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**Light Vehicle Fleet Policy**

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**Policy Owner:** Contracts & Procurement  
**Contact Person:** Manager Contracts and Procurement  
**Date of Approval:** 13 July 2021

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**POLICY STATEMENT**

The purpose of this Policy is to ensure the effective management of the City's fleet of Light Vehicles in line with community expectations and operational business needs. The Policy is supported by the Use of Light Vehicles Management Procedure.

**POLICY OBJECTIVE**

To ensure optimal Light Vehicle fleet utilisation, minimise overall vehicle Total Cost of Ownership and reduce vehicle emissions consistent with industry best practice.

**SCOPE**

This Policy provides direction to the purchase and utilisation of Light Vehicles for City use and therefore applies to all employees (and contract staff) who may have the need to operate a City owned vehicle.

The requirements of this Policy do not cover the provision of a vehicle to the CEO or Mayor due to their relevant employment contract provisions as determined by Council.

**IMPLICATIONS (Strategic, Financial, Human Resources)**

The Policy aligns to the City's 2021-2031 Strategic Community Plan under:

*Goal 7, 'A well governed and managed City that makes informed decisions and provides valued customer focused services', Priority 7.2 Responsibly and Ethically managed'*

The FPMSC shall provide corporate oversight and governance to management of the Light Vehicle fleet and in accordance with the City's Asset Management Policy.

**Vehicle Specifications / Class**

The selection of vehicle class and specification shall consider operational utilisation and safety, ergonomic environmental factors and overall value for money to the City.

**Purchase and Disposal**

The procurement and disposal of Light Vehicles is undertaken in accordance with the City's Purchasing Policy, Long Term Financial Plan and Accounting Policy.

Light Vehicles will be disposed at appropriate intervals to minimise whole of life costs. Disposal of Light Vehicles will take into account the class of vehicle, operational needs and the second hand vehicle market. Light Vehicles will be disposed of in accordance with the Disposal of Property Other than Land and Buildings Management Procedure; typically this is by public auction, trade-in or public tender.

**Operational Safety**

The City shall seek to purchase passenger Light Vehicles with a 5-star ANCAP rating. For Light Commercial Vehicles including vans and utilities, the City will preferentially select vehicles with a minimum 4-star ANCAP rating. Where the rating is unavailable and given the required operational use, procure vehicles fit for purpose with safety features similar to 4-star ANCAP rating.

**Environmental**

The City will determine the most appropriate Light Vehicle for its intended operational use. The standard engine type for Full Private Use Vehicles is internal combustion (unleaded fuel or Hybrid) and for light pool use vehicles, low CO<sub>2</sub> and non-fossil fuels; e.g. hybrid, full electric or hydrogen. The selection of Light Commercial Vehicles shall consider appropriate fit for propose application and use of alternate non fossil fuels where available.).

The City will meet its reduction targets in GHG emissions associated with use of the Light Vehicle fleet as prescribed in the City's Climate Change Adaptation and Mitigation Strategy 2020/21-2025/26.

Consistent with the policies adopted by the Government of Western Australia (WA Government Fleet Policy and Guidelines, effective December 2019), the National Greenhouse and Energy Reporting Systems' measurement of CO<sub>2</sub> emissions calculates g/km emissions. A CO<sub>2</sub> benchmark of 185g/km for passenger vehicles and 195g/km for SUVs is set, unless there is a clear operational need for a vehicle that exceeds these limits with CEO approval. Light Commercial vehicles have no specific benchmark due to the many different categories of vehicles.

**IMPLEMENTATION**

The Manager Contracts and Procurement, under direction from the FPMSC will implement and apply this Policy with reference to the Use of Light Vehicles Management Procedure and other relevant documents.

The City shall seek to implement its commitment to a reduction in fleet emissions through a considered approach to the optimisation of current fleet needs and through the adoption of electric and/or other non-fossil fuel sources to Light Vehicles guided by the following principles:

- A clear operational requirement for the vehicle (based on formal business case justification);
- Availability of suitable EV infrastructure relevant to the City's operations and service delivery; and
- Competitive pricing against hybrid and/or fossil fuel vehicles based on Total Cost of Ownership (TCO).

**ROLES AND RESPONSIBILITIES**

The implementation, interpretation, application and compliance to this Policy is the responsibility of the Manager Contracts and Procurement under direction from the FPMSC.

## DISPUTE RESOLUTION

All disputes with regard to this Policy will be referred to the Director Corporate Strategy and Performance in the first instance. In the event that an agreement to the dispute cannot be reached, then the matter will be submitted to the CEO for ruling.

## EVALUATION AND REVIEW PROVISIONS

The FPMSC shall review this Policy every two years as to its effectiveness in achieving stated outcomes. The FPMSC shall review Light Vehicle costs (including purchase, disposal and operational costs), vehicle utilisation and overall emissions on at least a six-monthly basis.

## DEFINITIONS

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

<b>ANCAP</b>	Australasian New Car Assessment Program – used to determine the performance of a vehicle in a number of independent crash tests and safety assessments.
<b>FPMSC</b>	Fleet and Plant Management Steering Committee
<b>Full Private Use Vehicles</b>	Directors and Managers' City owned vehicles as provided under an employment contract or as otherwise approved by the CEO and which provide for full private use.
<b>GHG</b>	Greenhouse Gas
<b>Light Commercial Vehicle</b>	Any low axle rigid vehicle with cab chassis or van construction and a gross vehicle mass greater than 1.5 tonnes but less than 4.5 tonnes GVM (Gross Vehicle Mass); typically these are supervisory vehicles.
<b>Light Vehicle</b>	A motor vehicle with a gross vehicle mass (GVM) not greater than 4.5 tonnes and constructed or equipped to seat no more than 12 adults (including the driver) requiring a "C" class Western Australian drivers licence to drive.
<b>TCO</b>	Total Cost of Ownership which takes into account the purchase price of an asset plus the cost of operation over time.

**RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS**

- Use of Light Vehicles Management Procedure
- Purchasing Policy
- Asset Management Policy
- Accounting Policy
- Environment Policy

**REFERENCES**

- Climate Change Adaptation and Mitigation Strategy 2020/21-2025/26
- WA State Fleet Policy and Guidelines December 2019

**RESPONSIBILITY FOR IMPLEMENTATION**

Manager Contracts and Procurement

Version	Next Review	Record No:
1 September 2004	July 2007	
1 September 2007 – (IN07- 07/07	May 2011	
3 May 2001 – (IN02 - 05/11)	May 2013	11/48542
May 2012 – (IN03 – 05/12)	May 2014	11/48542[v2]
May 2019 – (CS07 – 06/19)	May 2021	11/48542[v3]
July 2021 – (CP04-07/21)	July 2023	11/48542[V4]