

FRANKLIN
HARBOUR



Employees Private Use of Council Plant

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|  | Employees Private Use of Council Plant | Version No: | 1.1 |
| | | Issued: | January 2019 |
| | | Next Review: | January 2023 |

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.

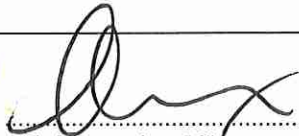
Prior to plant being taken from the Depot the staff member must present their signed Staff Plant Hire Agreement form to their Manager/Supervisor.

Plant must be returned to the Depot for inspection after use. An invoice will be sent to the employee for payment of the relevant hire fee at the Council Office.

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.

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| Adopted by Council | 17 August 2016 |
| Reviewed and updated | January 2019 |
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SIGNED: 
 Chief Executive Officer

Date: 16th January 2019