

 <p>DISTRICT COUNCIL of TUMBY BAY</p>	<b>POLICY# 3.07</b> <b>Employee Use of Council Plant</b>  <b>POLICY AREA</b> <b>Transport</b>	Version No:	3
		Issued:	Nov 2015
		Next Review:	2018 – After next election

**Aims & Objectives**

To provide guidelines to Council staff and Elected Members in relation to the use of Council plant and equipment.

**Definitions**

*In this policy the definition of:-*

*“Employee” includes Elected Members of Council and salaried personnel.*

*“Private works” is where the plant and equipment is used to undertake requested work (e.g. grading entrance roads to properties etc.) within Council normal operations and the beneficiary of that work pays for the plant & equipment hire costs and also the operator labour costs.*

*“Fairness & equity” is where employees are entitled to seek private hire of plant & equipment in line with what is current practice for anyone else living within the council area.*

**Policy Detail**

This policy does not cover any arrangement that may be entered into between the District Council of Tumby Bay and any neighbouring Council from time to time.

Council Major Plant (major plant items with allocated plant number & a set hire rate) are not available for hire by employees for personal work. However fairness and equity shall apply to staff where they are entitled to seek private hire of plant & equipment in line with what is current practice for anyone else living within the district. This private hire (private works) is where the plant and equipment is used to undertake requested work (e.g. grading entrance roads to properties etc.) within Council normal operations and the beneficiary of that work (i.e. in this instance is the staff member) pays for the plant & equipment hire costs and also the operator labour costs.

Employees are not permitted to use Council Minor Plant and Equipment for personal use.

**Authority:** Adopted by Council: 10/11/2015 {Motion 7c/112015}

SIGNED: .....  
Responsible Officer

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_