

Resource Sharing Summary 1/7/16 to 30/6/17 As at 31/5/17	Units Billed	Amount Billed GST Exclusive \$	Rate inclusive of Oncosts and Admin \$
<b>Launceston City Council</b>			
Service Provided by NMC to LCC			
	-	-	
<b>Total Services Provided by NMC to Launceston City Council</b>	-	-	
<b>Service Provided by Launceston City Council to NMC</b>			
Immunisation Service			
Wages and Oncosts			
Administration Services	13.00	546.00	42.00
Immunisation Nurses Service	21.00	1,415.82	67.42
Materials - Equipment and Car Usage		340.00	
<b>Total Service Provided by LCC to NMC</b>		<u>2,301.82</u>	
<b>Net Income Flow</b>		- <u>2,301.82</u>	
<b>Meander Valley Council</b>			
Service Provided by NMC to MVC			
Street Sweeping Plant Operator Wages and Oncosts	261.50	13,523.41	51.71
Street Sweeper - Plant Hire Hours	231.25	18,500.00	80.00
<b>Total Services Provided by NMC to Meander Valley Council</b>	<u>231.25</u>	<u>18,500.00</u>	
Service Provided by Meander Valley Council to NMC			
Wages and Oncosts			
Plumbing Inspector	837.40	40,843.00	48.77
<b>Total Service Provided by MVC to NMC</b>		<u>40,843.00</u>	
<b>Net Income Flow</b>		- <u>22,343.00</u>	
<b>Total Net</b>		- <u>24,644.82</u>	
<b>Private Works and Council Funded Works for External Organisations</b>			
	<b>Hours</b>		
<b>Economic &amp; Community Development Department</b>			
<b>Northern Midlands Business Association</b>			
Promotion Centre Expenditure		Not Charged to Association Funded	
- Tourism Officer	88.00	from Council Budget A/c 519035	
<b>Works Department Private Works Carried Out</b>	49.00		
	<u>137.00</u>		

**NORTHERN MIDLANDS COUNCIL**  
**HUMAN RESOURCES POLICIES & PROCEDURES**



Policy Name: Motor Vehicle Policy  
 Policy Owner: People & Culture Business Partner  
 Originated Date: May 2017  
 Amended Date/s:  
 Review Date: December 2018  
 Replaced Policy: Policy 10 – Light Vehicle Replacement Policy  
 Policy 15 – Private Use of Motor Vehicle

*Applicable Legislation:* Age Discrimination Act 2004 (Cth)  
 Anti-Discrimination Act 1998 (Tas)  
 Australian Human Rights Commission Act 1986 (Cth)  
 Disability Discrimination Act 1992 (Cth)  
 Fair Work Act 2009 (Cth)  
 Local Government Act 1993 (Tas)  
 Racial Discrimination Act 1975 (Cth)  
 Road Rules 2009  
 Road Safety (Alcohol and Drugs) Act 1970  
 Sex Discrimination Act 1984 (Cth)  
 Work Health & Safety Act 2012 (Tas)  
 Workers Rehabilitation & Compensation Act 1988 (Tas)

Publication Sources: 15/013 - Human Resources Policies & Procedures  
 02/03/01/01 – Human Resources – Employee  
 Infonet / Documents / HR – Policies  
 Works Depot, Childcare Facility & Pool Locations

## 1. AUTHORITY & APPLICATION:

This Policy should be considered in the context of the following policies and procedures:

- Alcohol & Other Drugs
- Disciplinary
- Employee Code of Conduct
- Fitness for Work
- Issue Resolution
- Performance Management
- Workplace Behaviour Policy

**NORTHERN MIDLANDS COUNCIL**  
**HUMAN RESOURCES POLICIES & PROCEDURES**



### **Definitions**

**Commuter Use** – an entitlement to use a Council vehicle to commute to and from work and garage/ensure the vehicle is secure overnight.

**Council** - Northern Midlands Council.

**Council Vehicle** – a motor vehicle owned or leased by Council.

**Councillor** - an elected member of Council known as a Councillor or Alderman or otherwise meeting the definition of a Councillor as defined under section 3 of the *Local Government Act 1993 (TAS)*.

**Employee** - a person who carries out work for Council as an employee of Council.

**Full Business and Private Use** – an entitlement to use a Council vehicle at all times during and outside business hours.

**General Manager** - the General Manager of Council as appointed under section 61 of the *Local Government Act 1993 (TAS)*.

**Industrial Instrument** - an instrument that has legal application with respect to minimum entitlements to those employees covered within its scope.

**Infringing Workplace Behaviour** - any act or omission, which amounts to a breach of any Council policy, contractual obligation or misconduct at common law.

**Manager/Supervisor** - a person at the workplace who is appointed to a position that has management/supervisory responsibilities for others or their appropriately nominated or authorised delegate.

**Nominated Alternate Driver** – a person who the Council has approved in writing as authorised to drive a Council vehicle that has been allocated to an employee for full business and private use. Examples include an authorised officer of Council or the employee's spouse/partner. The nominated alternate driver must hold a full driver's licence (not a provisional licence) and have completed a Driver Declaration Form.

**Policy** - this Policy including the Authority and Application.

**Pool Vehicle** – a Council vehicle that forms part of a group of vehicles that are not allocated to one specific task or function or employee.

**NORTHERN MIDLANDS COUNCIL**  
**HUMAN RESOURCES POLICIES & PROCEDURES**



**Private Use** – any use of a Council vehicle for reasons other than the performance of the employee's duties for Council.

**Worker** – a person, other than a Councillor, who carries out work in any capacity for Council, including work as:

- an employee
- a contractor or subcontractor
- an employee of a contractor or subcontractor
- an employee of a labour hire company who has been assigned to work at Council
- an outworker
- an apprentice or trainee
- a student gaining work experience
- a volunteer

**Workplace** - a place where work is carried out for Council.

**Training**

Council will provide all persons covered by this Policy with the appropriate training so they are made aware of their responsibilities and obligations under the Policy.

**Amendment**

Council retains the sole discretion to reasonably vary, terminate or replace this Policy from time to time. Council will consult before amendments are made and will notify and train those the amendments apply to.

**Interpretation of Policy**

The singular includes the plural and vice versa.

A reference to any legislation includes all delegated legislation made under it and amendments, consolidations, replacement or re-enactments of any of them.

A reference to a policy or procedure means any approved policies or procedures of Council unless otherwise stated.

'Including' and similar expressions are not words of limitation.

A reference to a document (including this document) is to that document as amended, novated or replaced unless otherwise stated.

**NORTHERN MIDLANDS COUNCIL**  
**HUMAN RESOURCES POLICIES & PROCEDURES**



Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.

Examples used in this Policy are for illustrative purposes only and are not intended to be exhaustive.

Unless expressly provided for, this Policy is not in any way incorporated as part of any enterprise agreement and does not form part of any employee's contract of employment and any applicable enterprise agreement or contract of employment will prevail over this Policy to the extent of any inconsistency.

It is not intended that this Policy impose any obligations on the Council or those covered by it that are unreasonable or contrary to the operation of applicable laws. Any obligation, direction, instruction or responsibility imposed by this Policy must be carried out in a manner that an objective third party would consider to be fair and reasonable taking into account and in the context of all the relevant applicable laws, operational and personal circumstances.

Questions relating to the interpretation, application or enforcement of this Policy should be directed to the person's manager/supervisor or the People & Culture Business Partner.

### ***Reporting of Breaches***

Persons covered under the paragraph 'Coverage' must reasonably report breaches of infringing workplace behaviour as follows:

For breaches by:

- an employee (other than the General Manager) the report must go to the reporting person's direct manager/supervisor
- the General Manager, the report must go to the Mayor (or if unavailable to the next appropriately delegated Councillor) and

as otherwise required or permitted by applicable laws.

### ***Breach of this Policy***

Persons covered under the paragraph 'Coverage' who engage in infringing workplace behaviour may (as is appropriate and as applicable) be subject to appropriate disciplinary action in accordance with the Disciplinary Policy and Procedure. Infringing workplace behaviour may also amount to breaches of applicable laws which may: expose individuals to legal proceedings and make Council vicariously liable for the conduct of others.

**NORTHERN MIDLANDS COUNCIL**  
**HUMAN RESOURCES POLICIES & PROCEDURES**



**2. PURPOSE:**

The aims of this Policy are as far as is reasonably practicable to:

- set out the requirements and procedures that relate to the use of Council vehicles
- define the responsibility of employees when using Council vehicles
- ensure the use of Council vehicles is properly managed
- ensure the reliability and good performance of Council vehicles and
- operate in conjunction with applicable laws, industrial instruments and related documents

**3. COVERAGE:**

This Policy applies to employees who are authorised to use a Council vehicle.

**4. REQUIREMENTS:**

Employees are required to comply with this Policy and any applicable laws.

Managers/supervisors are required to reasonably promote this Policy within their area of responsibility and take reasonable steps to ensure that any breaches or potential breaches of this Policy are identified, taken seriously and acted upon appropriately.

**5. FULL BUSINESS AND PRIVATE USE:**

The following conditions apply to full business and private use:

- an employee will be entitled to full business and private use if the entitlement is expressly provided for in their employment contract
- where an employee has full business and private use the value of the private use will form part of their remuneration and may be quantified in their employment contract
- the only people authorised to drive the Council vehicle outside business hours will be the employee and a nominated alternate driver
- during business hours, the employee may authorise other employees to use the Council vehicle allocated to them in the performance of their duties
- use of the Council vehicle and the provision of fuel are limited to travel within Tasmania
- use of the Council vehicle and the provision of fuel outside of Tasmania will be subject to written approval by the General Manager
- without limiting Council's rights, Council may withdraw the Council vehicle for a period of time determined by Council if the employee:
  - suffers any medical condition which impairs the employee's ability to drive the Council vehicle

**NORTHERN MIDLANDS COUNCIL**  
**HUMAN RESOURCES POLICIES & PROCEDURES**



- takes a period of leave without pay or long service leave
  - is working through a period of notice of termination
  - ceases to hold a valid driver's licence or has their driver's licence suspended
  - is involved in what Council considers to be an excessive number of 'at fault' accidents
  - is subject to disciplinary action in accordance with the Disciplinary Policy or
  - breaches this Policy
- if the provision of the Council vehicle is withdrawn, the employee will receive compensation in accordance with the value allocated to private use, as per the employee's employment contract, unless the employee is on a period of unpaid leave. In the latter instance, compensation will not be provided
  - the value of the private use of the Council vehicle will be included in the calculation of long service leave, annual leave and payment in lieu of notice which are paid on termination
  - the value of the private use of the Council vehicle will not be included in the calculation of any leave entitlements taken during the employment unless the Council vehicle is withdrawn during the period of leave

#### **6. COMMUTER USE:**

The following conditions apply to commuter use:

- an employee who is entitled to commuter use of a Council vehicle must not use the Council vehicle for any purpose other than commuting to and from work and for business use. Other private use of the Council vehicle is prohibited
- travel is to be strictly to and from home/work by the most direct route. The only exception to this is in the case of an emergency
- the only person authorised to drive the allocated Council vehicle for commuting purposes is the employee who has the commuter use. The only exception to this is in the case of an emergency
- the Council vehicle is not to be used to transport family members during work hours
- the Council vehicle must be available for use as a pool vehicle during business hours when the employee who has been allocated the vehicle is not utilising it. Similarly, the vehicle is to be returned to Council during periods of annual leave, personal leave and long service leave if requested by Council
- where an employee is on a period of extended leave, Council may request the employee to return the vehicle to Council premises until the employee returns from the period of leave
- the employee's manager/supervisor may approve the use of the Council vehicle for the purposes of attending a course or work-related study/professional development outside of normal business hours
- the General Manager may withdraw commuter use at any time and for any reason.

**NORTHERN MIDLANDS COUNCIL**  
**HUMAN RESOURCES POLICIES & PROCEDURES**



The employee will receive no compensation if commuter use is withdrawn

**7. POOL VEHICLES:**

Employees may only use pool vehicles in the performance of their duties and not for private use.

**8. REPLACEMENT OF COUNCIL VEHICLES:**

Council vehicles allocated to an employee for full business and private use may be replaced by another vehicle of a similar make and model at any time at the General Manager's discretion.

Light motor vehicles will generally be replaced every three years or once the vehicle has travelled between 80,000 and 100,000 kms.

Replacement vehicles are to be purchased under Government contract (wherever possible) or at the best price available on the open market.

Council vehicles are to be sold once two competitive quotes have been sought. The motor vehicle can be sold by way of a trade in on a new vehicle, via a public tender process or by offering Council employees the opportunity to purchase the vehicle.

Light trucks are to be replaced after four years or 120,000 kms, whichever comes first. The Works Manager is responsible for reviewing the cost performance of light trucks annually and the review must consider historical and projected operating and capital costs.

**9. MODIFICATIONS/ACCESSORIES:**

Some optional accessories required by the employee may be fitted to an allocated motor vehicle, with approval from the General Manager. In this instance, the employee may be required to contribute fifty percent towards the cost of such accessories.

No modifications are to be made to the vehicle.

**10. RESPONSIBILITIES:**

***Council Obligations***

Council will be responsible for all running costs of the Council vehicle including all registration, insurance, fuel, maintenance and repair costs.



**NORTHERN MIDLANDS COUNCIL**  
**HUMAN RESOURCES POLICIES & PROCEDURES**



### ***Employee Obligations***

When using a Council vehicle, employees must:

- only drive a Council vehicle if they hold a valid driver's licence
- take good care of the Council vehicle which includes ensuring the cleanliness of the vehicle; carrying out logbook services and that the provisions of any insurance relating to the vehicle are observed
- not do anything that would breach or cause a breach of a lease or cause an insurer to refuse to provide insurance cover for the Council vehicle, including third party insurance cover
- assume full responsibility for any traffic, parking or other infringements and for the payment of all fines incurred while driving a Council vehicle and
- where valuables or potentially valuable items (mobile phones, laptops, i-pads, packages, bags/cases etc.) are left in an unattended Council vehicle, ensure they are not visible from outside the Council vehicle

Employees who have been provided with a Council vehicle and responsible for fortnightly contribution payments towards the vehicle's operating costs, note the annual review date for contribution levels will be 30 June each year.

### ***Notification***

Employees who use Council vehicles for any purpose must report the following to their manager/supervisor as soon as is reasonably practicable:

- they are charged with an offence relating to driving a vehicle
- the Council vehicle they are driving or are a passenger in is involved in an accident or receives any damage
- they cease to hold a valid driver's licence or have their driver's licence suspended or revoked and
- they suffer from a medical condition which impairs their ability to drive a motor vehicle

### **11. MOBILE PHONE USE AND COUNCIL VEHICLES:**

Employees who use Council vehicles or any other vehicle to perform work for Council must:

- always keep their eyes on the road
- never text, write or read while driving
- use a cradle for the phone where there is a cradle installed in the vehicle
- use the phones features, such as voice activated dialing, Bluetooth, handsfree
- consider road and traffic conditions before answering the phone
- ensure the caller knows they are driving so the caller understands if the employee pauses or ends the call and

**NORTHERN MIDLANDS COUNCIL**  
**HUMAN RESOURCES POLICIES & PROCEDURES**



- before pulling over for a call, ensure it is safe for the employee and other road users

**12. INAPPROPRIATE USE OF COUNCIL VEHICLES:**

Employees are required to comply with all road rules and other applicable laws when operating a Council vehicle.

Council vehicles are not to be used for any private business undertakings or in any way for private work for payment or reward.

Council vehicles are not to be used for the purposes of teaching and instructing learner drivers.

Council vehicles are not to be entered in any race, rally or competition.

Smoking, taking illicit drugs, drinking alcohol and other infringing workplace behavior is not permitted in any Council vehicle at any time.

An employee who is involved in an accident in a Council vehicle while under the influence of drugs or alcohol will, if Council's insurer disclaims liability, be responsible for all costs incurred. The employee will also be in breach of this Policy and may be subject to disciplinary action, up to and including termination of employment.

**NORTHERN MIDLANDS COUNCIL**  
**HUMAN RESOURCES POLICIES & PROCEDURES**



Policy Name:	Employee Entertainment & Hospitality Expenditure Policy
Policy Owner:	People & Culture Business Partner
Originated Date:	May 2017
Amended Date/s:	
Review Date:	December 2018
Applicable Legislation:	<i>Fair Work Act 2009 (Cth)</i> <i>Local Government Act 1993 (TAS)</i>
Publication Sources:	15/013 - Human Resources Policies & Procedures 02/03/01/01 – Human Resources – Employee Infonet / Documents / HR – Policies Works Depot & Childcare Facility

## 1. AUTHORITY & APPLICATION:

This Policy should be considered in the context of the following policies and procedures:

- Alcohol and Other Drugs Policy
- Employee Code of Conduct
- Disciplinary Policy
- Issue Resolution Policy
- Workplace Behaviour Policy

### **Definitions**

**Attendance at a Council function** – attend a Council function as part of an employee's responsibilities.

**Council** - Northern Midlands Council.

**Councillor** - an elected member of Council known as a Councillor or Alderman or otherwise meeting the definition of a Councillor as defined under section 3 of the *Local Government Act 1993 (TAS)*.

**Employee** - a person who carries out work for Council as an employee of Council.

**NORTHERN MIDLANDS COUNCIL**  
**HUMAN RESOURCES POLICIES & PROCEDURES**



**General Manager** - the General Manager of Council as appointed under section 61 of the *Local Government Act 1993 (TAS)*.

**Infringing Workplace Behaviour** - any act or omission, which amounts to a breach of any Council policy, contractual obligation or misconduct at common law.

**Manager/Supervisor** - a person at the workplace who is appointed to a position that has management/supervisory responsibilities for others or their appropriately nominated or authorised delegate.

**Policy** - this Policy including the Authority and Application.

**Provision of Food or Beverages** – to a person visiting the Council in an official capacity; or for a conference or meeting held by the Council for its employees or other persons; or for a seminar, course, workshop or another forum provided by the Council for its employees or other persons.

**Workplace** - a place where work is carried out for Council.

### **Training**

Council will provide all persons covered by this Policy with the appropriate training so they are made aware of their responsibilities and obligations under the Policy.

### **Amendment**

Council retains the sole discretion to reasonably vary, terminate or replace this Policy from time to time. Council will consult before amendments are made and will notify and train those the amendments apply to.

### **Interpretation of Policy**

The singular includes the plural and vice versa.

A reference to any legislation includes all delegated legislation made under it and amendments, consolidations, replacement or re-enactments of any of them.

A reference to a policy or procedure means any approved policies or procedures of Council unless otherwise stated.

'Including' and similar expressions are not words of limitation.

A reference to a document (including this document) is to that document as amended, novated or replaced unless otherwise stated.

**NORTHERN MIDLANDS COUNCIL**  
**HUMAN RESOURCES POLICIES & PROCEDURES**



Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.

Examples used in this Policy are for illustrative purposes only and are not intended to be exhaustive.

Unless expressly provided for, this Policy is not in any way incorporated as part of any enterprise agreement and does not form part of any employee's contract of employment and any applicable enterprise agreement or contract of employment will prevail over this Policy to the extent of any inconsistency.

It is not intended that this Policy impose any obligations on the Council or those covered by it that are unreasonable or contrary to the operation so applicable laws. Any obligation, direction, instruction or responsibility imposed by this Policy must be carried out in a manner that an objective third party would consider to be fair and reasonable taking into account and in the context of all the relevant applicable laws, operational and personal circumstances.

Questions relating to the interpretation, application or enforcement of this Policy should be directed to the employee's manager, the General Manager or the People & Culture Business Partner.

### ***Reporting of Breaches***

Persons covered under the paragraph 'Coverage' must reasonably report breaches of infringing workplace behaviour as follows:

For breaches by:

- an employee (other than the General Manager or other workers) the report must go to the reporting person's applicable manager
- the General Manager the report must go to the Mayor (or if unavailable to the next appropriately delegated Councillor) and

as otherwise required or permitted by applicable laws.

### ***Breach of this Policy***

Persons covered under the paragraph 'Coverage' who engage in infringing workplace behaviour may (as is appropriate) be subject to appropriate disciplinary action in accordance with the Disciplinary Policy and Procedure or removal from the workplace or termination of services (workers, other than employees and other persons at the workplace). Infringing workplace behaviour may also amount to breaches of applicable laws: exposing individuals to legal proceedings and/or making Council vicariously liable for the conduct of others

**NORTHERN MIDLANDS COUNCIL**  
**HUMAN RESOURCES POLICIES & PROCEDURES**



**2. PURPOSE:**

This Policy provides guidelines pertaining to what is considered acceptable expenditure for employee entertainment and hospitality expenses. The aim of this Policy is to ensure that Council expenditure relating to entertainment and hospitality are reasonable, transparent, accountable and sensible.

**3. COVERAGE:**

This policy covers and applies to all employees of Council.

For the avoidance of doubt this Policy does not cover or apply to a Councillor.

**4. REQUIREMENTS:**

***Hospitality Provided to Council Employees***

Council may meet the cost of food and drinks provided to employees in the following circumstances:

- a light meal may be provided to employees who are required to work during a meal time and an alternative meal break is not available. This includes, but is not limited to Council meetings, conferences, seminars and training sessions where the cost has been borne by Council
- if the employee is required to attend a meeting or other function attended by non-employees and food and drink is provided for all attendees
- if the employee is working at premises remote from their normal place of work and normal arrangements for a particular meal are not available
- when recognising an employee's contribution to the organisation which may take the form of a morning or afternoon tea, lunches, after work get-togethers and special functions i.e. Christmas/end of year break-up celebrations.

***Training Courses, Meetings and Other Functions***

When a training course, meeting or other function is being conducted, Council may make refreshments available.

Alcohol may only be provided at a function, if it has been approved in advance by the General Manager and supplied in accordance with the guidelines detailed in Council policies and procedures.

If an employee attends a training course, meeting or other function not arranged by the Council but at cost to Council, the Council may reimburse the employee for reasonable meal expenses, including alcoholic drinks and/or mini bar expenses, but no greater than \$20.00 per day.

**NORTHERN MIDLANDS COUNCIL**  
**HUMAN RESOURCES POLICIES & PROCEDURES**



***Reasonable and Appropriate Expenditure***

The following are examples of expenditure which is considered reasonable and appropriate:

**Employer reward and recognition** – recognition and reward for employees in the provision of Council services. This may include but is not limited to, official reward and recognition events, length of service milestones, employee farewells, the achievement of goals, targets or deadlines or functions to improve employee morale. Such expenditure is to be approved by the General Manager or the relevant Department Manager.

**Visitors** – which occur for cultural or economic development reasons.

**Networking** – relationship building and networking activities of a business nature.

**Christmas Celebrations** – a function to recognise and appreciate employees for their dedication and commitment to the provision of Council services throughout the year.

**Meetings** – Executive Management Team (EMT) entertainment and hospitality expenses for meetings held within ordinary business hours, should be kept to a minimum.

Where there are regular meetings that are similar in nature each time, there will be no need to justify reasonable and appropriateness of expenditure at each meeting.

**Partner's Expenditure** – where the attendance of a partner is of demonstrated benefit to the Council, the General Manager may specifically approve Council expenditure relating to entertainment and/or hospitality for a partner of an employee.

**Other Hospitality Expenses** – other types of expenditure for official hospitality considered reasonable, including but not limited to the provision of tea, coffee, sugar, milk and morning or afternoon tea for official visitors and employees.

***Employee's Behaviour***

Employees at a function representing the Council must not consume excessive amounts of alcohol. Council's Alcohol and Other Drugs Policy and the Employee Code of Conduct Policy should be considered in conjunction with this Policy.

***Use of Council Credit Card for Entertainment and Hospitality Expenditure***

If an employee has been issued with a Council credit card, that card may only be used to pay for entertainment and hospitality expenditure where:

- the expenditure has been approved under this Policy; or
- such expenditure on a particular occasion has been authorised within specified limits and the expenditure complies with this Policy; and
- if prior authorisation has been obtained, that is in accordance with this Policy.

**NORTHERN MIDLANDS COUNCIL**  
**HUMAN RESOURCES POLICIES & PROCEDURES**



***Expenditure Control Measures***

An employee cannot authorise their own expenditure.

Expenditure by employees may be authorised by the Department Manager or General Manager.

Expenditure by the General Manager may be authorised by the Corporate Services Manager.

Supporting documentation, including a tax invoice must be supplied by the employee when claiming reimbursement for any entertainment or hospitality expenses.