

PLANT AND VEHICLE MANAGEMENT POLICY

TS 170



NARRANDERA SHIRE COUNCIL POLICY

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PLANT AND VEHICLE MANAGEMENT

Policy No:	TS170
Policy Title:	Plant and Vehicle Management
Section Responsible:	Technical Services
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Next Review Date:	As required

THIS POLICY INCLUDES THE FOLLOWING AREAS:

- PLANT AND VEHICLE MANAGEMENT
- SALE OF SURPLUS PLANT AND MATERIALS
- PRIVATE WORKS AND PLANT HIRE
- PLANT AND EQUIPMENT USE BY COMMUNITY GROUPS

PLANT AND VEHICLE MANAGEMENT

Application

This policy applies to all plant and vehicles owned, leased or hired by Council.

Objective

- To follow Best Practice principles for vehicle and plant fleet asset management with the flexibility to operate within changing market conditions.
- To maintain a modern, reliable and efficient plant fleet within the limits of funds available that conforms with legislative requirements for environmental and Occupational Health and Safety management.
- To ensure that the process of purchasing, leasing, renting or replacing plant and vehicles is undertaken within guidelines set down by the Ombudsman, ICAC, State Government and Local Government Procurement Services.

Policy Statement

General

Council will approve the annual Management Plan, which will list the current year replacement program and the funds to be provided for that purpose. Any proposed changes to the approved annual replacement program shall be submitted to Council.

The operation of Council's plant and vehicle fleet will be managed to maximize utilisation. The General Manager and or his delegate are authorized to hire such plant and vehicles necessary to supplement Council's fleet in order to complete the Annual Works Program.

Purchase and Sale of Heavy Plant, Trucks, Trailers, Light Vehicles and Small Plant.

Vehicles and plant will be purchased and sold in accordance with the Tendering provisions of the Local Government Act.

Where the Tendering provisions of the Act do not apply, purchase of plant and vehicles will be through quotation. This may be through Open or Selective Invitation. Sale of plant and vehicles shall be by trade-in, auction or offer (private sale) as approved by the General Manager and his delegate.

The General Manager, and his delegate shall determine the timelines of plant and vehicle replacement within annual budgetary provisions to minimise changeover costs.

Documentation for the purchase and sale of plant and vehicles will clearly set out the required specifications and the evaluation criteria to be applied. Specifically the following will be advised:-

- Notwithstanding the use of other appropriate selection criteria, evaluation shall be on the basis of comparison between changeover price, and the difference between the best purchase and sale-only prices to suit Council.
- Adjustment arrangements should the used vehicle registration expire prior to the expected or actual delivery date.
- Failure by the supplier/purchaser to submit a conforming Tender/Offer in accordance with the evaluation criteria will preclude that Offer from consideration.
- Canvassing of Councillors or Staff precludes the Offer from consideration.
- Council employees and Councillors may submit offers for the purchase of used vehicles on the same basis as any member of the public provided that they are not involved with the opening of the Tenders/Offers.
- The General Manager, and his delegate are authorized to purchase at auction items of plant previously approved in the annual Management Plan.
- The General Manager, and his delegate will approve all unanticipated re-registration or repairs of used vehicles held by Council pending delivery of new vehicles.

Specific Requirements

In addition to the above, the following are applicable to major plant, heavy trucks and light vehicles:

- Major Plant - Tenders or quotations for supply of major plant items will be either advertised in a newspaper with state wide distribution or purchased under State or Commonwealth Government contract.
- Heavy Trucks - Tenders or quotations for supply of heavy truck items will be either advertised in a newspaper with regional distribution or purchased under State or Commonwealth Government contract.
- Light Vehicles – Alternative options for replacement may include:
 - a) “Buy Back” schemes.
 - b) Invite Auction houses to indicate an estimate of the price range for purchase of used vehicles. Auction will be the preferred option where the median of the price range, including fees and charges, exceeds the best-value price contained in quotations.
 - c) In the case of executive vehicle purchases, these be through government contract and the vehicles subject to replacement be disposed of at auction when suitable “buy back” schemes are not available.
- Minor Plant - The annual replacement program will provide for the purchase and replacement of minor plant items such as pumps, mowers, chainsaws etc. At least two quotes shall be obtained prior to the purchase of minor plant.

The General Manager, and his delegate are authorized to purchase plant items considered necessary, in accordance with Council’s Procurement Policy.

The General Manager, and his delegate are authorised to trade or auction any minor plant that is considered surplus to operational needs.

Process

Tender and Quotation documentation are to include advice that prices, which may include gross price, trade-in details (if applicable) and net price, will be announced at a public opening of the tenders/quotes.

An invitation is to be publicly announced inviting the public, together with those that have submitted tenders/quotes to attend the opening.

Council’s tender documents and specifications should clearly state the tender list will specify the names of tenderers and the amounts tendered in the same order and that this information, together with any other information deemed appropriate (apart from information as stated to be commercial in confidence), will be read out after the opening of tenders and publicly displayed at the Council Chambers.

Plant Hire and Private Works

Council will carry out works on private property or will hire out plant for carrying out works on private property on the following conditions:-

- a) The progress of Council's own works is not detrimentally affected.
- b) Plant is to be operated by Council operators. Under special circumstances other experienced persons as approved by the Director Technical Services, may operate plant.

- c) Rates charged for carrying out work or for hiring plant are as fixed by Council in the Annual Management Plan or as determined by the Director Technical Services.
- d) Organisations or persons wishing to hire plant or have private works completed are to sign Council's standard request form prior to hire commencing.
- e) Where possible prepayment for the work or hire should be made.

Plant and Equipment used by Community Groups

That the following be established in relation to the lending of Council equipment:

1. That Council will, where possible, provide barricades and garbage bins to community groups and service clubs for special events.
2. That the community groups and service clubs be required to collect the equipment from Council's Works Depot and return same, during normal working hours, prior to and after the special event.
3. That the applicant be required to arrange for the collection of any litter and garbage from the event and the disposal of same at one of Council's garbage depots.
4. That the following activities are exempted from this policy:-
 - Activities on Anzac Day for marches, etc.
 - Activities promoted by Council on Australia Day
 - Activities exempted as determined by the Director - Technical Services

Definitions

The Act –	Refers to the Local Government Act 1993
Light vehicles –	All sedans, wagons, utilities and light trucks under 4.5 tonne
Heavy trucks –	All trucks over 4.5 tonne
Tender –	As defined in the Local Government Act. May take the form of Open or Selective Tenders
Invitation –	Request for Tender, Quote or Offer for the purchase or sale of plant and vehicles.
Open Invitation –	The invitation to Tender, Quote or Offer is advertised appropriately in relation to the value of the contract.
Selective Invitation –	Preparation of a shortlist of Invitees following a call for Expressions of Interest advertised appropriately in relation to the value of the contract.
“Buy Back” scheme –	Where dealers are invited to consider an arrangement to supply and buy back an agreed schedule of vehicles for a fixed changeover price over a prescribed period of time.
Heavy Plant -	Includes but not limited to loaders, graders, backhoes etc.

Small Plant -

Includes but not limited to mowers, brush cutters, chainsaws etc.

Policy History

Adopted

15 September 2009

Reviewed

Amended