



1.2.6 Employee Use of Council Equipment

Type:	Office of the CEO – Human Resources
Legislation:	
Delegation:	
Other Related Document:	

Objective

This policy is intended to advise staff of Council's position on the private use of Council equipment.

Policy Scope

This policy will affect all staff.

Policy

There is to be no private use of the Town's equipment by employees in any circumstances, eg by employees in lieu of unpaid overtime.

All Town equipment should be marked to clearly identify it as belonging to the Town.

Any "private works" should be recorded in detail and those records archived and kept as official Council records.

Responsible Directorate:	Office of the CEO
Reviewing Officer:	Chief Executive Officer
Decision making Authority:	Council
Policy Adopted:	17/02/1998
Policy Amended/Reviewed:	18/03/2008, 17/9/19
Former Policy No:	F8.3