



# Private Use of Council Plant and Equipment Policy

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## 1. STATEMENT

The intent of this policy is to ensure that the private use of Councils plant and equipment is transparent and to retain community confidence that the hire of plant and equipment is consistent for both Council employees and the general public.

## 2. PRINCIPLES

- 2.1 At the discretion of the Chief Executive Officer (and in the instance of the CEO, the Shire President) staff are permitted to hire plant and equipment belonging to the Shire of Wandering at Council's normal hire rate minus the cost of the operator, otherwise known as dry hire (Private Works rates minus labour costs as published)
- 2.2 The Shires plant, vehicles and/or equipment is not to be used for commercial use, personal profit or reward.
- 2.3 The employee shall enter into a Private Works Agreement with the Shire approved by the CEO (and in the instance of the CEO, the Shire President), prior to the plant or equipment being obtained for use.
- 2.4 The employee is not to utilise the plant and/or equipment during the operations of the Shire and must ensure that hire times do not adversely inconvenience or delay Councils operations to any degree. Charges may be incurred if time is lost due to Private Works Hire.
- 2.5 Where use has caused damage, the CEO may charge the costs incurred and or insurance excess back to the employee.
- 2.6 All items must be returned in a fully operational condition in a ready to use state prior to the commencement of work hours (refuelled using fuel card, cleaned, greased etc)
- 2.7 The following regulations apply to the hire of plant and equipment by all Shire of Wandering employees.
  - plant and or equipment will only be used on property owned or occupied by the staff member and is not for commercial use, personal profit or reward;
  - the privilege does not extend to friends or relations of the employee;
  - the plant and/or equipment will only be operated by a suitably competent Shire of Wandering employee;
  - those staff that hire equipment and do not possess experience in the safe operation of that plant and/or equipment must organise with another competent staff member to carry out the respective



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- works at a cost agreed upon by both parties;
- dry hire includes fuel;
- the use of plant or equipment is not on a regular basis where a person should normally be expected to own such an item for the maintenance of his/her property;
- no plant or equipment can be dry hired during normal working hours; and
- the hire will commence from the time of pick up to the time the plant/equipment is dropped off;

*\*Employees occupying Shire Housing who are undertaking domestic works to improve or maintain the property must still obtain CEO approval to utilise plant or equipment out of hours but will not be required to enter into a Private Works Agreement.*

*\*\*Assistance for Sporting Groups, Community Groups and Not for Profit Organisations is considered a formal donation and requires the approval of Council.*

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Responsible Officer:	CEO

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[Signature]  
Signed

\_\_\_\_\_  
[Print Name]  
Shire President

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.