

7.7 HIRING OF SMALL PLANT BY COUNCIL EMPLOYEES

Aim: To provide Shire of Gingin employees with the opportunity to hire small plant and equipment from the Shire for personal, domestic use.

Objectives: To define guidelines for the hiring of small plant items from the Shire of Gingin by employees for personal, domestic use.

Guidelines: Small plant and equipment shall be defined as “any equipment or plant that is not required to be licensed under the provisions of the Vehicle Standards Regulations or the Road Traffic Act”.

- (a) Any employee wishing to use small plant and equipment owned by the Shire of Gingin shall submit a request to the Principal Works Supervisor, requesting access to particular plant and equipment on specified dates and for specified times.
- (b) The Chief Executive Officer, Executive Manager Corporate Services and/or Principal Works Supervisor have the discretion to approve or refuse requests, depending on the need and availability of the small plant and equipment for Shire purposes.
- (c) Employees shall sign an indemnification form absolving the Shire of Gingin of any liability for injury sustained whilst utilising the plant and equipment for private purposes.
- (d) Employees utilising the Shire’s small plant and equipment for private purposes shall sign an acknowledgement that any damage occurring to the small plant and equipment whilst being utilised for private purposes shall be repaired at the user’s expense.
- (e) The Chief Executive Officer, Executive Manager Corporate Services and/or Principal Works Supervisor, in authorising the private use of small plant and equipment, shall specify the time by which the small plant and equipment shall be returned to the Gingin Shire Depot. Any breach of the return requirement will result in a review of this Policy.

(f) Hire Charges

All engine operated small plant and equipment shall be hired at a rate of \$5.00 per day, per item of plant or equipment.

All electrically operated plant and equipment shall be hired at a rate of \$2.00 per day, per item of plant or equipment.

All static plant and equipment shall be hired at a rate of \$0.50 per day per item of plant or equipment.

(g) Indemnification

All Shire of Gingin employees hiring small plant and equipment from the Shire for personal use shall sign the “Hiring of Small Plant and Equipment Indemnity” form, with such form being witnessed by the Principal Works Supervisor.

(h) Only Trained Personnel to Hire Equipment

All employees hiring small plant and equipment from the Shire of Gingin shall be suitably trained and competent in the safe operation of the hired small plant and equipment, as determined by the Principal Works Supervisor or, in his absence, Acting Works Supervisor.

ADOPTED: COUNCIL 18 SEPTEMBER 1997
REVIEWED: 19 APRIL 2011