

POLICY NO AND TITLE	<b>1.2.1</b>	<b>Conditions of employment policy</b>
PROCEDURE	1.2.1(d)	Private works by Council
VERSION AND DATE ADOPTED	1	
RESPONSIBLE OFFICER		Manager Human Resources

### Introduction

Any staff member wishing to privately carry out works which will be subject to approval by Bega Valley Shire Council must seek written approval prior to carrying out, or contracting to do, any such works.

### Guidelines/ Procedures

Permission will be given by the General Manager only in situations where:

- a) the staff member concerned will not be involved in the processing or approval of such plans once received by Council;
- b) where resources of Council are not used; and
- c) where work is done in the staff member's own time.