

# COUNCIL VEHICLE FLEET POLICY



Responsible Division	Office of the CEO
Responsible Business Unit/s	Executive Services
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	All
ECM Document No.	3372081

## PURPOSE:

The purpose of this policy is to ensure that the City maintains a suitable fleet of vehicles that contributes positively and effectively to the work performance of the City of Bayswater (the City).

## POLICY STATEMENT:

The Chief Executive Officer shall determine vehicle allocations, vehicle use status and terms of use applicable to employees and/or positions taking into consideration industry and market trends and whole of life costing.

In determining vehicle allocations and vehicle use, a flexible approach to the changeover of the City's vehicle fleet will be observed with due consideration being given to the make and model of vehicles and the kilometres travelled to ensure the most cost effective outcome for the City.

### 1. Value of Vehicles

The average annual whole of life cost shall be used to determine the value of vehicles provided to City staff to:

- ensure the full economic impact of various vehicle types is evaluated;
- enable a comparison of costs between make/model of vehicles; and
- enable a comparison with other options for providing vehicles to staff such as novated leasing. The average annual whole of life cost shall be calculated over the life of the vehicle (based on optimum changeover) and include; depreciation, fuel, repairs & maintenance, tyres and fringe benefits tax.

### 2. Vehicle Selection Criteria

ITEM	CRITERIA	DESCRIPTION
1	<b>Fit for Purpose</b>	The vehicle must firstly meet the <b>functional requirements</b> of the position for which the vehicle is being acquired.
2	<b>Service Support</b>	The vehicle must have local warranty and service support available.
3	<b>Economic</b>	<b>Average annual whole of life costs</b> based on 20,000km shall be used to provide a cost comparison between vehicles that meet the functionality requirements for the position.

ITEM	CRITERIA	DESCRIPTION
4	Safety	The City has an obligation to provide a safe work place. Vehicle safety is assessed by Australian New Car Assessment Program ( <b>ANCAP</b> ) ratings on a scale of 1 - 5. The ratings are a guide of the potential injury risk if involved in an accident while in a vehicle. <b>A minimum ANCAP 5 star rating</b> shall apply for all passenger cars and utilities selected by the City.
5	Environmental (2 components)	<b>CO2 Emissions</b> - The main greenhouse gas emitted by motor vehicles is carbon dioxide (CO2). The level of CO2 emissions is linked to the amount of fuel consumed by the car, and the type of fuel used.
		<b>Air pollution rating</b> - is based on the level of air pollutant emissions allowable under the standard to which the particular vehicle has been tested.
6	Public Image	All Council vehicles meet the required public image of the City.

### 3. A Weighted Analysis for Purchasing Decisions

A weighted assessment taking into account economic, safety and environmental criteria shall be conducted on a range of vehicles that meet fit for purpose and council image requirements. The IPWEA National Light Fleet Selection Model shall be used to conduct the assessment on a range of suitable vehicles based on the following weightings:

Weighting Factors in Light Vehicle Purchase Decisions

CRITERIA	WEIGHTING (%)
Annual Whole of Life Costs (including FBT & fuel consumption)	70
CO <sub>2</sub> Emissions	10
Air Pollution Rating	10
Safety	10

The selection model provides a weighted evaluation score for each vehicle included in the assessment. A recommendation shall be made from the highest scoring vehicles that are fit for purpose, have local service support and meet the City's requirements.

### 4. Optimum Replacement Timing

The optimum replacement timing for light fleet changeover shall be reviewed annually. The current optimum replacement timing for all passenger cars is 3 years/60,000km and utilities are 4 years/80,000km whichever occurs first.

## 5. Vehicle Disposal

Options for disposal include:

- trade-in to the dealer supplying the new vehicle; or
- disposal by public auction through a reputable auction facility.

The most cost effective method of disposal for each vehicle shall be based on the trade offer and compared to the likely return at public auction.

## 6. Optional Extras

Optional extras fitted to light-fleet vehicles can have a substantial effect on the resale value and capital purchase costs. Vehicle extras will be provided as follows, unless approved by the CEO or to suit operational requirements, there is to be no retrofit.

INCLUDED IN STANDARD SPECIFICATION (FOR SAFETY AND RESALE VALUE)	NOT INCLUDED UNLESS AUTHORISED BY CEO (CAN DEDUCT FROM RESALE VALUE)
Air Conditioning	Tow pack
ONLY Light metallic paint	Dark colour duco (reduces resale value)
Floor mats	Manual other than 4WD Utility
Cruise control	<b>Optional based on operational needs</b>
Cargo barriers for station wagons/vans	Weather shield
Central locking	Reverse warning sensors
Auto adjustable rear mirrors	Tow Pack
Installation of solar tint to windows post manufacture	

## 7. Categories of Vehicles

When a vehicle is due for purchase or replacement a weighted assessment will be made of a range of vehicles from the WA State Government Vehicle Acquisition Contract (37804) that are fit for purpose and meet the City's requirements. A Master list of vehicles shall be reviewed annually and approved by the CEO. Preference shall be given to vehicles with the highest weighted score.

Vehicle categories and example of selection of vehicles

CATEGORY	POSITION	EXAMPLE TYPE OF VEHICLE
1	CEO	SUV Upper Large
2	Directors	SUV Large Diesel or Executive Vehicle
3	Managers	Passenger Vehicle Operational Medium (Camry Hybrid AS, Mondeo Hatch) SUV Medium (Mazda CX5, Subaru XV, Subaru Forester)

CATEGORY	POSITION	EXAMPLE TYPE OF VEHICLE
4	Coordinators / Operational Staff	Passenger Vehicle Operational Hybrid (Base model Camry Hybrid) Utility (Crew Cab base model 4 x2, Crew Cab base model 4 x4 operational purposes only) Wagon - Passenger Vehicle Operational Small Vans Operational Purposes

**8. Classification of Use**

An Operational Policy titled 'Motor Vehicle Use' shall be followed at all times when determining vehicle allocations and vehicle use status for City of Bayswater employees.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	23 April 1996
Reviewed / Modified	Date	31 January 2006
Reviewed / Modified	Date	9 April 2019
Reviewed / Modified	Date	