the Administration Instructions to ensure relevance to prevailing market conditions whilst meeting operational needs of the organisation.
Workshop Supervisor	Maintenance of Council's vehicle fleet to maximise availability at the lowest lifecycle cost, and updates to fleet asset register.

Manager Governance, Risk and Corporate Planning	Liaison with insurers for all insurance claims.
Staff	Responsible for compliance with plant and fleet operating guidelines.

DEFINITIONS

- Light Vehicles:* Includes Council-owned motor vehicles that can be driven on a NSW class C car licence, carrying up to 12 adults and with mass less than 4.5 tonnes Gross Vehicle Mass (GVM); and unbraked trailers not exceeding 750kg Gross Trailer Mass (GTM).
- Plant and Equipment:* Includes all other Council-owned motorised or towed plant and equipment used for transporting people or goods with a value exceeding \$5,000.00, regardless of whether this equipment has full, conditional or no road registration.
- Vehicle Fleet:* Includes both *Light Vehicles* and *Plant and Equipment*.
- Whole of Life Costs:* Includes a vehicle's purchase price, resale value, opportunity costs, fuel, repairs, maintenance, insurance, oil, registration, and administration costs.

POLICY STATEMENT

Glen Innes Severn Council recognises that it will be required to purchase and maintain an extensive fleet of vehicles, plant and equipment for the provision of services to the community and optimise staff productivity. Council is committed to maintaining its fleet in an economically, socially and environmentally responsible manner.

Two (2) internal Administration Instructions will be maintained, with one (1) for *Light Vehicles* and one (1) for *Plant and Equipment*. These Administration Instructions ensure that the most appropriate vehicle is selected for its intended use, such that the vehicle has sufficient safety, productivity and performance for its intended purpose, while minimising the whole of life costs associated with the vehicle.

1.0 VEHICLE FLEET RENEWAL PROGRAM

- A rolling ten (10) year vehicle fleet renewal program to meet agreed service levels will be maintained as part of Council's Plant and Fleet Asset Management Plan and updated annually.
- A renewal reserve will be maintained to ensure that Council's vehicle fleet can be replaced at the optimum time, as deferred renewals will increase maintenance costs and reduce operational efficiency through downtime due to mechanical failure.
- Internal hire rates will be managed to ensure that an annual renewal provision

is returned to the plant and fleet renewal reserve. The annual renewal provision is determined from the forward procurement plan as listed in the Plant and Fleet Asset Management Plan. Internal hire rates will be calculated based on annual operational costs plus the annual depreciation provision for each item, divided by the anticipated timesheet hours or distance travelled.

- Vehicles may be provided as either a private benefit in a senior staff contract of employment, or as part of a leaseback arrangement with an employee, in accordance with Council's Motor Vehicle Leaseback Policy. All proposals to vary leaseback vehicle arrangements, including formulae for calculating the private use component of cars purchased by Council and offered to employees, will be referred to Council's consultative committee for noting. This Policy and associated procedures, along with Council's Motor Vehicle Leaseback Policy must be provided to an applicant to a position where a leaseback vehicle is offered with the position.

2.0 PLANT SELECTION

- The selection of plant and fleet assets will be driven by current and future operational needs to provide equipment that meets required levels of service, in a manner which will provide the best value to Council considered on the whole of life cycle basis.
 - Council will include a fleet renewal schedule in each annual Operational Plan as part of its capital expenditure budget.
 - Council will ensure that plant and fleet assets including any accessories are selected with due consideration to compliance with relevant legislation, codes of practice and guidelines, utilisation, whole of life costs, operational fit, risk management; occupational health and safety, training for operators and mechanical staff; warranty provisions, servicing, and sustainability.
 - A key consideration where Council will consider ownership of plant is utilisation, as measured by the hours worked or annual distance travelled. For all fleet vehicles which will have low utilisation, particular consideration will be given to alternatives to ownership, such as the use of contractors, dry hired plant, and operating lease agreements.
 - The provision of vehicles for private use by staff under a leaseback scheme shall be in accordance with Council's Motor Vehicle Leaseback Policy with guidance on the standard vehicle specification provided by the Administration Instructions Light Vehicle.
 - Under Council's commitment to fleet safety, all vehicles will be purchased with consideration to the Australian New Car Assessment Program (ANCAP) Safety ratings performance. Light commercial vehicles must have an ANCAP safety rating of 4 or higher, Passenger vehicles must have an ANCAP safety rating of 5. A risk assessment shall be submitted and considered with any tenders or quotations for major plant purchases.
 - Council is committed to minimising the environmental impact of its motor vehicle fleet. Council will consider electric and hybrid vehicle alternatives during the evaluation process for new vehicles. Major plant items will meet current Australian emissions guidelines.
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3.0 PROCUREMENT

- Procurement processes will conform with Council's Procurement Policy and shall be continuously improved to promote open competition amongst suppliers, and full accountability for staff in the administration process.
- Administration Instructions will be reviewed annually by Manex, to standardise the range of makes and models in Council's fleet and to ensure that the optimum makes and models of vehicle are selected taking account of vehicle functionality and prevailing market conditions.
- Council will fit vehicles with accessories deemed required to meet operational requirements at the discretion of the relevant workplace Director. Accessories for private benefit are to be approved by the Manager Asset Services and acquired and fitted in the first instance at the full cost of the leaseback operator, and on subsequent occasions will be replaced with vehicles at Council cost, as per Council's Motor Vehicle Leaseback Agreement and Terms and Conditions.

4.0 OPERATION

- The vehicle fleet will be managed under a pooling system which recognises that all vehicles are a corporate asset and are accessible during business hours when appropriate.
 - Council plant and fleet are to be driven by suitably qualified and authorised drivers only.
 - The utilisation of Council's vehicle fleet will be actively monitored through means such as odometer readings taken when refilling with fuel, and periodic timesheet records. Electronic fleet monitoring systems using global navigation satellite systems may also be implemented on specific items of plant and equipment, for improved emergency response, security, occupant safety and cost control purposes.
 - The vehicle fleet will be managed with due consideration to Council's fringe benefits taxation liability and claiming any fuel rebates for which Council is eligible.
 - The vehicle fleet will be comprehensively insured, and light vehicles provided with NRMA roadside assistance on a need's basis.
 - Operators will be responsible for any traffic and parking infringements, except where determined otherwise by the General Manager. In addition to toll charges, a \$50 administration fee will be payable to Council by an employee where Council incurs internal administration costs in processing overdue toll fees as a result of the employee not paying the toll by the due date.
 - No smoking is permitted in Council vehicles.
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5.0 MAINTENANCE

- Vehicles travelling on public roads will be registered annually, including Compulsory Third Party (CTP) insurance.
- A vehicle maintenance management program shall be implemented for all fleet vehicles, including monitoring of tyre wear and fuel consumption, to ensure that agreed service levels are maintained and to identify asset renewal priorities.
- A record shall be kept by the Workshop Supervisor of fleet vehicle inspections, maintenance, repairs and modifications.
- All drivers and operators are to routinely inspect Council vehicles in their control and arrange for scheduled servicing at the appropriate time.
- Investigation reports into incidents or accidents will contain recommendations and a timetable for implementing corrective actions.
- Routine vehicle maintenance will generally be performed in-house using Council mechanics, except where this would void a manufacturer's warranty, or suitable in-house resources are not available.

6.0 DISPOSAL

- All light vehicles, plant and equipment will be disposed in line with Council's Sale of Other Assets (Asset Disposal) Policy.
- Disposal of major plant items contained in the renewal schedule will take place routinely via online public auctions conducted throughout each year. These auctions will be endorsed within the annual Operational Plan or a Quarterly Budget Review. Minor items of plant (being those items of replacement value less than the capital threshold) approved for disposal in accordance with the Sale of Other Assets Policy will also be disposed of via these auctions.

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Legislation, Regulations and Industry Standards include:

- *Local Government Act 1993* and *Local Government (General) Regulation 2021*;
- *Tendering Guidelines for NSW Local Government*, NSW Department of Premier and Cabinet Division of Local Government, October 2009;
- *NSW Local Government Purchasing and Tendering Guide*, Local Government Procurement;

Relevant Council Policies and Procedures include:

- Glen Innes Severn Council Asset Management Policy;
- Glen Innes Severn Council Asset Management Strategy;
- Glen Innes Severn Council Asset Management Plan, Part 8 – Plant and Fleet;
- Glen Innes Severn Council Plant and Fleet Policy;
- Glen Innes Severn Council Procurement Policy;
- Glen Innes Severn Council Sale of Other Assets (Asset Disposal) Policy;
- Glen Innes Severn Council Motor Vehicle Leaseback Policy;
- Glen Innes Severn Council Motor Vehicle Leaseback Agreement and Terms and Conditions.

VARIATION AND REVIEW

The Plant and Fleet Policy will be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.
