

	<p><b>LG527</b> <b>Fleet Management Policy</b></p>
<p><b>Key Focus Area</b> Leadership and Governance</p>	<p><b>Responsible Directorate</b> Infrastructure</p> <p><b>Relevant Council Delegation</b> Nil</p>

### Purpose

This policy is to direct the responsible selection, usage and management of the Town’s Vehicle Fleet.

### Policy

The Town will ensure that it has Fleet Management Guidelines which dictate the implementation of fleet management practices. The guidelines can be updated and revised as standards, specifications and trends change from year to year.

The Fleet Management Guidelines must encompass the following items:

#### Fleet Vehicle Usage:

This will include a classing system with differing usage and vehicle selection entitlements for different positions to allow for fair usage and to ensure that vehicles provided are fit for purpose. Most importantly it will highlight the officer’s role in the upkeep of the Town’s asset.

- Explanation of Classing System (selection criteria, type limitations);
- Explanation of Usage Privileges and Penalty (distance limits, safe driving)
- Tabulated Outline of Usage, Fleet Privileges and Selection.
- Allocated Driver Responsibilities (upkeep, monitoring).

#### Fleet Vehicle Selection Criterion:

- Economic Factor (Purchase Price, Value for money & Resale).
- Safety Factor (ANCAP or equivalent).
- Environmental Factor (fuel consumption and CO<sup>2</sup> emissions etc).
- Critic/ Usage Factor (comfort, reputation and so on).

#### Fleet Management Responsibilities:

- The position’s responsible for fleet management and their roles.
- All staff, irrelevant of vehicle classification, are required to actively reduce the Town’s Fringe Benefits Tax liability through:
  - Completing an annual declaration detailing any contributions they have made towards the vehicle expenses and submitting suitable documentation to support the declaration,

- return to the Council Office for garaging and allocation to other staff by those officers who are permitted to utilise the vehicle during leave but do not require it.
- exchange of vehicles (as directed by the CEO) with other officers in the same classification to ensure that kilometre targets are met.

All usage limitations set out by the guidelines may be lifted temporarily upon approval by the CEO.

This policy will apply to all officers employed by the Town excluding those whose contracts specifically state otherwise.

All new contracts with differing packages can occur but must remain within the limits allowed in the classification system at the time of employment.

<b>Document Control Box</b>			
<b>Business Unit:</b>	Infrastructure		
<b>Legislation:</b>	Nil		
<b>Organisational:</b>	Town of Claremont Fleet Management Guidelines (TBC)		
<b>Review Frequency:</b>	Annual	<b>Next Due:</b>	2021
<b>Version #</b>	<b>Decision:</b>	<b>OCM Date:</b>	<b>Resolution Number:</b>
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2.	Reviewed	10 December 2013	360/13
3.	Reviewed	9 December 2014	203/14
4.	Reviewed	15 December 2015	226/15
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6.	Reviewed	18 December 2018	228/18