

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	16/06/2005	211	16/06/2015
2	11/05/2010	0142	11/05/2010
3	11/11/2014	0392	11/11/2014
4	24/09/2019	19/302	25/10/2019

2 Policy Objective

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

This Policy applies to all Officers of Council, including staff, Councillors, contractors, Committee members and volunteers.

3 Policy Statement

Council resources including tools, plant, property and equipment constitute a significant investment of public 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 by Council Officers is not permitted. 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. 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 which are consistent with Council's community service and support role.

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

4 Definitions

None

5 Exceptions

None

6 Legislation

None

7 Related Documents

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

8 Directorate

Economic and Organisational Development