



POLICY 2120

REPLACEMENT OF FLEET VEHICLES

1. PURPOSE OF POLICY

To provide a guideline for the replacement of Fleet Vehicles, to optimise the costs of changeover and reduce operating costs.

2. SCOPE OF POLICY

The Policy applies to the replacement of Fleet Vehicles which have been allocated for work use, and private use, in the following areas for the stated vehicle types and to the positions listed:

General Manager's Unit / Organisational Development

- Medium to Large AWD/4WD Sedan or Station Wagon – private use by the General Manager subject to confirmation through the recruitment process and annual performance reviews

Finance & Community Services

- Small to Medium 2WD Sedan or Station Wagon - Finance & Community Services Director

Planning & Development Department

- Medium to Large AWD/4WD Sedan or Station Wagon - Planning & Development Director
- Small to Medium 2WD or AWD/4WD Sedan or Station Wagon - Health & Building Manager
- Small to Medium 2WD Sedan or Station Wagon - Health & Building Surveyor/Inspector

Works & Engineering Department

- Medium to Large AWD/4WD Sedan or Station Wagon - Works & Engineering Director
- Small to Medium AWD/4WD Sedan or Station Wagon - Works Manager
- Small to Medium 2WD Sedan or Station Wagon - Project Manager
- Medium to Large AWD/4WD Sedan or Station Wagon - Works Overseer

3. GUIDELINES

OPTIMUM CHANGEOVER OF FLEET VEHICLES

The replacement of Fleet Vehicles shall consider resale value, costs of servicing and maintenance, downtime costs and changeover costs.

Replacements should be made within the following range:

VEHICLE TYPE	RECOMMENDED CHANGEOVER
4 cylinder cars / petrol	No later than 4 years or 80,000 km
4 cylinder cars / diesel	No later than 4 years or 100,000 km
4 cylinder utilities / petrol	No later than 5 years or 100,000 km
4 cylinder utilities / diesel	No later than 5 years or 120,000 km
6 cylinder vehicles / petrol	No later than 5 years or 100,000 km
6 cylinder vehicles / diesel	No later than 5 years or 120,000 km

Good Fleet Management practice will involve the collection (and investigation) of market data on Fleet Vehicle changeover costs being reviewed every 6 months by the designated Fleet Vehicle Manager (Plant Foreman / Manager).

ENVIRONMENTAL CONSIDERATIONS IN LIGHT FLEET PURCHASING

An assessment using the weighted criteria below will be made for purchasing Fleet Vehicles.

CRITERIA	WEIGHTING (%)
Annual Whole of Life Costs - including FBT & fuel consumption	70
CO2 Emissions	10
Air Pollution Rating	10
Safety	10

The General Manager will provide final approval for replacement after considering the recommendation from the designated Fleet Vehicle Manager and relevant Department Director.

MINIMUM VEHICLE SPECIFICATIONS OPTIONAL EXTRAS

The following accessories will be included in specifications for Fleet Vehicle replacements

Recommended for safety and resale value or operational reasons:

- Automatic Transmission
- Air Conditioning
- Light Metallic Paint – White Preference
- Floor Mats – front and rear
- Mud Flaps - front and rear
- Driver and Passenger Air Bag
- Cruise Control
- ABS Braking
- Stability Control
- Cargo Barriers For Station Wagons

Approving Authority	Oberon Council
Contact	Director of Engineering
Approval	Ordinary Meeting – 21 July 2009, Item B16, Minute 26 Ordinary Meeting – 18 August 2015, Minute 10 180815
	This policy incorporates Policy 2109 Private Leasing of Company Owned Vehicles
Revision Date	July 2011 August 2015
Issue Date to Staff	July 2009 Reissued – August 2015