

COUNCIL POLICY LG527

FLEET MANAGEMENT POLICY

KEY FOCUS AREA LEADERSHIP AND GOVERNANCE

Purpose

This policy guides the purchase and management of the Town's Fleet.

Policy

The acquisition of Fleet vehicles will be determined by Council as part of the Annual Budget process.

Council acknowledges that the CEOs is responsible and accountable for managing the Town's fleet.

Council provides the following guidance in relation to Fleet:

1. Fleet assets are provided to meet the operational business needs of the Town in delivering services.
2. Vehicles may be provided to the CEO, executive leadership team and management team as determined by their respective contracts of employment.
3. Fleet usage be guided by the Classing System, including Private User and Commuter Only Use. The CEO will approve and maintain fleet management guidelines.
4. A preference to purchase vehicles over leasing.
5. A preference for replacement of fleet vehicles after 3 years, maximum 4 years.
6. The selection of vehicle type, model and specification shall consider operational needs, economic factors (including Purchase Price, Value for money & Resale values), safety, ergonomic and environmental factors.

Document Control Box			
Legislation:	Nil		
Organisational:	Town of Claremont Fleet Management Guidelines (TBC)		
Version #	Decision:	OCM Date:	Resolution Number:
1.	Adopted	19 July 2011	151/11
2.	Reviewed	10 December 2013	360/13
3.	Reviewed	9 December 2014	203/14
4.	Reviewed	15 December 2015	226/15
5.	Modified	13 December 2016	206/16
6.	Reviewed	18 December 2018	228/18
7.	Modified	24 June 2025	82/25