DISTRICT COUNCIL OF Streaky Bay
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COUNCIL PLANT AND EQUIPMENT USE POLICY

Policy No: **DCSB-ESP.06.01**	Approved on: **19 May 2026**	Administered by: **Chief Executive Officer**
Last Reviewed: **May 2026**	Review Date **May 2028**	Record No: **480140**
Classification: **Equipment, Stores & Plant**		

Strategic Plan link:
A welcoming and cohesive community
A robust and adaptive economy that provides sustainable employment.
A council that is actively responsive to community needs and delivers financial sustainability, governance and leadership.

References and related Policies, Procedures and Forms:
Local Government Act 1999 - Section 90(8a) & (8b)
DCSB Annual Fees and Charges (DCSB FM 7.09 ABP and Budget Policy)
DCSB FM 07.11 Private Works Policy
DCSB HS 12.02 Hazard Management Policy
DCSB HS 12.07 Hazardous Work Policy
DCSB SCC 17.01 Council Emergency Management Policy
DCSB-06-Form 43 Event Equipment Hire Application Form
Employee Emergency Response Support Register (includes plant)
Temporary Road Closure Application Form

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1. Introduction

The hire of council plant, vehicles and equipment to employees, contractors, external organisations and members of the public carries a number of maintenance, liability, return on investment, administrative and community expectation issues.

This Policy sets out Council's position on the hire and use of its plant, vehicles and equipment.

2. Policy Objective

The Council's objective is to have a consistent and transparent approach in the provision of hire and use, for the General Public, Contractors, Council Staff and Community Organisations.

3. Definitions

Community Works Where plant and equipment is used by suitably experienced Council Staff outside working hours for the purpose of assisting community not for profit groups on a voluntary basis.

Event Equipment Refers to items such as tables, chairs, lecterns, projector screens, projectors, marquees, PA system, wheelie bins, white plinths, grandstands, event trailer and waste trailers/bins.

Fairness and Equity Where Council Staff are entitled to seek private hire of plant and equipment in line with what is current practice for anyone else within the council area.

Major Plant Refers to Mobile Plant such as Graders, Loaders, Rollers, Vehicles, Trucks, and the like.

Minor Plant and Equipment Refers to chainsaws, hand tools, posthole borers, whackers, vibrating plates, concrete mixers, electrical tools, trailers, utilities and the like.

Minor Office Equipment Minor Plant also includes office equipment that may be available for hire including data projector, lecterns, projector screens etc. (see also event equipment)

Private Works Where the plant and equipment is used to undertake requested work (e.g. grading entrance roads to properties etc.) outside of normal Council operations, and the beneficiary of that work pays for the plant and equipment hire costs and also the operator labour costs, as set out in the Fees and Charges.

4. Policy Statement

4.1. Plant, Vehicles and Minor Equipment

4.1.1. Plant and Vehicles – Emergency Management Use

This shall be in accordance with the Council Emergency Management Policy DCSB SCC 17.01 and the Employee Emergency Response Support Register.

4.1.2. Plant, Vehicles and Minor Equipment Hire or Use – Council Staff

Council plant and equipment (except for Event and Office Equipment) are not available for hire (or use outside of Council works) by staff.

4.1.3. Major Plant Dry Hire

Council plant and vehicles are **not** available **for dry hire** to any persons or organisations requesting the use/hire of such equipment for undertaking works in which they have **not** been engaged by Council to undertake.

4.1.4. Plant and Vehicles – Wet Hire (Private Works)

Persons, Contractors and/or Organisations requesting for work to be undertaken utilising Council plant, vehicles and labour should be made in accordance with Council's Private Works Policy and will be subject to the terms and conditions of this Policy.

4.1.5. Plant and Vehicles – Use for Council Works and Projects

Persons, Contractors and/or Organisations that have been contracted by Council to undertake works for Council may be permitted to use such plant and vehicles and shall complete the appropriate application forms.

Approval for use under this Clause will require prior approval by the Chief Executive Officer

This hire will be subject (but not limited) to;

- The hirer having the appropriate licences, training and/or induction in its use and operation of the equipment by a suitably trained employee;
- The use of the equipment being within the District Council of Streaky Bay area, with the exception of trailers, unless exceptional circumstances are warranted and authorised by the CEO;
- Any plant and equipment requiring fuel to operate being returned with a full fuel tank;
- Any damage or loss due to negligence or misuse being the responsibility of the user and reported immediately to the CEO or relevant Manager;
- All reasonable steps must be undertaken to ensure that the appropriate operating procedures are followed in using plant and equipment so to avoid damage or misuse.
- Council does not take any responsibility for the equipment in relation to break downs, faults or mishaps that may occur whilst being hired.
- It is the responsibility of the borrower, to ensure that any equipment is stored in a secure location when not in use and not left unattended for extended periods of time.
- The Council will not be responsible for insurance including public liability, personal injury insurance or home/content insurance associated with the operation or storage of machinery whilst hired.
- The volume of usage not being considered excessive or prolonged in the opinion of the CEO or relevant Manager;
- It must be acknowledged by all hirers that the Council plant and equipment may be clearly marked with Council's logo or name. Therefore, when plant or equipment is being used outside of business hours, it may still be considered by the general public as being a Council activity and consequently must be used in a responsible manner.
- The hirer agrees that the use of the equipment carries with it dangers and risk of injury and the hirer agrees to accept all dangers and risks.
- The hirer will assume all risks and liabilities for, and in respect of, the equipment and for all injuries to or deaths of persons and any damage to property how so ever arising from the hirer's possession, use, maintenance, repair, storage or transport of the equipment.

5. Event Equipment

This equipment will be made available for hire/use as per the conditions outlined in the application forms.

Marquees, Waste Trailers and Grandstands will not be made available to groups/persons/organisations outside of the District Council of Streaky Bay.

Rubbish Bins for events are subject to fees and charges as per Council's Fees and Charges. Bins will be prohibited from use outside of the Council district. Hirers/users of bins are responsible for any costs incurred associated with the collection of, return and waste disposal associated with such bins, this is also applicable to community groups and charges are outlined in Council's Fees and Charges.

Chairs and Tables (Hall Equipment) is not available for hire/use (outside of the Hall Facility) unless applicants can demonstrate that an alternative supplier is unavailable, this hire shall be authorised by the CEO.

Blow Mould Community Chest Tables (Community Development Team) shall be made available for use by not-for-profit community groups within the DC of Streaky Bay.

Blow Up Cinema not available for private hire (Council Use Only)

Event Trailer (including BBQ) not available for private hire (Council Use Only)

6. Signs and Traffic Control Equipment

Traffic Control Design, DIT/SAPOL application, setup and onsite management are excluded from equipment hire and required a Temporary Road Closure Application Form

Workzone traffic management control equipment may be made available for private hire and is subject to fees and charges as per Council's Fees and Charges.

The availability of this equipment for hire is dependent on current internal use and shall be at the discretion of the relevant Manager.

6.1. Temporary Fencing

Temporary Fencing equipment may be made available for private hire and are subject to fees and charges as per Council's Fees and Charges.

6.2. Office Equipment

Lecterns, Projectors and Projector Screens shall be only made available for use within Council's Facilities.

7. Applications for Use

Application Hire Form

All applications for use of Council Plant, Fleet or Equipment will be required to fill in an Application for Hire Form. Approvals shall be provided by the relevant manager to which the equipment is under the remit.

The hirer agrees that the use of the equipment carries with it dangers and risk of injury and the hirer agrees to accept all dangers and risks.

The hirer will assume all risks and liabilities for, and in respect of, the equipment and for all injuries to or deaths of persons and any damage to property how so ever arising from the hirer's possession, use, maintenance, repair, storage or transport of the equipment.

The hirer agrees to undertake joint pre and post hire inspections of any items.

8. Fees and Charges

All fees and charges shall be set annually in accordance with Council's Annual Business Plan and Budget.

9. Fee Waivers and Exemptions

The Chief Executive Officer shall consider the financial benefit of waiving fees for events and other projects that are considered to have a wide community or economic benefit.

10. Delegations

Chief Executive Officer – approval for use of Plant and Vehicles by external parties on Council works
Chief Executive Officer – approval for use of Hall Tables and Chairs if local hire is not available
Chief Executive Officer – approval for use of workzone traffic management equipment subject to internal availability
Chief Executive Officer – approval for use by Council's that adjoin the District Council of Streaky Bay's boundaries

11. Records Management

All records shall be kept and disposed of in accordance with Council's, Records Management Policy and Procedure and the Local Government General Disposal Schedule.

12. Availability of Policy

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: www.streakybay.sa.gov.au.

District Council of Streaky Bay
29 Alfred Tce
Streaky Bay SA 5680

Copies will be provided to interested parties upon request. Email dcstreaky@streakybay.sa.gov.au

13. Document History

Version No:	Issue Date:	Minute Number	Description of Change:
2.0	17 November 2016	314/16	
3.0	19 May 2026	097/26	Inclusion of Event and Office Equipment Hire

14. Acknowledgement

I, _____ *(print full name)* have read and understood the District Council of Streaky Bay's <insert policy name> and I agree to abide by this policy which is outlined above.

Employee Signature: _____Date Signed: _____