

**Policy Document**

**PRIVATE HIRE OF COUNCIL PLANT AND EQUIPMENT POLICY**

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| Policy No:<br><b>DCSB-ESP-06.01</b>   | Version No:<br><b>2.0</b>               | Administered by:<br><b>Chief Executive Officer</b>           |
| Approved by:<br><b>Council</b>  | Approved on:<br><b>17 November 2016</b> | Agenda Item/Minute Book No or Approval Ref:<br><b>314/16</b> |
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| Classification:<br><b>Equipment, Stores &amp; Plant</b>   |   |  |
| Strategic Plan link:<br><b>Strategy 1.1.7</b> Section 90(8a) & (8b) of the <i>Local Government Act 1999</i> |   |  |
| References and related Policies & Procedures:<br><b>Private Works Policy</b>                                |   |  |

Keywords: Private, Plant Hire, Equipment

## 1.0 Introduction

The hire of council plant and equipment to employees, contractors, external organisations and members of the public carries a number of maintenance, liability, return on investment, administrative and community expectation issues.

The policy sets out Council's position on the hire of plant and equipment to the above parties.

## 2.0 Policy Objective

Ensure Council's plant and equipment is managed appropriately.

## 3.0 Policy Detail

Council plant and equipment is not available for dry hire to council employees, contractors, profit and not-for-profit organisations or members of the public unless they are undertaking work for Council.

Requests for work to be undertaken utilising Council plant and equipment should be made in accordance with Council's Private Works Policy.

Exceptions may be made in accordance with other Council Policies or arrangements.

## 4.0 Delegations

Nil

## **5.0 Policy Review**

This policy shall be reviewed on a biennial basis. The review of this policy is the responsibility of the Works Manager.

## **6.0 Records Management**

All records shall be kept and disposed of in accordance with Council's Document Control Policy, Records Management Policy and Procedure and the Local Government General Disposal Schedule 20.

## **7.0 Availability of Policy**

The policy will be available for inspection at the Council's principal office during ordinary business hours at no charge. Copies of this policy may be obtained upon request at a cost to be determined by Council from time to time.

## **8.0 References**

DCSB FM 07.06 Private Works Policy

## **9.0 Attachments/Schedules**

Nil