

7.8 PRIVATE USE OF PLANT OR EQUIPMENT

The Shire of Morawa provides the use of some items of plant or equipment to its staff at 50% of fees and charges subject to the staff member acknowledging that the private use of the plant or equipment is exclusively for personal use on their own property and for a period up to 2 days.

Objectives

To recognise that Shire employees, as operators and guardians of the items of plant and equipment, will treat the plant and equipment with the necessary care in line with the trust placed upon them by the Shire of Morawa in affording the opportunity to use Shire plant or equipment at a reduced hire charge.

Guidelines

Shire staff must obtain the consent of the Chief Executive Officer prior to using any item of plant or equipment for personal use in his/her own time.

The CEO reserves the right to determine which items of plant and equipment are to be made available to staff.

The use of Shire plant and equipment by staff is for personal use on their own personal properties and not to be used for any other purpose.

The office/depot telephone is for work purposes only.

The use of any plant or equipment that the employee has not been trained or skilled in the use of is strictly prohibited.

Responsibility for Use

Persons utilising Shire plant or equipment will be held responsible for the loss of or damage to such items.

It is the responsibility of the borrower to ensure that the use of any plant or equipment is done so in a responsible manner so to avoid damage or misuse of the equipment.

The Shire of Morawa does not take any responsibility for the plant or equipment in relation to break downs, faults or mishaps that may occur whilst being borrowed or used.

It is the responsibility of the borrower, to ensure that any equipment or plant is stored in a secure location when not in use and not left unattended for extended periods of time.

Where plant or equipment is required to be towed by a private vehicle, it is the responsibility of the borrower to ensure that the vehicle has the capacity to handle the additional towing load to avoid damage to the equipment. All equipment is required to be secured when transported.

Contravention of this policy may preclude the employee from any further private usage of plant or equipment and/or financial penalties for misuse or damage. In serious

circumstances, breach of this policy may result in disciplinary action being taken against the individual concerned.

Some plant or equipment may omit a high amount of noise when in use, so consequently it is the responsibility of the borrower that when operating the equipment, it must be done at a responsible hour and day in accordance with Environment Health Guidelines to avoid excessive noise in residential areas.

Insurance

The CEO has the discretion for whether or not the Local Government's plant or equipment are insured for private use from theft, fire, third party or damage. If it is the decision of the CEO that no personal use insurance shall be provided, then any damage incurred during use will be the financial and legal responsibility of the employee.

The employee is responsible for any associated costs with making a claim including excess where the Chief Executive Officer decides that personal use insurance shall be provided.

The Shire will not be responsible for any other insurance including public liability, personal injury insurance or home/content insurance associated with the operation or storage of the machinery whilst borrowed.

Local Government Image

It must be acknowledged by all borrowers that the Shire's plant or equipment may be clearly marked with the Shire's logo. Therefore when plant or equipment are used outside business hours for personal use, it may still be considered by the general public as being a Local Government activity and consequently must be used in a responsible manner.

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