

## 1. POLICY CERTIFICATION

Policy title:	<b>Fleet Procurement and Allocation Policy</b>
Policy number:	<b>001</b>
Category:	<b>Policy</b>
Classification:	<b>DIT</b>
Status:	<b>Approved</b>

## 2. PURPOSE

The Roper Gulf Regional Council's fleet management system is designed to minimise cost inefficiencies, procurement bottlenecks, inappropriate resourcing, an ageing fleet, and potential work health and safety risks with regard to Roper Gulf Regional Council fleet vehicles. This policy aims to cover all passenger vehicles and will be used when allocating vehicles to staff with personal use of vehicles stipulated in their employment contracts.

This policy specifies:

- rules and parameters for Roper Gulf Regional Council including staff and councillors in how and what vehicles are procured and used;
- the makes and models of vehicles available to staff who have a vehicle allocation for personal use in their conditions of employment; and
- the conditions of use of vehicles assigned to staff for personal use.

## 3. DEFINITIONS

<b>Employment Conditions</b>	The terms and conditions as defined in a contract staff's employment contract.
<b>Executive</b>	All staff with the title Chief Executive Officer, Director, but also understood here as Assistant Directors
<b>Fleet vehicles</b>	Refers to all vehicles owned or controlled by Roper Gulf Regional Council that are designed to carry passengers and / freight on public roads.
<b>Fleet pool</b>	A grouping of vehicles that may be used commonly by a group of staff, as defined by location or program. The management of a fleet pool shall be coordinated centrally by a designated officer.
<b>2WD</b>	Is all 2WD vehicles including utilities, sedans, station wagons and hatchbacks.
<b>Heavy 4WD</b>	Is a Toyota Land cruiser or equivalent
<b>Managers</b>	All staff with the title Manager, but also understood here as Assistant Managers
<b>Medium 4WD</b>	Is a Toyota Prado, Toyota Hilux or equivalent.
<b>Private Vehicle Use</b>	Access by the affected staff member of a RGRC vehicle at all times during the period of employment with RGRC, including annual leave and other paid periods of leave.
<b>RGRC</b>	Roper Gulf Regional Council
<b>Reserve vehicles</b>	Vehicles that are not directly assigned to a specific function or staff position

#### **4. ORGANISATIONAL SCOPE**

- 4.1 The policy applies to all RGRC staff who use or are involved in procuring, maintaining and managing fleet vehicles.
- 4.2 The policy recognises three classes of employment in the executive and management area of RGRC operations where vehicle allocations and personal use are common conditions of employment:
  - a) Executives
  - b) Headquarters-based Managers
  - c) Service Delivery Centre-based Managers

#### **5. PRINCIPLES**

- 5.1 Vehicles provided to staff for personal use should be safe, reliable, fit for work purposes (not personal preferences) and cost-effective.
- 5.2 Staff are to expect adequate access to fleet vehicles to allow them to safely and effectively perform their professional duties.
- 5.3 All efforts will be made by the RGRC to ensure staff are never required to use their private motor vehicles to perform their professional duties.

#### **6. POLICY CONTENT**

- 6.1 As a general rule, all fleet vehicles are to be purchased new and Council will endeavour to seek tenders from preferred suppliers every two years for Council fleet. All vehicle procurement will be in accordance with the awarded tender.
- 6.2 Heavy 4WD will be disposed of after 7 years or 180 000 km's, whichever occurs first.
- 6.3 Medium 4WD will be disposed of every 5 years or 100 000 km's, whichever occurs first.
- 6.4 2WD will be disposed of every 5 years or 100,000 km whichever occurs first.
- 6.5 As a general rule, all fleet vehicles are to be equipped with standard extras, subject to the principle that all vehicles will be equipped to be fit for purpose and safe. The procurement of any additional extras on fleet vehicles will be subject to the CEO's approval.

DIT001 – Fleet Procurement and Allocation Policy

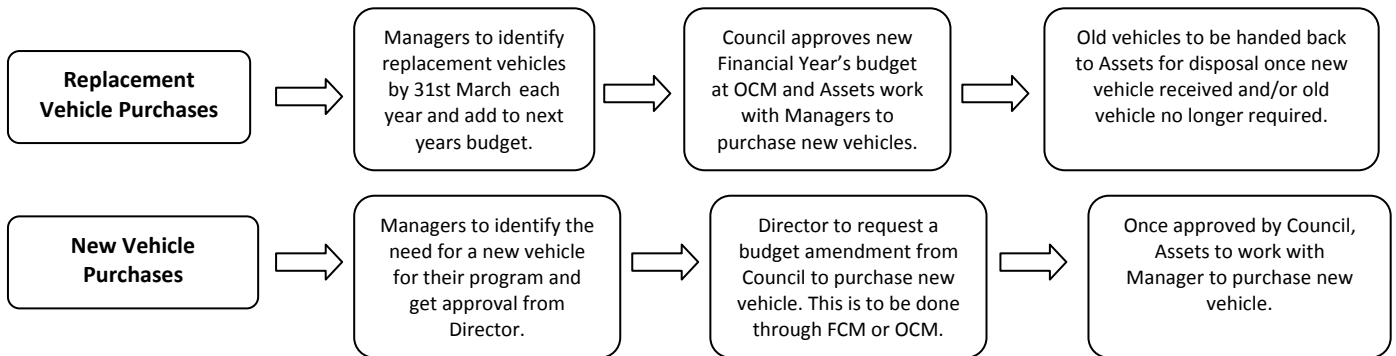
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- 6.6 The preferred method of disposal of used fleet vehicles is trade-in with a reputable dealership from which new vehicles are being procured or via general auction depending on circumstances.
- 6.7 A common, non-program specific fleet pool is to be made available for use by Katherine-based staff. Where practical, program-specific reserve vehicles will be managed as part of a common Council-wide fleet pool.
- 6.8 The staff member driving or controlling a fleet vehicle is responsible for cleaning, basic maintenance, monitoring of service requirements and reporting of all incidents or accidents for the vehicle.
- 6.9 As outlined in the table below, managers and executives (including the CEO) will be offered the following range of makes and models for personal and professional use (subject to the individual staff member’s employment conditions stated in their employment contract and the requirements of their position).

**Vehicle Model Options – Contract staff with personal use**

Executives	<b>Vehicle Model</b>
	Toyota Prado GXL or similar
	Toyota Hi-Lux SR5 Twin Cab 4X4 or similar
	Toyota Camry Atara S or similar
Managers	<b>Vehicle Model</b>
	Toyota Hi-Lux SR Twin Cab 2 Wheel Drive or similar
	Toyota Hi-Lux SR Twin Cab 4X4 or similar
	Toyota Camry Altise or similar
	Toyota Corolla Accent or similar

- 6.10 The Assets Manager is to be responsible for implementing the Fleet Procurement and Allocation Policy, and for coordinating the Katherine-based fleet pool.
- 6.11 Fleet Purchases – Replacement Machinery / Vehicles  
Replacement fleet are to be identified by the 31<sup>st</sup> March each year and are to be included in program budget discussions for the following financial year’s budget. Replacement machinery and vehicles identified in this process will be sent to the Council.
- 6.12 Fleet Purchases – New Machinery / Vehicles  
New fleet are to be identified as and when required by program managers. A case is to be made to the Director and approved before putting to the Council.



6.13 The RGSC ADM009 Vehicle Usage Policy outlines conditions of use for all Council vehicles and is to be used in conjunction with this policy.

## 7. REFERENCES

Acknowledgements (original author/source documents)	
Related Policies	<ul style="list-style-type: none"> <li>▪ ADM009 Vehicle Usage Policy</li> <li>▪ FIN009 Asset Disposal Policy</li> </ul>
Related Publications	

## 8. DOCUMENT CONTROL

Policy number	<b>009</b>
Policy Owner	<b>DCTS</b>
Endorsed by	<b>OCM</b>
Date approved	<b>26 June 2013 OCM</b>
Revisions	
Amendments	<b>28 October 2015 OCM</b>
Next revision due	<b>June 2017</b>

## 9. CONTACT PERSON

Contact person  
Contact number

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