

# LIGHT FLEET VEHICLES POLICY

<b>Policy Type:</b> Operational Policy	<b>Policy No.</b> OP- 014
<b>Policy Owner:</b> Director Corporate Services	<b>Last Review Date:</b> October 2020
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## POLICY OBJECTIVES

To ensure that light fleet vehicles procured by the City of Melville (the City) have been optimised for operational, environmental, safety and cost efficiency and effectiveness.

## POLICY SCOPE

This policy applies to all light fleet vehicles leased or owned by the City.

## POLICY STATEMENT

This Policy defines the basis for the selection and replacement of light fleet vehicles to ensure the City achieves its objectives.

Vehicle selection and replacement shall be undertaken so as to ensure that the operational requirements of the City are met and that operational safety and effectiveness is maintained whilst ensuring that Whole of Life Cycle costs and environmental impacts are minimised.

The City is committed to right sizing the number and type of vehicles in its fleet to ensure that the dollar value of capital invested in fleet procurement and operations is minimised.

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## Selection Criteria

All light fleet vehicles are purchased from those available on the State Governments Fleet Acquisition Common Use Agreement (CUA) 37804 for Shires and Councils. For further details access the following hyperlink [CUA 37804 Shires and Councils](#).

Vehicle selection will be standardised within operational classifications. This will help ensure that employees using City vehicles become familiar with the controls and characteristics of those vehicles. In turn this will assist with the enhanced safe operation of those vehicles leading to a reduced chance of personal injury or vehicle damage.

No obligation or guarantee is provided that an existing vehicle will be replaced like for like, and this policy will prevail in all instances.

Where possible the City will purchase vehicles that achieve all of the following attributes:

1. **Cost:** Attain the lowest life cycle cost. This includes fuel consumed, maintenance costs, cost of additional items required to be fitted for operational or safety purposes, fringe benefits taxation costs and the financing and depreciation costs for the City of Melville to own and operate the vehicle for the nominated holding period.
2. **Safety:** Attain an Australian New Car Assessment Program (ANCAP) rating of five (5) stars or more (where available). For utilities or vans where 5 star rating vehicles are difficult to source, the minimum acceptable standard shall be four (4) stars. ANCAP is a method of determining the safety of drivers and occupants in crashes relative to the severity of injury. Ratings are available at <https://www.ancap.com.au/>. Where ANCAP has not rated a vehicle, the safety rating from the European NCAP or American NHTSA may be used for an equivalent make and model.

To ensure safe and cost effective operation of vehicles the below standard features outlined are required to be present. If not present a different vehicle choice should be made that includes those features and if no other suitable vehicle can be identified they will be added to the selected vehicle if possible:-

- All vehicles shall be white in colour using, when available, the no-cost solid paint finish i.e. vehicles with metallic, pearlescent, matte or other paint finishes would not be purchased
- Automatic or CVT transmission
- Reversing sensors and/or reversing camera
- Bluetooth Mobile Phone connection capability and mobile phone holder & installation for City provided phone
- Rubber floor mats
- Cargo barriers for all Wagons and Vans used for carrying City of Melville equipment;
- UV excluding window tinting with an SPF rating of 50+noting that window tinting shall comply with WA Law's and guidelines which can be accessed at the Department of Transports web-site <http://www.transport.wa.gov.au/licensing/21099.asp>.

3. **Environmental:** Attain an air pollution standard of Euro 6. If this is not achievable for any of the vehicle classifications shown below a minimum of Euro 5 is to be met. Once having met the forgoing Euro air pollution standard, to ensure ongoing improvements in fuel efficiency the grams of CO<sub>2</sub> per kilometre (g/km) measure is used as it is the measure that is a valid comparator regardless of fuel type. The calculation takes into account the different emission characteristics of petrol, LPG and diesel. Under this approach the policy is focused on fuel-efficiency and is indifferent as to the vehicle technology used to achieve it. The CO<sub>2</sub> figure used is based on the Tailpipe CO<sub>2</sub> (g/km) **Urban** fuel usage cycle fuel consumption ratings as this best reflects the type of use to which City vehicles are put. The **Urban** CO<sub>2</sub> emissions per kilometre (g/km) for **passenger** vehicles shall be capped at a maximum of **185 g/km**. For **utilities and vans** it shall be a maximum of **215 g/km**.

Note details of the Air pollution standards and CO<sub>2</sub> emissions for each vehicle sold in Australia are available from the Green Vehicle Guide website <http://www.greenvehicleguide.gov.au>.

Suitable low emission vehicles (LEV's) complying with the above mentioned criteria may also be identified from the lists available on the Green Wheels website - see <http://www.greenwheels.com.au/>.

Other environmental factors will be considered such as limiting the size of the vehicle to the smallest required to meet the operational requirements as this assists in minimising the consumption of non-renewable resources used to manufacture the vehicles.

4. **Vehicle selection:** Shall be made based on the vehicle that best meets all of the above criteria. The choice of vehicles will however be determined purely by their ability to meet operational business use, as opposed to private use, needs. The selection of vehicles from those that meet the above criteria will be made by the Fleet Coordinator in consideration of any specific operational requirements with final approval by the Director Corporate Services.

## Holding/Replacement Periods/Rotation

Whilst specific replacement periods are shown in each vehicle category below, replacement periods will be modified from time to time with the objective of minimising whole of life cycle financial and environmental costs, maximising operational efficiency and effectiveness and minimising downtime. Changes in market conditions may also impact on the optimum replacement periods. Fleet Coordinator will monitor replacement periods and compile evidence and make any recommendations for modification to the Director Corporate Services and Chief Executive Officer seeking their approval.

The City retains the right to rotate vehicles in order to enhance fleet management outcomes and maximise utilisation and holding life of vehicles.

## City of Melville Branding

All vehicles except the Mayor's will be fitted with City of Melville branding unless its omission for operational purposes is approved by the Director Corporate Services or the Chief Executive Officer.

## Vehicle Tracking and GPS

The City has the discretion to fit vehicles with a surveillance device. The Surveillance Devices Act (1998) covers the use of surveillance devices such as security cameras, closed circuit TV (CCTV) and GPS systems and any combination of these systems may be fitted to any City owned vehicle in accordance with this policy.

## Additional Fittings Required to Meet Operational Needs

Based on consultation with stakeholders, the Fleet Coordinator is to develop and maintain a listing of additional non-standard fittings required to meet operational needs. This listing will be reviewed annually in conjunction with the development of the annual vehicle replacement plan and approved by the Director Corporate Services.

## Vehicle Categories

All vehicle categories below shall comply with the Selection Criteria above.

### Mayor

Replacement period: 4 years – will be aligned to the term for which the Mayor is elected.

Vehicle type: As defined in Policy CP-083 Provision of Mayoral Vehicle

### Current Contract Officers (CEO, Directors, Executive Managers and Operational Managers)

As defined in each Current Contract Officers employment contract there is no vehicle entitlement.

### Passenger Vehicles

Replacement period: The lesser of 100,000km/5 years, excluding Community Safety Services which shall be 120 to 150,000km's/2.5-3 years with disposal to be timed to be within warranty period.

Vehicle type: Vehicles shall be passenger vehicles meeting the Selection Criteria shown earlier in this Policy.

### Utilities, Single Cab/Double Crew Cab

The standard for Utilities shall be an automatic 2WD utility meeting the requirements of this policy. 4X4 Utilities will only be provided where there is a specific operational requirement and will be approved by the Service Area Director and the Director Corporate Services.

Replacement period: The lesser of 120,000km/6 years.

The following accessories will be fitted where there is a demonstrable operational need:

- Towbar and electrical trailer connection
- Choice of style side or tray top format
- Choice of canopy, toolbox or concealed storage

## Vans

The standard shall be an automatic van which meets requirements of this policy and the service areas operational needs at minimum cost.

Replacement period: The lesser of 120,000km/6 years.

The following options shall be provided based on the operational needs based as determined by the Fleet Coordinator and approved by the Director Corporate Services:

- Wheel base format short, medium, long
- Cargo barriers and cargo straps
- Cargo door and window format

## Definitions / Abbreviations Used In This Policy

Whole-of- life cost (WOL), or Life-cycle cost (LCC), refers to the total cost of ownership over the life of an asset. Costs considered include financial, environmental and social costs. Typical areas of expenditure which are included in calculating the whole-life cost include, planning, procurement, operations, maintenance, renewal and rehabilitation, depreciation and cost of finance and replacement or disposal. Life cycle environmental costs include the consumption of environmental resources to manufacture, operate and dispose of the vehicle when it reaches the end of its life. Social costs include the health and safety impacts of the vehicles e.g. pollution.

### ANCAP - Australian New Car Assessment Program

#### References that may be applicable to this Policy

Legislative Requirements:

Procedure, Process Maps, Work Instructions: Guidelines for Use of City of Melville Vehicles

Other Plans, Frameworks, Documents Applicable to Policy: Employee Vehicle Schemes A, B & C

Delegated Authority No:

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#### ORIGIN/AUTHORITY

Director Technical Services

17 December 2002

#### ITEM NO.

N/A

#### REVIEWS

Director Technical Services

31 December 2009

N/A

Director Technical Services

13 January 2012

N/A

Director Technical Services

17 April 2012

N/A

Manager Asset Management

19 March 2015

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Director Corporate Services

29 September 2016

N/A

Director Corporate Services

29 October 2020

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\*\*\*\*End\*\*\*\*