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## PLANT/EQUIPMENT LENDING AND HIRE POLICY

### SCOPE

This policy covers the lending or hire of Council plant and equipment to the community.

### PURPOSE

To provide clarity and guidance for staff regarding the ability to lend Council plant and equipment to the community and the circumstances in which this is acceptable.

### POLICY STATEMENT

Council will not lend plant or equipment to staff, individuals or businesses.

This is both to avoid any possibility of fraud or corruption and to avoid there being any perception of fraud or corruption.

Council may lend or hire plant or equipment to local community and not-for-profit groups who serve a community purpose within the following rules:

- on a case by case basis,
- for specific events (i.e. not on an on-going basis)
- limited to items that do not require extensive staff time in planning and preparation
- require no or minimal use of consumables (such as fuel)
- item only available if not required by Council at the time requested. Council use takes priority.

This will be at the discretion of management, who may consult the General Manager as necessary.

Staff must complete a community contributions form for each item/event, indicating the estimated value of the lent item. This enables Council to report appropriately in its Annual Report, ensuring transparency and accountability to the community.

Examples of acceptable use include:

- Annual use of backhoe for Stanley Show preparation
- Marquee use by community groups

### LEGISLATIVE REQUIREMENTS

Nil

### RELATED GUIDELINES AND PROCEDURES

Nil

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