

**Light Vehicle Fleet Policy**

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**Policy Owner:** Infrastructure  
**Contact Person:** Manager Asset Management  
**Date of Approval:** 3 May 2011 (IN02-05/11)

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**OBJECTIVE**

The purpose of this policy is to ensure that processes are in place in relation to replacement intervals, purchasing and disposal methods to manage the City's light vehicle fleet.

**POLICY STATEMENT**

To minimise vehicle ownership costs to the City in line with industry best practice, whilst ensuring provision of a suitable fleet for use by staff to undertake their duties and to provide maximum perceived value in employment packages.

**SCOPE**

To guide the Fleet Steering Committee and Fleet Assets in determining appropriate vehicles for City to purchase for use by its employees.

**BACKGROUND**

The City of Wanneroo owns and operates a light vehicle fleet comprising of operational vehicles and cars used for a combination of work and private use provided as part of an agreed employment package. The Light Vehicle Fleet policy is used to determine the performance of a the vehicles provided, changeover period and method of purchase and disposal.

**CONSULTATION WITH STAKEHOLDERS**

Amendments to the policy were carried out in accordance with the recommendations of the City's internal Fleet Steering Committee.

**IMPLICATIONS****Purchasing Method**

Light vehicles shall be purchased in accordance with the City's Purchasing Policy.

**Disposal Method** Light vehicles should be disposed of via auction at a public auction house or trade in (like brand for like brand) where this is expected to give a higher return. Vehicles may also be sold by the tender process in order to gauge resale values by the method.

### **Vehicle Specification/Class**

The selection of vehicle class and specification should be carried out with consideration to minimising whole of life cost to the City. Analysis of vehicle ownership costs has indicated that purchasing a higher standard of vehicle than actually required by the City offers in many cases, a greater cost effective outcome than purchasing the more standard vehicle. It is noted that the range of executive vehicles may include 4WD and AWD models of similar ownership costs to previously supplied sedan/wagons.

### **Colour**

All operational vehicles are to be supplied in white. Private use vehicles may be coloured and consideration may also be given by the Executive Management Team to the supply of coloured vehicles that have limited private use.

### **Safety**

The Australian Government operates the Australian New Car Assessment Program (ANCAP) and gives each tested vehicle a rating from zero to five stars. When available, vehicles shall have a rating of four stars or more. Where ANCAP has not rated a vehicle, the safety rating from the European NCAP or American NCAP can be used for an equivalent make and model. Only passenger vehicles with five star ratings will be purchased. Preference will be given to operational vehicles with front, side and head air bags and an electronic stability program.

### **Environmental**

The Australian Government provides a Greenhouse Vehicle Guide that provides information on carbon dioxide (CO<sup>2</sup>) and the air pollution standard to which vehicles have been certified. The overall green vehicle guide star rating is based on the combined score of air pollution and CO<sup>2</sup>. Passenger vehicle purchase shall have a minimum score of 3.5 star. The green vehicle guide score will be considered when purchasing operational vehicles.

### **Replacement Intervals**

Vehicles will be replaced at appropriate intervals to minimize whole of life costs. This will take into account the class of vehicle, operational needs and the second hand vehicle market. The Fleet Steering Committee will review the replacement intervals annually.

### **MANAGEMENT**

A Corporate Management Procedure title "Motor Vehicle Management Procedure" shall be followed at all times when determining vehicle allocation, use status and replacement intervals.

### **WHO NEEDS TO KNOW ABOUT THIS POLICY**

- Elected Members
- Fleet Steering Committee
- Fleet Assets staff

### **EVALUATION AND REVIEW PROVISIONS**

Vehicle costs reported to Fleet Steering Committee

This policy is to be reviewed every two years by the Fleet Steering Committee

### **DEFINITIONS**

Any definitions listed in the following table apply to this document only.

Light Vehicle	Any vehicle that can be legally driven using a “C” class driving licence issued by the Western Australian Department of Transport (or equivalent)
ANCAP	Australian New Car Assessment Program – used to determine the performance of a vehicle in a number of crash situations
Greenhouse Vehicle Guide	Australian Government program identifying the greenhouse impact of vehicles sold in Australia
Whole of Life Costs	The cost of owning a vehicle from purchase to disposal, including (but not limited to) depreciation, fuel and oils, servicing, repairs, tyres, registration

## REFERENCES

City of Wanneroo Motor Vehicle Use Policy  
City of Wanneroo Purchasing Policy

## RESPONSIBILITY FOR IMPLEMENTATION

Manager Asset Management

Version	Next Review	Record No
1 September 2004		
1 September 2007	July 2007 (IN07-07/07)	
IN02-05/11	May 2013	11/48542