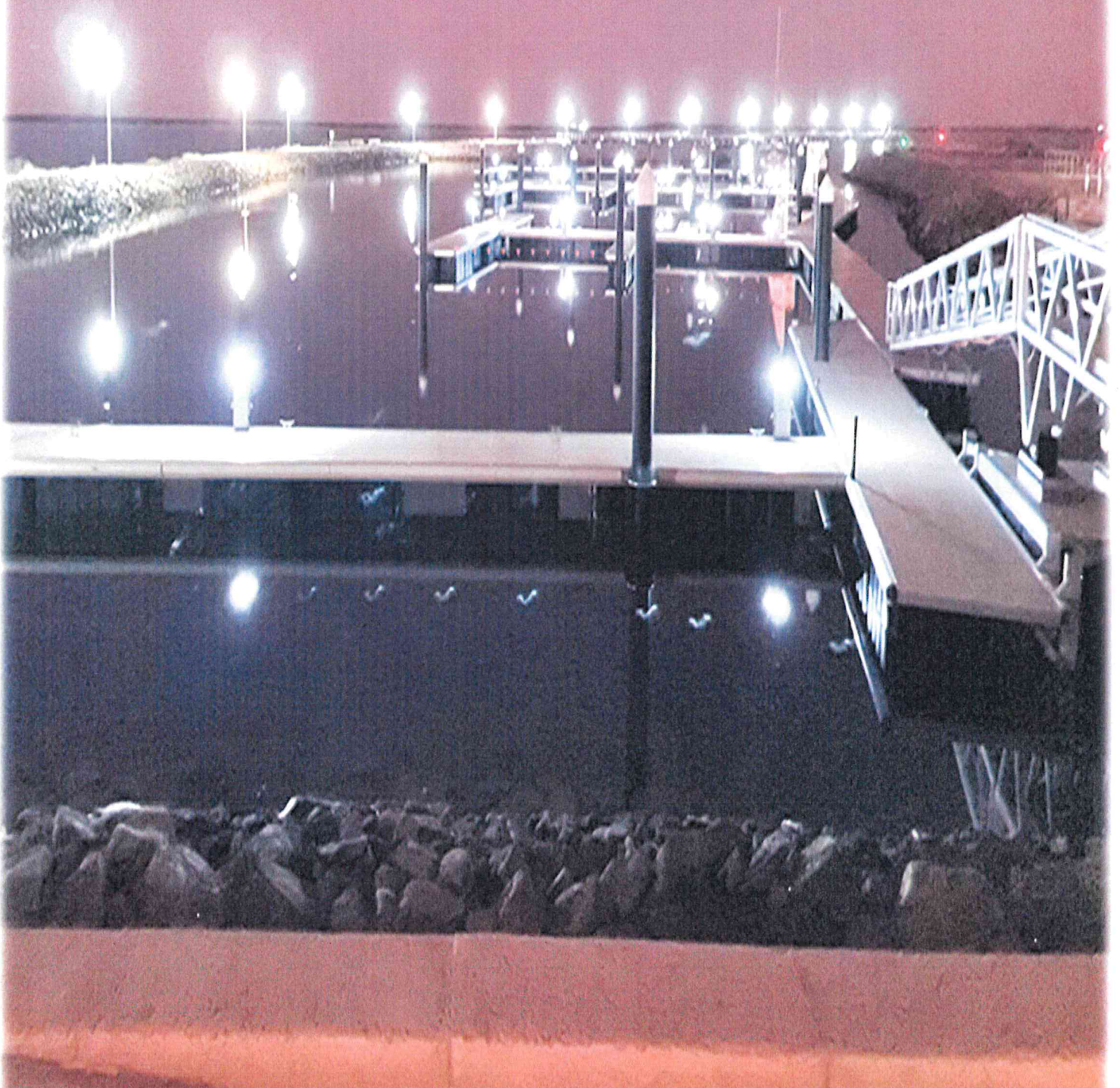




# Employees Private use of Council Plant Policy





## Employees Private Use of Council Plant

Name of Council	District Council of Franklin Harbour
Responsibility:	Governance
Version:	1.2
Effective date:	January 2023
Last revised date:	January 2019
Minutes reference:	02/01/23
Next review date:	January 2027

### 1. POLICY

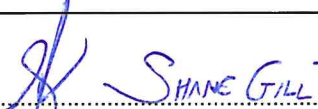
Staff wishing to use Council plant for personal use must first seek permission from their immediate Supervisor and complete a Staff Plant Hire Agreement Form which must be signed by the staff member and Senior Management.

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.

SIGNED:   
.....  
Chief Executive Officer  
Date: 20/01/23



## Employees Private Use of Council Plant

### Change History

Version	Issue Date	Change
1.0	17 August 2016	New Policy
1.1	January 2019	Reviewed and Updated (post election)
1.2	January 2023	Reviewed and Updated (post election)