

POLICY REGISTER

UTILISATION OF COUNCIL PLANT AND EQUIPMENT BY CHARITABLE, SERVICE, VOLUNTARY AND COMMUNITY ORGANISATIONS POLICY

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DOCUMENT CONTROL

Issue	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 116.3.95 (23RD March 1995)
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3.0	Sylvester Otieno, Divisional Manager Engineering Services April 2025	Policy Review, Third Edition	Council Minute No. 116.4.25 (24th April 2025)

1. OBJECTIVE

To streamline and control the utilisation of Council Plant and equipment by charitable, service, voluntary and community organisations within the Council vote for donations.

2. POLICY STATEMENT

That Council owned plant and equipment be available to charitable, service, voluntary and community organisations throughout the Shire subject to the following conditions:

- a) The use of the Council plant and equipment be of a minor nature only.
- b) Applications for permission to utilise such plant and equipment shall be made in writing to Council.
- c) Where possible Council shall not be responsible for the payment of wages and salaries to an operator or other Council employee involved.
- d) A suitable Council operator shall be used to operate Council plant and equipment while on loan at all times.
- e) The availability of plant and equipment is subject to Council's own requirements.
- f) The organisation borrowing the plant and equipment will be responsible for any damage, etc. caused while so engaged by the organisation or in transit to or from the site where such is to be used by the organisation.
- g) Council will provide appropriate Workers Compensation and Public Liability insurance for the plant and equipment and Council employee engaged on the work of the organisation.
- h) Where possible the utilisation of Council plant and equipment be undertaken outside normal Council working hours.
- i) The cost of hire of the Council plant and equipment and labour be charged to Council's Vote for Donations.
- j) The amount of utilisation of Council plant and equipment and labour by charitable, service, voluntary and community organisations be limited to the amount of funding available within Council's Vote for Donations.
- k) Appropriate records be maintained of the use of Council plant and equipment and labour by charitable, service, voluntary and community organisations in order to ensure that budgetary constraints of Council's Vote for Donations are adhered to.
- l) The policy for utilisation of Council plant and equipment by charitable, service, voluntary and community organisations to commence 1st July 1995.

3. POLICY REVIEW

This Policy should be reviewed every 4 years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).