

RICHMOND VALLEY COUNCIL POLICY REGISTER

Reference: Plant, Equipment & Stores - Usage, Policy

Policy No: 4.4.1

POLICY:	USE OF COUNCIL PLANT AND EQUIPMENT TO ASSIST COMMUNITY GROUPS
FUNCTION:	Works - Plant Operations
OBJECTIVE:	To establish a maintenance procedure to allow use of Council plant and equipment by community groups at minimal cost
DIRECTORATE:	WORKS

POLICY

To promote community participation in the maintenance and development of community facilities such as playing fields, sports grounds, public open space, public halls and the like, Council will allow use of its plant and equipment to assist volunteer groups under the following conditions:

- (i) The plant is only to be operated by a current Council employee who is approved and ticketed for use of the plant item when engaged in normal Council works. The operator will act as a volunteer for the community organisation carrying out the work.
- (ii) The plant item will only be made available when not required for Council projects; generally this will mean outside normal working hours or on weekends and public holidays.
- (iii) The proposed operator must sign a letter of agreement stating that he will be operating the plant item on behalf of the volunteer group and that he understands that he is doing so as a volunteer under the control and insurance cover of the volunteer organisation from the time they commence work, including collecting/returning the plant item from/to Council's Depot.
- (iv) The organisation requesting use of the Plant and Equipment must do so in writing, stating the nature of the work proposed on the Council owned facility and accepting responsibility for the use of the equipment and management of the project.
- (v) The employee must complete an internal plant sheet as a record of the usage and confirmation of operational procedures.
- (vi) Council will insure the plant and equipment for normal use (either externally or self-insured) for any routine wear and tear, vandalism, etc, but the organisation must take all reasonable steps to store the equipment appropriately and provide all public risk and workers' compensation indemnity.
- (vii) The volunteer organisation will pay Council the internal plant hire rate for the plant item used (includes fuel, oils, depreciation, etc) plus any specific items required by their project. This hire charge is to be paid prior to useage.
- (viii) Any claims for compensation by a third party arising from the work or plant operation carried out by the volunteer organisation will be the responsibility of the volunteer organisation not Council as the owner of the plant item.

VARIATION

Council reserves the right to review, vary and/or revoke this policy from time to time.