

ASS001 – Fleet Procurement and Allocation Policy

1. POLICY CERTIFICATION

Policy title:	Fleet Procurement and Allocation Policy
Policy number:	ASS001
Category:	Council Policy
Classification:	Asset and Infrastructure
Status:	Approved

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 the procurement, allocation, maintenance and disposal of 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 Elected Members, in how 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 disposal for vehicles assigned to staff for personal use.

3. ORGANISATIONAL SCOPE

- 3.1. The policy applies to all Roper Gulf Regional Council staff who use or are involved in procuring, maintaining and managing fleet vehicles.
- 3.2. The policy recognises five (5) classes of employment in Council operations where vehicle allocations and personal use are common conditions of employment:
 - a) The Mayor;
 - b) Executives;
 - c) Managers;
 - d) Council Service Coordinators (CSC)s; and
 - e) Other Council staff as required as part of their position.

ASS001 – Fleet Procurement and Allocation Policy

4. POLICY STATEMENT

- 4.1. Vehicles provided to staff for personal use should be safe, reliable, fit for work purposes (not personal preferences) and cost-effective.
- 4.2. Staff are to expect adequate access to fleet vehicles to allow them to safely and effectively perform their professional duties.
- 4.3. All efforts will be made by Council to ensure staff are never required to use their private motor vehicles to perform their professional duties.
- 4.4. The best possible proceeds will be received from the disposal of fleet asset in assessment of age, usage and condition of the asset.

5. DEFINITIONS

CEO	Chief Executive Officer.
Council	Roper Gulf Regional Council.
Employment Conditions	The terms and conditions as defined in a contract staff's employment contract.
Executive	All staff with the title of Chief Executive Officer or General Manager.
F&ICM	Finance & Infrastructure Committee Meeting.
Fleet Pool	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 as delegated by the Asset Manager.
Fleet Vehicles	All vehicles owned or controlled by Roper Gulf Regional Council that are designed to carry passengers and/or freight on public roads.
Heavy 4WD	A Toyota LandCruiser wagon, ute or troop carrier or equivalent, 4 litres and above.
Medium 4WD	A Toyota Prado, Toyota HiLux or equivalent, 4 litres and below.
OMC	Ordinary Meeting of Council.

ASS001 – Fleet Procurement and Allocation Policy

Private Vehicle Use	Access by the affected staff member of a Council vehicle at all times during the period of employment with Council, including annual leave and other paid periods of leave.
2WD	All 2WD vehicles including utilities, sedans, station wagons and hatchbacks.
Pool Vehicles	Vehicles that are not directly assigned to a specific function or staff position.

6. PRINCIPLES

- 6.1 As a general rule, all fleet vehicles are to be purchased new and Council will endeavour to seek tenders from preferred suppliers through the approved NT Vendor Panel (Local Buy) system. All vehicle procurement will be in accordance with the awarded tender.
- 6.2 All vehicle specifications will be determined by the Asset Manager to be in line with the policy principles and no modifications will be permitted without approval by the Asset Manager.
- 6.3 Vehicles will allocated by the Asset Manager according to works requirements and duties in consultation with the relevant General Manager.
- 6.4 Heavy 4WD will be disposed of after 180,000 kilometres or five (5) years, whichever occurs first.
- 6.5 Medium 4WD will be disposed of after 120,000 kilometres or five (5) years, whichever occurs first.
- 6.6 2WD will be disposed of after 100,000 kilometres or five (5) years, whichever occurs first.
- 6.7 The preferred method of disposal of used fleet vehicles is general auction depending on circumstances.
- 6.8 A common, non-program specific fleet pool is to be made available for use by staff where available. Where practical, program-specific fleet vehicles will be managed as part of a common Council-wide fleet pool.
- 6.9 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.

ASS001 – Fleet Procurement and Allocation Policy

6.10 As outlined in the table below, the Mayor and Executives (including the CEO) will be offered the following range of makes and models of vehicles for personal and professional use. Managers will be offered a Toyota HiLux SR5 Twin Cab 4X4. These entitlements are 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

	Vehicle Model
The Mayor and Executives	Toyota Prado GXL or similar
	Toyota HiLux SR5 Twin Cab 4X4 or similar
	Toyota Camry Atara S or similar
The Mayor and CEO	Toyota LandCruiser Wagon 300 Series GXL or similar

6.11 The Asset Manager is responsible for a centralised procurement approach, researching and reviewing vehicle supply options and contracts.

6.12 The Assets Manager is to be responsible for implementing the Fleet Procurement and Allocation Policy, and for delegating coordination of the fleet pool.

6.13 Fleet Purchases – Replacement Vehicles

Replacement fleet are to be identified each year and are to be included in program budget discussions for the following financial year’s budget. Replacement vehicles identified in this process will be sent to the Council for approval. The process will be repeated at each budget process and as required.

6.14 Fleet Purchases – New Vehicles

New fleet are to be identified as and when required by program Managers in consultation with the Asset Manager. A case is to be made to the applicable General Manager and approved before being put to the Council for approval.

7. REFERENCES

Acknowledgements (original author/source documents)	
Related Policies	GOV009 Vehicle Usage Policy FIN009 Asset Disposal Policy
Related Publications	Local Government Act 2019

ASS001 – Fleet Procurement and Allocation Policy

	<p><i>Traffic Act 1987</i></p> <p><i>Traffic Regulations 1999 (NT)</i></p> <p><i>Traffic Regulations, Schedule 3 – Australian Road Rules 1999</i></p> <p><i>Work Health and Safety (National Uniform Legislation) Act 2011</i></p>
Related Supporting Documents	

8. DOCUMENT CONTROL

Policy Number	ASS001
Policy Owner	Asset Manager
Approved By	Council
Approval Date	26 June 2013
Revisions	July 2017
Amendments	28 October 2015 OMC 23 August 2017 F&ICM 24 August 2022 OMC
Next revision due	August 2024

10. CONTACT PERSON

Position	Manager Corporate Compliance
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