

TEMORA SHIRE COUNCIL



TEMORA

The Friendly Shire

PRIVATE HIRE OF COUNCIL PLANT AND EQUIPMENT (DRY HIRE)

ACTIVE

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: Private Hire of Council Plant and Equipment (Dry Hire)
CODE NUMBER: EW03
AUTHOR: Temora Shire Council
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REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
December 2017	Review Policy	1	21 December 2017	GCL
December 2018		2		

PLANNED REVIEW

Planned Review Date	Revision Description		Review by
October 2021	Review		General Manager

1. Purpose

This Policy sets the circumstances under which Council will consider private hire (dry hire) of Councils plant and equipment.

2. Scope

This Policy applies to all Council staff and public wishing to dry hire Council plant and equipment.

3. Objectives

The objectives of this Policy are;

- Provide guidance and direction to staff and managers dealing with private hire requests.
- Manage the risks associated with dry hire of Council plant and equipment.
- Ensure equity and transparency across the organisation in dealing with issues relating to dry hire of Council plant and equipment.
- Maintain flexibility in relation to dry hire of Council plant and equipment in exceptional circumstances.

4. Policy

4.1. Private Dry Hire of Council Plant

Private dry hire of Council plant and equipment shall be terminated as of the 1st of January 2018. The decision to terminate private dry hire of Council plant and equipment is based on the following motives;

- Risk of plant and equipment damage or misuse.
- Risk of accident or injury involving Council plant whilst on private hire.
- Lack of control over operator qualification/competency and specific equipment induction.
- Fairness and transparency across the organisation, i.e. not all staff have the skills and qualification to be able to safely hire and operate plant and equipment.
- Lack of control over security of plant and equipment whilst on private hire.
- Risk of inappropriate transit between Council and the hirer.

Note: The above clause includes all small plant and equipment (drills, grinders, welders, generators, etc.).

4.2. Private Dry Hire in Exceptional Circumstances

Council acknowledges there may be exceptional circumstances where Council staff, contractors, or general public require Council assistance through the hire of plant and equipment. Council will consider exceptional circumstance requests following all other options having been exhausted by the hirer (i.e. wet hire, contractor hire, etc.). Emergency requests will be considered on an individual case by case basis and approved if necessary by the General Manager.

Council reserves the right to allow use of, or dry hire of Council plant and equipment to approved Council contractors where there is a recognised benefit to Council (i.e. an electrician using Councils EWP to undertake Council work). This use or hire shall be at the discretion of an Engineering Manager.

In circumstances where private use or private dry hire is granted, the following procedure shall apply.

1. The Private Plant Hire Authorisation and Running Sheet shall be completed in and signed by the General Manager or his delegate prior to operation of plant and equipment.
2. Hire rate shall be 150% of the internal Council dry hire rate.
3. A minimum hire duration of 1 hour shall apply, noting some plant may have an increased 4 hour minimum hire period. Additional establishment costs may also be associated with dry hire of large plant.
4. The hirer shall nominate the operator of the plant or equipment on the authorisation form prior to authorisation.
5. The nominated operator of the plant or equipment shall demonstrate competency (work cover tickets, competency assessment, Council records) in the plant or equipment being hired.



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Private Plant Hire Authorisation and Running Sheet

Plant No: _____ Date: _____

Hirer (*print*): _____ Signed: _____

Billing Address: _____

Nominated Operator (*print*): _____

Demonstrated Competent: YES / NO Signed (*Council SO*): _____

Plant or Equipment Induction: YES / N/A (*circle N/A if previously inducted*)

Induction Trainer (*print*): _____ Signed: _____

Hour metre prior: _____ Hour metre after: _____

Speedo prior: _____ Speedo After: _____

Total Hours: _____ Total km's: _____

1. The Private Plant Hire Authorisation and Running Sheet shall be completed in and signed by the General Manager prior to operation of plant and equipment.
2. Hire rate shall to be 150% of the internal Council hire rate.
3. A minimum hire duration of 1 hour shall apply, noting some plant may have an increased 4 hour minimum hire period. Additional establishment costs may also be associated with dry hire of large plant.
4. The hirer shall nominate the operator of the plant or equipment in the space provided prior to authorisation.
5. The operator of the plant or equipment shall demonstrate competency (work cover tickets, competency assessment, Council records, etc.) in the plant or equipment being hired.
6. Specific plant or equipment induction shall have been completed prior to hire.

Authorised by the General Manager

Signed: _____

Gary Lavelle