



Community Use of Council Plant

Application	All Staff
Responsible Officer	Manager Fleet & Town Services
File No	CM:POL:CWP
Authorised by	Council
Effective Date	16 October 2018
Distribution	Internet / Intranet

Purpose

The purpose of this policy is to make Council plant and equipment available to community organisations at a minimal cost in order to assist them carrying out community activities.

Definitions

Council:	Carrathool Shire Council
Plant & Equipment:	any equipment or apparatus used in the operations of a workplace. Plant may be machinery, equipment, a container, an implement or tool and includes anything fitted or connected to any of those things.
Community Project:	project implemented by worthy community organisations to the benefit of the community.
Worthy Community Organisation:	one which has no full time employees and primarily raises funds through volunteer work.

Reference

Nil

Policy statements

Council is committed to assisting worthy community organisations to perform and/or carry out their community activity by making available at minimal cost Council plant and equipment. It is an accepted practice that Council employees donate their labour to such community organisations.

1. That Council plant is made available to carry out works for worthy community organisations for the cost of fuel and wages only.
2. That approval to use council plant on community projects must be granted by the General Manager, or delegated persons.
3. That a plant hire form be completed prior to utilisation of plant.
4. That all appropriate Council procedures be completed before plant is allocated, including ensuring that operators are appropriately qualified.

Revision Table

Minute /Date	Amendment Summary	Reason or Reference
4221 / 17.02.2004		Replace policy 4.17 & review
19.09.2011		Reviewed General Manager
0658 / 15.04.2014		Reaffirmed and reformatted
0741 / 16.10.2018		Amended

Associated Documents

Plant Hire Form

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Uncontrolled document when printed. Please refer to website or intranet for controlled document	Version No.:	4



Review

This policy may be amended from time to time and will be reviewed within four years of its adoption (or latest amendment) with reference to any relevant legislation and best practice guides.