



**DRAFT**

**Council Policy**

# **Plant and Vehicle Policy**

© City of Albany, 2009

## Objective

The City of Albany Plant and Vehicle Policy has been designed in accordance with the WA Government Fleet Policy and Guidelines, State Supply Commissions Environmental Purchasing Guidelines and Local Government Act 1995.

The aim of the plant and vehicle policy is to:

- Review plant and vehicle procurement to ensure purchases are appropriate for Council's present and future needs.
- Manage assets of the fleet to ensure asset value is maintained.
- Optimise plant and vehicle replacement to ensure value for money.
- Consider environmental and sustainable procurement.
- Maintain a modern, efficient and safe fleet.

## Scope

The procurement, operation and maintenance of all Council owned plant and vehicles.

## Definitions

List here all key terms and acronyms used in the policy, and their definitions.

<b>Whole of Life Cycle</b>	the cost associated with the use and maintenance of a product over its expected life span
<b>Operational</b>	Appropriate and of a necessary standard, for its intended use
<b>Environmental</b>	relating to or being concerned with the ecological impact of altering the environment

## Policy Statement

This policy applies to all plant and vehicles that Council has direct responsibility for or control over, including but not limited to:

- Plant and machinery;
- Commercial Vehicles; and
- Passenger Vehicles.

Plant and vehicle replacement strategies shall adopt the approach to develop and maintain plant and equipment to ensure:

- Plant and vehicle replacement strategies need to ensure that the most appropriate plant or vehicle is selected for its intended use and take into account operational, financial,

environmental and safety considerations. However, a like-for-like replacement is not necessarily appropriate. Both vehicle capabilities and operational needs change over time, making it necessary to carefully assess new vehicle/plant selections. Plant/vehicle selection should provide overall best value for money – taking account of whole of life costs and relevant operational, financial, environmental and safety considerations.

- Financial resources are properly allocated and managed to optimise investment in plant and equipment; and
- The commercial and passenger vehicle prices must conform to State Tender Board price, vehicles not registered with the State Tender Board will not be considered.

## Legislative and Strategic Context

Part 4 of the Local Government (Functions and General) Regulations 1996 governs certain matters relating to the procurement of goods and services.

The City's Purchasing Policy "Tenders and Quotes" defines purchasing procedures for different levels of purchase price.

In accordance with the City's Purchasing Policy, the City is committed to sustainably and environmentally managing Albany's municipal assets and delivering excellent customer service. This policy must be read in conjunction with the Purchasing Policy.

## Review Position and Date

Executive Director Works and Services to review on or before 30/6/2009.

## Associated Documents

- WA Government Fleet Policy and Guidelines
- State Supply Commissions Environmental Purchasing Guidelines
- Local Government Act 1995
- Local Government (Functions and General) Regulations 1996
- Purchasing Policy "Tenders and Quotes"
- Passenger Vehicle Procedure
- *Commercial Vehicle Procedure (to be developed)*
- *Plant and Machinery Procedure (to be developed)*

CEO Authorisation: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_