



## **10. PROPERTY MANAGEMENT**

Policy 10.20

VEHICLE AND PLANT GPS LOCATION & MONITORING

**Version 1**

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## **10.8 VEHICLE AND PLANT GPS LOCATION & MONITORING**

### **RELATED DOCUMENTS**

- Work Health and Safety Act 2011 and Regulations
- Workplace Surveillance Act 2005
- Local Government State Award
- SWP 9.8 – Disciplinary Procedures
- Policy 9.11 – Access to Information Held

### **OBJECTIVE**

This policy is intended to define Council's use of vehicle and plant location devices and data gathered by those devices and therefore fulfils Council's obligations for notification of plant and vehicle tracking under the Workplace Surveillance Act 2005 (the Act).

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:

- Improvements to the safety of workers (e.g. lone workers and emergency assistance)
- 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 – including unsafe driver / operator behaviours and vehicles being driven outside of set boundaries;
- Identification or verification of actual or attempted theft or vehicle tampering; and
- Verification of vehicle location and use subject to reasonable cause for concern (significant community feedback)

### **POLICY**

This policy applies to all Council vehicles and plant (excepting lease back vehicles) 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.

Vehicles that fall under this policy are listed below. Council lease back vehicles and novated vehicle leases will not be considered applicable under this policy.

- Commuter use vehicles
- On-call and pool vehicles
- Plant and trucks
- Small plant / operational vehicles

Data will be recorded by all devices at all times, while the vehicle is in operation. The nature and extent of data to be recorded will be defined by the objective of this policy.

Council will install visible signs / decals in or on all Plant and Vehicles fitted with a GPS tracking device to inform all users that tracking may be performed. All staff who access Council's Plant and Vehicles are to be advised of the potential of continuous monitoring for operational reporting.

GPS devices installed on Plant and Vehicles may assist Council in providing improved Customer Service by collating additional information in regard to its service delivery and also may have the geographical location, movement, engine performance or operation monitored and recorded. This will also improve employee safety by allowing Council to identify the location of employees in emergency situations.

Staff must not tamper with or remove Council's GPS tracking device. Staff must comply with the requirements of this policy and must notify the Plant Manager or Transport Manager of any damage to equipment or any suspected breaches of this policy.

## USE AND DISCLOSURE

### *Internal*

As defined by this policy, information obtained through GPS tracking is to be primarily used for the purpose of improving safety and operational efficiency. However, from time to time, Council may use the information output by this system for the purposes of conducting an investigation. The purpose of such an investigation may be to drive efficiency or improvement (service review), support staff or for disciplinary purposes (with satisfactory cause, in compliance with Council's SWP 9.8 – Disciplinary Procedures). The release of this information for internal purposes as defined above must be authorised by the General Manager or Director Infrastructure Services.

### *External*

The external release of such information is governed by Policy 9.11 – Access to Information Held.

## Review

This policy is to be reviewed by the Director Infrastructure Services once every Council Term or if there is a requirement due to changes to related policies , procedures or legislation.

<b>Maintained by Department:</b>	Infrastructure Services	<b>Approved by:</b>	Council		
<b>Reference:</b>	Dataworks: Policy Register	<b>Council Policy No:</b>	10.20	<b>Effective Date:</b>	
<b>Min No:</b>	V1 -	<b>Version No:</b>	1	<b>Review Date:</b>	
<b>Attachments:</b>					