

### Policy P648 Motor Vehicles

Responsible Business Unit/s	Waste, Fleet and Facilities
Responsible Officer	Manager Waste, Fleet and Facilities
Affected Business Unit/s	All Business Units

#### Policy Objectives

The City is required to maintain a light vehicle fleet to effectively support the diverse activities of the organisation as a local government authority. This fleet is tailored to meet the expected activities of the organisation and, where practicable, the preferences 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 adhere to responsible standards regarding 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 ensure compliance with the policy. All principles will carry equal weighting, or as determined by the Chief Executive Officer on an as-needed basis.
  - **Economic** – Whole-of-life costs will be estimated from the best available data, with the highest preference given to vehicles that have the lowest optimised whole-of-life costs.
  - **Functional** (Tool of Trade Vehicle Test) – The highest preference will be given to the vehicle that best meets the functional requirements of the position for which it is being acquired. However, it is acknowledged that the vehicle must also accommodate the needs of the employee, particularly those on negotiated salary packages.
  - **Environmental** – The highest preference will be given to vehicles that cause the least environmental damage, with greenhouse emissions, air pollution and fuel efficiency being the primary performance indicators.
  - **Social** – The highest preference will be given to vehicles that project a responsible and accountable image that is aligned with the City's corporate objectives.

2. To support the structured test outlined in Part 1 above, the following criteria will be applied to new light vehicle purchases:
  - a) Vehicles will generally not be considered if their fuel consumption exceeds 8.5 litres per 100 kilometres travelled.
  - b) Carbon emissions (CO<sub>2</sub>) should not exceed 185 grams per kilometre.
  - c) Purchasing evaluations will use the most economical cost per kilometre, based on a whole of life cost.
  - d) Generally, all light fleet vehicles must have a minimum 5 star ANCAP (safety) rating.
  - e) When the only option available is to procure internal combustion engine powered vehicles, the first option considered is to be a 4 cylinder powered engine.
3. The annual budget allocates funds for each category of vehicle within the light vehicle fleet, ensuring consistency with and support for the needs of the organisation and the officers responsible for the vehicles. Any position may elect to have a vehicle from a lower category.
4. Fleet vehicles are allocated to the Directorates and the officers within them. The conditions of use 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 allocated to Departmental Managers or similar positions for restricted or private use. These vehicles must also be available for City use during normal business hours.

Category 3 - Fleet vehicles allocated to senior professional staff, coordinators, or similar roles, allowing limited private use. These vehicles must also be available for City use during normal business hours.

Category 4 - All other vehicles, including fleet vehicles allocated to officers for commuting purposes, are based on City business after hours (e.g., utilities, vans and ranger vehicles). This category may also include vehicles not allocated for commuting, which are secured on City property when not in use.

## TYPES OF VEHICLES

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

- Considering alternative fuel types, including, diesel hybrids, hybrid electric or electric - 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 through formal quotation; and
- The City may purchase at it's discretion a vehicle configured to suit operational requirements.

## 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 Community Plan 2021 - 2031