
VEHICLE AND PLANT GPS TRACKING

Minute Number: (2014/11/12.13)

Adopted on: (12 November 2014)

1. LEGISLATIVE AUTHORITY

To fulfil Council's obligations for notification of plant and vehicle tracking under the Information Privacy Act 2009 (the Act).

2. BACKGROUND AND/OR PRINCIPLES

This policy is intended to define Council's use of vehicle and plant tracking devices and data gathered by those devices.

3. DEFINITIONS

The following definitions apply to this policy:

- a. Tracking – is the use of an electronic device such as (but not limited to) a GPS (Global Positioning System tracking device) to collect, interpret and record/store data (geographical location, movement and/or plant/vehicle function or activity);
- b. Act – Workplace Surveillance Act 2005

4. RELATED POLICIES AND PROCEDURES

Purchasing Policy

Purchasing Procedure

Motor Vehicle Use Policy

5. POLICY STATEMENT

The installation and use of a plant tracking device and the data collected will comply with the provisions of the Act and this Policy and will be used only for the following purposes:

- Optimisation of assets (e.g. rotation of fleet to ensure longer asset life and utilisation);
- Asset replacement – (e.g. utilisation patterns, trends and geographical mapping);
- Addressing misuse of vehicles – alerts management to unsafe driver behaviours and vehicles being driven outside of set boundaries
- Reduction in operating costs such as wear and tear of tires, brakes and fuel consumption through more efficient use of the fleet; and
- Supervision that fleet is used at appropriate sites only and operated in optimal conditions.

Council's resources must be used ethically, effectively, efficiently and carefully in the course of official duties and must not be used for private purposes (except when supplied as part of a contract of employment).

6. SCOPE

This policy applies to all Council plant and equipment and to all employees, contractors, Councillors, persons performing voluntary work or any other person that has been authorised to operate a vehicle or item of plant to undertake a Council function or activity.

7. IMPLEMENTATION

7.1 Fitting GPS to Plant/Vehicle

The fitting of a tracking device to an item of plant or vehicle must be authorised by the Director Corporate Services.

Tracking devices may be fitted to Council vehicles and plant including, but not limited to:

- Street Sweeper
- Mower/Slasher
- Truck
- Passenger vehicle and utility
- Backhoe
- Grader/Excavator

7.2 Data Recording Options

The nature and extent of data to be recorded by any tracking device will be defined by the purposes of this policy (outlined in section 5 Policy Statement), with the final decision by the Director Corporate Services regarding use and collection of the data. The data points to be recorded must be related to the purpose of this policy and may include ensuring security of the asset, obtaining operational statistics and collecting data that will support operational efficiencies.

Council vehicles with private-use privileges attached will not normally be monitored outside working hours, however any recordings may be accessed in exceptional circumstances (e.g. stolen vehicle, Police investigation or any other lawful reason).

7.3 Procurement and Installation

The procuring, ordering and installation of a tracking device is restricted to the Corporate Services Department. The Director Corporate Services must authorise all purchases, removals and transfers of tracking devices and must comply with this policy.

Council will install visible signs in or on all plant and equipment fitted with tracking devices to inform all users that tracking may be performed.

7.4 Driver and Plant User Notification

Council will comply with the notification requirements of the Information Privacy Act 2009 - Privacy Compliance.

8. USE AND DISCLOSURE OF TRACKING INFORMATION

Information obtained through GPS tracking is being used for safety and operational reasons, however, it may be utilised by Council as part of an investigation for disciplinary purposes and as evidence during any disciplinary interviews in compliance with Council's disciplinary procedures.

The release of GPS tracking information, for both internal and external use, must be authorised by the Director Corporate Services or the Chief Executive Officer.

9. RESPONSIBILITIES

9.1 Director Corporate Services

The Director Corporate Services is responsible for the implementation and update of this Policy, including appropriate decision making in compliance with this Policy as outlined above.

9.1 Managers and Supervisors

While the attention of existing and new staff will be drawn to this policy, it is the responsibility of the Managers and Supervisors to support the awareness to all staff of the installation of the tracking devices.

9.2 Fleet and Plant Coordinator

- a) Ensuring that tracking devices are purchased, installed removed and maintained with the authorisation of the Director Corporate Services;

9.3 Executive Manager, Information Services

- a) Ensuring that the tracking information is collected, reported and utilised in accordance with this policy;
- b) Ensure the information is secure and only released after appropriate authorisation.
- a) Managing the data contract with the Supplier;

9.3 Staff

Staff must not remove or interfere with a Council tracking device. Staff must comply with the requirements of this policy and must notify the Fleet and Plant Coordinator or their immediate manager or supervisor of any damage to equipment or suspected breaches of this policy.

10. DATE REVIEWED

30 October 2014

11. NEXT REVIEW

This policy is to be reviewed every twelve months unless otherwise directed by the Chief Executive Officer or if there is a requirement due to changes to related policies, procedures or legislation.

12. BREACHES OF THIS POLICY

Minor technical breaches of this policy are to be reported to and addressed by the Director Corporate Services in collaboration with the relevant Manager or Director.

The Director Corporate Services is to report any other breaches of this policy to the Chief Executive Officer.