

STATEMENT

Resource Recovery Group (RRG) is committed to safeguarding the personal property of all employees in the workplace.

SCOPE

This Policy applies to all employees of RRG.

OBJECTIVE

To provide a clear position in relation to employees' personal property in the workplace.

ROLES & RESPONSIBILITIES

Chief Executive Officer

The Chief Executive Officer (CEO) has Council authority to reimburse the employee for the cost of repair or fair replacement value.

CONTENT

The Regional Council will not be liable for any damage or loss of employees' personal property, beyond that provided for in its existing insurance cover or that is prescribed under the appropriate employment awards.

Where an employee's personal equipment has been damaged or lost whilst used for work related purposes at the workplace the CEO has discretionary authority to reimburse the employee for the cost of repair or fair replacement value.

Note that where an employee has their own personal insurance cover (eg) vehicle, only the excess payable may be reimbursed to the employee.

Issued: August 2022	Review Date: June 2024	Title: COUNCIL POLICY NO 3.2 (HR9.2) EMPLOYEE PERSONAL PROPERTY	Version 7
Prepared: EMCS	Reviewed by: SMG	Approved: COUNCIL	Page 1 of 2
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REFERENCES & REVIEW

	3.2 Employee Personal Property	
Statutory Compliance		
Organisational Compliance		
Approved by	Regional Council	
Related Documents	RRG Insurance policies Employment Awards	
Next Revision Date	June 2024	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Executive Manager Corporate Services	Biennial
Risk Rating	Medium	
Location of document	RRG Website – Members Area Staff Intranet RRG, 9 Aldous Place, Booragoon – Corporate Services CVC, 350 Bannister Road, Canning Vale – staff room	

DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2007	Original	1		HRM	27/09/2007
2012	Review	2	DCS	DCS	26/07/2012
2014	Review	3	EMCS	EMCS	28/08/2014
2016	Review	4	EMCS	EMCS	28/04/2016
2018	Review	5	EMCS	EMCS	19/04/2018
2020	Review	6	EMCS	EMCS	27/08/2020
2022	Review	7	MCS	MGC	25/08/2022

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