



21 December 2018

Ref: DOIA 1819-0562

S L Turner

Email: fyi-request-8830-b760e428@requests.fyi.org.nz

Dear S L Turner

Thank you for your email of 8 October 2018 to the Ministry of Business, Innovation and Employment (MBIE) requesting, under the Official Information Act 1982 (the Act), the following information:

1. *A copy of any business case / proposal documentation regarding the introduction of speed monitoring devices in MBIE vehicles and monitoring of these devices by MBIE staff*
2. *Who was the decision maker for the introduction of the speed monitoring devices / monitoring of staff*
3. *What type of device monitors speed in MBIE vehicles?*
4. *How does the installed speed monitoring device measure the speed of the vehicle? For example, is it GPS based, speedometer based or does it use another method*
5. *How often are the devices installed on MBIE vehicles calibrated to check their accuracy?*
6. *How often are MBIE vehicles calibrated to check the speedometer is accurate?*
7. *What was the tendering process for devices and software purchased by MBIE to monitor speed?*
8. *Were any conflicts of interest declared by any MBIE employees/contractors or former employees/contractors?*
9. *What company or companies obtained the contract(s) for the supply, installation and any ongoing maintenance for speed monitoring devices in MBIE vehicles*
10. *What were the start up costs; including use of any contractors, the business case process, the device costs, installation of the devices, obtaining the software, costs of additional staffing etc*
11. *What are the ongoing costs for the speeding monitoring policy; including device, software, property and staffing costs?*
12. *How many staff are employed to monitor MBIE vehicle speed?*
13. *How many vehicles have been installed with speed monitoring equipment?*
14. *What is the cost per vehicle for the installation of speed monitoring equipment? - including installation, device costs and ongoing maintenance*
15. *How many vehicles has MBIE installed speed monitoring equipment into that are due to be replaced within the next 6 months.*
16. *A copy of the MBIE vehicle policy including details of the repercussions for staff who speed*

In line with our letter of 17 December 2018, please find below responses to your questions, including provision of the documents requested:

1. A copy of any business case / proposal documentation regarding the introduction of speed monitoring devices in MBIE vehicles and monitoring of these devices by MBIE staff

The Business Case for rolling out GPS across MBIE's vehicle fleet was made as part of MBIE's 2510 Health and Safety and Security Implementation Programme. Vehicle GPS was one of a number of measures under "Threat & Intimidation Response & Staff Personal Security Procedures".

Please note that the majority of this document was outside the scope of your request so to avoid providing numerous redacted pages, only the contents page and relevant pages are attached as follows:

Document 1: Extracts from the Health, Safety and Implementation Programme Business Case

Please note the all financial information has been withheld across these documents under:

- section 9(2)(b)(ii) of the Act, to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information, and/or
- section 9(2)(j) of the Act, to enable a Minister of the Crown or any department or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

2. Who was the decision maker for the introduction of the speed monitoring devices / monitoring of staff

Driving is regarded as one of MBIE's most critical safety risks, which is why greater controls have been put in place to help mitigate this risk. One of those controls is installing GPS in MBIE vehicles.

First and foremost, GPS helps us know the location of our people and where to send help should something go wrong while they are driving for work. This is particularly important for our people who work and drive alone. GPS also encourages people to drive safely and within the speed limit.

The introduction of GPS monitoring across the MBIE vehicle fleet was approved by the Health, Safety and Security Governance Committee, led by the Chief Executive. This was subsequent to the GPS units being approved for use in the Market Services and Immigration New Zealand Groups within MBIE by the respective Deputy Chief Executives.

3. What type of device monitors speed in MBIE vehicles?

MBIE vehicles are tracked using the following three devices from Sensium: SA43-22, SA43-23 and SA43-50. The difference between the three models is the build batch. While there may be some other small component changes, this will not affect the operation of the device.

4. How does the installed speed monitoring device measure the speed of the vehicle? For example, is it GPS based, speedometer based or does it use another method

The units installed in the MBIE vehicles are measuring speed via GPS.

5. How often are the devices installed on MBIE vehicles calibrated to check their accuracy?

The GPS units are not, and are not required to be, calibrated as they monitor speed via satellite.

6. How often are MBIE vehicles calibrated to check the speedometer is accurate?

Vehicles are calibrated from new by the manufacturer.

7. What was the tendering process for devices and software purchased by MBIE to monitor speed?

The initial introduction of the units fell within financial delegation at a local level in Immigration New Zealand and Trading Standards offices. As per Rule 7(1)(b) of the Government Rules of Sourcing (GRoS), the Rules do not apply to procurements with a value less than \$100,000.

For the full roll-out direct sourcing under the GRoS is permissible where there is technical reasons to match existing equipment under Rule 15.9.c.i, as was the case with the already in use Armada GPS.

8. Were any conflicts of interest declared by any MBIE employees/contractors or former employees/contractors?

No conflicts of interest were declared regarding the company supplying the GPS devices.

9. What company or companies obtained the contract(s) for the supply, installation and any ongoing maintenance for speed monitoring devices in MBIE vehicles

Sensium Ltd

10. What were the start up costs; including use of any contractors, the business case process, the device costs, installation of the devices, obtaining the software, costs of additional staffing etc

The cost of the GPS devices and their installation is withheld under section 9(2)(b)(ii) of the Act, to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information, and section 9(2)(j) of the Act, to enable a Minister of the Crown or any department or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

The business case, staffing costs etc., were run by MBIE as a standard operational support activity. Accordingly, the costs are met through MBIE's baseline. It is not possible to separate out the salary cost of MBIE staff members for their work on this procurement from other work they are undertaking. Therefore, this part of your request is refused under section 18(g) of the Act. I do not believe that the information is held by any other government agency or department.

11. What are the ongoing costs for the speeding monitoring policy; including device, software, property and staffing costs?

A monthly charge to MBIE from Sensium related to the devices is withheld under section 9(2)(b)(ii) of the Act, to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information, and section 9(2)(j) of the Act, to enable a Minister of the Crown or any department or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

As above, internal costs are met through MBIE's baseline. and it is not possible to separate out the salary cost of MBIE staff members for their work on speeding monitoring from other work they are undertaking. Therefore this part of your request is refused under section 18(g) of the Act. I do not believe that the information is held by any other government agency or department.

12. How many staff are employed to monitor MBIE vehicle speed?

No MBIE staff are employed to monitor MBIE vehicle speed. The system provides alerts once speed thresholds are breached.

13. How many vehicles have been installed with speed monitoring equipment?

It is MBIE's policy to have GPS installed in all vehicles (owned or leased) and we have processes in place to have GPS units installed into vehicles prior to delivery to the operational owner. All MBIE's vehicles, with the exception of those being considered for disposal, have had GPS units installed, or are scheduled for installation. As at 5 August 2018, this equated to 145 vehicles with installations completed or scheduled and 10 vehicles scheduled for replacement or disposal.

14. What is the cost per vehicle for the installation of speed monitoring equipment? - including installation, device costs and ongoing maintenance

The cost of the GPS devices and their installation is withheld under section 9(2)(b)(ii) of the Act, to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information, and section 9(2)(j) of the Act, to enable a Minister of the Crown or any department or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

15. How many vehicles has MBIE installed speed monitoring equipment into that are due to be replaced within the next 6 months.

Vehicles are reviewed for replacement on a regular basis but replacement is not forecast in a way to answer this question. The replacement decision is based on the age, mileage, expiration of lease, and specialist nature of each vehicle, and needs to consider the active management of the utilisation levels of our total fleet. We do not estimate the number of vehicles that are due for replacement, however when a replacement occurs the GPS units are transferred to the new vehicle.

16. A copy of the MBIE vehicle policy including details of the repercussions for staff who speed

Please find attached:

Document 2: MBIE Vehicle Policy

Document 3: MBIE Vehicle Procedures.

Where it has been necessary to withhold parts of the released documents in accordance with the Act, I have identified the relevant provision of the Act. In terms of section 9(1) of the Act, I am satisfied that, in the circumstances, the decision to withhold information from this response is not outweighed by other considerations that render it desirable to make the information available in the public interest.

You have the right to seek an investigation and review by the Ombudsman of our response to your request. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Yours sincerely



Shayne Gray
General Manager, Service Quality



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IN-CONFIDENCE

Health, Safety and Implementation Programme

Business Case

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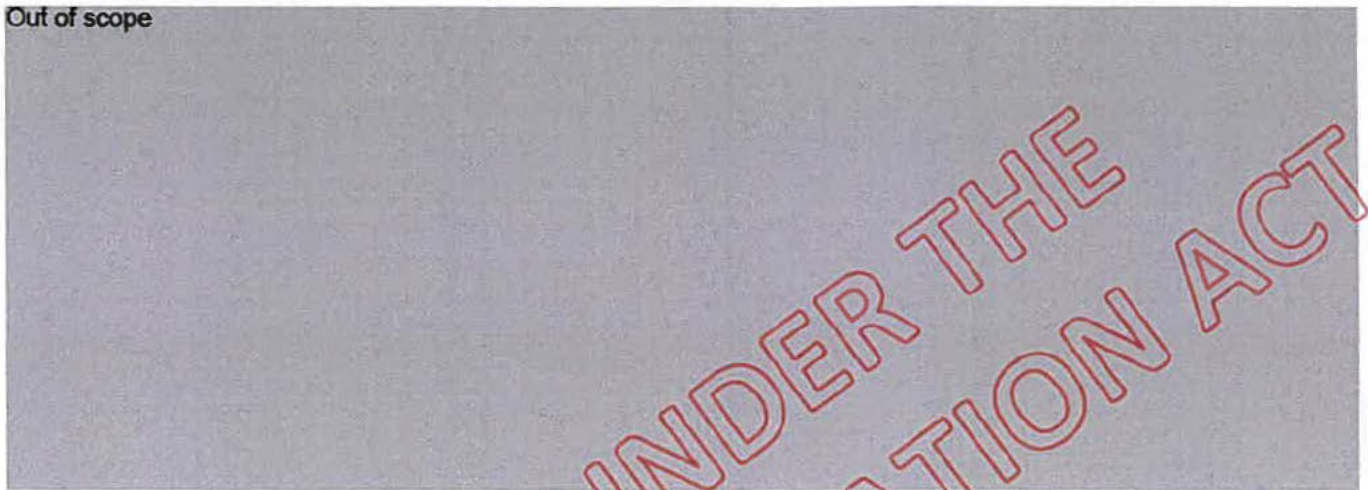
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2. Executive Summary

Investment Proposed

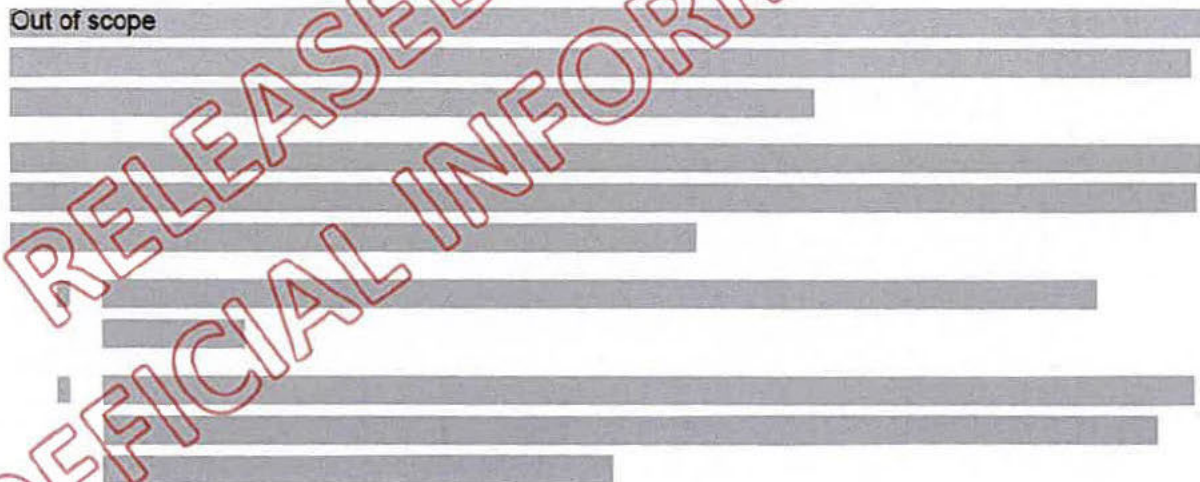
Out of scope



Recommendations

This Business Case requests that the Project Review Board:

Out of scope



Approve Capex of \$s 9(2) for the initial procurement of protective equipment and systems. This funding would enable:

- Enable the initial procurement of protective equipment and systems to be completed on behalf of INZ and MS using cost centre 9004. Costs will be allocated out to teams based on actual requirements

Note the expected Ongoing operational expenditure of \$s 9(2)(j) for MS and INZ for ongoing costs associated with PES (s 9(2)(j)) and for additional HSS training s 9(2)(j) over four years. This funding would:



- Allow Opex for the ongoing use and maintenance of protective equipment and systems and mandatory health and safety training to be accommodated within business baseline budgets
- Ensure health and safety risk management can be incorporated into business as usual without sacrificing other operational expenditure

Note that co-investment with the Ministry for Primary Industries is expected for systems and infrastructure to support an expanded range of services to MBIE staff (e.g. Out of scope vehicles GPS)

Out of scope

Out of scope





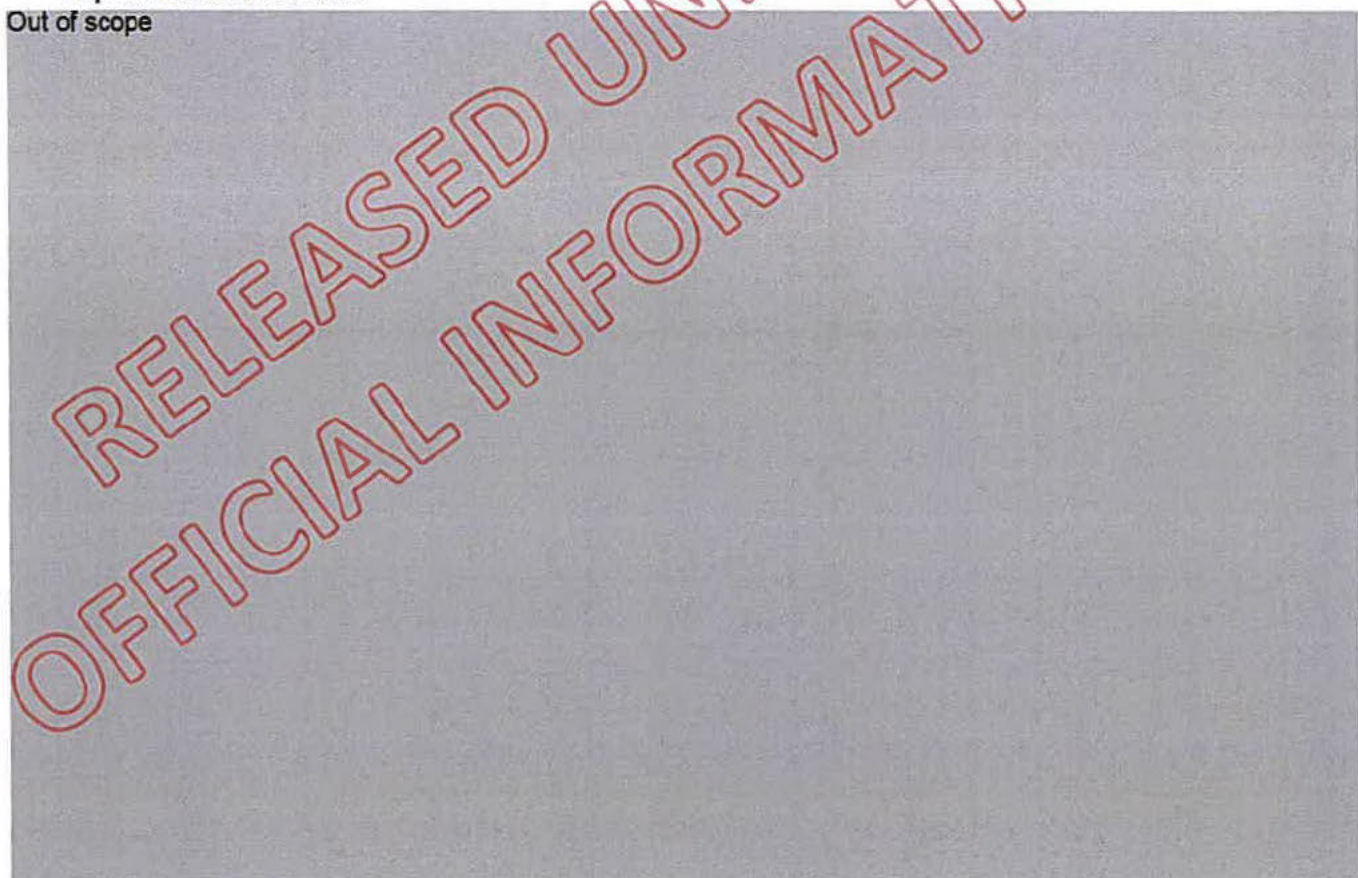
As set out in the Programme Brief, the programme approach has been to:

- Out of scope [redacted]
[redacted]
- Upgrade existing risk controls - Out of [redacted] GPS, Out of scope [redacted]
[redacted] monitoring of field staff locations, Out of scope [redacted]
[redacted]
- Out of scope [redacted]
[redacted]
- [redacted]
[redacted]

Phased deployment of controls and change management was expected to end March 2017 with a shift to business as usual rollout and delivery thereafter for up to 24 months.

Implementation to date

Out of scope





Activity	Description
Protective Equipment and Systems pilots	Equipment controls currently in pilot stage are: <ul style="list-style-type: none">• Stab resistant vest• Body worn camera• Communication devices and network (Radios)• Duress alarms• GPS/location monitoring

Out of scope

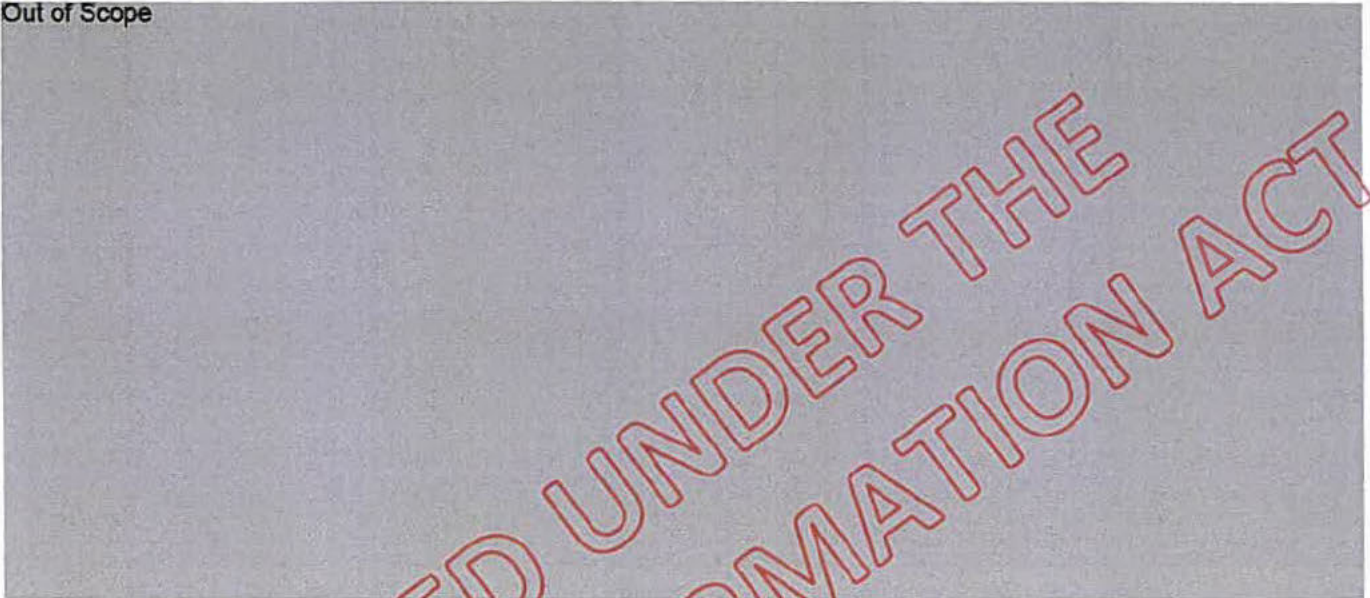
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5. Commercial Case

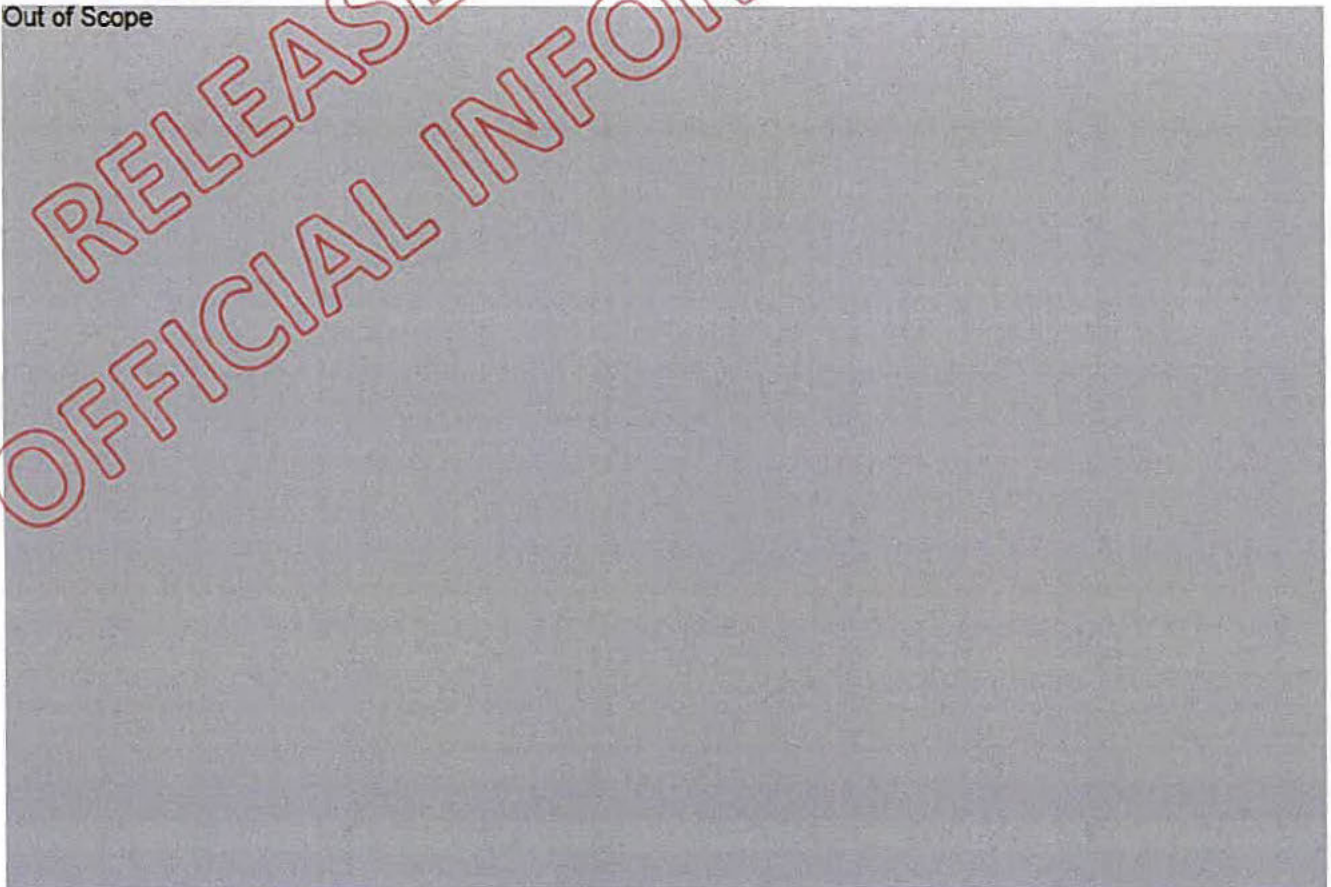
Sourcing

Out of Scope



Procurement to Date

Out of Scope

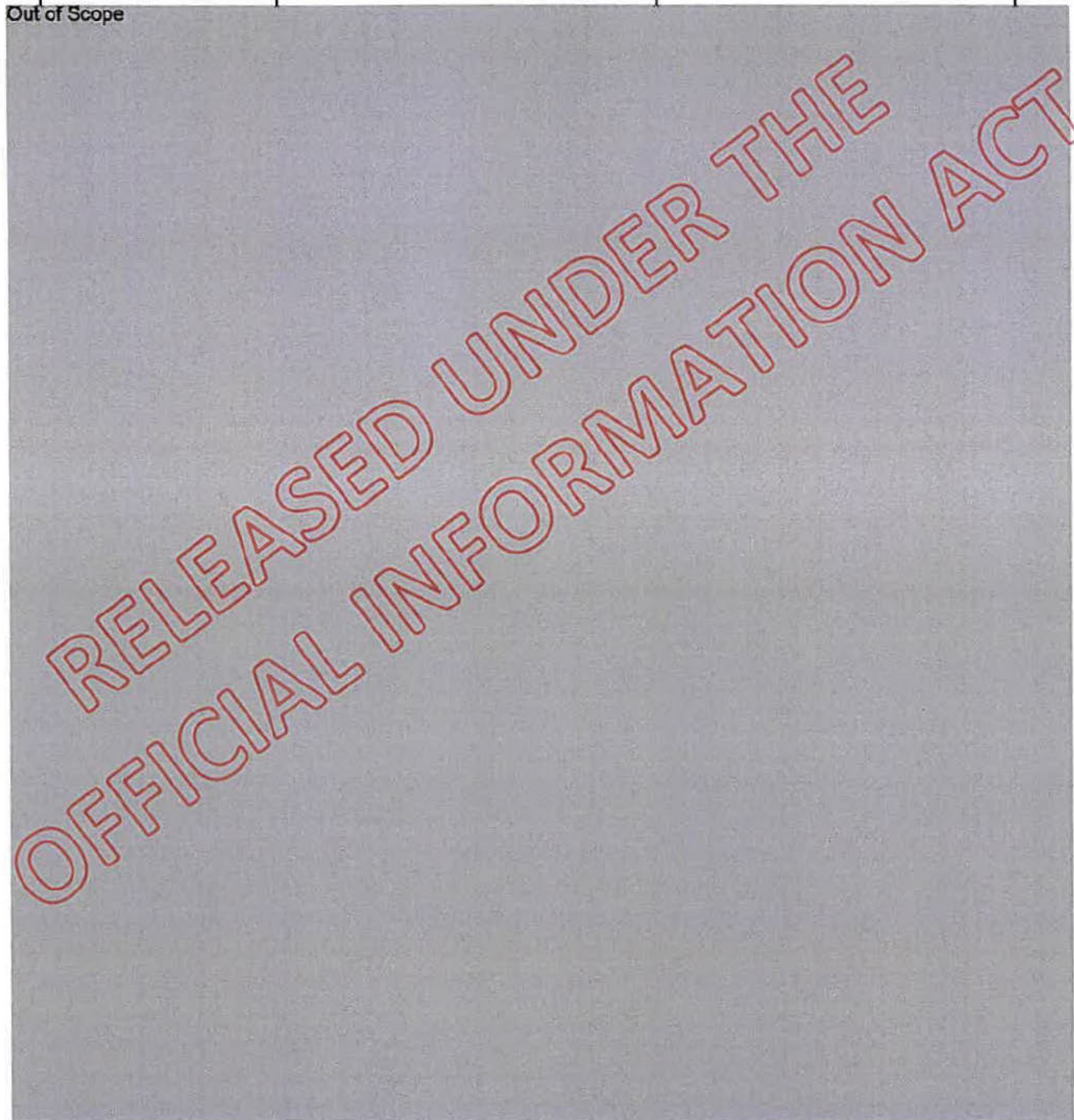


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Control	Pilot Vendor	Deployment Vendor	Comment
GPS/location monitoring	Sensium		Extended existing supplier to MBIE

Out of Scope





Milestone	Approximate Date
Out of Scope	
Vehicle GPS	
GPS Business requirements	13/02/17
GPS installation in MS and INZ fleets completed	30/06/17
Out of Scope	



Threat & Intimidation Response & Staff Personal Security Procedures

The Category 1 risk bowtie for Violence and Aggressive Behaviour has a threat line of customer and third party behaviour. Where behaviour from customers or third parties escalates, MBIE front facing staff and field staff are at the potential risk of violence and aggression, including threats and intimidation.

To prevent the hazard from occurring, or where it has occurred, lessen the severity of the consequences, controls are put in place. These controls can take a number of forms including policies, procedures, processes or items of equipment. Controls designed to manage threats so that the hazard does not occur are 'prevention controls'. Controls designed to regain control or reduce the severity of the consequences where the hazard has occurred, are 'recovery controls'.

The *Staff Personal Security* procedure is a prevention control on the threat side of the violence and aggressive behaviour bowtie. Where a MBIE front facing or field staff member is at risk of being threatened or intimidated by a customer/third party, this procedure outlines steps to protect their identity on publically accessible forums, limiting the ability for a customer/third party to identify them for the purposes of threat and/or intimidation.

The *Threat and Intimidation Response* procedure is a recovery control on the consequence side of the violence and aggressive behaviour bowtie. Where customer/third party behaviour results in a MBIE front facing or field staff member being threatened or intimidated, this procedure outlines the steps to take to reduce the severity of the consequences of the threat and/or intimidation.

Both procedures refer to security measures that can be implemented to keep staff safe. These include:

- installation of security alarm, panic alarm in residence
- external lighting in residence
- vehicle alarms
- Recorder on work phones etc.
- camera / video surveillance of home and surrounds

Where a staff member faces the risk of threat and intimidation then they will discuss with their manager the necessity of implementing any of the security measures.

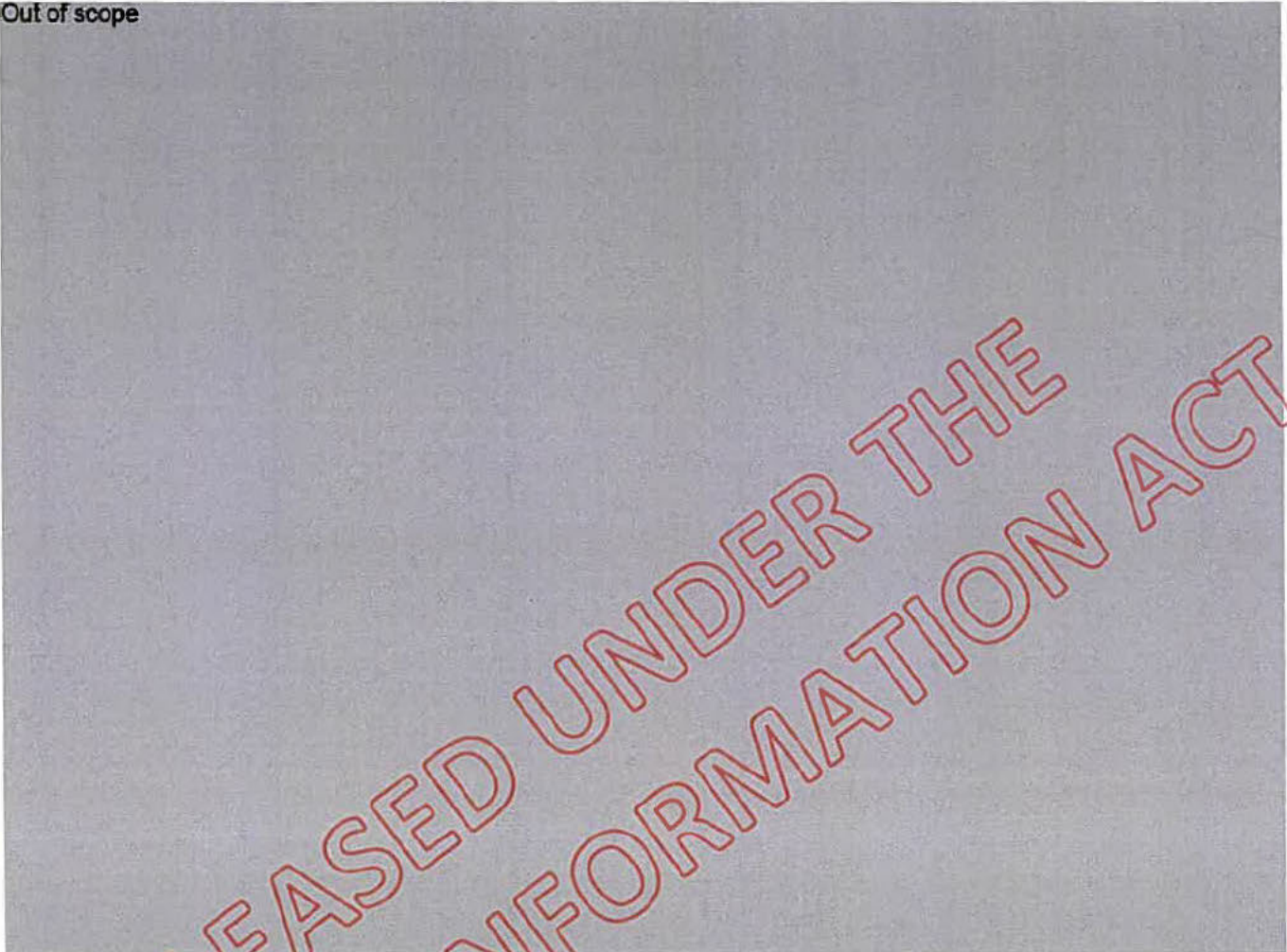
This equipment will be purchased out of the business units operating expenditure and each business unit will need to allow for these costs in their budgets.

The new procedures will be managed by the MBIE Security Team. There is a current process for reporting a privacy or security breach but it is not well understood or visible.

The new procedures will be rolled out MBIE wide and also form part of the health and safety risk assessment performed by MS and INZ teams facing category 1 risks.



Out of scope



Vehicle GPS

MBIE's standard vehicle specification includes GPS tracking (Armada) in all vehicles. The Programme is assisting with the Implementation plan developed for the installation of the GPS units for the new fleet arriving into MS and for those existing vehicles which are not being replaced due to meeting the ANCAP safety rating, in conjunction with Armada (GPS supplier), [REDACTED] (vehicle supplier), MBIE facilities, Communications and finance teams.

Upon successful installation there will be additional tasks to facilitate and assist on the rollout of the monitoring software onto specified users computers, plus training of the users, to allow them to monitor the vehicle for safety and compliance reporting reasons as an interim solution until the National Communications Centre goes live.

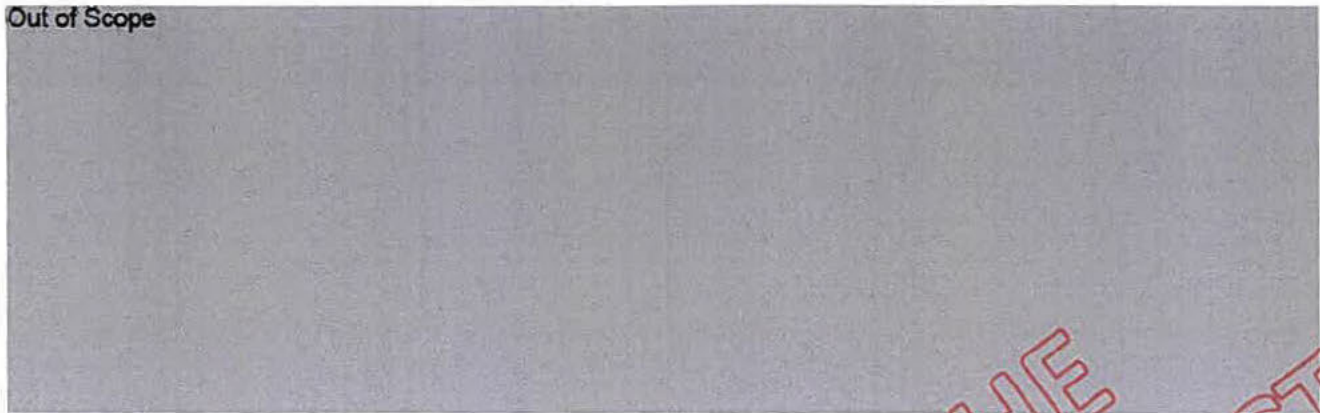
HSS Training

Out of Scope





Out of Scope



Financial Summary	Financial Years					
	2016/17	2017/18	2018/19	2019/20	2020/21	Total
Capital expenditure						
Operating expenditure						
Total Project Delivery Expenditure						
Ongoing Cost (Excl. Depreciation)						
INZ	\$ 9(2)					
MS	\$ 9(2)					
Whole of Life costs (Delivery Cost + Ongoing Costs + Decommissioning Costs)	\$ 9(2)					
Ongoing Benefits (Tangible Financial)						

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Vehicle Procedures

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SAFETY PROCEDURE

Safe drivers

We expect that all people who drive a vehicle for the Ministry will take responsibility for their own driving competence, and that they drive within their own capabilities in a way that is safe for themselves and other road users.

All standard vehicles leased and purchased must meet the safety standard specified in the [Ministry Vehicle Policy](#).

The current approved standard fleet vehicle is either a Toyota Corolla Hatchback GX 1.8 Auto Petrol or a RAV4 GX 2.5 Auto Petrol.

Driver risk profiling

A person's role, driving history and driving experience strongly influences the level of risk exposure they have when driving a vehicle. The Ministry considers people to be high risk drivers if they match any of the following criteria:

- High annual kilometre driver - drive more than 35,000 kilometres a year on Ministry business.
- High use driver - regularly drive a vehicle on Ministry business more than 100 days in a year.
- Young driver - under 25 years of age.
- Inexperienced driver - hold a restricted licence or have held a full driver licence for less than one year, including drivers who have recently converted an overseas licence to a local driver licence.
- Holder of an overseas driver licence.
- New Ministry employee - who has not yet carried out a Ministry driver assessment or training.

Those who do not fit in any of the above high risk categories are regarded as a normal risk driver.

Managers need to consider what controls they need to put in place to reduce the driving risk, this may at their discretion include staff attending appropriate driver training, or not driving alone.

Human Resources can assist managers with the identification of suitable driver training.

Driver training requirements

Type of Driver	General Driver Education Training	Specialist 4WD, Tactical Driving Training
High annual kilometre driver	X	
High use driver	X	
Young driver	X	
Inexperienced driver	X	
Holder of an overseas licence	X	
Off Road		X

Date of issue: 09/1/2017

Approved: Chief Executive

Policy Author: Health Safety & Security Implementation Project

Next Review: 1/2018

Policy Owner: CFO

Type of Driver	General Driver Education Training	Specialist 4WD, Tactical Driving Training
Winter driving (including snow chains)	X	
Normal risk driver	X	
4WD		X
Enforcement Units		X

Currently there are no requirements to carry out refresher training. However, staff may on occasion be requested by their manager to attend appropriate refresher training.

Please refer to the Learn@MBIE for relevant Driver Training and mandatory training for specific roles.

Alcohol, drugs and impairment

All people who drive a vehicle for the Ministry must not drive any vehicle for work purposes if they:

- Have consumed any alcohol within 8 hours prior to driving.
- Have taken drugs that may impair their ability to drive. This includes over the counter and/or prescription medication. If there is any doubt regarding impairment, appropriate medical advice must be sought before driving.
- Are excessively tired, fatigued or stressed to a point where driving performance may be affected.

All Ministry staff are expected to be familiar and comply with the requirements laid out in the Ministry's [Code of Conduct](#).

Speed

Our expectation is that all people who drive a vehicle for the Ministry will drive at safe speeds at all times, and driving at speeds over the legal limit is not acceptable. Safe travel speeds are a key part of the safe system, and should a crash occur, the speed a vehicle is travelling plays a key part in determining the severity of any injuries that may result.

The speed of all Ministry vehicles is monitored and recorded against drivers. Managers may have a coaching conversation with any driver who has exceeded the legal speed limit by any amount. While we understand that drivers will sometimes make mistakes, our Managers are expected to manage any cases of speeding appropriately, with consequences that are appropriate to the circumstances and the severity of the incident. This is outlined below.

Any case (or repetitive cases) of speeding may be considered misconduct or serious misconduct under the Ministry's [Code of Conduct](#). In these cases all the relevant circumstances will be taken into account. Managers must report to General Managers monthly on all instances where speeding has occurred, and include in the Health & Safety monthly dashboard.

The table below outlines recorded speeds where a single instance may be considered as misconduct.

Speed and misconduct

(A) Legal Speed Limit	(B) Speed (at or above)	(C) Percentage over the speed limit	(D) Sustained period expressed as a distance (metres)
50	60	20%	500
60	70	16%	500
70	80	14%	500
80	90	12.5%	500
90	100	11%	500
100	110	10%	500

Consequences where speed occurs

If a driver is identified as exceeding the speed limit	
<p>If recorded speed is less than 10% over the legal speed limit.</p> <p>Manager may consider the merit of a coaching conversation with the driver.</p>	<p>A coaching conversation provides the opportunity to discuss the specific circumstances surrounding the incident, and actions can be taken to prevent further cases of speeding. The Manager should make a file note of the circumstances and details and attach to the employee's employment relations file.</p>
<p>If recorded speed is at or over the legal speed by the percentage in column C in the table above.</p> <p>The Manager needs to hold a safety conversation with the driver.</p>	<p>A safety conversation will allow the driver to discuss the specific circumstance regarding their speeding.</p> <p>Where the manager decides that disciplinary action should be considered, this conversation will be held in an investigation format.</p> <p>Managers must speak to their Human Resources Advisor before proceeding with any disciplinary conversations or investigation, and follow the policy and process for addressing conduct and behaviour, (refer to Code of Conduct).</p>

Mobile telephones

Mobile telephones (including hands free devices) must not be used while driving on Ministry business. The only exception is when using a mobile telephone as an appropriately secured GPS unit. Drivers must be parked in a safe place with the engine switched off when using mobile telephones (this includes entering GPS coordinates).

Vision and driving

Good vision is essential for road safety. If you can't see properly, you can't drive safely.

Date of issue: 09/1/2017

Approved: Chief Executive

Policy Author: Health Safety & Security Implementation Project

Next Review: 1/2018

Policy Owner: CFO

Your eyes need to be checked regularly, to ensure that your vision meets the eyesight standards required of all drivers. If you think your eyesight may not be adequate, visit your GP or optometrist and get it checked out now. Don't wait until renewing or applying for your licence.

We recommend that our drivers have their eyes tested at least once every two years as part of our occupational health programme. The Ministry offers additional benefits such as the reimbursement of eye tests and corrective lenses.

Realistic work schedules

Journey times should take into account road types and conditions and allow for rest breaks.

Shift workers are particularly at risk from fatigue related issues. Individuals are responsible for ensuring they take adequate rest between shifts. Managers who are responsible for shift workers must encourage good practice around taking suitable rest breaks. Where individuals are seen to be experiencing fatigue, Managers are expected to take appropriate action to prevent them from driving while in a state of fatigue.

Drivers who are required to work long or irregular hours must not drive home from work when they are excessively tired. In this case, the driver should consider an alternative, such as an overnight stay at the Ministry's expense. In such circumstances the Driver should liaise with their Manager for appropriate approval.

We recommend that drivers:

- Take a minimum of a 15 minute break at least every two hours.
- Avoid periods of peak traffic flow for work journeys.
- Allow enough time to achieve a safer journey.

Weather conditions

Journey times and routes should be adjusted to take account of adverse weather conditions such as snow or high winds. Those people who are required to drive in certain adverse weather conditions must attend suitable training. Training can be requested through their Manager.

Drivers should cancel their journey if they feel weather conditions may be exceptionally difficult.

If poor weather conditions are expected, vehicles must be properly equipped with the equipment listed in the [Motor Vehicle Policy](#).

In the event of a breakdown, the recovery contact telephone number can be found in the vehicle information pack.

Reporting incidents

If you are involved in a collision or other incident:

If a person is injured:

- Check that you and others are safe.
- Stay as far away as possible from live traffic areas.
- Get help and arrange for injuries to be treated.
- Contact your Manager as soon as you can.

- As soon as possible report the incident to the Police.

If a vehicle is immobile or damaged:

- In New Zealand call the accident/breakdown service – 0800 353 387.
- Fill in the Ministry's motor vehicle accident card (located in the vehicle information pack) and hand this in when you return the vehicle keys.
- Take a photograph of the vehicle damage if possible.
- Report the incident to your manager.

If a vehicle is stolen:

- Report to the local Police station.
- Contact your Manager as soon as you can.
- Manager to contact Manager Facilities.

Towing a trailer

Drivers required to tow a trailer using a Ministry vehicle as part of operational activities should review the Ministry Guideline: *Towing a Trailer (Appendix 2)* and undertake appropriate training.

Safe Vehicles

Vehicle maintenance

All Ministry vehicles have planned and preventive maintenance carried out in accordance with the relevant manufacturer recommendations.

Hire Vehicles

New Zealand based staff must only hire vehicles from approved suppliers, and these vehicles must be at or above the standards outlined in the [Ministry Vehicle Policy](#). Staff offshore should make every effort to hire vehicles that have high safety ratings. Staff and managers should consider the suitability of using a hire vehicle in preference to a Ministry vehicle relative to the risk profile associated with the business activity, as hire vehicles are not GPS neither monitored nor fitted with same level of emergency equipment as Ministry vehicles.

Safety checks

Before driving a vehicle for Ministry business, a pre start safety check of the vehicle must be carried out.

Defective or damaged vehicles must not, in any circumstances, be driven.

Route planning

All New Zealand based Ministry vehicles have tracking devices, Managers are expected to periodically check the location of their staff member during their journey to make sure the trip is progressing as expected.

Use safe routes that are appropriate for the type of vehicle you are driving. Check the weather forecast before your journey, and if there may be adverse weather conditions consider delaying or changing your journey if appropriate.

Tools you can use to help you do this include:

Google Maps	https://www.google.co.nz/maps
NZTA website	https://www.nzta.govt.nz/traffic-and-travel-information/
Metservice	http://www.metservice.com/national/home

Eliminate the need for car journeys where possible

Before deciding on your journey, consider other ways of working or other forms of transport to eliminate or reduce long road journeys. You could consider these alternative options when planning your work:

- Arrange meetings using conference calls or video conferencing so you don't need to drive.
- Use public transport if available for the whole or part of your journey.
- If you have a long journey, use flights and taxis so you can avoid driving unless absolutely necessary.

Carrying and properly securing goods and equipment

Loose objects within a vehicle present significant risk to drivers and passengers when involved in a collision. All equipment and goods must be appropriately secured in the load carrying areas of vehicles. Loose heavy items must not be carried into the passenger compartment.

Travelling alone

When travelling alone, make sure that someone (eg a colleague or your Manager) knows where you are travelling to, when you think you'll arrive at your destination, and contact them when you have actually arrived. If your plans change or there are any delays in your journey, make sure you keep this person updated with the new details.

Driver aids

Company vehicles are fitted with driver aids and other safety devices (eg reversing alarms, camera systems, proximity sensors, stability/control aids, ABS).

All GPS devices must be appropriately mounted and hands free while the vehicle is moving.

Where vehicles are fitted with cruise control and/or speed warning systems, it is encouraged these are used to aid compliance with speed restrictions.

You should familiarise yourself with the vehicle's driver aids before your journey. If you are unsure of how any of the aids work, please refer to the vehicle manual.

Fire extinguishers

Employees are not expected to fight any fires. In the event of a fire, move to a safe place away from the rear of the vehicle and contact the emergency services immediately. Do not approach the vehicle under any circumstances.

However, fire extinguishers are provided in all of our vehicles. These are only for use in those circumstances where the vehicle is in a remote location and other assistance is not readily available. In these circumstances the employee may attempt to extinguish the fire, but only if they feel safe to do so.

Related Ministry Information

Relevant Policies, legislation and Regulations

- [Vehicle Policy](#)
- [Code of Conduct](#)
- [Policy on eye tests and reimbursement](#)
- [Official New Zealand Roadcode](#)

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APPENDIX 1

Motor Vehicle Inspection Form

Managers are to ensure regular inspection of our vehicles occur to ensure good health and safe practice and to identify any maintenance/repairs requirements at the earliest opportunity.

This form must be completed at the end of each quarter for each vehicle.

Please keep completed forms on file for a period of 12 months, and/or filed in your branch admin folder in MAKO.

Vehicle Details

Registration No		Make/Model	
KM reading		WOF due date	
Next Service Due (Km/Date)		Registration due date	
Road User Charges Due (Km)		Fire Extinguisher Service Date	

Vehicle Checklist

Item to Check	Tick if ok	Comments
Tyres (pressure check and visual condition including spare)		
General Condition		
Lights		
Brakes		
Tail		
Head		
Indicators		
Oil		
Radiator (visual reservoir check – Do Not remove radiator cap)		
Vehicle Interior/Exterior (general condition)		
Tools/Jack/Spanner etc		
First Aid Kit		
Torch		

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APPENDIX 2

Towing a trailer

General trailer rules

- Before you tow a trailer, check your vehicle handbook or ask your local franchise dealer whether your vehicle is capable of towing it.
- The most important factor is the laden weight of the trailer. This can greatly reduce the braking performance of your vehicle and trailer.
- When towing your loaded trailer, you must be capable of stopping within seven metres from a speed of 30 km/h (see brakes below).
- The maximum trailer towing speed is 80 km/h.
- The two vehicles must not be more than four metres apart.
- The trailer must display:
 - a current Warrant of Fitness, and
 - a current vehicle registration label.

Brakes

There are three types of brakes:

- (a) **Service brakes** – *Indirect* trailer service brakes (for example, overrun brakes) apply themselves when the towing vehicle brakes. *Direct* trailer service brakes are directly operated by the driver of the towing vehicle from inside the vehicle.
- (b) **Breakaway brakes** - these brakes will apply themselves automatically if the trailer is accidentally disconnected from the vehicle.
- (c) **Park brake** – these brakes are applied by hand and are useful for holding the trailer when it has been disconnected from the towing vehicle.

Although trailers with a laden weight of less than 2,000 kg are not required by law to have any of the above brakes, the law does require that every light vehicle and trailer combination must be capable of stopping within a distance of 7 m from a speed of 30 km/h. In effect, this means that the maximum allowable weight of an unbraked trailer is limited by the weight and braking ability of the vehicle towing it.

As a guide, the Land Transport Safety Authority (LTSA) recommends that the laden weight of an unbraked trailer should not exceed 3/4 of the unladen weight of the towing vehicle and then only if the towing vehicle's brakes and tyres are in excellent condition. A trailer heavier than this may prevent the vehicle combination from meeting the 7 m from 30 km/h brake performance requirement. If the trailer is equipped with brakes, it may be possible to safely tow a trailer heavier than 3/4 of the unladen weight of the towing vehicle, but the 7 m from 30 km/h brake performance requirement still applies.

Most vehicles have tow ratings given to them by the manufacturer specifying the trailer weight that the vehicle can safely tow. Although the law does not require these tow ratings to be followed, it is recommended that they be taken into account.

Trailers with a laden weight between 2000 kg and 2500 kg must have a service brake (direct or indirect) and either a breakaway brake or twin crossed safety chains that are strong enough to prevent the trailer breaking away if the coupling fails. Park brakes are not required.

Trailers with a laden weight of 2,500 kg or more must have all three types of brakes, and service brakes must be of the direct type.

Safety chain

Trailers with a laden weight under 2000 kg must be fitted with at least one safety chain. The chain must be short enough to prevent the trailer tow coupling from hitting the ground if the coupling breaks.

The LTSA recommends that safety chains be bolted. In some situations welding is acceptable, provided it meets Warrant of Fitness requirements.

Loading a trailer

- All trailer loads must be securely tied down. It is illegal to tow a trailer when the load being carried is not properly secured.
- No part of the trailer body or its load is allowed to touch the ground.
- Do not overload. Refer to the owner's manual for the recommended weight limits to be towed by your vehicle.
- Keep each load's weight down by making more trips.
- The load must not extend more than 1.25 metres either side of the trailer centre line.
- Any load, which extends more than 1 metre behind the trailer, must have a clearly visible white, red, orange or yellow fluorescent flag attached. The flag must measure 400 mm x 300 mm.
- A load must not extend more than four metres from the axle or the centre of the axles.
- Loads should be kept as low as possible and be positioned as close to the trailer axle as possible.
- The load supported by the tow coupling should be about 10 percent of the trailer gross weight (30 – 40kg for the average household trailer). The trailer draw bar should be level or slightly nose down.

Driving with a trailer

Steering

As you turn, the extra weight of the trailer will continue pushing your vehicle ahead, especially on gravel or greasy roads. Use brakes with caution while cornering, you could lose control and your trailer could jackknife.

Overtaking

- Allow more time and distance to overtake.
- Avoid "cutting off" the vehicle just overtaken when returning to your lane.
- Care must be taken not to hold up following traffic unnecessarily. Pull over where possible.

Braking

- Allow extra space for stopping - open up a 4 second gap between you and the vehicle ahead. The gap should be extended in wet or windy conditions.
- Apply brakes lightly before cornering.
- Always use a lower gear when travelling downhill.

Reversing

- Try to avoid reversing, or ask someone used to reversing to help.
- Turn the front wheels to the left to pivot the trailer to the right and vice versa if turning right.
- Straighten the wheels as the trailer moves in the desired direction.
- Back slowly.
- Check clearances often.
- Soft ground may slow your trailer's response.

Swaying (Snaking)

An unbalanced load can cause the trailer to pivot on the towbar, forcing the towing vehicle to sway from side to side.

To help reduce the chances of swaying:

- Avoid sudden lane changes and changes of direction.
- Large masses should not be concentrated towards the ends of the trailer.

If the trailer starts to sway:

- Do not apply your brakes.
- Instead, remove your foot from the accelerator and allow the vehicle to slow down.

Parking

Choose where you park carefully; roadside cambers can trap your trailer against poles.

Pre Trip Checks

Checks to make before and during a trip:

- Make test stops at low speed to check the feel of your vehicle's brakes.
- Check all doors, hatches, covers and any load or equipment are properly secured.

- Check the trailer is correctly loaded by gently moving the steering wheel from side to side while the car is moving at about 40 to 50km/h. This should be done on a good standard, clear road.
- Feel and watch the trailer response. If the trailer does not fall back into line quickly, stop and adjust the loading by moving the articles in the trailer. Repeat until satisfied.
- Check that any securing ropes and straps are tight. The load in your trailer may have settled due to road vibration and slackened off.
- Carry the smallest load possible in the boot or luggage area of the towing vehicle.
- Check the coupling and safety chains are properly fastened.
- Check the trailer brakes (where fitted), tyres and wheel bearings are not overheating.
- Check all lights are working.
- Check the tyres are correctly inflated.

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**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI



Vehicle Policy

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Purpose

The purpose of the Ministry of Business Innovation & Employment (the Ministry) Vehicle Policy is to:

- Help our people understand exactly what is expected of them when driving for Ministry business, to provide feedback on their driving performance and holding drivers accountable for their choices while driving.
- Provide the most suitable and safe vehicles for our people and the conditions they may find themselves driving in.

Scope

This policy applies to our people, including contractors who drive vehicles for Ministry business, both domestically and offshore.

Out of Scope

This Policy does not apply in the following situations:

- Travel to and from work, including to local airports.
- Travel using private vehicles in the following circumstances. While the Ministry prefer that all travel is conducted in Ministry vehicles, for trips of short duration (less than 30 minutes), staff may use their own vehicles, if their manager has approved it and the private vehicle meets the Ministry safety standards.

Help

Please contact Facilities Manager for more information.

Definition of terms

Reasonable - what is fair and appropriate under usual and ordinary circumstances.

Policy statements

The Ministry recognises that some staff need to travel as an integral part of their job and provides a fleet of vehicles leased or owned by the Ministry to help meet this need. This policy is intended to provide a practical approach to safe driving and clear expectations of the behaviours expected from staff when driving for the Ministry.

- (a) There must be a valid business justification for provision of vehicles for work use.
- (b) New Zealand based vehicles will be leased from the approved All of Government provider, offshore vehicles will be sourced locally and can either be purchased or leased.

- (c) Ministry vehicles are normally pool vehicles and will not be allocated for the exclusive use of any one staff member, except where a vehicle has been specially modified to meet the needs of a disabled person.
- (d) Access to a vehicle is not normally a term or condition of employment. Any vehicle which is currently part of an Individual Employment Agreement (IEA) will cease to form part of that agreement when the staff member currently in that post ceases employment, or changes their role with the Ministry, or when there is no longer a business justification for that vehicle.
- (e) Vehicles are not available for employees' private use.
- (f) Any staff driving a vehicle on Ministry business must be properly licensed and follow safe driving practices and laws.
- (g) Drivers must provide records (such as a vehicle running sheet or GPS data) required by the Ministry when the need arises to facilitate monitoring of fleet costs and operation.
- (h) The Ministry takes a zero tolerance approach to alcohol or any other substance that could affect safe driving practices.
- (i) Drivers will be responsible for any traffic infringements fines/penalties incurred while using a vehicle.
- (j) Where a vehicle has been damaged as a result of the driver committing a traffic infringement, the driver may be required to reimburse any insurance related costs incurred by the Ministry.
- (k) All ministry vehicles are smoke free.

Leasing, Purchasing, Insuring Ministry Vehicles

- (a) All New Zealand based new and replacement vehicles are to be leased via the Corporate Property & Facilities Team based on a maximum lease period of 45 months.
- (b) The Ministry will lease vehicles unless specific business reasons, such as the need to significantly customise a specialist vehicle for operational purposes, exists. In this instance vehicles should be purchased not leased.
- (c) All standard vehicles leased and purchased must have the following features as a minimum requirement:

Five star ANCAP rating (or equivalent).	Antilock Braking System (ABS).
Automatic transmission.	Body colour – white (unless there is an operational reason for a different colour).
Electronic stability control.	Head restraints.
Airbags: <ul style="list-style-type: none"> • Dual front airbags • Curtain airbags • Side and knee airbags 	Seatbelt: <ul style="list-style-type: none"> • 3 point seatbelts • Seatbelt reminder system • Seatbelt pre tensioners
Automatic head lamps and daytime running lights.	Cargo barriers (fitted if available and if regularly carrying freight).
Speed alert system (if available).	Reversing sensors/cameras where available.

(d) All offshore purchased vehicles must, as far as practical, meet the above or equivalent standards.

(e) All vehicles must contain:

Car emergency kit with food and water and a First Aid kit.	Phone charger (for charging only, talking on the phone, even with hands free is not permitted).
Hazard warning triangle.	Fire extinguisher.
Safety cone.	Torch.
Suitable emergency communication devices (as assessed by risk assessment tool).	High visibility jacket/vest.
Snow chains (if required).	GPS tracking device.

(f) Specialised custom fleet vehicles have their own vehicle specification, but they must all be five star ANCAP rated. Specialised vehicles are those classed as needing specific features or upgrades to make them safe in the environment they operate in, or to enable them to be used for business as usual tasks.

(g) The current approved standard fleet vehicle is specified in the Vehicle Procedures.

(h) Vehicles must be replaced at the end of the lease period or, for owned vehicles, when they have travelled 100,000 kilometres or reached six years of age, whichever is sooner.

(i) All Ministry vehicles are covered by a comprehensive insurance policy. The policy is managed by the Corporate Property & Facilities Team.

Roles and Responsibilities

All people who drive a vehicle for the Ministry have responsibilities under this policy, these are outlined below.

The Chief Executive is responsible for:

- Approval of this policy and procedures.
- The Ministry meeting its obligations under this policy.

SLT is responsible for:

- Reviewing and endorsing this policy and associated procedures, or recommending changes to the policy.

Deputy Chief Executives are responsible for:

- Embedding the Vehicle Policy in their groups.
- Ensuring their business groups are compliant with this policy.

The Policy Owner is responsible for:

- Ensuring the policy is working effectively through regular monitoring and reporting of compliance to the policy.

The **Facilities Manager** is responsible for:

- Leasing vehicles that meet the Ministry's safety standards.
- Disposing of any vehicles that have been replaced.
- Monitoring activity to ensure appropriate vehicle warrant of fitness and registration are supplied, and servicing and maintenance is being delivered by the fleet management provider.
- Managing the performance of the Ministry's fleet management service provider.
- Ensuring that all vehicles have a current warrant of fitness.
- The biannual review of the Vehicle Policy and Vehicle Procedures documents.

Human Resources are responsible for:

- Providing a suite of driver training options.
- Managing training contracts on behalf of the Staff Safety Panel Agreement business owner (Head of Safety and Security, Corporate Governance and Information).
- Reviewing effectiveness of training programmes offered.

All Managers are responsible for:

- Checking the validity of driver licences when recruiting or hiring drivers for offshore.
- Assessing and offering suitable driver training to staff.
- Assessing and approving drivers to drive Ministry vehicles.
- Advising the fleet management company and the Manager Facilities when any vehicle is relocated or changed between business units.
- Checking that the vehicle is well maintained has a current warrant of fitness and registration, and that the Motor Vehicle Inspection Form (Vehicle Procedures, Appendix 1), is completed each quarter.
- Assessing the risks of staff driving in adverse conditions.
- Setting clear expectations with their team(s) in accordance with this policy and communicating the need to manage journey times, stress and fatigue when planning travel.
- Monitoring available driving data and managing any cases of traffic infringements with consequences that are appropriate to the circumstances and the severity of the incident....
- Checking that staff are not under unreasonable time pressures when they are planning to drive.
- Checking that staff arrive at their work destination and return to home base safely.
- Completing the quarterly Fringe Benefit Tax return for all vehicles used by your staff.
- That breaches of this policy are report to the Manager Facilities and the 1 up manager for inclusion in the Health & Safety monthly dashboard.

All drivers are responsible for:

- Driving safely and in compliance with your local Road code (eg: NZ Road Code, observing signs, signals, and speed limits) and conditions of relevant drivers licences.
- Advising their manager if stopped by the Police while driving a Ministry vehicle.
- Carrying out vehicle safety checks prior to driving a Ministry vehicle, including a visual inspection of tyres and the general condition of the vehicle.
- Ensuring that the vehicle has a current warrant of fitness and registration, and has no damage.
- Keeping the vehicle clean and tidy.
- Having a valid and current driving licence before they drive a vehicle.
- Notifying their manager promptly of any change in their driver licence status, such as suspension, qualification or disqualification.
- Completing trip planning process for any trip that has over 90 minutes of continuous driving.
- Reporting any damage or collisions as soon as practicable.
- Talking to their manager if they feel they need further training to develop safer driving behaviour.
- Completing the vehicle log after each trip.

Driving a Vehicle on Ministry business

- (a) Drivers must immediately notify their Manager if there is any change to their licence status, or in the case of offshore, the drivers must notify Immigration New Zealand.
- (b) Only persons who meet the requirements of this policy and have a valid and current drivers' licence can drive a Ministry vehicle.
- (c) Ministry vehicles must not be used for travel by staff to and from work unless the business justifies it and prior written approval has been given by a Tier 4 Manager or above. Such approval will not become part of any terms of employment and may be withdrawn at any time. Any travel to and from home in a Ministry vehicle must be separately recorded in the vehicle's log book.
- (d) Drivers must not carry passengers other than Ministry staff, business associates and approved passengers, such as detainees as part of lawful business activities.

Use of Taxis and Rental Vehicles

- (a) Staff and managers should consider the suitability of using a hire vehicle in preference to a Ministry vehicle relative to the risk profile associated with the business activity, as hire vehicles are not always fitted with GPS systems and they are not monitored or fitted with same level of emergency equipment as Ministry vehicles.
- (b) If a rental vehicle or a taxi is the most cost effective and convenient option, then New Zealand based staff must only hire vehicles from approved suppliers, and these vehicles must be at or

above the standards outlined in this policy. Staff offshore should make every effort to hire vehicles that have high safety ratings.

Monitoring and Maintenance of vehicles

- (a) The Ministry will provide a fuel card for each New Zealand based vehicle for the purchase of fuel. Staff must only use the fuel card for purchases of fuel, oil and cleaning.
- (b) Fuel cards are assigned to each vehicle and must not be used for any other vehicle regardless of circumstances. Use of a Ministry fuel card to purchase fuel for a private vehicle will be treated as serious misconduct and may result in disciplinary action.
- (c) All Ministry vehicles must be subject to the completion of a quarterly Motor Vehicle Inspection Form and must maintain a log book recording mileage. Note: any travel to and from a driver's home location must be recorded as a separate entry to support the completion of quarterly Fringe Benefit Tax returns. The log is to be reviewed quarterly by the driver's manager and may be periodically audited.
- (d) A fleet management company will maintain all Ministry vehicles to ensure that all vehicles are safe and fit to drive, and comply with the Ministry's Vehicle Safety Standards.
- (e) Managers will ensure the Ministry's fleet management company is advised when any vehicle is relocated or changed between business units.
- (f) The Ministry will install tracking/monitoring devices in Ministry vehicles to enhance the safety of all users and to enable accurate monitoring of vehicle use.

Accidents

Any accident or incident that occurs in a Ministry vehicle, a rental vehicle, or a private vehicle on Ministry business must be reported. Should an employee be injured while driving a work related vehicle in New Zealand this will be covered by the ACC Partnership programme.

Please see the Work Related Claims and Rehabilitation Procedure for further information.

Related policies and documents

- [Vehicle Procedures](#)
- [Code of Conduct](#)
- [Health, Safety & Wellbeing Policy](#)

Compliance management process

Compliance management tools and processes will be used to minimise the risk of breaches of this policy:

- Reviews of performance in relation to required processes, procedures or guidelines, set out in the mandatory procedure manuals listed above, on a regular basis to ensure our continued improvement.

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- Tools such as checklists or online modules to help inform staff and managers of their relevant obligations.
- All breaches of this policy will be recorded in a register held by the Facilities Manager.
- Breaches of this policy will be reported in the Health & Safety monthly dashboard.

This will allow visibility of compliance against this policy, and identify trends or risks so they can be appropriately managed. Compliance information regarding this policy will be provided to Risk and Assurance on a quarterly basis.

Training and communication

This policy and procedures will be communicated via Ministry intranet and email channels, and the Managers Update.

For new staff, driver assessment will be included in induction. For existing drivers assessment will need to be completed in the next six months.

The driving training packages will be available on Learn@MBIE.

Relevant legislation and regulations

- [New Zealand Road Code](#)
- [Health Safety & Work Act 2015](#)

Measures of the success of the Policy

- Managers and staff are aware of their obligations under the Vehicle Policy.
- The Vehicle Policy obligations are monitored and reported and show that Ministry vehicles are being driven in a safe and appropriate manner and that any exceptions are dealt with promptly and appropriately.

Consultation processes in developing or reviewing this Policy

- New Zealand Transport Agency.
- Market Services Senior Leadership Team.
- Immigration New Zealand Senior Leadership Team.
- Health Safety & Security Project Security Implementation Programme Governance Board and Working Group.
- Corporate Governance and Information.
- PSA.