

FLEET MANAGEMENT POLICY

Responsible Department:	Infrastructure Delivery
Responsible Section:	Fleet Services
Responsible Officer:	Fleet Coordinator

Objective

Narrabri Shire Council (Council) provides vehicles, plant and equipment ("Fleet assets") for its operational requirements. This Policy conforms with Council's commitment to implementation of methodologies for systematic asset management and provides a framework for the governance of Fleet assets.

Introduction

A base line of Fleet assets supports Council's operational requirements.

Council is guided by the Fleet Management principles published by the Institute of Public Works Engineers ("IPWEA"). This policy underpins-

- Sound and efficient management of Fleet resources and services.
- Conformity with Statutory and Regulatory requirements.
- A cost-effective approach.
- A safe, reliable, and competitive service.
- Investment in a "base level" of Fleet assets.
- Minimisation of environmental impact.

Fleet assets are defined as being movable, include accessories and/or attachments, and have a requirement for periodic maintenance and/or inspection.

Policy

1. Responsibilities

- 1.1. The General Manager or their delegate will ensure that fleet users:
 - (a) act honestly and diligently;
 - (b) take care of Fleet assets;
 - (c) conform with Legislation, Regulations, and other Council policies, protocols and procedures.
- 1.2. Council will provide sufficient, safe, reliable and competitively priced Fleet assets.
- 1.3. The General Manager, or their delegate, is to ensure:
 - (a) Good governance of Fleet assets;
 - (b) Decision making minimises environmental impact and
 - (c) That Council provides preference to local business in accordance with Council's Procurement Policy.

2. Selection, Replacement and Disposal of Fleet Assets

- 2.1. Council will ensure that fleet assets:
 - (a) Are renewed at planned intervals;
 - (b) Represent a current need; and
 - (c) are economically justified.
- 2.2. The extent of utilisation and local conditions will guide justification and evaluation decisions. The selection process will include internal stakeholders and employ procurement and evaluation methodologies to address sound outcomes.
- 2.3. Disposal of fleet assets is to take place in accordance with Council's Disposal of Assets Policy.

3. Maintenance, Fuel and Damage

- 3.1. Council will employ strategies which ensures the maintenance of a level of service that is:
 - (a) Reliable;
 - (b) Efficient; and
 - (c) Timely
- 3.2. Council will employ strategies for fuel security, conservation, and availability.
- 3.3. Maintenance management methodologies will be guided by manufacturers' specifications, service recommendations and operating instructions.

4. Operation of Fleet Assets

- 4.1. The General Manager, or their delegate, shall ensure that Council maintains a standard of presentation and operation of Fleet assets, which conforms with Legislation, Regulations, Policies, Protocols, Manufacturer's recommendations, and safety standards.

5. Internal Charge and Full Cost Recovery

- 5.1. Council will employ strategies for the internal distribution of costs which address internal utilisation and are competitively structured.

6. Review

- 6.1. This policy will be reviewed within 12 months of an Ordinary Council Election or from time-to-time on an as-needs basis.

References

- *Local Government Act 1993* (NSW).
- *Local Government (General) Regulation 2021* (NSW).
- *Government Information Public Access Act 2009* (NSW).
- *Competition and Consumer Act 2010* (NSW).
- *NSW Procurement Policy Framework*.
- *Procurement Policy*.
- *Disposal of Assets Policy*.

History

Minute Number	Meeting Date	Description of Change
241/2014	15 April 2014	Adopted
164/2017	15 August 2017	Reviewed
336/2022	October 18, 2022	Adopted