



KATHERINE TOWN COUNCIL

POLICIES & PROCEDURES

5.3 EMPLOYEE USE OF COUNCIL FACILITIES

POLICY

The Katherine Town Council is willing to permit suitably experienced employees to use facilities, plant or equipment outside working hours for the purpose of assisting community not for profit groups on a voluntary basis where the community group occupies or is using a Council owned facility.

Personal use of Council facilities, plant or equipment is not permitted.

OBJECTIVE

To ensure that employees utilising the Council's facilities, plant and equipment outside of working hours do so with the requisite permission and in a responsible manner. In most circumstances the use of Council's plant and equipment contributes to the maintenance or improvement of a Council owned asset.

PROCEDURE

Approval (See Schedule 1)

Employees are to request the use of Council equipment in writing to the Director Works and Services stating:

- The equipment required;
- The purpose and location; and
- Duration, specifying a return date.

Employees must obtain written permission from the Director Works and Services by completing the attached form.

Proof of this permission shall be provided to the supervisor in charge of the facility, plant or equipment.

If permission is granted, it is the responsibility of that employee to coordinate with the supervisor of that facility, plant or equipment to avoid any disruption/negative impact on the conducting of regular business.

The Director Works and Services, having regard to the significance of the cost to the Council, will decide on a case by case basis whether any contribution is required for consumables used e.g. electricity, paper, oil, blades and fuel.

The manager/supervisor is to maintain a record of the equipment removed from the Council.

Restriction on Use

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

For equipment being used under this policy, use by non Council employees is strictly prohibited.



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Responsibility for Use

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

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

The Council does not take any responsibility for the facilities, 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 usage of facilities, 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 emit 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.

Insurance

The Council will not be responsible for any 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 Council's facilities, plant or equipment may be clearly marked with the Council's logo. Therefore when facilities, plant or equipment are used outside 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.



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**SCHEDULE 1 - AFTER HOURS USE OF
KATHERINE TOWN COUNCIL FACILITIES, PLANT & EQUIPMENT FORM**

Employee Name:.....

Department/Section:.....

Signature Director Works and Services:.....

Signature of Supervisor:

DETAILS OF EQUIPMENT/PLANT TO BE UTILISED:

| Date | Issued by (name) | Make | Model | Serial No. | Date Returned | Returned to (name) |
|------|------------------|------|-------|------------|---------------|--------------------|
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DETAILS OF FACILITIES TO BE UTILISED/KEYS ISSUED:

| Date Issued | Issued by (name) | Purpose or Location of Building | Serial No. | Date Returned | Returned to (name) |
|-------------|------------------|---------------------------------|------------|---------------|--------------------|
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I hereby acknowledge that I have read and understood the Katherine Town Council's policy in respect of employee's use of Council facilities, plant and equipment outside of working hours.

I declare that I am trained / skilled in the use of plant/equipment detailed above and hold the necessary licences.

Signature of Employee:Date:.....

PLEASE FORWARD THIS FORM TO THE PAYROLL DEPARTMENT FOR FILING