



## Employees Private Use of Council Plant

Version No:	1.0
Issued:	August 2016
Next Review:	August 2019

### 1. POLICY

Staff wishing to use Council plant for personal use must first seek permission from their immediate Supervisor and complete a Staff Plant Hire Agreement Form which must be signed by the staff member and Senior Management.

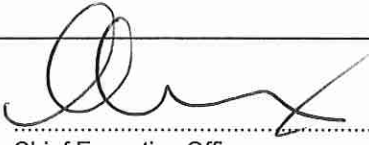
Prior to plant being taken from the Depot the staff member must pay the relevant hire fee at the Council Office and present their signed Staff Plant Hire Agreement form to the Operations Manager.

Plant must be returned to the Operations Manager for inspection after use.

### 2. REVIEW OF THE POLICY

This policy will be reviewed by the District Council of Franklin Harbour within 12 months after each general election of Council. To ensure that the principle of open Government is being applied in the proper manner, it is anticipated that a review of the policy will take place every four (4) years. However, Council has the right to review this policy at any time, if considered desirable.

<b>Adopted by Council</b>	<b>17 August 2016</b>

SIGNED:   
Chief Executive Officer  
Date: 18 August 2016