


Community

E004 Council Plant and Equipment Use

Signature	
Policy Issued & Effective from	19 September 2023
Date of Last Review	September 2018
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Next Review Date	September 2027
Person responsible for maintaining	Works Manager

Refer to the last page of this document for the Document History Table

District Council of Elliston Policy

E004 Council Plant and Equipment Use

1. Introduction

The hire of District Council of Elliston (**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.

This policy sets out Council's position on the hire and use of its plant, vehicles and equipment.

2. Purpose

The purpose of this policy is to outline a consistent and transparent approach in the provision of hire and use, of Council plant and equipment, for the general public, Contractors, Council Staff and Community Organisations.

3. Definitions

Community Works - plant and equipment used by suitably experienced Council Staff outside working hours for the purpose of assisting community not-for-profit groups on a voluntary basis.

Dry Hire - hire of equipment only.

Event Equipment – items such as tables, chair, lecterns, projectors, marquees, PA system, wheelie bins and portable toilets.

Fairness and Equity – employees are entitled to seek private hire of plant and equipment in line with what is current practice for anyone else within the Council area.

Major Plant – mobile plant such as graders, loaders, vehicles, trucks and the like.

Meeting Room – function room containing conference facilities.

Minor Plant and Equipment – equipment such as chainsaws, hand tools, electrical tools, trailers and the like.

Private Works – plant and equipment is used to undertake requested work (eg grading entrance roads to properties, etc) outside of normal Council operations, and the beneficiary of that work pays for the plant and equipment hire costs and also the operator labour costs.

Staff Personal Hire – where an employee hires Council's plant and equipment outside of normal Council operating hours – only paying for the hire or the plant and equipment at private hire rates and no operator costs.

Wet Hire – hire of equipment and Council employed operator.

3. Major Plant, Minor Plant and Equipment

Emergency Management Use

Equipment shall be made available in accordance with the Council Emergency Management Policy.

Hire by Council Staff

Council plant and equipment, with the exception of Event Equipment and Meeting Room, are not available for hire by staff.

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Major Plant – Dry Hire

Council Major Plant are **not** available for dry hire to any persons or organisations requesting the use/hire of such equipment for undertaking works in which they have not been engaged by Council to undertake.

Plant and Vehicles – Wet Hire

Persons, Contractors and/or Organisations requesting work to be undertaken by utilising Council plant, vehicles and labour should be made in accordance with Council's Private Works Policy and will be subject to the terms and conditions of this Policy.

Plant and Vehicles – Use for Council Works and Projects

Persons, Contractors and/or Organisations that have been contracted by Council to undertake works for Council may be permitted to use such plant and vehicles and shall complete the appropriate application forms.

Approval for use under this clause will require prior approval by the Chief Executive Officer (CEO).

Hire will be subject to:

- The hirer having the appropriate licenses, training and/or induction in its use and operation of the equipment by a suitably trained employee;
- The use of the equipment being within the Council's area, unless exceptional circumstances are warranted and authorised by the CEO;
- Any Plant and Equipment requiring fuel to operate being returned with a full fuel tank;
- Any damage or loss due to negligence or misuse being the responsibility of the user and reported immediately to the CEO or Works Manager;
- All reasonable steps must be undertaken to ensure that the appropriate operating procedures are following in using the Plant and Equipment so to avoid damage or misuse.
- Council does not take any responsibility for the equipment in relation to break downs, faults or mishaps that might occur whilst being hired.
- It is the responsibility of the borrower, to ensure that any equipment is stored in a secure location when not in use and not left unattended for extended periods of time.
- The Council will not be responsible for insurance, including public liability, personal injury insurance or home/content insurance associated with the operation or storage of machinery whilst hired.
- The volume of usage not being considered excessive or prolonged in the opinion of the CEO or the Works Manager.
- It must be acknowledged by all hirers that the Council Plant and Equipment may be clearly marked with Council's logo or name. Therefore when Plant or Equipment are used outside of business hours, it may still be considered by the general public as being a Council activity and consequently must be used in a responsible manner.
- The hirer agrees that the use of the Equipment carries with it dangers and risk of injury and the hirer agrees to accept all dangers and risks.
- The hirer will assume all risks and liabilities for, and in respect of, the equipment and for all injuries to or deaths of persons and any damage to property how so ever arising from the hirer's possession, use, maintenance, repair, storage or transport of the equipment.

4. Event Equipment and Meeting Rooms

This equipment will be made available for hire/use as per the conditions outlined in the application forms.

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Wheelie bins and Portable Toilets for events that are not community events based within the Council District will be subject to fees and charges. Hirers of business are responsible for any costs incurred associated with the collection of, return and waste disposal associated with such bins and toilets.

5. Signs and Traffic Control Equipment

Workzone traffic management control equipment may be made available for private hire. The same equipment may be made available for not-for-profit community groups located within the Council area.

The availability of equipment for hire is depending on current internal use and shall be at the discretion of the Works Manager.

6. Applications for Use

All applications for use of Council Plant or Equipment will be required to fill in an Application for Hire form. Approvals shall be provided by the Works Manager.

The hirer agrees that the use of the equipment carries with it dangers and risk of injury, and the hirer agrees to accept all dangers and risks.

The hirer will assume of risks and liabilities for, and in respect of, the equipment and for all injuries to or deaths of persons and any damage to property how so ever arising from the hirer's possession, use, maintenance, repair, storage or transport of the equipment.

The hirer agrees to undertake joint pre and post hire inspections of any items.

6. Fee Waiver and Exemption

Fee waivers and exemptions shall be provided for in accordance with the delegations schedule. The CEO shall consider the financial benefit of waiving fees for events and other projects that are considered to have a wide community or economic benefit.

8. In the Event of an Accident / Incident

When another vehicle is involved in an accident, the driver of the vehicle must provide the following information to the Council within 24 hours:

- Description of the other vehicle (make, model and colour)
- Registration number
- Name of other driver
- Other Driver's address
- Owner's name
- Owner's address
- Owner's phone number
- Insurance Company and type of cover (comprehensive / 3rd party property)

Damage to property (other than vehicle)

- Details of property and damage
- Name, address and phone number of owner

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9. Associated Documents

- Local Government Act 1999
- District Council of Elliston's Annual Fees and Charges
- EXXX: Private Works Policy
- EXXX: Hazardous Work Policy
- EXXX: Council Emergency Management Policy
- Request for Services Policy

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Attachment A

Plant Hire Form for plant to be operated by non-Council employees / contractors

Hirer Details			
Name:			
Address:			
Telephone:		Email:	
Billing Details (if different from above)			
Name:			
Address:			
Telephone:		Email:	
Plant Hire Details			
Name / Description of Plant Required:			
Date plant is required: / / until / / (including pickup and drop off)			
Pick up time:		Drop off time:	
Proposed destination:			
Purpose of use / description of work to be undertaken using plant hired:			
Licence / Accreditation Details relevant to type of plant requesting to be hired			
Licence / Accreditation Number:		Class:	
Expiry Date:		Other:	
Costs			
Machinery	Qty (Km/Hrs)	Fee	Total (inc GST)
For Council Use Only			
Debtor Number:		GL Number:	

Hire Agreement

- I hold a current license (appropriate for the machine) and hold appropriate accreditation.
- I will not use Council vehicles for the purpose of driving tuition.
- I will not drive Council vehicles or use Council plant whilst under the influence of any drug or intoxicating liquor.
- I will submit myself to breath or blood alcohol test if required by a member of the SA Police Department.
- I will not use Council vehicles to carry a greater number of passengers or convey or tow a load in excess of that for which it was constructed or licensed.
- I will not use the Council vehicles in any motor sport.
- I will take all due care of the Council vehicles and/or plant during the approved borrowing period.
- I will return the Council vehicles and or plant on time and in a clean and tidy condition and with a full tank of fuel.
- I will indemnify Council for any damages or injury caused to persons or property by operation of Council plant whilst on hire, eg. Accidental injuries, vehicle damage, damage to water lines, electricity, Telstra or other building or property damage in the like.
- I have read and understood Council’s Plant Hire Policy and agree to all terms and conditions contained within the policy.

Hirer’s Signature:
Print Name:
Date:

Please lodge your application, in person at: **District Council of Elliston, 21 Beach Tce, Elliston** **between** Monday—Friday 8:30am—5:00pm. Ph: 08 86879177

Please bring your current SA Driver’s license and accreditation when you lodge your authorisation and Agreement form as it will be photocopied for Council’s records.

Office use only	
Licence / Accreditation sighted and copied:	Yes / No
Application:	Approved / Denied
Signed:	Print Name:
Position:	Date:

PLANT HIRE INSPECTION SHEET

PLANT / OPERATOR DETAILS

Date

Operator Name		
Site/Location		
Plant Name	Reg #	
Operator shown plant safety and Safe Operating Procedure	Yes	No

PLANT SAFETY CHECKLIST

Legend In the boxes please indicate the following :							
1	All items compliant	2	Fault identified	3	Not applicable to this plant	Yes	No

Before commencing operations, check:	Before Use	After Use
1. Brakes, steering, gauges, lights, warning devices		
2. Visibility - windscreen, wipers, demister, mirrors		
3. Cabin - access/egress, seating, seatbelts, loose objects		
4. Guards - in place, secure, warning signs		
5. Hydraulics - rams, hoses, connections (leaks/damage)		
6. Engine - Oils, water, filters, transmission, fuels		
7. Misc. electrical, fire equipment, radio, air con., etc		
8. Flashing lights - working, lenses in sound condition, etc		
9. Excessive wear - pins, pivots, and joints, other parts		
10. Check tyre conditions/pressures, reversing beeper		
11. Odometer Reading		
12. Filled up with Fuel?		

PLANT FAULTS/DEFECTS (please list and provide details):

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Before Use

Operator Name:
Operator Signature:
Date:

Operations Coordinator Name:
Operations Coordinator Signature:
Date:

After Use

Operator Name:
Operator Signature:
Date:

Operations Coordinator Name:
Operations Coordinator Signature:
Date:

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DOCUMENT HISTORY				
Version	Changes since last version	Approved by	Record No	Issue Date
1	Original	Council		
2	Reviewed	Council		September 2018
3	Updated with new format, policy renamed from Plant Hire to Council Plant and Equipment Use, total overhaul of policy	Council	9.63.1/2	19 September 2023