

Response to LGOIMA re: Council vehicles

4 March 2024

Attn: [REDACTED]

This is a response to your request for information, received by the Council on Wednesday 28 February.

You asked for a list of all Council vehicles with the:

- make and year
- date purchased
- the department using the vehicle e.g. parks, roads

You also asked for a list of vehicles supplied to staff as part of their salary and the department the person works in.

The salary packages of staff, except the chief executive, are confidential. Consequently, we cannot provide you with the department to which any such vehicle is assigned, as individual staff would be easily identifiable.

We are withholding the information under Section 7 (2)(a) of the Local Government Official Information and Meetings Act.

I have attached our current Vehicle Policy, adopted by the Council at its meeting on 14 June 2022. You are encouraged to read Section 7.3, as it provides information about the private use of a vehicle by staff as part of their remuneration package.

You will also find attached a spreadsheet of all Council-owned cars, trucks, and tractors. The highlighted vehicles are those provided to a staff member as part of their remuneration.

If you are unsatisfied with the response, you are entitled to lodge a complaint with the Office of the Ombudsmen. You can find more information on its website

<http://www.ombudsman.parliament.nz>

Kind regards

A handwritten signature in black ink, appearing to read 'Sonia Gerken'.

Sonia Gerken

GM Communications / Customer Support

Vehicle Policy



1.0 Purpose

1.1 To provide clear guidance regarding:

- The acquisition and replacement of Council vehicles.
- The disposal of Council vehicles.
- The allocation of Council vehicles.
- The use and operation of Council vehicles.

2.0 Background

2.1 Council vehicles play a significant role in enabling staff to undertake Council work.

2.2 It is important that users of Council vehicles conduct themselves in a manner that complies with all health, safety and traffic legislation and regulations.

2.3 Furthermore, users of Council vehicles are representing the Council at all times. All duties are thus to be carried out with a focus on maintaining a positive reputation of the Council and ensuring that the public good is at the forefront of all activity.

2.4 Council vehicles represent a significant part of Council's resources. This policy aims to ensure vehicles are used as efficiently and effectively as possible.

3.0 Application

3.1 This policy applies to:

- Council owned vehicles.
- Council leased or hired vehicles.

4.0 The acquisition and replacement of Council vehicles

4.1 Acquisition of vehicles

The following criteria shall guide decisions with respect to the acquisition of vehicles:

- Fit for the intended purpose, given consideration of size, power and handling characteristics relative to the intended use the vehicle.
- Safety rating of vehicle with reference to the Australasian New Car Assessment Programme (ANCAP) tests.
- Operational costs including fuel and maintenance.
- Environmental considerations including the reduction of carbon emissions via the deployment of hybrid and electric vehicles.
- Pricing and potential trade in value.
- Sourcing from a supplier operating within the district.

4.2 Replacement of vehicles

The following criteria shall guide decisions with respect to the replacement of vehicles:

- Current and projected mechanical condition and / or unacceptable running costs.
- Expiry of manufacturer's warranty.
- Ten years of age.
- 125,000 km odometer.
- Suitability for the Council's needs.
- Asset Management Plan requirements.
- Environmental considerations including the reduction of carbon emissions.
- Fringe Benefit Tax considerations.

4.3 Purchase procedures for vehicles

4.3.1 In general all Council vehicles shall be purchased new in order to minimise vehicle maintenance costs, realise local government discounts that are available on new vehicles and maximisation of trade in value.

4.3.2 When purchasing a new vehicle, the preferred approach is that quotes from alternative providers be obtained as the basis for decision making.

4.3.3 Quotes may include consideration of the trade-in value of vehicles to be disposed of.

4.3.4 Alternatively, given specific circumstances, direct negotiation with suppliers may be undertaken where favourable replacement agreements may be achieved.

In all cases, the type of vehicle and its colour shall be approved by the Council Plant Manager, which is the Parks and Recreation Manager.

4.4 Secondhand vehicles

Given special circumstances and as approved by the Chief Executive, Council vehicles may be purchased second hand. Examples may include “special purpose” vehicles such as a vehicle setup for disability needs.

4.5 Leasing

Following an economic appraisal by the General Manager, Corporate Services, the Chief Executive may decide whether to provide any specific vehicle through a lease agreement rather than having the vehicle owned by the Council.

5.0 Disposal of vehicles

5.1 Preferred process

5.1.1 For Council vehicles that are being replaced the preferred approach is that the vehicle be traded for the vehicle’s replacement.

5.1.2 Where a Council vehicle cannot be disposed of via trade in, vehicles shall be disposed of via public tender or auction.

5.1.3 If no tenders are received or tenders do not meet the Council’s reserve price the vehicle may be auctioned.

5.2 Sale to staff

5.2.1 The Chief Executive may approve the direct sale of Council vehicles to Council staff.

5.2.2 The sale value shall be the midpoint of two independent valuations.

6.0 Hospital vehicles

6.1 The Council supplies two vehicles to the Gore Hospital.

6.2 These vehicles shall be replaced on a five yearly cycle.

6.3 The Council shall fund the capital cost of purchasing the vehicles together with their depreciation and insurance costs.

6.4 Operational costs such as fuel and maintenance shall be met by Gore Hospital.

6.5 Day to day management of the vehicles is the responsibility of Gore Hospital.

7.0 The allocation of Council vehicles

7.1 Each General Manager shall determine the need and allocation of vehicles in his or her Group.

- 7.1.1 Such determination will be subject to a final recommendation by the General Manager to the Chief Executive for approval.
- 7.1.2 In general Council vehicles are allocated where this is the most efficient and effective way to meet the transport needs of the organisation.
- 7.1.3 Each Council vehicle shall be allocated to either:
- a holder of a particular position, or;
 - to a person.
- 7.1.4 In each case the position holder or the person shall be stewards of those vehicles allocated to them with associated duties and responsibilities.

Annual executive review

Each year the General Managers together with the Council's Plant Manager, will review of the allocation of Council vehicles and make recommendations to the Chief Executive.

7.2 Vehicles assigned to a position

- 7.2.1 As determined by the General Manager, Council vehicles may be allocated to the holder of a particular position.
- 7.2.2 Vehicles will be allocated to specific senior staff or those staff requiring the majority use of a vehicle.
- 7.2.3 The allocation will be based on operational efficiency.
- 7.2.4 Officers having vehicles assigned to them shall make such vehicles available to other staff on a "shared use" basis.
- 7.2.5 Shared use is where a vehicle is assigned to a specific officer but shall be available for the use by other officers as required.
- 7.2.6 Officers who hold positions to which Council vehicles have been allocated, shall be stewards of those vehicles.
- 7.2.7 As stewards, officers are authorised to take these vehicles home at the end of the working day provided that:
- The vehicle is parked off the road, where at all possible.
 - The distance from the primary workplace to home does not exceed 15 km. Any exception to this distance limit is subject to approval by the Chief Executive.
 - The vehicle is not available, nor to be used, for private use.
 - The vehicle complies with Fringe Benefit Tax (FBT) exemption criteria.

7.3 Vehicles assigned to person

7.3.1 Third tier Managers, General Managers and the Chief Executive who have a vehicle allocated to their position, have the option to applying for and/or negotiating the full private use of the Council vehicle as part of their remuneration package.

7.3.2 Each salary package that includes the full private use of a Council vehicle requires approval of the Chief Executive.

7.3.3 Full private use means that the staff member treats the vehicle as if it were his/her own with the following conditions:

- At the end of the day the vehicle is parked off the road, where at all possible.
- Fringe Benefit Tax (FBT) exempt days are logged.
- Officers having vehicles assigned to them shall make such vehicles available to other staff on a “shared use” basis where practicable during normal work hours.
- Only authorised users drive the vehicle unless prior approval has been gained from the Chief Executive.
- Authorised drivers are:
 - The officer.
 - A partner or spouse who is living with the officer.
 - Dependents living with the officer.
 - Visitors staying with the officer.
 - A person driving the vehicle for the benefit of the officer, for example a person picking up the officer, spouse or dependents from the airport.
 - A person using the vehicle in an emergency.
- A deduction from the salary package of the officer to recognize the private benefit and the cost to Council of providing this benefit will be made on the basis of 25% of the purchase price of the vehicle excluding GST annually.
- The purchase price includes towbar, canopies and other approved extras. Items such as mats, chains, mud flaps, stone protectors and on road costs are excluded as these are standard items that will protect the vehicles resale value or are required for safety reasons.
- The Council’s insurance policy provides that a vehicle is fully covered for insurance for any driver as long as the conditions of this policy are met.

8.0 The use of Council vehicles

8.1 Responsibility of the Council

8.1.1 The Council will take all reasonably practicable steps to ensure Council vehicles are safe to operate.

8.1.2 The Council shall not require staff to drive under conditions that are unsafe and / or likely to create an unsafe environment, physical distress, fatigue, etc.

8.1.3 The Council shall do this by:

- Supplying and maintaining a fleet of vehicles that is fit for purpose, safe to operate, cost effective and environmentally friendly for use in Council business.
- Undertaking an annual mechanical assessment of each vehicle in the fleet.
- Ensuring that sufficient vehicles are available to staff employed by or otherwise representing the Council to satisfy its operational needs.
- Ensuring vehicle stewards and drivers of Council vehicles are aware of their responsibilities.

8.2 Responsibility of vehicle stewards

8.2.1 The vehicle steward will take all reasonably practicable steps to ensure Council vehicles are:

- Safe to operate, and:
- Efficient and effectively managed.

8.2.1 Vehicle steward's shall do this by:

- Ensuring at all times that the vehicle is in a safe and roadworthy condition with all required certificates and warrants current.
- Ensuring appropriate monitoring and correction when necessary of tyre wear, tyre inflation and service needs.
- Ensuring that the vehicle is appropriately serviced in a manner that is consistent with the manufacturer's recommendations.
- Ensuring all servicing is to be carried out by an authorised dealer only or Council depot staff in liaison with the Plant Manager.
- Ensuring vehicles carry the correct safety equipment including, as appropriate, spare tyre, wheel jack, first aid kit and fire extinguisher.
- Ensuring log books and accident forms remain in the relevant vehicle at all times.
- Managing relevant fuel cards. Fuel cards will be for "fuel/oil" purchases only.
- Ensuring the vehicle is kept in a clean, tidy and presentable condition.

8.3 Responsibility of drivers of Council vehicles

8.3.1 The driver will take all reasonably practicable steps to ensure Council vehicles are:

- Operated safely.
- Operated efficiently and effectively.
- Operated in a manner which reinforces Council's positive public image.

The driver shall do this by:

Public image

- Demonstrating safe and courteous driving and other good road safety habits.

Driver's licence

- Ensuring that he/she has a valid driver's licence appropriate to the vehicle type being driven.
 - Drivers are required by law to carry a licence when driving. Driving a Council vehicle without a valid licence, or while disqualified, will be considered serious misconduct.
- All drivers of Council vehicles must supply the General Manager, People and Culture, with a current and valid copy of their driver's licence, whether they intend to drive a Council vehicle or not.
- Where any driver has their licence revoked for any reason, this must be reported to their Manager immediately.
- Any person who does not hold a current, valid licence is not permitted under any circumstances to drive a Council vehicle.

Logging trips

- Ensuring all Council work related trips is recorded in the logbook which is kept in the vehicle.

Fuel

- Ensuring all fuel for Council vehicles is obtained through the Council's fuel supplier using issued fuel cards or via the Council's depot fuel dispensers.
- Ensuring vehicle kilometers are recorded at each fill unless the vehicle is used for full private use.

Private passengers

- Ensuring that passengers who are not Council officers are not carried in Council vehicles unless:
 - Otherwise authorised by their Manager and on Council business.
 - In an emergency.

Vehicle accidents or damage

- Ensuring that the vehicle accident is recorded is where a Council vehicle or a vehicle being used for Council work purposes is involved in an accident or is damaged.
- Recording of any accident shall be via the forms contained within Safe365.

- Ensuring that the completed vehicle accident form is submitted directly to Council's Plant Manager within 24 hours of the incident.
- Where a driver or any officer is involved in an accident involving a Council vehicle, admission or acceptance of liability should not be made for the incident.
- Ensuring any injuries are reported to the Police within 24 hours

Traffic infringements

- Drivers of Council vehicles or private vehicles for work purposes, must comply with traffic legislation, be conscious of road safety and demonstrate safe driving.
- Drivers incurring parking/speeding or other traffic infringement fines will be personally liable for the fine. Council will not accept any liability.

Influence of alcohol and illegal drugs

- Drivers found guilty of a drink driving offence or otherwise shown to have consumed sufficient alcohol or illegal drugs so as to impair driving capability upon receipt of independent and corroborated sworn evidence made available to and accepted by the Chief Executive whilst in charge of a Council vehicle will be deemed to have committed an act of serious misconduct.

Unauthorised use

- The unauthorised use of a Council vehicle will be treated as serious misconduct.

9.0 Use of private vehicles

- 9.1 From time to time, some staff have an occasional need to travel in the course of any year, but do not incur high kilometers.
- 9.2 In such cases, it is in the Council's best interest to allow such staff to use their own vehicles and claim reimbursement of costs from the Council.
- 9.3 Use of private vehicles shall be subject to approval by the appropriate General Manager and regular use shall be subject to an agreement between the respective General Manager and the staff member.

This policy was adopted by the Gore District Council at its meeting held on Tuesday 14 June 2022.

Category	Description	Date of Purchase
Management Vehicles	Merryweather	1/01/1979
Parks Plant	David Brown 1976	1/01/1976
Parks Vehicles	Ford Ranger 2x4 XL	1/07/2010
Parks Plant	Case Farmall 50B ROP's	1/05/2014
Parks Plant	Claas Axos 320CX	1/11/2014
Parks Vehicles	Isuzu NQR500M tipper	1/12/2014
Roading Team	Toyota Rav 4 GX 2.5 AWD White	1/07/2015
Parks Plant	JCB Loadall 531-70 Agri-Super	1/07/2015
Parks Vehicles	Suzuki Carry 4x4 2013	1/12/2015
3 Waters Vehicles	Isuzu NQR500M Cab & Chassis	1/04/2016
3 Waters Vehicles	Ford Ranger 3.2 Supercab 4x4	1/10/2017
3 Waters Vehicles	Ford Ranger 3.2 Supercab 4x2	1/10/2017
Parks Plant	John Deere 4066 R	1/07/2018
Parks Vehicles	Ford Ranger XL 4X4	1/07/2018
Parks Plant	JCB Loadall 516-40 AGRI	1/07/2018
3 Waters Vehicles	Toyota Hilux xtra cab 4x4	1/07/2018
Parks Plant	Landboss 800D LE Side-by-side	1/04/2019
Parks Vehicles	Ford Ranger 4x4 XL auto	1/07/2019
Parks Vehicles	Ford Ranger 4x4 XLT D/C Auto	1/07/2019
Parks Vehicles	Isuzu LX 4X4 Auto cab and chassis	1/08/2019
3 Waters Vehicles	Toyota Hilux DC 4X4 6sp man, Canopy	1/07/2019
Parks Plant	Iseki TG6490 and loader	1/08/2019
Parks Plant	Claas Arion 440 Tier 4 Tractor	1/01/2021
3 Waters Plant	Case CX26C	1/04/2020
Parks Vehicles	LDV T60 4x4 ute	1/07/2020
Fleet Vehicle	Hyundai Ioniq Hybrid	1/10/2020
Management Vehicles	Toyota Rav 4 GXL 2.5p Hybrid AWD	1/12/2020
Parks Plant	JD 1585 (Tractor Mower)	1/07/2021
Parks Vehicles	Hilux WorkMate (2WD Flat Deck)	1/12/2021
Parks Vehicles	Hilux WorkMate (2WD Flat Deck)	1/12/2021
Parks Vehicles	Isuzu NPR450L AMT	1/07/2021
Parks Plant	Walker 21 HP Diesel 42"Mulch/ Catch + High D	1/07/2021
Parks Plant	Walker 21HP Diesel 42"S/D Mulch Only Deck	1/07/2021
Parks Plant	Walker MB23I 42"DSD/ML Combo Deck	1/07/2021
3 Waters Vehicles	Ford Ranger XLT 3.2 Auto and Canopy	15/04/2021
Parks Plant	John Deere 7400A Terrain Cut Mower	1/07/2021
Parks Plant	Terra CAT 301.8 B2	1/07/2021
Management Vehicles	Kia Sorrento 2.2D LX	1/12/2021
Building Team	Nissan X-Trail	1/12/2021
Building Team	Nissan X-Trail	1/12/2021
Building Team	Nissan X-Trail	1/12/2021
Management Vehicles	Ssangyong Rexton Sport 4x4	1/12/2021
Fleet Vehicle	Ford Escape PHEV	1/12/2021
Property/Facilities Vehicle	Mitsubishi Triton GLX Double Cab 4WD	1/02/2022
3 Waters Plant	Isuzu D-Max	1/03/2022
Management Vehicles	Mitsubishi Outlander XLS PHEV	29/06/2022

Management Vehicles	Mitsubishi Outlander Sport 4WD	30/06/2022
Parks Plant	Ventrac Power Unit with contour mower	12/07/2022
Parks Plant	Hilux WorkMate (2WD Flat Deck)	3/10/2022
Management Vehicles	Mitsubishi Outlander LS 4WD	7/07/2022
Roading Team	Nissan X-Trail	11/10/2022
Parks Plant	JD 1585 (Outfront Tractor Mower)	27/01/2023
Management Vehicles	Nissan X-Trail 2.5 CVT 4x4	17/02/2023
3 Waters Plant	Toyota Hilux SR 2.8DT Double Cab 4wd	30/03/2023
3 Waters Plant	Suzuki Vitara 4wd	22/01/2023
Mayoral Vehicle	Ford Escape STLINE X Auto	29/06/2023
Animal Management Van	Hyundai Staria Load	13/07/2023
Parks Vehicles	Mitsubishi Triton Flatdeck Ute (tipper)	21/07/2023
Parks Vehicles	Mitsubishi Triton Flatdeck Ute (tipper)	24/07/2023
Parks Vehicles	Isuzu NPR450M	18/08/2023
Management Vehicles	Mitsubishi Outlander	24/11/2023
Management Vehicles	Mitsubishi Outlander	24/11/2023
Management Vehicles	Mitsubishi Outlander	15/01/2024
Parks Vehicles	John Deere TE Gattor (Electric)	22/01/2024