



E.03 Private Use of Council Plant & Equipment Policy

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Responsible Officer: Director Engineering Services
Policy Owner: Council
Policy No: E.03 **Version:** 6
Council Resolution Number: QSC 078-5-24
Effective Date: 28 May 2024

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1 OBJECTIVE

The objective of this policy is to ensure that the private use of Quilpie Shire Council's (Council) 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 SCOPE

This policy shall apply to all parties wishing to utilise any of Council's plant and / or equipment for private or commercial use.

3 STATEMENT

Council will not "dry hire" any large plant or equipment to outside parties for commercial use or for community use. Wet Hire of plant or equipment for commercial purposes will be charged in accordance with plant hire and labour rates as detailed in Council's Fees and Charges. Only "wet hire" is allowed.

Permission for the hire of all plant or equipment by any party must be authorised by the Director Engineering Services.

Small plant, and general plant and equipment, may be utilised by community groups or individual employees of Council in accordance with the following conditions:

- The user shall enter into a Private Works Agreement with Council prior to any plant or equipment being obtained for use;
- In the case of a club or other organisation wishing to utilise Council plant at no cost, a community grants form must be completed and approved prior to use.
- Appropriately ticketed employees (operators) may operate plant and equipment outside work hours for private use (including operating plant for clubs or organisations in the Shire) with no labour hire component being applied to cost (Council's preference is not to do this as we have no way of knowing the competence of the operators);
- Actual hours and/or kilometres associated with the use of the plant, equipment and/or operator is recorded on the Private Works Agreement immediately after return so the item can be charged out appropriately;
- Council's external Plant Hire Rates shall apply for private use and/or where no community grant approval has been received;
- The plant and equipment is available and does not adversely inconvenience or delay Council's Works Program. No private works shall take precedence over the completion of Council's Works Program;
- The plant and equipment is utilised for private use only and not for commercial gain and not to interfere with private contractors;
- The operator is appropriately licensed, trained and qualified for the operation of the plant or equipment;
- The plant or equipment is returned to Council premises in a clean and fully serviceable condition; and
- Any damage to plant or equipment will be repaired at the hirer's cost and any necessary cleaning will also be charged;

Where plant and equipment is operated by a Council employee in accordance with this policy:

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- Council does not take any responsibility in relation to break downs, faults or mishaps that may occur while the plant is being used nor for any workplace Health and Safety responsibilities;
- Where plant is required to be towed by a private vehicle it is the responsibility of the user to ensure that the vehicle has the capacity to handle the additional towing load. All plant and equipment must be secured when being transported; and
- Where Personal Protective Equipment (PPE) (eg ear plugs) is required it is the responsibility of the user to ensure such PPE is used when operating the plant. The hirer is responsible for their own Worker's Compensation and insurances.

4 HUMAN RIGHTS COMPATIBILITY STATEMENT

This Policy has been assessed as compatible with the Human Rights protected under the Human Rights Act 2019.

5 DEFINITIONS

<u>Employee</u>	includes all employees, salaried staff and elected members
<u>Dry Hire</u>	Hire of equipment without an operator
<u>Private Use</u>	is where an employee uses the plant or equipment outside of normal operating hours
<u>Private Works Agreement</u>	An agreement with Council that is binding on the employee to pay all necessary costs in relation to the activity
<u>Wet Hire</u>	Hire of equipment with an operator

6 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

Nil

IX #	Details

7 VERSION CONTROL

V1	19-Mar-15	Developed and adopted
V2	10-Jun-16	Reviewed and adopted
V3	13-Apr-18	Reviewed – no changes
V4	17-May-19	Reviewed – no changes
V5	19-Feb-21	Reviewed and adopted
V6	28-May-24	Reviewed, new format and adopted

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