

Policy P648 Motor Vehicles

Responsible Business Unit/s	Infrastructure Services
Responsible Officer	Director Infrastructure Services
Affected Business Unit/s	All Business Units

Policy Objectives

The City is required to maintain a light vehicle fleet to allow the Organisation to effectively undertake the many and varied activities of a local government authority. The light vehicle fleet is matched to the activities expected of it by the Organisation as well as the expectations, wherever practicable, of the Officers assigned responsibility for the vehicles.

The Mayor, Chief Executive Officer, Directors, Managers and certain Senior staff are assigned vehicles for both organisational and private use purposes and act as custodians of those vehicles.

The light vehicle fleet will meet responsible standards in regards to fuel consumption, greenhouse gas emissions, safety and whole of life costs. This Policy establishes the principles by which the light vehicle fleet will be purchased and operated.

Policy Scope

The Policy is relevant to the Mayor, Chief Executive Officer, Directors, Managers, and City staff.

Policy Statement

General

1. When acquiring and disposing of light vehicles, the City will apply a structured test, based on four key sustainability principles, to comply with the Policy. All of the principles carry equal weighting or as determined by the Chief Executive Officer on an as needs basis.
 - **Economic** – Whole of life costs will be estimated from the best available data and the highest preference will be given to those vehicles with the lowest optimised whole of life cycle cost.
 - **Functional** (tool of trade vehicle test) – Highest preference will be given to the vehicle that best fits the functional requirements of the position for which the vehicle is being acquired. It is acknowledged however that the vehicle must accommodate the needs of the employee, particularly those employees on negotiated salary packages.
 - **Environmental** – Highest preference will be given to those vehicles that cause the least amount of environmental damage with greenhouse emissions, air pollution and fuel efficiency being the primary performance indicators.
 - **Social** – Highest preference will be given to those vehicles that confirm a responsible and accountable image compatible with the City's corporate objectives.

2. To underpin the structured test noted in Part 1 above, the following criteria will be applied to new light vehicle purchases:
 - a) Using the Green Vehicle Guide, only vehicles with a combined score of 12 out of 20 or more for both the greenhouse and air pollution ratings will be purchased;
 - b) Using the ADR 81A testing regime, vehicles will generally not be considered if the fuel consumption exceeds 8.5 litres per 100 kilometres travelled;
 - c) Using the Green Vehicle Guide, carbon emissions (CO₂) should not exceed 185 grams per kilometre;
 - d) Purchasing evaluations to use the most economical cost per kilometre calculated using:
 - The capital cost;
 - The cost of fuel based on specified fuel consumption.
 - e) Generally, all light fleet vehicles are to carry a 5 star minimum ANCAP (safety) rating.
3. The annual budget provides allocations for each category of vehicle within the light vehicle fleet that is consistent with and complementary to the needs of the organisation and Officers assigned responsibility for the vehicles. The Mayor will be assigned a vehicle of comparable standard to that allocated to the Chief Executive Officer.
4. Fleet vehicles are allocated to the Directorates and the Officers contained therein. The conditions of use that apply will be determined by the relevant Management Practice.

CATEGORIES OF VEHICLES

The Light Vehicle Fleet is categorised as follows:

Category 1 - Executive type vehicles assigned to the Mayor, Chief Executive Officer and Directors with the right to use for private purposes.

Category 2 - Fleet vehicles which have been allocated to Departmental Managers or similar for restricted or private purposes. These vehicles are to be available for City use during normal business hours.

Category 3 - Fleet vehicles which have been allocated to senior Professional Staff, Coordinators or similar with limited private use. These vehicles are to be available for City use during normal business hours.

Category 4 - All other vehicles, including fleet vehicles, are allocated to Officers for commuting purposes on the basis of their after-hours availability for City business (i.e. Utilities, Vans, and Ranger Vehicles etc.) and may include vehicles that are not allocated for commuting and are secured on City property when not in use.

TYPES OF VEHICLES

For all categories of vehicle, the City will satisfy the criteria for an economical, functional, environmental and socially responsible light vehicle fleet by:

- Consider alternative fuel type vehicles including; diesel hybrid, hybrid electric or liquid petroleum gas powered sedans or wagons;
- Meeting the criteria specified in Part 1 and 2 (General) above;
- Purchasing the required vehicles through the State Government Common Use Agreement, by Tender or formal quotation; and

- For Category 4 vehicles, the City may purchase six cylinder vehicles where the operational needs of the Organisation is best served by that type of vehicle including a crew cab or well body configuration for the utility.

Legislation / Local Law Requirements

Local Government Act 1995

Local Government Miscellaneous Provisions Act 1960

Other Relevant Policies / Key Documents

P692: Sustainability Policy

City of South Perth Sustainability Strategy 2012-2015

City of South Perth Strategic Plan