COUNCIL POLICY LG527
FLEET MANAGEMENT POLICY

KEY FOCUS AREA LEADERSHIP AND GOVERNANCE

Purpose

To:

- Guide the provision of a fleet of cost effective and functional light vehicles for operational purposes
- Establish the basis for the provision of vehicles and vehicle allowances as part of remuneration packages that are competitive within the Local Government employment market
- Improve environmental performance of the light vehicle fleet with the objective of reducing greenhouse gases.

Policy

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

Council provides the following guidance in relation to the Vehicle Fleet:

1. Fleet assets are provided to meet the operational business needs of the Town in delivering services.

2. Vehicles or an allowance scheme may be provided to the Chief Executive Officer (CEO) and Directors, with the default position being vehicle allowances in lieu of a Town providing a vehicle.

   The value of such an allowance for an executive vehicle determined as a large SUV, will be equivalent to the Vehicle Value Assessment as undertaken by WALGA for this purpose and applicable from the date of each review, or

3. CEO and Directors in receipt of a vehicle allowance shall not:

   - Claim a mileage/kilometrage allowance for the use of their private vehicle for work purposes;
   - Use general fleet or “pool” vehicles for either business or private purposes without the approval of the CEO; and
   - Use prepaid ticketing devices for Town related travel on public transport.

4. CEO and Directors in receipt of a vehicle allowance shall:

   - maintain their vehicle in a lawful, roadworthy and presentable condition;
   - ensure that their vehicle carries all appropriate licensing and insurance coverage; and
   - use their vehicle for their own day to day work purposes as they would a Town provided vehicle, but with no requirement to avail their vehicle for use by other officers.

5. Managers and Officers may have a vehicle provided by the Town necessary for the execution of their duties.

6. All fleet vehicles are to be car-pooled and available for operational needs.

7. The Managers and Officers have the following privileges and restrictions placed on the use of any assigned vehicles,

Hierarchy	Vehicle Type	Private or Commuting Use	Limit for Private Use
Manager	Hybrid SUV	Private Use	500km from TOC
Officer	Hybrid SUV / Utility	Limited Private Use	200 KM from TOC
Field Officer	Utility / Panel Van	Commuting	NA

8. The use of any fleet vehicle, for operational or private use, is subject to the Vehicle Management Procedure, as determined by the CEO. Any non-compliance with the Procedure or insurance conditions may result in private use rights being withdrawn.

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
8.	Reviewed	27 October 2026	153/26