

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 Resource Recovery Group.

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.

Employees

Employees are to exercise care to avoid loss or damage to their personal property and are discouraged from leaving personal property at the workplace,

CONTENT

RRG 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.

Where an employee is eligible for reimbursement, the Resource Recovery Group will only consider the request if the employee can demonstrate the following:

1. They took reasonable precautions to prevent the loss or damage.
2. It was not reasonable for them to have obtained insurance coverage against the loss or damage.
3. It was not reasonable for them to pursue legal action to recover the loss or damage from a potentially liable party.

Note that where an employee has their own personal insurance cover (eg) vehicle, only the excess payable may be reimbursed to the employee. Where the employee receives reimbursement from RRG before receiving compensation from an insurance company or any other party, RRG retains the right to reclaim the reimbursed amount.

Issued: May 2024	Review Date: May 2026	Title: COUNCIL POLICY NO 3.2 EMPLOYEE PERSONAL PROPERTY	Version 8
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REFERENCES & REVIEW

	3.2 Employee Personal Property	
Statutory Compliance	<i>Civil Liability Act 2002 (WA)</i>	
Organisational Compliance	SMRC RRRC Enterprise Agreement 2021 industrial agreement Local Government Industry Award (LGIA) 2020 industrial agreement	
Approved by	Regional Council	
Related Documents	RRG Insurance policies	
Next Revision Date	May 2026	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Executive Manager Governance & Culture	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
2024	Review	8	PCA	EMGC	23/05/2024

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