

Assessment of Policy 4.1.16 Vehicle Management

No.	Current Clause	Impact of Policy revocation
	<p><i>The objectives of this policy are to:</i></p> <ol style="list-style-type: none"> <i>1. provide guidance for the management of the City of Vincent's ("City") vehicles;</i> <i>2. ensure the City's transport requirements associated with the City's business operations are met;</i> <i>3. provide guidance for the acquisition and disposal of the vehicles to maximise the City's asset;</i> <i>4. ensure that vehicles are allocated and used by the City's employees, as part of an employee's overall salary package;</i> <i>5. prescribe requirements and conditions for the driver of a City vehicle;</i> <i>6. promote an environment which;</i> <ul style="list-style-type: none"> <i>• reduces fleet costs;</i> <i>• satisfies operational requirements;</i> <i>• optimises the use of a vehicle through car sharing/pooling; and</i> <i>• gives consideration to the environmental sustainability impact of vehicle use.</i> 	<p>The objectives of the policy are all matters that fall within functions of CEO as outlined at Section 5.41(d) of the <i>Local Government Act 1995</i>.</p> <p><i>(d) manage the day-to-day operations of the local government;</i></p> <p>Consistent with the Council's Policy Development and Review Policy and adopted document hierarchy the objectives of the policy are more appropriate covered by an Internal Procedure</p>
	<p><i>The purpose of the policy is to:</i></p> <ol style="list-style-type: none"> <i>(i) minimise vehicle ownership costs to the City in line with industry best</i> 	<p>The purpose of the policy are all matters that fall within functions of CEO as outlined at Section 5.41(d) of the <i>Local Government Act 1995</i>.</p> <p><i>(d) manage the day-to-day operations of the local government;</i></p>

	<p><i>practice, whilst ensuring provision of a suitable fleet for use by the City's employees to undertake their duties;</i></p> <p>(ii) <i>provide a vehicle in employment packages in order to attract and retain high quality professional employees; and</i></p> <p>(iii) <i>provide for the management and use of vehicles, in accordance with the Guidelines and Policy Procedures for the Vehicle Management Policy.</i></p>	Consistent with the Council's Policy Development and Review Policy and adopted document hierarchy the objectives of the policy are more appropriate covered by an Internal Procedure.
1.	<p>1. PURCHASING METHOD</p> <p>(a) <i>Light vehicles shall be purchased in accordance with this Policy.</i></p> <p>(b) <i>All vehicle prices are determined utilising the Council Purchasing Services of the Western Australian Local Government Association (WALGA) using the State Government Fleet Policy Guidelines. The vehicle must be available to be purchased from the vehicles listed in the State Governments Fleet Sale range.</i></p>	All purchasing within the City is informed by Council's adopted Purchasing Policy
2.	<p>2. DISPOSAL METHOD</p> <p>(a) <i>Light vehicles should normally be disposed of via auction at a public auction house or trade in, where this is expected to give a higher return.</i></p> <p>(b) <i>Vehicles may also be sold by the tender process in order to gauge resale values by this method.</i></p>	Disposing of property is governed by S3.58 of the <i>Local government Act 1995</i> and Council has delegated this function to the CEO at 2.2.17 of the Register of delegations, Authorisations and Appointments.
3.	VEHICLE SPECIFICATION/CLASS	New vehicle selection is based upon operational need; vehicle safety with a minimum 4 star ANCAP or equivalent rating; whole of life costs; and sustainability through reduced emissions and alternate fuels.

	<p><i>(a) The selection of vehicle class and specification should be carried out wherever practicable with consideration to minimising “whole of life” cost to the City.</i></p> <p><i>(b) It is noted that analysis of vehicle ownership costs has indicated that purchasing a higher standard type of vehicle, than actually required by the City, may provide in many cases, a greater cost-effective outcome than purchasing the more standard type vehicle.</i></p>	
4.	<p>VEHICLE SAFETY</p> <p><i>(a) The Australian Government operates the Australian New Car Assessment Program (ANCAP) and allocates each tested vehicle a rating from zero (0) to five (5) stars.</i></p> <p><i>(b) When available, vehicles shall have a rating of four (4) stars or more.</i></p> <p><i>(c) Where ANCAP has not rated a vehicle, the safety rating from the European NCAP or American NCAP can be used for an equivalent make and model.</i></p> <p><i>(d) Preference will be given to vehicles with front, side and head air bags and an electronic stability system.</i></p>	<p>New vehicle selection is based upon operational need; vehicle safety with a minimum 4 star ANCAP or equivalent rating; whole of life costs; and sustainability through reduced emissions and alternate fuels.</p>
5.	<p>ENVIRONMENTAL</p> <p><i>(a) The Australian Government provides a Green Vehicle Guide which provides information on fuel consumption and the air pollution standard to which vehicles have been certified.</i></p>	<p>New vehicle selection is based upon operational need; vehicle safety with a minimum 4 star ANCAP or equivalent rating; whole of life costs; and sustainability through reduced emissions and alternate fuels.</p>

	<p><i>(b) The Greenhouse Rating takes into account the amount of carbon in various fuel types and is considered the most appropriate measure.</i></p> <p><i>(c) Where possible, a rating of at least 4 stars is specified for fuel efficiency and greenhouse gas emissions and at least 3 stars for air pollution.</i></p>	
6.	<p>REPLACEMENT</p> <p><i>(a) Vehicles will be replaced at appropriate intervals to minimise whole of life costs.</i></p> <p><i>(b) Replacement intervals will take into account the class of vehicle, operational needs and the second-hand vehicle market and budget allocations.</i></p> <p><i>(c) The Director of Technical Services is authorised to carry out vehicle replacements and will review the replacement intervals on an annual basis.</i></p>	<p>Vehicles replacements are considered as part of the annual budget process and take into account the operational needs and are set at appropriate intervals to minimise whole of life costs.</p>
7.	<p>APPLICATION AND MANAGEMENT OF POLICY</p> <p><i>(a) The Chief Executive Officer is responsible for the administration of this Policy and for the determination of the use and categories of vehicles together with application of conditions of use.</i></p> <p><i>(b) The Guidelines and Policy procedures for the City's vehicles apply to all persons using a City vehicle.</i></p>	<p>The purpose of the policy are all matters that fall within functions of CEO as outlined at Section 5.41(d) of the <i>Local Government Act 1995</i>.</p> <p><i>(d) manage the day-to-day operations of the local government;</i></p> <p>Consistent with the Council's Policy Development and Review Policy and adopted document hierarchy the objectives of the policy are more appropriate covered by an Internal Procedure.</p>

(c) The right to use of a City vehicle may be suspended with immediate effect in relation to any employee, at the absolute discretion of the Chief Executive Officer, if the employee:

- (i) is convicted of a serious driving offence or has their driver's licence cancelled;*
- (ii) is charged by the Police for allegedly driving a City vehicle with a blood alcohol level of more than 0.05 or driving under the influence of alcohol or a mind altering substance;*
- (iii) is deemed to have incurred excessive insurance claims in respect to a City vehicle;*
- (iv) not maintained the City vehicle in a suitable manner;*
- (v) has breached any of the agreed conditions; or*
- (vi) has, in the opinion of the Chief Executive Officer, behaved in a manner which adversely impacts on the professionalism, integrity or public image of the City of Vincent. (*

(d) The Chief Executive Officer, as well as the employee concerned, has the right to terminate the use of the vehicle for any reason, by giving one month's notice in writing to the other party. The arrangement will be automatically terminated by the Chief Executive Officer should the vehicle no longer be required to fulfil the business of the City, if the employee leaves or changes duties to a position not entitled to a vehicle covered by this Policy.