

VEHICLE REPLACEMENT POLICY

Category	Finance
Type	Policy
Approved by	Executive Leaderships Team
Date Policy Took Effect	8 September 2015
Last Approved Revision	N/A
Sponsor	Group Chief Financial Officer
Responsible Officer	Team Leader, Fleet Operations
Review Date	8 September 2017

1 PURPOSE

- 1.1 To give a clear indication on when and how motor vehicles will be replaced by the Dunedin City Council.

2 ORGANISATIONAL SCOPE

- 2.1 This policy shall apply to all vehicles owned by the Dunedin City Council.

3 DEFINITIONS

- 3.1 Vehicle – any automobile, motor vehicle, motor bike, car, utility, van, bus or truck that is owned by the Dunedin City Council.

4 POLICY

- 4.1 In order to determine whether a vehicle is eligible for replacement, the following replacement criteria will be considered:

<i>Vehicle Category</i>	<i>Age (Years)</i>	<i>Mileage</i>
Scooters	3 - 5	25,000km – 30,000km
Cars (including 4 wheel drive cars) and petrol Vans	5 - 7	100,000km – 130,000km
Utes and diesel Vans	7 - 10	150,000km – 170,000km
Highly specialised (Book bus, etc.)	Dependant on condition	Dependant on condition

4.2 Minimum Mileage Exceptions

- 4.2.1 For vehicles that are used frequently, but incur low kilometres the age criteria can be exceeded, provided the vehicle remains safe and is economical to operate. If the vehicle becomes uneconomic or unsafe this could mean they need to be replaced before the minimum mileage is reached.

4.3 Procurement

- 4.3.1 Vehicles will be purchased via the All of Government Contract for Vehicles.
- 4.3.2 All vehicles purchased will be fit for the job they are doing, this includes the vehicle, tyres and any other health and safety requirements. The Team Leader Fleet Operations will liaise with the appropriate supervisor on which vehicles will be purchased, where an agreement cannot be reached, this will be escalated to the relevant Group Manager

- 4.3.3 Vehicles purchased are required to be cost effective and consideration will be given to sustainability such as electric/hybrid vehicles

4.4 Safety

- 4.4.1 Vehicles are required to be suitable for the job they will be doing, the Team Leader Fleet Operations will liaise with the appropriate supervisor on what is required for each new vehicle and once equipped with the appropriate equipment (tyres, winches etc.) these will be replaced like for like as needed unless a change has been authorised.
- 4.4.2 Vehicles purchased by the Dunedin City Council will be rated at least a 5 star ANCAP rating.
- 4.4.3 Vehicles will be fitted with a GPS tracking system; exceptions to this are the vehicle provided to the Mayor, and the Civil Defence ECU.

4.5 Consultation

- 4.5.1 After consultation with departments who have specialist vehicles and subject to the replacement criteria of this policy, Fleet Operations will determine which vehicles will be replaced. All vehicles are in the replacement programme. The department hiring specialist vehicles will be notified of vehicles to be replaced during the annual budget process. As part of the capital expenditure budget process, a proposed vehicle replacement budget will be submitted each year.
- 4.5.2 An annual review will be carried out on the number of vehicles required by the Council.
- 4.5.3 All specialised equipment added to vehicles will be recorded to the vehicle on the Fleet Operations fleet management system

4.6 Disposals

- 4.6.1 Vehicles will be disposed of via the DCC's Asset disposal and write-off policy

5 CONTACT FOR FURTHER INFORMATION

- 5.1 For further information, contact the Team Leader, Fleet Operations.

6 RELEVANT LEGISLATION AND RELATED POLICIES AND PROCEDURES

- 6.1 Asset Disposal and Write Policy
- 6.2 Asset Disposal and Write off Procedures
- 6.3 Fraud Prevention Policy
- 6.4 Fraud Procedures
- 6.5 Staff Delegations and General Procedures Manual