

# COUNCIL VEHICLE FLEET

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## 1. OBJECTIVE

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

## 2. POLICY STATEMENT

The Chief Executive Officer shall determine vehicle allocations and vehicle use status 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 Council'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.

## 3. 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.

## 4. VEHICLE SELECTION CRITERIA

Vehicle selection shall be based on 6 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. Responsibility of the Fleet & Plant Coordinator.
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.
4	<b>Safety</b>	The City has an obligation to provide a safe work place. 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 4 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.

## 5. 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
CO2 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.

## 6. OPTIMUM REPLACEMENT TIMING

The optimum replacement timing for light fleet changeover shall be reviewed annually. The current optimum replacement timing for all passenger cars and utilities is 5 years/120,00km whichever occurs first.

## 7. VEHICLE DISPOSAL

Options for disposal include:

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

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.

## 8. 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 & resale value)	Not included unless authorised by CEO (can detract from resale value)
Air Conditioning	Tow pack
ONLY Light metallic paint	Dark colour duco (reduces resale value)
Floor mats	Manual other than 4WD Utility
Mud flaps front & rear	
Passenger air bag where if not available as standard	<b>Optional based on operational needs</b>
Cruise control	Headlight and bonnet protector
ABS braking (Essential)	Weather shield
Stability Control (where available as standard)	Reverse warning sensors
Cargo barriers for station wagons/vans	3 point seat belts in all passenger positions (standard in most vehicles)
Central locking	Bull bars
Auto adjustable rear mirrors	Tow Pack
Installation of solar tint to windows post manufacture	

## 9. 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	<b>SUV Upper Large</b> Landcruiser GXL Diesel Auto
2	Directors	<b>SUV Large Diesel</b> Landcruiser GXL Prado Auto
3	Managers	<b>Passenger Vehicle Operational Medium</b> Hyundai i40 Toyota Camry Altise Holden Omega or Toyota Orion ATX, Captiva, Nissan X Trail <b>SUV Medium</b> Holden Captiva RAV 4 GX Suzuki Grand Vitara Subaru Forester <b>SUV Large</b> Colorado 7 LT

4	Coordinators	<b>Passenger Vehicle Operational Small</b> Toyota Corolla Holden Cruze Hyundai i30
5	Operational Staff	<b>Utility 4x2 &amp; 4x4 and Cab-Chassis</b> Holden Colorado LX Toyota Hilux SR <b>Bus</b> Toyota Hiace <b>Van</b> Volkswagon Caddy Toyota Hiace Hyundai iLoad <b>Wagon - Passenger Vehicle Operational Small</b> Holden Cruze CD Hyundai i30 Tourer <b>Wagon - Passenger Vehicle Operational Medium</b> Hyundai i40 Tourer

## 10. 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 Karratha employees.

## 11. CONSEQUENCES

This policy represents the formal policy and expected standards of the Council. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Council.

## 12. REFERENCES TO RELATED DOCUMENTS

- OP-HR-10 Motor Vehicle Usage
- Vehicle Usage Guidelines
- *City of Karratha Enterprise Agreement 2015*

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*This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.*