

Wagga Wagga City Council

USE OF PLANT / EQUIPMENT POLICY

POLICY REFERENCE NUMBER	POL 077		
ORIGINAL APPROVAL DATE	July 1985		
RESPONSIBLE MANAGER	Manager Procurement		
RESPONSIBLE DIRECTOR	Director Finance		
<p>This document is to be reviewed: every four years or in the first 12 months of the new term of Council, whichever is the earliest</p> <p>Next review date: September 2020</p>			
Revision number	Issue Date	Council Resolution	Council Meeting Date
1	July 1985	Res. No. 85/1692	22 July 1985
2	Sept 2009	Res. No. 00/1155	25 September 2000
3	May 2003	Res. No. 03/412	26 May 2003
4	Aug 2004	Res. No. 243/04	23 August 2004
5	July 2009	Res. No. 09/077	27 July 2009
6	March 2013	E-Team	18 June 2013
7	August 2013	Res No: 13/224.1	26 August 2013
8	August 2017	Res No: 17/279	28 August 2017

PART 1: INTRODUCTION

Council holds a significant capital investment in a range of plant and equipment for the sole purpose of supporting its operations. It is important that this machinery is available for Council's purposes and is maintained in good condition to enable Council's maintenance obligations to be met. Council's plant and equipment is not available for hire to Council's employees.

1.1 Policy Objectives

To ensure that Council maintains an inventory of plant and equipment that is relevant to its operations and only of sufficient inventory size to meet Council's needs. The inventory is not to be increased because of an obligation to hire plant and equipment to Council employees or other organisations.

1.2 Scope of Policy

This policy is applicable to all Council plant and equipment.

1.3 Definitions

Plant

Is a machine that does not carry passengers, is powered by an internal combustion engine and or registered by the NSW Roads and Maritime Authority for use on a public road. It is not a motor vehicle.

Equipment

Equipment in this context is a machine or tool that is possibly electrically powered and is not registered for use on a public road.

1.4 Related Documents

A register of relevant plant and equipment shall be maintained on Council's fleet management system.

1.5 Responsibilities

The identification of plant and equipment assets and the maintenance of the register of these assets and the position to whom it is allocated shall be the responsibility of the Manager Procurement Services. The day-to-day control of plant or equipment shall be the responsibility of the staff member that the plant or equipment is allocated to.

PART 2: POLICY CONTENT

2.1 General Provisions

2.1.1 Hire of Plant and Equipment to Council Employees

The hire of plant and equipment to employees is not permitted. Hire action of this nature introduces additional administration as well as an unacceptable risk to Council of machine damage or loss and the possibility of the machine not being available for Council's work requirements.

Hire of this nature is readily available from competing hire organisations in Wagga Wagga.

2.1.2 Hire of Plant and Equipment to External Organisations

On occasions where specialised plant or equipment is hired to an external organisation, such as an adjoining Council, the hire shall only occur where it does not influence or delay Council's works program. The appropriate charge for the machine and operator is to be recovered for the hire.