



Use of Council Resources for Private Benefit

This policy is for internal organisational use only

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Responsible Team Risk & WHS

Other Key Internal Stakeholders Executive, Senior Managers

Initial Date of Adoption July 2008

Last Reviewed 06 February 2019

Authorised By Senior Manager - Corporate Services

Legal Requirement N/A

Date of Next Review February 2022

1. Purpose

The purpose of this policy is to provide guidance to staff and volunteers on the proper use and disposal of Council resources.

The existence of this policy will assist to ensure a consistent, fair, transparent and accountable approach is maintained.

2. Scope

This policy is intended to give direction as to the appropriate course of action for Council resources.

This policy applies to all staff and volunteers and should be read in conjunction with the Sale and Disposal of Land and Other Assets Policy which details the disposal process for assets.

This policy does not apply to the use of motor vehicles which are covered by Council's Motor Vehicle and Fleet Policy.

3. Legislation and References

Performance Management and Misconduct Policy & Procedure

Sale and Disposal of Land and Other Assets Policy

Motor Vehicle and Fleet Policy

Procurement Policy

Volunteer Management Policy

4. Definitions

Employee is a person employed by the Organisation on an ongoing or fixed term full time, part time and/or long-term casual basis

Organisation is the local government entity known as City of Playford.

Private works is work which is not part of an approved Council program of works. This includes, but is not limited to, the relocation of material, civil construction, building maintenance, landscaping etc.

Council Resources. Any items that are acquired by any means during the course of Council business by employees or volunteers, including those items that are paid for, owned, or controlled by Council. Resources can be intangible, such as a public official's time (labour), or tangible, such as stock items, equipment and any other material which is either purchased, donated or otherwise acquired during the course of Council business.

5. Policy

As a general rule Council resources are to be used for Council business only and are not to be used for private benefit.

Council operates within a tight financial environment and seeks to maximise the benefits to the community through the efficient and effective use of all available resources in the course of our business.

Council employees and volunteers have a responsibility to act in the public interest and the effective, efficient and fair use of Council resources is part of that responsibility. The appropriate use of Council resources is fundamental to Council fulfilling its statutory responsibilities and obligations.

The use of Council resources for personal benefit in breach of this policy, could be construed as misconduct or, if more severe, corruption under the Independent Commissioner Against Corruption Act 2012 (SA) and be the subject of a complaint to the Office of Public Integrity (OPI). Conduct of a public officer that results in a substantial mismanagement of public resources may also be the subject of a complaint to the OPI.

Disciplinary consequences or prosecutions may ultimately result from the unauthorised use of Council resources for private purposes.

Use of Council Resources

Council resources (i.e. any items that are acquired by any means during the course of Council business by employees or volunteers) must not be used by employees or volunteers for personal / private gain or benefit.

Employees and volunteers must not take surplus materials from Council's work site - this can amount to theft.

Misappropriation of surplus or low-value assets or what appear to be unwanted or forgotten items can amount to theft.

There may be occasions where employees and volunteers find themselves in possession of items / resources that are considered to be Council property, including, but not limited to:

- Excess materials and sundry items left over from a job (i.e. materials that were purchased / issued for a particular job or purpose but are excess to the requirements of that particular job or purpose)
- Items donated to Council which are not required for a specific purpose
- Tree branches, mulch, soil, plants and other flora items
- Re-useable material acquired from the destruction of Council assets, such as footpath rubble or building supplies
- Office supplies
- Obsolete mobile phones, stores items, equipment or other items that are considered obsolete and surplus to Council's requirements
- Material acquired from the intended or unintended destruction or disassembly of a Council asset

Where these resources become available and are not required for a specific business purpose, attempts should be made to ensure they are:

1. Returned to Council's store; or
2. Returned to the supplier; or
3. Allocated by the manager for use by another area of Council for the benefit of the community.

Where these options are not feasible, resources should be disposed of following the same disposal process for Council Assets in the Sale and Disposal of Land and Other Assets Policy. Council should seek to dispose of resources in a fair and equitable manner that balances the financial return and cost of disposal.

Borrowing of Council Resources

Council resources must not be borrowed by employees or volunteers for private / personal use at any time or under any circumstance.

Private Works

Employees shall not engage in the delivery of private works using Council resources. Note: this does not include Council employees providing labour on their own time (ie: non-working hours, annual leave etc.)

6. Responsibilities

Management

- Ensure Employees and Volunteers are aware of this policy and its application
- Manage compliance with the policy and discuss issues relating to non-compliance with Employees and Volunteers
- Monitor the personal use of Council resources
- Check employees are appropriately supervised in their use of Council resources
- Include the policy in employee inductions
- Train employees in the policy to ensure they are aware of their responsibilities

Employees and Volunteers

- Are responsible for adhering to this Policy
- Are responsible for using Council resources in an efficient and effective manner to ensure resources deliver maximum benefit to the community
- Are responsible for informing their Manager or Manager Once-Removed if they are unsure about the application of this Policy or if there is a need for an exception to the policy.

7. Feedback

We invite your feedback on this policy which can be directed to the Manager Risk & WHS.

8. Approval and Change History

Version	Approval Date	Approval by	Change
1	July 2008		New Policy
2	February 2019	Senior Manager Corporate Services	Removed references to Code of Conduct, expanded on policy section to reinforce what is not acceptable use of resources, new section setting out responsibilities of management.