

Light Vehicle Fleet Policy

<i>Policy Owner:</i>	Infrastructure
<i>Distribution:</i>	All employees
<i>Implementation:</i>	1 September 2004
<i>Scheduled Review:</i>	1 September 2007 – Reviewed July 2007 (IN07-07/07)
<i>New Review</i>	1 September 2010

Objective

To ensure that processes are in place in relation to replacement intervals, purchasing and disposal methods to manage the City's light vehicle fleet.

Statement

The purpose of the policy is 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.

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 this 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. Preference will be given to 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 fuel consumption and the air pollution standard to which vehicles have been certified. The Greenhouse Rating takes into account the different amount of carbon in various fuel types and is considered the most appropriate measure. A rating of at least 4.5 is specified, however this may not be achieved with some of the larger operational vehicles.

Replacement Intervals

Vehicles will be replaced at appropriate intervals to minimise 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.

Responsibility for Implementation

Infrastructure