

Title: PRIVATE WORKS and PLANT HIRE ENG-POL-1

Service: PRIVATE WORKS

Responsible Officer: DIRECTOR OF OPERATIONS

Objective:

1. To provide guidelines for the undertaking of private works and hire of plant and equipment.
2. To provide an opportunity for subsidised work to non-profit and community organisations.

Policy

1. General Conditions

- 1.1 Council works shall receive priority over any request for private works.
- 1.2 Private Works are not a core function of Council and residents are encouraged to seek alternative quotations for proposed work.
- 1.3 Unless a separate contract for private works is agreed then the conditions of hiring as outlined herein will apply.
- 1.4 Plant shall be operated by suitably qualified Council employees (ie no dry hire).
- 1.5 The standard and scope of work shall be agreed between the hirer and Council prior to commencement.
- 1.6 It is the hirer's responsibility to terminate the engagement if at any time the work does not meet the hirer's expectations.
- 1.7 Excluding Council employees and plant, the hirer is responsible for any damages caused to persons or property by the operation of Council plant (while on hire) eg accidental damages to vehicles, person or infrastructure.
- 1.8 Council does not accept any responsibility for loss or damage incurred by a recall or withdrawal of services from any private hire job.
- 1.9 Private hire will not be undertaken if there are any outstanding 'private hire accounts' for the person or entity seeking hire services.

2. Non- Profit and Community Organisations

On request, the Director of Operations may make Council plant and equipment available to a community organisation 'free of charge' where:

- 2.1 The organisation is a non-profit community organisation;
- 2.2 There is a perceived benefit to the wider community;
- 2.3 The majority of the work is being undertaken by volunteer workers;

- 2.4 The cost of any materials (excluding fuel) are met by the organisation;
- 2.5 The organisation has sought agreement of the relevant Council employees to operate the plant and equipment;
- 2.6 The cost of plant and equipment does not exceed \$700 (based on internal hire charges).

3. Private Hire by Council Employees

- 3.1 Employees may engage Council to undertake private works with the approval of the Director of Operations.
- 3.2 Terms of engagement shall be as per this policy.
- 3.3 Council staff are not permitted to hire plant where the hire and use of the plant or equipment will result in financial gain to the employee eg. Subcontract works.

Other Relevant Policies/Procedures

Previously known as Policy C.14 &PW-POL-1

History

<i>Minute No</i>	<i>Date of Issue</i>	<i>Action</i>	<i>Author</i>	<i>Checked by</i>
249	23 June 1999	Written	David Rowe	David Rowe
	22 February 2008	Reviewed		EMT
107	12 March 2008	Amended		PP&R Meeting
	1 September 2010	Amended	Simon Cassidy	Simon Cassidy
350	8 September 2010	Adopted		Special Planning Committee Meeting

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