Staff Usage of Minor Plant and Equipment after hours Policy

Policy Number	**POL-SUMBEV1**
File Number	**8/POL/SUMBE/2**
Responsible Officer	**Director – Infrastructure Services**
Adopted	**8 October 2012**
Last reviewed at Council Meeting	
Minute Number	**13740/1**
Due date of next Review	**Following next general election**

Policy

1. All staff of Council will be permitted the use of minor plant and equipment after hours ONLY under the conditions as outlined in sections 2 to 9.
2. The operator of the minor plant is experienced in the use of the required plant.
3. The operator is the holder of the appropriate current licences.
4. The use of the minor plant does not interfere with the day to day operations of Council and is returned to Council as required by the Works Coordinator or Director.
5. Plant is operated for the use of the staff member only.
6. Occupational Health, Safety and Welfare Policies and requirements are strictly adhered to when using minor plant or equipment.
7. Approval for the use of any minor plant or equipment is obtained prior to use from the relevant Works Coordinator.
8. The use of any minor plant or equipment must be recorded in writing on the form/book in each Council office or depot by listing the staff's name, date and the minor plant or equipment that was used on the form/book in each Council depot or office prior to use and also record (date and time) when returned.
9. All staff are not permitted to take any plant, equipment or materials (road materials, oil, fuel etc) from Council sites (including Council's Offices, Depots, Landfill sites or waste transfer stations) without first obtaining permission from the Works Co-ordinator

Policy Responsibility

The Director – Infrastructure Services is responsible for ensuring the proper operation of this Policy.

Availability/Accessibility

This Policy and Council's Fees and Charges Register are available to be downloaded free of charge from Council's website: www.mid-murray.sa.gov.au.

This Policy is available for inspection at Council's principal office during ordinary business hours. Hard copies, for a fee in accordance with Council's schedule of Fees and Charges can be provided upon request.

Document History

This Policy shall be reviewed at least every four (4) years or more frequently if legislation or Council requires.

Version	Adopted	Minute No	Description of Change
1	8 October 2012	13740/1	Policy adopted by Council