Procedure: Motor vehicle acquisition

Purpose

To inform staff of the requirements for purchasing University vehicles.

Procedure

1. Motor vehicles purchased by the University are managed under one of two discrete procedures.
   - **General fleet**: vehicles purchased by the University for pool or special purpose use.
   - **Full private use fleet**: vehicles purchased by the University and provided to staff as part of a remuneration package.

2. All University vehicle purchases must be managed through the Fleet Manager using the Request for a new or replacement ANU vehicle form or via a detailed email to anufleet@anu.edu.au.

3. Where a motor vehicle is being purchased using external grant funding Fleet Services must be notified of any special conditions or value limits relating to the motor vehicle acquisition.

4. The University does not apply ANU branding to fleet vehicles. The Marketing Office should be contacted for further information.

General fleet

Passenger vehicle acquisition:

5. The Fleet Manager will maintain a list of approved vehicles (located at the bottom of this page) for purchase under the general fleet provisions covering various categories of motor vehicle (eg: sedan, hatchback, station wagon, SUV). When a local area can demonstrate the approved list of vehicles does not meet specific fit for purpose requirements, the Fleet Manager will recommend alternative vehicle options. The make and model of vehicles available for purchase will meet the following minimum requirements and take into account the total cost of ownership to the University.

   a. Vehicles must be purchased under the Commonwealth or State Government
contract pricing provisions to maximise value for money.

b. Vehicles must have a minimum four (4) star green vehicle guide (GVG) overall rating.

c. Vehicles must have a minimum four (4) star Australian New Car Assessment Program (ANCAP) safety rating, or four (4) star European New Car Assessment Program (Euro NCAP) safety rating where ANCAP rating is not available.

d. Vehicles must have 4 cylinder petrol or diesel engines unless fit for purpose requirements as assessed by the Fleet Manager necessitate a different engine specification.

e. Vehicles must be equipped as a minimum with air conditioning, anti–lock (ABS) braking, driver and passenger airbags and electronic stability control (ESC). Cargo barriers required for station wagons if available.

Special purpose and trade/commercial vehicle acquisition:

6. Vehicles purchased must be fit for purpose based on advice from the Fleet Manager taking into account local area requirements and other expert advice. The make and model of vehicles available for purchase will meet the following minimum requirements and take into account the total cost of ownership to the University.

   a. Vehicles should be purchased under the Commonwealth or State Government contract pricing provisions where possible.

   b. Vehicles should be purchased with the most efficient engine available, preferably diesel, subject to meeting fit for purpose requirements.

   c. Vehicles must be equipped as a minimum with air conditioning, anti–lock (ABS) braking, driver and passenger airbags and electronic stability control (ESC) if available.

Home garaging entitlements:

7. Where there is an operational need for a general fleet vehicle to be garaged off campus at the usual place of residence a staff member, the vehicle may be assigned by a senior manager (as a minimum a School or Service Division Director) to a designated driver with the prior approval of the Director, Human Resources.

8. Home garaging only allows the designated driver to drive the vehicle to and from work and provides no other private usage rights except where approved by the Director, Human Resources. The designated driver undertakes to park the vehicle in a secure and protected place at their usual place of residence.
9. Refer to the home garaging policy and procedure for more information.

Full private use fleet

Private use entitlements:

10. Senior managers or other staff in special circumstances may be provided with an entitlement to full private use of a University vehicle as part of their remuneration contract. Any such contracts must be approved by the Director, Human Resources.

11. Staff employed in ongoing positions or on fixed term contracts of two years or more are able to access the full private use vehicle entitlement using Option A or Option B. The University wishes to avoid purchasing vehicles for short term appointments therefore staff who are employed on a fixed term contracts with a duration of less than two years are only able to access a full private use vehicle entitlement using Option B, unless otherwise approved by the Director, Human Resources.

12. Staff provided with a full private use vehicle entitlement under Option A must use the vehicle for all University travel within the Canberra region and should make the vehicle available for other staff to use when not required during normal business hours.

Option A – University provided motor vehicle:

13. The purchase of a motor vehicle chosen from a tiered range within the Option A price limits. The motor vehicle is sourced by the Fleet Manager on behalf of the local area.

14. The make and model of vehicles available for purchase will meet the following minimum requirements.

   a. Vehicles should be purchased under the Commonwealth or State Government contract pricing provisions where possible to maximise value for money.

   b. All vehicles must have a minimum four (4) star green vehicle guide (GVG) overall rating.

   c. All vehicles must have a minimum four (4) star Australian New Car Assessment Program (ANCAP) safety rating, or four (4) star European New Car Assessment Program (Euro NCAP) safety rating where ANCAP rating is not available.

   d. All vehicles must be equipped as a minimum with air conditioning, anti-lock
(ABS) braking, driver and passenger airbags and electronic stability control (ESC). Cargo barriers required for station wagons if available.

Option A price limits

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
<th>Maximum purchase price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Deputy Vice-Chancellors, Pro-Vice Chancellors and Executive Director</td>
<td>$45,000</td>
</tr>
<tr>
<td></td>
<td>(Administration &amp; Planning)</td>
<td></td>
</tr>
<tr>
<td>Level 2</td>
<td>College Deans, School Directors, Directors of Service Divisions</td>
<td>$36,000</td>
</tr>
<tr>
<td>Level 3</td>
<td>Other officers approved by the Director, Human Resources</td>
<td>$32,000</td>
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</tbody>
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Notes

(1) The maximum purchase price includes accessories and GST but excludes registration and on road costs. If a staff member wishes to select a vehicle with a purchase price exceeding the above maximums they must elect to use Option B and arrange to purchase a vehicle privately. Staff have the option of salary sacrificing a vehicle using the University’s novated lease provider (refer to salary sacrificing procedure for more information).

(2) Other officers entitled to a Level 2 vehicle are determined by the Director Human Resources, Executive Director (Administration and Planning) or Vice-Chancellor.

(3) A Level 3 entitlement may be provided with conditional private use and be subject to one or more of the following conditions:

a. Where a vehicle is used for private purposes outside the radius of 300 kilometres from Canberra (or normal place of employment), the cost of fuel will be met by the designated staff member and details of these costs will be provided to the relevant Business Office to ensure that the appropriate FBT adjustments are made.
b. An annual $500 contribution, or a greater amount if specified by the delegate, is obtained from post-tax salary via fortnightly payroll deductions as a contribution towards vehicle running costs.

c. The vehicle is left on Campus for use by other ANU staff during all periods of annual leave and other planned absences.

d. The vehicle is left on Campus for use by other ANU staff during periods of annual leave and other planned absences for periods greater than two weeks.

e. The designated staff member will ensure that the log book (if applicable) is completed at all times.

Option B – cashed out benefit

15. Staff can elect to cash out their private use vehicle benefit in lieu of being provided with a University owned vehicle. The benefit is paid through payroll as a non-superannuable per annum allowance. If the staff member selects this option they must agree that:

a. They have no usage entitlements for any other University vehicles.

b. The have no entitlement to fuel or mileage allowances or reimbursement of running costs; and

c. They have no entitlement to use University Cabcharge cards or vouchers, or use a University Purchase Card, for charges relating to travel within the Canberra region that they would otherwise have used a University vehicle for had they not opted to receive the allowance.

Option B cash out values

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Cash out value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Vice-Chancellors, Pro-Vice Chancellors and Executive Director (Administration &amp; Planning)</td>
<td>$22,000</td>
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<table>
<thead>
<tr>
<th>Level 2 (1)</th>
<th>Cash out value</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Deans, School Directors, Directors of Service Divisions</td>
<td>$18,000</td>
</tr>
</tbody>
</table>
Level 3
Other officers approved by the Director, Human Resources

$18,000

Notes

(1) Other officers entitled to a Level 2 cash out value are determined by the Director Human Resources, Executive Director (Administration and Planning) or Vice-Chancellor.