

Loss/damage of Council property

PROCEDURE 1.2.1(p)

POLICY NO AND TITLE	1.2.1	Conditions of employment policy
PROCEDURE	1.2.1(p)	Loss/damage of Council property
VERSION AND DATE ADOPTED	1	
RESPONSIBLE OFFICER		Manager Human Resources

Introduction

Staff who lose or damage Council property as a result of repeated failure to take reasonable care, will be required to pay Council the book value of the loss and/or be disciplined according to the extent of any negligence.

Guidelines/ Procedures

Extensive marking and identification shall be fixed to Council property equipment where practical.

It shall be the responsibility of each Manager to investigate any loss of, or damage to, Council property. The Manager is to discuss the loss or damage with the staff member or the team responsible for the relevant property and make an assessment as to whether the matter should be referred to the Director of the department.

Where the Director considers that action should be taken to recover costs for the loss or damage, a report is to be forwarded to the General Manager for a decision. The Director may take appropriate disciplinary action if negligence is deemed to have occurred irrespective of the General Manager's decision on the subject of recovery of costs.