

	Fleet Management Policy <i>Policy No. WKSPOL 03</i>	Version No:	4
		Responsible Officer/s:	Works Manager
		Classification:	Administration
		Issued:	20 January 2014
		Next Review:	August 2027

1. Introduction

The District Council of Grant (**DCG**) maintains a fleet of vehicles for its operational purposes and regularly assesses the legal, social, environmental and financial implications in maintaining this fleet. Consequently, the on-going provision and types of vehicles which form the fleet may change due to prevailing circumstances.

2. Purpose

This policy guides the allocation and use of DCG fleet vehicles.

3. Scope

3.1. This policy outlines the general principles and expectations associated with the use of DCG fleet vehicles.

3.2. Vehicle allocation and usage will be strictly in accordance with this policy.

3.3. Where the contents of this policy differ to a current and valid contract of employment, then the contractual arrangements will be honoured until either the contract is renegotiated or the employee leaves the organisation.


4. Definitions

Annual Cost of Vehicle


The annual cost of vehicle is determined by taking the average weekly cost of purchasing and running a class of vehicle, i.e. small, medium, large sedans, SUVs etc over a five year term as determined by the NRMA in April of each year (based on purchase price, depreciation, insurance, registration, residual value, service and repairs etc).

This average cost is then discounted by 25% in recognition of:

- The fleet discounts, GST free and stamp duty exempt status attributed to DCG in relation to the purchase of a vehicle; and
- The quick turnover of vehicles, fuel discounts, lower cost insurance via the Local Government Risk Services, resale at market value etc which reduce the cost to DCG in relation to the purchasing and running of a vehicle.
- The limited selection of vehicles offered to the Custodial Officer and the vehicle is required to be made available in the pool.
- Further incentives may apply to hybrid type vehicles that encourage the DCG fleet to move towards greener options.

	Fleet Management Policy <i>Policy No. WKSPOL 03</i>	Version No:	4
		Responsible Officer/s:	Works Manager
		Classification:	Administration
		Issued:	20 January 2014
		Next Review:	August 2027

Australian New Car Assessment Program (ANCAP) Rating	The ANCAP provides a five star rating for the level of occupant protection provided by vehicles in serious front and side crashes.
Commuter Use	A vehicle, allocated to an employee to transport them to and from their designated work location or place of training for work to place of residence only.
Custodial Officer	The employee to whom a full private, private, limited private, commuter and operational use vehicle is allocated as part of a contractual agreement. In the absence of a vehicle being allocated to an employee it becomes the responsibility of the relevant departmental Manager.
Fuel/Fleet card	The card by which fuel and oil can be purchased from a petroleum retailer. Fuel cards are provided to enable the purchaser to purchase fuel and oil from a broad range of service station brands.
Full private use / Private use	Unrestricted private use across Australia at all times.
Green Vehicle Guide (GVG)	The Commonwealth Department of Infrastructure, Transport, Regional Development and Local Government maintain an interactive website called the Green Vehicle Guide (GVG) which is available at www.greenvehicleguide.gov.au . The GVG details the Greenhouse ratings, Carbon dioxide emissions, air pollution ratings and Overall (Star) ratings for all new vehicles up to 3.5 tonnes gross vehicle mass sold in Australia.
Green Vehicle Guide Overall rating	This Policy refers to Green Vehicle Guide's overall rating (star rating) which will be considered by the Works Manager when purchasing fleet vehicles. This one (1) to five (5) star rating is derived from the sum of the Greenhouse and Air Pollution ratings of each vehicle transposed into a star rating. This rating is to be used in determining the preferred vehicles up to 3.5 tonnes gross vehicle mass, for the DCG fleet.
Immediate family	Immediate family includes partner and children including adult children, adopted children, stepchildren, and ex-nuptial children, who are over 25 years of age and have a current full licence.
Limited Private Use	The vehicle is provided to a Custodial Officer to undertake out of hours work commitments and is available for the employee's private use within a 500km radius only when the vehicle is not required at work.
Net Asset Return Value	The amount in value per year required for the changeover of the same make/model of a vehicle exclusive of GST and inclusive of all government, fleet and vehicle discounts.
Operational use	A vehicle which has been configured in a particular way to suit the work requirements of a work function or is fitted with

	Fleet Management Policy <i>Policy No. WKSPOL 03</i>	Version No:	4
		Responsible Officer/s:	Works Manager
		Classification:	Administration
		Issued:	20 January 2014
		Next Review:	August 2027

equipment or contains tools of trade for the operations involved which must be carried in the vehicle at all times.

Personal leave Personal leave means either paid sick leave or carer's leave or a combination of both.

Pool/Fleet Vehicles

- Fleet vehicles:
All vehicles owned by DCG and used for the operation of its business.
- Pool vehicles:
Vehicles which are available for use by all employees during working hours to facilitate the day to day operation of the organisation and therefore forms part of the vehicle pool.

Trade use vehicles Vehicles such as trucks, heavy and other operational plant used to undertake the day to day operations generally by the Works Department.

Vehicles A vehicle is any vehicle considered part of the DCG fleet. This includes cars, bicycles, motor bikes, station wagons, utilities, all sized trucks and light to heavy operational plant.

5. Policy

Type of Vehicle

- 5.1.1. The typical types of vehicle for full private, private, limited private and commuter use are shown in Attachment 1 which will be reviewed and updated every 4 years or as required, and approved by the Chief Executive Officer (**CEO**) in conjunction with the Executive Management Team.
- 5.1.2. The Works Manager will purchase all vehicles approved by the CEO.
- 5.1.3. Changeover of a vehicle to another class of approved vehicle contained within **Attachment 1** to this Policy, i.e. Sedan to 4WD should not exceed the allocated budget and must be approved by the CEO subject to the requirements regarding vehicle changeover in the Fleet Management Policy (WKSPOL 03).
- 5.1.4. Any new vehicles which increase the size of the fleet must be approved by the CEO.
- 5.1.5. All passenger vehicles will be air-conditioned.
- 5.1.6. In consultation with the Custodial Officer, the vehicle colour will be determined by the Works Manager, depending upon the availability of stock and to maximise resale value.
- 5.1.7. Roadside assistance will be maintained for all vehicles.


	Fleet Management Policy <i>Policy No. WKSPOL 03</i>	Version No:	4
		Responsible Officer/s:	Works Manager
		Classification:	Administration
		Issued:	20 January 2014
		Next Review:	August 2027

5.2. Vehicle Standards

Category A	
Standard:	Full Private Use
Eligibility	Senior Management Team members
Vehicle Type:	Refer to Attachment 1
Conditions	<ul style="list-style-type: none"> • Unrestricted full private use across Australia • Forms part of the employee's salary package • Contractual agreements override Policy • Vehicles do not form part of the pool • Vehicles are retained during all periods of leave at the employees discretion

Category B	
Standard:	Private Use
Eligibility	Managers
Vehicle Type:	Refer to Attachment 1
Conditions	<ul style="list-style-type: none"> • Unrestricted private use within a 500km radius. • Forms part of the employee's salary package • Contractual agreements override Policy • Vehicles form part of the pool when on duty • Managers to pay for fuel outside of the 500km radius either directly or using the fuel card and making reimbursement to DCG for fuel purchased. • Managers are able to retain their vehicle while on leave unless the vehicle is not required by the Manager. • If the vehicle is not required by the Manager during periods of Manager's leave, then it is to be returned to the pool.


Category C	
Standard:	Limited Private Use
Eligibility	Specific employees approved by the CEO who are appointed on a fixed term contract
Vehicle Type:	Refer to Attachment 1
Conditions	<ul style="list-style-type: none"> • Restricted out of hours use. • Forms part of the employee's salary package • Vehicles form part of the pool. • No interstate travel unless approved by the Works Manager. • Employee to pay for fuel either directly or using the fuel card and making reimbursement to DCG for fuel purchased. • Must be returned to the pool during periods of annual and long service leave unless not required by the relevant Manager

	Fleet Management Policy <i>Policy No. WKSPOL 03</i>	Version No:	4
		Responsible Officer/s:	Works Manager
		Classification:	Administration
		Issued:	20 January 2014
		Next Review:	August 2027

Category D	
Standard:	Commuter Use
Eligibility	Designated employees, approved by the CEO, who undertake extensive out of hours work.
Vehicle Type:	Refer to Attachment 1 - generally 4-cylinder vehicles that do not attract FBT
Conditions	<ul style="list-style-type: none"> • No private use • When attending conferences, seminars and meetings on the way to or from work the Custodial Officer can pick up and drop off other employees attending the same seminar, meeting, conference etc • Must be returned to the pool during periods of annual and long service leave unless not required by relevant Manager.

Category E	
Standard:	Operational Use
Eligibility	Employees who require a vehicle to undertake their day-to-day work on site i.e. works employees
Vehicle Type:	Refer to Attachment 1 - Utilities, Station Wagons etc
Conditions	<ul style="list-style-type: none"> • Provided to employees, approved by the Works Manager undertaking extensive out of hours work or call outs • Must have work tools in the vehicle at all times • Commuter use is provided to enable the Custodial Officer to directly attend call-out site from their place of residence

Category F	
Standard:	Trade Use
Eligibility	Employees who are required to use plant/trucks to undertake their day-to-day work and who have appropriate driving licence
Vehicle Type:	Trucks, Heavy Plant etc
Conditions	<ul style="list-style-type: none"> • Use is approved during working hours only • No commuter or private use outside of working hours unless approved by the relevant Manager • Vehicle must display the DCG logo at all times • Use is restricted to within the City of Mount Gambier and District Council of Grant boundary unless approved by the relevant Manager

	Fleet Management Policy <i>Policy No. WKSPOL 03</i>	Version No:	4
		Responsible Officer/s:	Works Manager
		Classification:	Administration
		Issued:	20 January 2014
		Next Review:	August 2027

Category G	
Standard:	Ad -hoc commuter use, approved by the relevant departmental Manager on a once off approved basis for conferences, after hours meetings etc
Eligibility	All employees
Vehicle Type:	Fleet vehicles left overnight of any category
Conditions	<ul style="list-style-type: none"> • Driver can pick up and drop off other employees attending same meeting, conference etc. • Driver must have relevant class of licence to drive the vehicle

5.3. General Conditions of Use

5.3.1. All Vehicles

- (a) The Manager must be provided, on an annual basis as part of the WHS management plan, with a photocopy of the driver's licence for any employee driving a vehicle which must be recorded in the relevant corporate data management systems (i.e. Safety Management System, Objective etc.)
- (b) Keys to vehicles, except those of Senior Management Team, are to be left at the relevant booking areas for use on an 'as needs' basis.
- (c) Pool vehicles are required to be available on the pool from 8.30am to 5.00pm each weekday, other than public holidays. Keys are required to be available in the nominated access point.
- (d) The towing of any boat trailers or any trailer/caravan in excess of the vehicle manufacturer's stated weight is prohibited.
- (e) An employee who has had their licence suspended or cancelled must not drive their Custodial vehicle. They must advise their Manager and arrange for the vehicle to be returned to the appropriate DCG car park. Any rights to a vehicle will be suspended until return of the licence. Failure to comply with this cause will result in disciplinary processes in accordance with the DCG Discipline and Termination Procedure (HRPR 11).
- (f) Any driver convicted of driving under the influence of alcohol or another drug in association with a motor accident will be liable for all costs associated with the repair of the vehicle.
- (g) All vehicles will carry a First Aid kit and the Custodial Officer is responsible for ensuring it is adequately stocked and provided when required for checking and restocking.
- (h) All operational and trade use vehicles will carry a fire extinguisher.
- (i) No advertising or promotional stickers are to be placed on the vehicle unless authorised by the CEO or is a statutory requirement.

5.3.2. Full private, private and limited private use vehicles (Categories A, B and C)

- (a) Full private, private and limited private use of a vehicle will form part of the Custodial Officer's 'Total Remuneration Package' (TRP). The


	Fleet Management Policy <i>Policy No. WKSPOL 03</i>	Version No:	4
		Responsible Officer/s:	Works Manager
		Classification:	Administration
		Issued:	20 January 2014
		Next Review:	August 2027

'Annual Cost of the Vehicle' will be reviewed annually and included on Schedule A of the TRP.

- (b) Private use vehicles are to be available for general pool use during business hours other than when a Custodial Officer is not at work.
- (c) Limited private use vehicles are to be available for general pool use during business hours at all times. They are not available to the Custodial Officer during periods of annual or long service leave unless not required by the relevant member of the Senior Management Team.
- (d) Where possible full private, private and limited private vehicles should be parked off street overnight.
- (e) Full private, private and limited private use of DCG vehicles is at the discretion of the CEO and will form part of an employee's contract of employment.
- (f) Any type of private use will be strictly subject to this policy, which may be amended from time to time.
- (g) Full private use and private use vehicles are only able to be driven out of working hours, by immediate family members provided that they are travelling with the Custodial Officer.
- (h) It is the responsibility of the Custodial Officer to ensure they, and any other driver of a DCG vehicle, other than DCG employees, hold a valid full driving licence.

5.3.3. Commuter and Operational Use Vehicles (Categories D and E)

- (a) Commuter and operational use vehicles are only available for the performance of duties and travel to and from their designated residence and workplace, or place of training for work, by a designated employee. No private use is permitted.
- (b) Only the Custodial Officer is permitted to drive the vehicle other than in the event of an emergency.
- (c) Commuter and operational use vehicles must be returned to DCG when a Custodial employee is away from work during periods of annual or long service leave unless other arrangements are approved by the relevant departmental Manager.
- (d) If the vehicle is driven in contravention of this clause at any time the commuter use of the vehicle will be suspended or removed.
- (e) The relevant member of the Senior Management Team will, on at least an annual basis, re-assess the business need for continued access to a commuter use vehicle. If a business need is unable to be substantiated, the commuter use of the vehicle will be removed. The employee will be provided with a minimum of four (4) weeks' notice, in writing, to arrange alternative travel arrangements.

	Fleet Management Policy <i>Policy No. WKSPOL 03</i>	Version No:	4
		Responsible Officer/s:	Works Manager
		Classification:	Administration
		Issued:	20 January 2014
		Next Review:	August 2027

5.3.4. Trade Use (Category F)


- (a) Trade use vehicles are only available for work use during approved working hours.
- (b) No private use is available.
- (c) No commuter use is available unless approved by the relevant Manager.
- (d) Trade use vehicles are restricted to the DCG boundary unless approved by the relevant Manager.

5.3.5. Ad Hoc Commuter Use (Category G)

- (a) Ad-hoc commuter use is available for the attendance of employees at conferences, after hours meetings etc with the approval of the relevant Manager.
- (b) The driver can collect and return other employees from their places of residence who are attending the same conference or meeting etc.

5.4. Driver Responsibilities

- 5.4.1. All fleet vehicles must be returned to their designated location after use i.e. DCG depot yard etc.
- 5.4.2. All users should ensure a vehicle has at least a quarter tank of fuel when returned to the pool.
- 5.4.3. Custodial Officers are responsible for ensuring the vehicle's oil and water levels and tyre pressure meet the manufacturer's specifications.
- 5.4.4. Servicing of vehicles is in accordance with purchase or lease arrangements and is to be arranged by the Custodial Officer.
- 5.4.5. Vehicles are to be maintained and kept in a clean and tidy condition at all times. Custodial Officers and users are responsible for ensuring vehicles are presented for pool use in a clean and tidy condition, and therefore unlikely to engender complaints from other employees using the vehicle.
- 5.4.6. Vehicles must be driven with due care at all times and in accordance with the *Road Traffic Act 1961*.
- 5.4.7. All mechanical problems or vehicle damage must be reported to the Works Manager within 48 hours.
- 5.4.8. If the vehicle is damaged or involved in an accident during use, and/or the driver is guilty of a breach of the Australian Road Rules / *Road Traffic Act 1961*, the CEO may request the driver to repay to DCG, any excess payable under DCG's insurance policy.
- 5.4.9. If a serious breach of the law is committed by the driver, irrespective of whether the driver is an employee or other nominated responsible person, the driver will indemnify the DCG in respect to any claim/demand made against or suffered by the DCG. This is in connection with any injury, loss

	Fleet Management Policy <i>Policy No. WKSPOL 03</i>	Version No:	4
		Responsible Officer/s:	Works Manager
		Classification:	Administration
		Issued:	20 January 2014
		Next Review:	August 2027

or damage suffered by the DCG, the employee or any person as a result of an accident occurring whilst the vehicle was being driven.

- 5.4.10. Repeated and/or serious breaches of the law will result in the vehicle being removed from the Custodial Officer and action taken in line with the DCG Discipline and Termination Procedure.
- 5.4.11. Drivers who book pool vehicles are required to return the vehicle to the pool at the time designated on the booking sheet/board unless suitable arrangements are made if the timeline can't be met.

5.5. Traffic Expiations

- 5.5.1. Any traffic expiation notices (fines) for offences under the *Road Traffic Act 1961, Road Traffic (Road Rules Ancillary and Miscellaneous Provisions) Regulations 1999* or the *Private Parking Areas Act 1986* are the responsibility of the driver of the vehicle and will not be met by the DCG.
- 5.5.2. Traffic expiation notices will be forwarded on receipt by the Records Staff, detailing the allocated driver of the vehicle, to the relevant member of the Senior Management Team with a copy to the Custodial Officer of the vehicle.
- 5.5.3. If the expiation relates to a vehicle that is allocated to a Manager then the relevant member of the Senior Management Team will investigate the incident with the Manager and complete a Statutory Declaration nominating the Manager or identified driver of the vehicle at the time of the offence, in accordance with the requirements detailed on the back of the traffic expiation notice, i.e. witnessed by a Justice of the Peace and submitted to the Expiation Notice Branch of the South Australia Police, and recorded in DCG's records management system.
- 5.5.4. If the expiation does not relate to a Manager then the Manager will investigate the incident with the Custodial Officer and complete a Statutory Declaration nominating the Custodial Officer or identified driver of the vehicle at the time of the offence, in accordance with the requirements detailed on the back of the traffic expiation notice i.e. witnessed by a Justice of the Peace and submitted to the Expiation Notice Branch of the South Australia Police, and recorded in the DCG's records management system.
- 5.5.5. Only the CEO can authorise the payment of an expiation where no driver can be identified when the offence was committed but must complete the relevant Statutory Declaration Form, in accordance with the requirements detailed on the back of the traffic expiation notice, i.e. witnessed by a Justice of the Peace and submit to the Expiation Notice Branch of the South Australia Police, and recorded in DCG's records management system.

5.6. Accident Procedure


- 5.6.1. All accidents involving a DCG owned vehicle must be reported to the Works Manager within 48 hours.
- 5.6.2. Where no personal injury has occurred, the allocated driver is required to:

	Fleet Management Policy <i>Policy No. WKSPOL 03</i>	Version No:	4
		Responsible Officer/s:	Works Manager
		Classification:	Administration
		Issued:	20 January 2014
		Next Review:	August 2027

- (a) Contact the Works Manager as soon as possible but within 48 hours of the accident.
- (b) Exchange names and addresses of owners and drivers of the vehicles in the accident, or any injured parties.
- (c) Record the make and registered number of any vehicle involved, or description of the property damaged.
- (d) Report the accident, if required, in accordance with the requirements of the prevailing legislation in the State in which the accident occurred (i.e. the *Road Traffic Act 1961*)
- (e) Obtain the names and addresses of available witnesses.
- (f) Not admit liability for the accident or damage.
- (g) Not leave the vehicle unattended at the roadside unless required by the Police or Emergency Services.
- (h) Return to DCG, if possible, and complete a vehicle accident report, available from the Works Manager as well as an Accident/Incident form and relevant claim form, in accordance with the 'Incident Reporting and Investigation' Procedure which are available on the DCG Intranet site or from the Organisational Development Department.

5.6.3. Where personal injury has occurred the allocated driver, if possible, is required to:

- (a) Not move the vehicle except as directed by the Police or other Emergency Services officers.
- (b) Follow the directions and requests of the Police or other Emergency Services Officers and provide requested information.
- (c) Contact the Works Manager and relevant Manager as soon as possible.
- (d) Exchange names and addresses of owners and drivers of the vehicles in the accident, or any injured parties.
- (e) Record the make and registered number of any vehicle involved, or description of the property damaged.
- (f) Obtain the names and addresses of available witnesses.
- (g) Not admit liability for the accident, injury or damage.
- (h) Not leave the vehicle unattended at the roadside unless required by the Police or Emergency Services.
- (i) When possible, return to DCG and complete a vehicle accident report, available from the Works Manager as well as an Accident/Incident Form and relevant Insurance Claim Form, which are available on the DCG Intranet site or from the Organisational Development Department.

	Fleet Management Policy <i>Policy No. WKSPOL 03</i>	Version No:	4
		Responsible Officer/s:	Works Manager
		Classification:	Administration
		Issued:	20 January 2014
		Next Review:	August 2027

5.7. Fringe Benefits Tax

- 5.7.1. The DCG will pay the Fringe Benefits Tax arising from the private use of its vehicles.
- 5.7.2. Custodial Officers are to complete a logbook when requested by the Finance Department for assessment of Fringe Benefits Tax.

5.8. Fuel Card

- 5.8.1. All vehicles shall be fuelled at service stations using a fuel card whilst travelling, locally the preference is to use the fuel facilities located at the DCG Works Commercial Street West Depot.
- 5.8.2. A fuel card will be provided in each passenger vehicle for use at service stations.
- 5.8.3. A fuel card may only be used to purchase fuel, engine and transmission oils for the assigned vehicle only.
- 5.8.4. Fuel cards must not be used for any other purpose including the purchase of fuel or oil for any other vehicle, or for filling loose drums or containers.
- 5.8.5. The odometer reading must be given to the service station attendant (where possible) each time the fuel card is used to buy fuel.
- 5.8.6. Custodial Officers are required to provide receipts for all fuel purchased at a service station using the fuel card to Finance.
- 5.8.7. Lost fuel cards must be reported to the Finance Manager as soon as possible to cancel the card and organise a replacement.
- 5.8.8. Abuse of the fuel card system will result in disciplinary processes, in line with the DCG Discipline and Termination Procedure, which may result in termination of employment. This could also amount to maladministration which could trigger further disciplinary action by DCG and potentially the South Australian Ombudsman.

5.9. Auction of Vehicles

Information relating to the DCG vehicles presented for auction, including the specifications of the vehicle, date of auction and place of auction, will be made available on the DCG Intranet.

5.10. Termination of Employment

- 5.10.1. DCG withdraws all contractual rights to vehicles in Categories A, B, C, D and E in the event of a resignation or termination of employment from DCG.
- 5.10.2. Custodial Officers must return their vehicles to the DCG in a clean and tidy condition on their last day of employment, unless otherwise agreed.
- 5.10.3. Custodial Officers must return the keys for the vehicle to their Manager on the last day of their employment.

	Fleet Management Policy <i>Policy No. WKSPOL 03</i>	Version No:	4
		Responsible Officer/s:	Works Manager
		Classification:	Administration
		Issued:	20 January 2014
		Next Review:	August 2027

6. References / Other Documents

Local Government Act 1999.

Fringe Benefits Tax Assessment Act 1986

7. Review

This Policy shall be reviewed by the District Council of Grant at a minimum, once within every four (4) year Council term (or on significant change to legislation or other matters which could affect this policy).

Action	Date	Minute Reference
Adopted by Council	16 February 2009	09036.2
Reviewed	21 June 2010	10137.3
Reviewed	20 January 2014	14007.2.3
Amended by Management Team	23 February 2015	6.1
Minor amendment by CEO	27 September 2017	CEO only
Reviewed	1 April 2019	19047.3.3
Minor formatting amendments	4 May 2020	Governance Officer
Amended (change of name from "Motor Vehicle Policy Passenger Fleet" to "Fleet Management Policy")	4 April 2024	Management Team



Fleet Management Policy
Policy No. WKSPOL 03

Version No:	4
Responsible Officer/s:	Works Manager
Classification:	Administration
Issued:	20 January 2014
Next Review:	August 2027

ATTACHMENT 1

Vehicle Make/Model Selection Examples

Make/Model	Type	ANCAP	Category
Ford Escape	FWD - 4 Cylinder Petrol	5	M / TL
Ford Everest	4WD - 4 Cylinder Diesel	5	D
Ford Ranger (4WD) – Utility	4WD - 5 Cylinder Diesel	5	M / TL
Ford Edge	AWD - 4 Cylinder Petrol	5	M
Holden Colorado	AWD - 4 Cylinder Diesel	5	M / TL
Honda Accord	FWD - 4 Cylinder Petrol	5	M
Honda Civic Hybrid	FWD - 4 Cylinder Petrol	5	M
Honda Civic Sport	FWD - 4 Cylinder Petrol	5	M
Honda CR-V	AWD - 4 Cylinder Petrol	5	M
Honda Odyssey	FWD - 4 Cylinder Petrol	5	M
Hyundai Tucson	AWD - 4 Cylinder Petrol	5	M / TL
Hyundai Santa Fe	AWD - 4 Cylinder Petrol	5	M
Mazda CX3	FWD - 4 Cylinder Petrol	5	TL
Mazda CX60 (Hybrid)	FWD - 4 Cylinder Petrol	5	M
Mazda CX 5	AWD - 4 Cylinder Petrol	5	M
Mitsubishi Outlander	AWD - 4 Cylinder Petrol	5	M / T/L
Mitsubishi Pajero	2WD - 4 Cylinder Diesel	5	F
Mitsubishi Triton (4WD) – Utility	4WD - 4 Cylinder Diesel	5	F
Nissan Patrol	4WD - 4 Cylinder Diesel	3	D
Nissan X-Trail	AWD - 4 Cylinder Petrol/Diesel	5	TL
Subaru Crosstrek	AWD - 4 Cylinder Petrol	5	M
Subaru Forester	AWD - 4 Cylinder Petrol/Diesel	5	M / TL
Subaru Impreza	AWD - 4 Cylinder Petrol	5	M
Subaru Legacy	AWD - 4 Cylinder Petrol	5	M
Subaru Outback	AWD - 4 Cylinder Petrol/Diesel	5	M
Toyota Camry	FWD - 4 Cylinder Petrol	5	M / TL
Toyota Camry (Hybrid)	FWD - 4 Cylinder Petrol	5	M
Toyota Corolla	FWD - 4 Cylinder Petrol	5	T/L
Toyota Hilux 4x2	2WD - 4 Cylinder Diesel	5	F
Toyota Hilux 4x4	4WD - 4 Cylinder Diesel	5	F / M
Toyota Kluger (Grande)	AWD - 6 Cylinder Petrol	5	D



Fleet Management Policy
Policy No. WKSPOL 03

Version No:	4
Responsible Officer/s:	Works Manager
Classification:	Administration
Issued:	20 January 2014
Next Review:	August 2027

Toyota Kluger GXL	AWD - 6 Cylinder Petrol	4	D
Toyota Prado	AWD - 4 Cylinder Petrol/Diesel	5	D
Toyota RAV-4	AWD - 4 Cylinder Petrol/Diesel	5	M / D
Toyota Yaris	FWD - 4 Cylinder Petrol	5	TL
VW Amarok (4WD) – Utility	4WD - 4 Cylinder Diesel	5	M / TL
VW Passat	FWD - 4 Cylinder Petrol/Diesel	5	TL
VW Tiguan	AWD - 4 Cylinder Diesel	5	M / TL

****The Green Vehicle Guide (GVG) overall star rating will be considered when purchasing all fleet vehicles****

Categories:

- F - Fleet**
- TL - Team Leader**
- M - Manager**
- D - Director**