



2.1.14 Motor Vehicle Acquisition & Usage

Type:	Corporate Services – Financial Management
Legislation:	LGA 1995
Delegation:	N/A
Other Related Document:	

Objective

To provide effective asset management in respect of Council owned vehicles.

Policy Scope

This policy applies to employees who gain benefit from the use of Town owned motor vehicles b either private or commuter use of such vehicles.

Policy

The primary purpose of the acquisition of motor vehicles by the Town of East Fremantle is to meet Council’s transportation requirements associated with business needs. A secondary and subservient purpose is to acknowledge the current marketplace environment and to make vehicles available for private and commuting purposes for designated employees as part of an employee's overall salary package.

Vehicle value

The value of vehicle use by an employee will be determined on an annual basis and published annually in association with the Town's annual budget.

Chief Executive Officer

At this level it is considered that the type of vehicle and hence the upper vehicle value will be set as part of the approved contract of employment.

Executive Managers/Managers

Vehicle purchases for Executive Managers and Managers will be in accordance with best overall value to the Town and in accordance with contract of employment.

Operational Staff Vehicles

These vehicles are selected on the best overall value to the Town based on the operational requirements of that vehicle. These vehicles are on occasion allocated to employees for Commuter Use only, in line with the Vehicle Allocation Policy.

Vehicle Specification

The Town's fleet vehicle specification includes a minimum Australian Greenhouse Office rating of 4 stars for fuel efficiency and greenhouse gas emissions and a 3 star rating for air pollution.

Cars are normally to be 4 cylinder. Utility vehicles are to be 4 or 6 cylinder vehicles depending on operational requirements.

The vehicles are also required to have an Australian New Car Assessment Program (ANCAP) 4 star rating for safety for all sedans, wagons and utilities (sedan based), and 3 star rating for other commercial vehicles.

All vehicle prices are determined utilising the Council Purchasing Services of the Western Australian Local Government Association (WALGA) using the State Government Regulations 1996, Part 4, Section 111 (2b) and (2d). The vehicle must be available to be purchased from the vehicles listed in this contract.

Replacement of vehicles

All vehicles are to be replaced at the optimum period for changeover (see table below) , in order to achieve the lowest possible operating costs for each vehicle and as per the Town's plant and equipment replacement program and budgets.

Sedans 2 years or 40,000km
Utilities (Petrol) 3 years or 60,000km
Utilities (Diesel) 4 years or 80,000km
Trucks and heavy plant 3 to 8 years

Maintenance

- (a) All repairs, maintenance and replacements are to be at the Town's cost.
- (b) Insurance and licensing of vehicles is arranged by the Town of East Fremantle for both business and private use.
- (c) The authorised employee is responsible for ensuring the vehicle is made available for service in accordance with the manufacturer's recommended service schedules.
- (d) Vehicle faults which occur between services are to have repairs arranged immediately.

Business Use of Vehicles

The only business use a Town vehicle is permitted to be used for, is business directly related to the Town.

Responsible Directorate:	Finance & Administration
Reviewing Officer:	Manager Finance & Administration
Decision making Authority:	Council
Policy Adopted:	18/03/08
Policy Amended/Reviewed:	17/9/19
Former Policy No:	F8.5