

# Heavy Fleet Policy

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|------------------|----------------|--------|---------|
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## Relevant Legislation / References

### External References

- Local Government Act 2020
- OH&S Act 2004
- Worksafe Codes of practice and guidelines
- State Government Pricing Contract
- MAV Vendor Procurement

### Council related Policies

- Light Fleet Policy
- Light Fleet Management 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
- Asset Management Plans
- Road Management Plan 2020

## 1. Purpose

The purpose of this policy is to provide a framework in relation to the acquisition, disposal, management, and safe use of Council's heavy fleet vehicles, plant and equipment assets owned, leased or managed by Council.

## 2. Scope

This policy applies to all council staff, contractors, volunteers, and Councillors involved in the management or operation of Council's heavy fleet.

## 3. Definitions

| Term        | Definition / Explanation  |
|-------------|---|
| Heavy Fleet | Moyne Shire Council's heavy fleet vehicles, plant and equipment   |
| MSC         | Moyne Shire Council   |
| ELT         | Executive Leadership Team (Chief Executive Officer and Directors) |
| OH&S        | Occupational Health and Safety                                    |

#### 4. Policy objectives

To ensure that the composition and operation of Council's heavy fleet is:

- Environmentally sensitive
- Fit-for-purpose
- Compliant with all regulatory obligations
- Safe, and
- Financially sustainable.

#### 5. Policy principles

Council is committed to ensuring that its heavy fleet is acquired, divested, managed and operated in accordance with the following principles:

- There is sufficient, appropriate, and fit for purpose heavy fleet available to deliver Council's wide range of services.
- The heavy fleet composition will be reviewed every six months to ensure all equipment is safe, compliant, efficient and fit for purpose, and where necessary updated as part of the fleet replacement program.
- Council will show leadership and innovation in its heavy fleet management to reduce environmental impacts and risks by embracing new technologies, robotic equipment, electric vehicles, and systems.
- Council will acquire heavy fleet that provide both economic and environmental benefits and will not allow purchasing costs alone to override the environmental, and cost saving / efficiency benefits of a piece of equipment in accordance with Councils Procurement Policy
- Council will acquire and utilise heavy fleet items to create efficiencies and cost savings wherever possible
- Heavy fleet items are not authorised for any private use by employees. All fleet vehicles and equipment are for business use only.
- Council will take advantage of commercial opportunities to hire heavy fleet items to external organisations or share its heavy fleet with other councils through commercial agreements where appropriate and in cases of emergency.
- Heavy fleet vehicles will be sign painted with MSC's approved logo.
- Heavy fleet vehicles are highly visible in the community and must at all times be driven safely, courteously and operated in accordance with road laws and MSC's organisational values and policies.
- Council will ensure a safety-first culture is maintained for both the operator and the community and to protect the condition of the asset by:
  - Ensuring the condition and operation of all vehicles and equipment is such that all legislative, regulatory and OH&S obligations are met strictly in accordance with the manufacturer's specifications and guidelines
  - Ensuring a risk assessment is

- undertaken of all required machinery and its operation and tasks prior to the commencement of works
- Ensuring all users have an appropriate level of licencing, induction, training and competency
  - Maintaining assets in optimal condition through regular servicing, cleaning and proactive maintenance, in accordance with manufacturers specifications and guidelines
  - Installing GPS devices in heavy fleet vehicles and equipment for safety, security, and for operational efficiencies and vehicle usage data collection in accordance with privacy legislation and in consultation with operators
  - Requiring operators to complete a prestart checklist and report heavy fleet machinery defects to minimise failure, risk and maintenance costs
- Council will exercise prudent financial fleet management through the:
    - Selection and retention of appropriate assets which provide value for money and in consideration of whole of life costs inclusive of disposal return
    - Management of heavy fleet in accordance with Councils adopted heavy fleet replacement program as part of the annual budget process. A justification for disposal / replacement of heavy fleet will be developed to support the 10-year replacement plan
    - The Plant Supervisor is responsible for the acquisition and disposal of heavy fleet items in accordance with Council's Procurement Policy and Asset Sales
    - and Disbursement Policy, which is to be overseen by the Manager Assets and Infrastructure and Director of Assets and Community
    - Regular reporting of the plant and fleet utilisation to Council's executive management team (ELT) to inform the heavy fleet replacement program
    - Utilisation of accepted accountancy cost recovery principles in the charge rates applied to fund the replacement of heavy fleet vehicles
    - Use of efficient and effective procurement practices that demonstrate value for money
    - Acquisition of heavy fleet items will be via an open tender process or via the State Government Pricing Contract
    - Disposal of heavy fleet assets will be at market value of the item, via a transparent, open, public process in accordance with Councils Asset Sales and Disbursement Policy and Procurement Policy.

## 6. Governance

### Owner

The Assets and Infrastructure Manager is responsible for monitoring the currency and viability of the Heavy Fleet Policy and updating it when required or significant industry change is needed. Director Assets and Community has overarching responsibility for the

management of the Heavy Fleet program. Enquiries regarding the implementation of this policy should be initially directed to the Organisational Development Unit. Enquiries regarding management of the heavy 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.

**7. Quality Records**

| Record                  | Retention/Disposal Responsibility | Location                          |
|-------------------------|-----------------------------------|-----------------------------------|
| Heavy Fleet Policy 2023 | Director Assets and Community     | Manager Assets and Infrastructure |

**8. Policy owner**

Director Assets and Community