



WEDDIN SHIRE COUNCIL

POLICY NUMBER: 1.8.6

POLICY FOR PURCHASE AND REPLACEMENT OF MOTOR VEHICLES

Adopted: 16 March 2017

POLICY FOR PURCHASE AND REPLACEMENT OF MOTOR VEHICLES (NO. 1.8.6)

1. **Title:** Policy for Purchase and Replacement of Motor Vehicles
2. **Number:** Policy Number 1.8.6
3. **Purpose:**
The purpose of this policy is to set out the procedure for the purchase and replacement of motor vehicles.
4. **Application**
The policy applies to sedans, station sedans, utilities and light (1 tonne) trucks
5. **Policy**
 - i) vehicles shall generally be replaced as follows:-
 - sedans, station sedans and utilities – after 50,000 kms or two years,
 - light trucks – after 100,000 kms or ten years.
 - ii) replacement vehicles are to be base models of a similar type to the existing unless otherwise approved by the General Manager.
 - iii) quotations are to be sought from at least two and preferably three suppliers, utilising Government Contract prices or equivalent where available.
 - iv) used vehicles may be offered for private sale by advertisement in the local press, should there be local interest.
 - v) the accepted quotation shall be the one most advantageous to Council, after consideration of price, operating costs, reliability and trade-in.
 - vi) a report on all quotations received shall be included in the business paper for the next Council meeting.
 - vii) any staff member with an interest in a vehicle shall be excluded from any involvement in the process.
6. **Review and Amendment**
 - This policy shall be reviewed at four (4) year intervals, to ensure it meets all statutory requirements and the needs of Council.
 - This policy may be amended or cancelled by Council at any time without prior notice or obligation to any employee.
7. **Adoption**
 - This policy commences as from the date of adoption by Council, being 16 March 2017 and replaces any previous policy.

8. **History**

Version Number	Details
1.8.1	Adopted 20 November 1992
1.8.2	Adopted 13 December 2007
1.8.3	Reviewed 18 June 2009 (unchanged)
1.8.4	Adopted 19 May 2011
1.8.5	Adopted 21 March 2013
1.8.6	Adopted 16 March 2017