

Use of Tools Plant and Equipment

POLICY – FL-CP-402



Directorate	Executive Services	
TRIM Ref	14/14336	
Status	Current	
Adopted	11 November 2014	Minute No: 0392

Policy Objective

To establish clear rules for the borrowing of Council tools, plant, property and equipment

Policy Statement

Principles

Council resources including tools, plant, property and equipment constitute a significant investment of funds and require close management. Council property includes buildings and premises. The expectation is that only in exceptional circumstances will Council equipment and property be used for other than Council purposes.

The use of Council equipment and property for private purposes is not permitted as a general rule. Unauthorised use of Council equipment and property will be regarded as a serious breach of the Council Code of Conduct.

Exemptions

The General Manager may allow usage of Council's equipment and property for private purposes. Generally speaking such authorisation will be limited to charitable purposes and must be sought and given in writing. This authority of the General Manager cannot be delegated.

The General Manager may approve loans of equipment or use of premises where exceptional and compelling grounds exist consistent with Council's community service and support role.

In cases where Council equipment is borrowed, the General Manager will determine what charges will apply in accordance with Council's adopted fees and charges policy. The General Manager may waive charges in exceptional circumstances in accordance with his/her delegation of authority.

Definitions

None

Exceptions

None

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Legislation

None

Related Documents

This policy is to be read in conjunction with Policy WO-CP-101 Private Works.

Policy History

Revision Number	Date of Adoption/Amendment	Minute Number
1	16/06/05	211
2	11/05/10	0142
3	11/11/14	0392