

STAFF USE OF PLANT AND EQUIPMENT

Procedure 5.5.65

Policy No. and Title	5.5	Conditions of Employment Policy
Procedure	5.5.65	Staff Use of Plant and Equipment
Version	1	
Date Adopted	5 September 2012	

1 OBJECTIVES

To ensure that council resources are used ethically, effectively, efficiently and carefully in the course of official duties and not used for private purposes.

2 GUIDELINES

- a) Council staff must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for personal benefit or the benefit of any other person or body.
- b) Council staff may not borrow or use any item of motorised plant or tools of any description for non council business. Refer to section 10.12 of the Code of Conduct.
- c) The General Manager or Directors may authorise staff to use equipment to assist non-profit community groups of which they are a member following payment of the prescribed fee as detailed in the annual fees and charges.

VARIATION

Council reserves the right to review, vary or revoke this procedure which will be reviewed periodically to ensure it is relevant and appropriate.