

# COUNCIL POLICY

**Policy name**

Plant, Fleet &amp; Equipment.

**Abstract**

The purpose of this policy is to provide an overarching direction for the management of Plant, Fleet and equipment in order to ensure that Council is able to best facilitate the delivery of services and infrastructure in order to deliver on the agreed community service levels established under Councils strategic planning framework.

<b>Dates</b>	Policy or amendment approved	20 Jun 2018
	Policy or amendment takes effect	20 Jun 2018
	Policy is due for review (up to 4 years)	20 Jun 2022
<b>Endorsed by</b>	Executive Management Team	
<b>Approved by</b>	Gunnedah Shire Council, at its Ordinary Meeting of Council held Wednesday 20 Jun 2018. Resolution number: 16.06/18	
<b>Policy Custodian</b>	Chief Financial Officer	
<b>Relevant to</b>	Council's elected members, General Manager, Chief Financial Officer, Council staff and the Gunnedah community.	
<b>Superseded Policies</b>	Fleet Policy - Minute 12.1 of Ordinary Meeting 18 July 2007.	
<b>Related documents</b>	Council's IP&R Framework, Asset Management Policy, Risk Management and Procurement and Tendering Frameworks, Council's Code of Conduct and Delegation Instruments.	
<b>Related legislation</b>	Local Government Act (as amended) 1993 (NSW), Local Government (General) Regulation – 2005, Local Government Amendment (Planning & Reporting) Act 2009.	
<b>File number</b>	1240791	

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### 1. Purpose

This purpose of this policy is to serve to ensure that all stakeholders are informed in a clear manner of Councils position and approach with regard to the management of all items of plant, fleet and equipment, whether they be owned, leased or hired.

It further aims to ensure that a comprehensive operational framework and sound asset management procedures and practices are implemented to enable this policy, and that are fully integrated into Councils strategic and operational planning practices.

It will also ensure that management identifies and addresses all opportunities, challenges and potential risks associated with operating, maintaining, renewing and replacing its plant, fleet and equipment portfolios in a holistically sustainable manner.

### 2. Scope

This policy applies to all areas of Councils activities in the delivery of its functions as a Local Government organisation.

### 3. Definitions

Term	Definition
Plant	A mobile mechanical equipment item utilised to satisfy a service requirement to enable Council to meet its operating objectives. i.e. – Graders, Trucks, Tractors, Rollers, Utility Vehicles, Mowers, Slashers, Trailers etc.
Fleet	The group of motor vehicles utilised for the carrying out of Councils functions.
Level of Service	The defined quality and quantity of services to meet community expectations delivered by Council, as determined in consultation with the community and giving consideration to cost, equity and deliverability.

#### **4. Policy principles**

Councils Plant, Fleet and Equipment assets exist in order to either directly or indirectly support community service delivery. This underpins the below broad principles of fleet, plant and equipment management for Gunnedah Shire Council.

1. The acquisition, operation, disposal and lifecycle management decisions associated with Councils plant, fleet and equipment are integrated with Councils community strategic plan, resourcing strategy and corporate planning;
2. All management decisions regarding Councils plant, fleet and equipment portfolio are based on a thorough analysis, (including the evaluation of alternatives), which assess risks, benefits and overall operation, serviceability and value for money across the individual assets entire lifecycle;
3. An accountability structure is established and understood for all plant, fleet and equipment responsibilities, including maintenance, operation, data capture, condition, performance and reporting;
4. An effective data capture and control system is in place and maintained for the management of all items of plant, fleet and equipment;
5. Decisions regarding whether to own, lease or hire items of plant, fleet and equipment and subsequently the replacement, renewal and/or disposal of such, are based on an analysis of this holistic impacts, benefits and opportunities of such approach and should ultimately achieve the best possible quadruple bottom line outcomes (social, economic, environment and governance).

#### **5. Policy statement**

The effective management of plant, fleet and equipment assets is a critical component of the overall operations of a local government organisation and should be aligned to and integrated within the Councils strategic, corporate, financial and workforce planning.

Council exists to provide services to the community and almost the entirety of those services are supported and provided with the utilisation of plant, fleet and equipment assets. The provision of plant, fleet and equipment, operated and maintained to meet community service needs and expectations is fundamental to the economic, environmental and social strength of the Gunnedah Shire community.

Councils overall goal in managing its plant, fleet and equipment requirements is to provide the required levels of community services, as determined in consultation with the community, in the most cost effective and sustainable manner for both current and future generations.

A well-structured, practical plant, fleet and equipment operating framework will assist in providing clarity to the local community and other stakeholders as to the linkages between Councils portfolio, its condition, operation, maintenance and renewal, and

the outcomes expected to be delivered by the organisation. This in turn aides decision making about service levels, financing, asset and workforce management.

## **6. Accountability, Roles & Responsibilities**

### 6.1 Policy Custodian – Chief Financial Officer

### 6.2 Roles and Responsibilities

#### 6.2.1 Elected Council

Councils elected representatives are responsible for providing strategic direction and stewardship to the management and decision making with regard to Councils plant, fleet and equipment portfolios through the adoption of this policy.

#### 6.2.2 General Manager

The General Manger (through her/his delegates) is responsible for implementing and ensuring adherence with this policy.

#### 6.2.3 Delegated Council officers

A number of Council officers are authorised to be involved in the decision making with regard to the management and composition of Council plant, fleet and equipment portfolio. These officers are those nominated per Council's current delegation instruments and are considered to have the appropriate skills, expertise and care to undertake these functions for Council.

All delegated officers are responsible for working in accordance with their level of delegated authority as well as complying with the principles and processes outlined within this policy.

Council officers are expected to read this policy carefully so as to ensure that they are well aware of their responsibilities and processes to which they are to conform.

### 6.3 Tenders, Requests for Quotation and Procurement

The procurement of all items of plant, fleet and equipment will be undertaken in adherence with Councils Tendering and Procurement Policy and operational guidelines.

### 6.4 Policy Review

The Plant, Fleet and Equipment Policy is to be reviewed every four (4) years or as required in the event of legislative or other changes. The policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this policy.

## 7. Acknowledgements

The following acknowledgements are made recognising institutions or documents that have provided a basis, instructive comment or templates that have been used to inform Council's Plant, Fleet and Equipment Policy:

- (a) The Australian National Audit Office (ANAO) - Best Practice Guidelines for asset management in government organisations;
- (b) Australian Accounting Standard AASB116 – Property, Plant & Equipment.

## 8. Version control and change history

Date	Version	Approved by & resolution no.	Amendment
June 2018	V0.1	Council 20/06/18 Resolution 16.06/18	Broad policy to cover Plant, Fleet and Equipment and replace previous (2007) vehicle policy.