

Light Fleet Policy 2023

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Responsible Officer

Director Assets and Community

Relevant legislation / references

External References:

- Local Government Act 2020
- Road Management Act 2004
- OH&S Act 2004
- Worksafe Codes of practice and guidelines
- State Government Pricing Contract
- Occupational Health & Safety Act 2004
- Road Safety Act 1986
- Road Safety (Road Rules) Regulations 2017
- Road Transport (Dangerous Goods) Act 1985

Related Council Policies:

- Heavy Fleet Policy
- Light Fleet Procedures
- Procurement Policy
- Occupational Health & Safety Policy
- HR-020 Disciplinary Policy
- HR-017 Drug-Alcohol Policy
- Code of Conduct
- Environmental Sustainability Strategy
- Council Plan 2021 -2025
- Climate Emergency 2019
- Asset Sales and Proceeds Disbursement Policy
- Road Management Plan 2020

1. Purpose and intent of the Policy

This document establishes the basis on which the Moyne Shire Council’s light fleet vehicles are to be managed to ensure that Council’s strategic requirements, and the various environmental, legal, safety and financial obligations are met. This policy should be read in conjunction with the Light Fleet Procedures.

2. Scope

This policy applies to all employees, contractors, councillors and volunteers who drive Council owned light fleet vehicles.

3. Definitions

Term	Definition / Explanation
Council	Moyne Shire Council
ELT	Executive Leadership Team (Chief Executive and Directors)
GPS	Global Positioning System
EV	Electric vehicles
Light fleet	All passenger, light commercial vehicles, bicycles, and e-bikes
Nominal vehicle custodian	A member of staff nominated by their manager to oversee the day-to-day use of selected pool vehicle/s in consultation with the Plant Supervisor
Pool vehicle	A passenger, light commercial vehicle, bicycle or e-bike that has not been allocated to a custodial driver and is garaged on Council premises
Vehicle Custodian/ Custodial Driver	Refers to an employee who has authorisation for personal use of a council vehicle/commuter use and/or has been allocated responsibility for a specific council vehicle
Vehicle category	Refers to the employee’s entitlement to the use of a MSC vehicle as it applies to designated positions. There are four categories of use: Full Private Use (FPU), Restricted Private Use (RPU), Commuter Use (CU) & Tool of Trade (TTU)
Vehicle type	Refers to the make, model and size of vehicle. Light fleet vehicles may include sedans, wagons, utilities and others according to job requirements

4. Policy principles

- Council's service requirements require travel within Moyne Shire Council, the region and beyond, therefore "fit for purpose", cost-effective and safe modes of transport are an essential tool for the carrying out of Council functions.
- Council will maintain an adequate and diverse range of light fleet vehicles suitable to conduct the various functions of the organisation including as part of remuneration packaging to attract and retain high caliber staff.
- The purchase (or lease) of vehicles will provide the optimum financial outcome for Council by achieving the best possible resale price and minimum operational and maintenance costs over the whole life of the vehicle in accordance with Council's Procurement Policy and Asset Sales and Disbursement Policy.
- Council vehicles are highly visible in the community and as such must always be operated and maintained to reflect the corporate image and organisational values of Council.
- The vehicle fleet shall be procured and managed to minimise the overall environmental impacts in line with Council's environmental objectives, Procurement Policy, and the Declared Climate Emergency 2019.
- Council will commence the introduction of electric vehicles, initially as part of its light fleet plan and explore new technologies in light fleet vehicles to transition away from vehicles using fossil fuels.
- The light fleet replacement program will be developed by the Manager Assets and Infrastructure to be approved by Council as part of the annual budget process.
- The light fleet replacement program will be reviewed at least annually to review vehicle replacement timings, vehicle selection criteria, available technological and environmental improvements, safety and product advancements to ensure vehicles meet Council and community expectations. This includes analysis of the light fleet regarding lease versus buy options and review of holding times for light fleet, with consideration of increasing holding times from 3 years or 120 kilometers (based on warranty periods of purchased vehicles) to 5 years or 120 kilometers.
- Council will seek to determine and utilise fleet management software systems that capture, monitor and generate reports on, including but not limited to distances travelled, utilisation rates, fuel usage, service history and servicing reminders, tyre replacement for each light fleet vehicle
- Regular fleet management performance and monitoring updates will be reported to ELT including budget trends, innovations and initiatives will be used to review of the light fleet replacement program, vehicle replacement timings and annual budget.
- Light fleet vehicles will be inspected annually to ensure vehicles are safe, serviced, well maintained and clean for safety, compliance and to minimise depreciation.

- Council may install GPS devices or dash cameras in light fleet vehicles for security, safety and for operational efficiencies and vehicle usage data collection
- This will be in consultation with custodial drivers in accordance with relevant legislation.
- The Plant Supervisor is responsible for the acquisition and disposal of light fleet vehicles in accordance with Council's Procurement Policy which is to be overseen by the Manager Assets and Infrastructure and Director of Assets and Community

5. Governance

Policy

The Assets and Infrastructure Manager is responsible for monitoring the currency and effectiveness of the Light Fleet Policy and updating it when required.

Enquiries regarding the implementation of this policy should be initially directed to the Organisational Development Unit.

Enquiries regarding management of the fleet should be directed to the Manager Assets and Infrastructure.

Review

The Assets and Infrastructure Manager will review the policy for any necessary amendments no later than three years after its formulation or after the last review.

Compliance Responsibility

Chief Executive Officer

- The Chief Executive Officer shall ultimately determine Council's light fleet composition (number and type of vehicles) in accordance with the principles detailed in this policy.
- Provide adequate human and financial resources to ensure the effectiveness and sustainability of Council's fleet management systems.
- Approval of all custodial use in accordance with conditions of employment, this policy and related procedures.

Executive Leadership Team (Chief Executive and directors)

- The Chief Executive & directors are responsible for ensuring managers, supervisors, employees, contractors and volunteers under their supervision comply with actions detailed in this policy (and related procedures).
- Demonstrate Moyne Shire Council values through being positive role models for this policy.

Managers and Supervisors

- Managers/Supervisors are responsible for ensuring employees under their direct supervision comply with the actions detailed in this policy (and related procedures).
- Confer with the Organisational Development Unit about any changes or proposed changes regarding staff terms and conditions of vehicle usage including loss of licence / licence expiry of staff under their direct supervision.
- Demonstrate Moyne Shire Council values through being positive role models for this policy.
- Take potential disciplinary action (in consultation with the Organisational Development Department) as appropriate in the event that an employee drives a fleet vehicle in breach of this policy and related procedures.
- Ensure records are kept of all non-custodial staff use of the vehicles in case of future fines arriving by mail for which Council will take no financial responsibility for.
- Assign nominal vehicle custodians for pool vehicles in consultation with Organisational Development and the Plant Supervisor.

All Employees (and approved drivers of Council vehicles)

- Demonstrate Moyne Shire Council values through being a positive role model for fellow employees, contractors and volunteers by ensuring compliance with this policy (and related procedure).
- Exercise all due care and attention, comply with all traffic and road safety laws and requirements, drive in a safe and courteous manner and project a favorable public image.
- Not use any vehicle for unauthorised purposes.
- Leave pool vehicles clean and tidy, with at least ½ a tank of fuel or electric charge and report any defects to the Plant Supervisor.
- The use of illicit drugs/alcohol in the workplace is a major Occupational Health and Safety risk factor. All staff must abide by HR-017 Drug-Alcohol policy.
- Not overload or carry any load for which the vehicle was not designed or suitable.
- Notify Risk Coordinator and Plant Supervisor, complete an incident report and a Motor Vehicle Accident Report in the event of a collision and/or damage occurring to or in respect of the vehicle.
- Be responsible for all traffic or parking fines incurred by them.
- Immediately notify the Human Resources Unit and immediate supervisor of any change in their licence that may affect their ability to undertake their allocated tasks.

Vehicle Custodians

- Use their designated vehicle only in accordance with this policy, related procedures and agreed conditions that it has been allocated.
- Notify Fleet Supervisor immediately of any vehicle defects and equipment deficiencies.
- Ensure the vehicle's scheduled services are carried out and that it is kept in a clean condition.
- Ensure vehicles are properly secured at place of residence.
- Make vehicles available for use throughout the working day for other staff.
- Ensure vehicles tyres are kept in a road worthy condition and are purchased through Moyne Shire Council's preferred suppliers and approved by the Plant Supervisor prior to purchase.

Manager Assets and Infrastructure / Plant Supervisor

- Consult with Branch Managers to facilitate identification of operational fleet requirements.
- Manage replacement programming and purchasing of Council's light fleet assets.
- Consult with relevant affected employee/representatives (as applicable) on health and safety requirements when purchasing or modifying vehicles.
- Co-ordinate the changeover of vehicles and equipment.
- Monitor fleet performance and recommend variations to replacement programming.
- Manage Council's fuel card arrangements to ensure fuel is accessible to users as appropriate.
- Co-ordinate the renewal of registration for all road registered vehicles.
- Manage and process traffic infringements incurred by Council fleet.
- Produce fleet reports as required that include issues relating to this policy.
- Co-ordinate the scheduled maintenance activities.
- Assist in ensuring the safe and reliable condition of vehicles with minimum downtime.
- Monitor light vehicle usage and make changes to vehicle allocation to minimise the overall costs to Council as required.
- Ensure there are nominal vehicle custodians for pool vehicles.

Organisational Development Unit

- Ensure new staff are aware of the Fleet Policy and procedure and that staff sign the appropriate Conditions of Use agreement.
- Ensure approvals and records of custodial use are maintained on personnel files.
- Facilitate the insurance of Council fleet vehicles.

- Manage motor vehicle motor collision reports and insurance claims.
- Provide information and reports on fleet collisions and safety.
- Assist in the review of the policy, information and document relating to fleet management including advice/training and support to managers, supervisors and employees in the ongoing implementation of this policy.

6. Charter of Human Rights and Gender Equality Act

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007) or Gender Equality Act 2020.

Moyn Shire Council is committed to consultation and cooperation between management and employees. The Council will formally involve health and safety employee representatives in any workplace change that may affect the health and safety of any of its employees.