

Wheatbelt Natural Resource Management Incorporated

Use of Equipment and Vehicles Policy

Policy Name:	Use of Equipment and Vehicles Policy
Policy Number:	4.8
Policy Version Number:	V1.01
Policy Category:	Human Resource Management
Contact Officer:	Chief Executive Officer
Date Approved by the Board of Management:	18 th September 2014
Date of Last Review:	Not Applicable
Period Until Next Review:	36 months from the approved date or as required
Related Legislation:	1. Associations Incorporation Act 1987 (Western Australia) 2.
Related WNRM Policies or Procedures:	1. 6.1 Occupational Safety and Health Policy

1. Definitions

“**Asset**” means Equipment with a procurement, or thereafter the market value, greater than \$1,000

“**Asset Register**” means the database of Recognised Assets that is used for accounting purposes.

“**Computers**” means devices able to be connected to the internet or local network, including Smart Devices

“**Equipment**” means any physical resource to be used for Wheatbelt NRM business.

“**Loan Book**” means official Equipment tracking system held by Wheatbelt NRM to track movement of Equipment allocated within, or being taken from, Wheatbelt NRM premises.

“**Representatives**” means Board Directors, employees, contractors or volunteers of Wheatbelt Natural Resource Management Incorporated.

“**Recognised Asset**” means property which have an effective life greater than 12 months, and a procurement, or thereafter market value, greater than \$5,000 for the effect of Accounting depreciation.

“**Vehicle**” means any motor vehicle leased, hired or owned by Wheatbelt NRM or controlled by a Member for business purposes.

“**Wheatbelt NRM**” means Wheatbelt Natural Resource Management Incorporated.

2. Overview

This Policy relates to the operation and care of Equipment and Vehicle(s) when used by Representatives for Wheatbelt NRM business.

Wheatbelt NRM is committed to providing the most appropriate Equipment and Vehicle(s) to allow Representatives to undertake their duties in the most effective and efficient manner.

Representatives who breach this Policy may be subject to disciplinary action.

3. Policy Statements

General

- 3.1 Equipment of a value greater than \$5,000 is required to be registered as a Recognised Asset on the Asset Register by the Finance Officer.
- 3.2 The disposal of Assets by sale, transfer or destruction will require advance approval of the CEO and will be duly recorded on the Asset Register
- 3.3 Assets that are to be removed from the premises will be documented in the Loan Book.
- 3.4 Any Equipment being allocated to Representatives (e.g., mobile phone) will be recorded in the Asset Register.
- 3.5 Representatives are expected to operate Equipment and Vehicle(s) in a responsible and safe manner.
- 3.6 Representatives are expected to treat Equipment and Vehicle(s) with the utmost care in order to minimise the cost of upkeep and need for replacement.
- 3.7 Damaged, defect or unsafe electrical Equipment will not be utilised.
- 3.8 Representatives should inform the Chief Executive Officer of any damage or theft to Equipment or Vehicle as soon as practicable.
- 3.9 Representatives who become aware of a possible breach of this Policy will report it to the Chief Executive Officer as soon as possible.

Vehicle Usage

- 3.10 Representatives who are authorised to drive Wheatbelt NRM Vehicles will hold a valid Australian driving licence.
- 3.11 Signage made available will be used on Vehicle(s).
- 3.12 Vehicle(s), particularly those with Wheatbelt NRM signage, will be kept clean as they provide a public image.

- 3.13 Vehicle logbooks will be updated immediately after use of the vehicle.
- 3.14 Any parking fines incurred or traffic infringements committed by Representatives while in charge of a Vehicle are the sole responsibility of the person concerned.
- 3.15 Representatives are required to comply with responsible Vehicle transit behaviour during a harvest and movement of vehicle ban.
- 3.16 Representatives who are authorised by the Chief Executive Officer to home garage Wheatbelt NRM vehicles will travel by the normal most direct route between their home and work. Occasional stops and small variations from the normal route are permissible. Regular variations may be approved by the Chief Executive Officer.
- 3.17 Family members, friends or other persons not associated with Wheatbelt NRM business should not be carried in Wheatbelt NRM vehicles without the prior approval of the Chief Executive Officer.
- 3.18 Home garaged Wheatbelt NRM vehicles will be parked in a safe and secure place and the Vehicle itself properly secured.

Computer Smart Device and Internet/Data Usage

- 3.19 Representatives using Wheatbelt NRM Computers and Smart Devices should use them primarily for Wheatbelt NRM business.
- 3.20 All Computers will be virus protected. Representatives will ensure that they do not expose the system to possible viruses by accessing suspect websites or opening suspect emails.
- 3.21 Computers or access to the internet will not be used for sending, viewing, copying or transferring offensive, pornographic or any other inappropriate material.
- 3.22 Representatives will adhere to any copyright provisions when copying, recording, storing or transferring data not authorised for this purpose, or without gaining appropriate permission.
- 3.23 Representatives have a duty of care to protect their Computers and Smart Devices and prevent their usage by unauthorised parties.

Mobile Phone and Telephone Usage

- 3.24 Mobile telephones may be supplied to Representatives on a case by case basis for use on official business and limited private use.
- 3.25 Landline telephones will be made available in offices for use on official business and for limited private use. Excessive private use will require Representatives to reimburse Wheatbelt NRM for all private costs incurred.
- 3.26 International calls are not permitted unless authorised by the Chief Executive Officer.
- 3.27 Representatives have a duty of care to protect their smart devices mobile and landline telephones and prevent their usage by unauthorised parties.

- 3.28 Wheatbelt NRM is authorised to monitor all mobile and landline telephone and data usage.
- 3.29 Where Representatives are travelling overnight, or are required to work out-of-hours, or are held back at work and are running late, a brief call home, to a carer, spouse or similar will be considered work-related and not as a private call.

4. Responsible Officers

- 4.1 The Board of Management, as part of its governance authority, is responsible for the approval and publication of this Policy, including the approval of any subsequent changes.
- 4.2 The Audit Committee is responsible for reviewing this Policy prior to Board of Management approval, and ensuring the scheduled review of this Policy.
- 4.3 The Chief Executive Officer is responsible for the operational compliance of the organisation to this Policy.
- 4.4 Representatives are responsible for professional behaviour in regard to the control of Equipment or Vehicle(s).

5 Approval:

This Policy was approved by the Board of Management on 18th September 2014.

Jim Sullivan
Chairperson
Board of Management
Wheatbelt Natural Resource Management Incorporated