

[insert organisation name/logo]

Facilities and Equipment Policy

Document Status: Draft or Final

Date Issued: [date]

Lead Author: [name and position]

Approved by: [insert organisation name] Board of Directors on [date]

Scheduled Review Date: [date]

Record of Policy Review

Review Date	Person Initiating/Leading Review	Other People Consulted

Triggers for Policy Review (tick all that apply)

- Standard review is timetabled.
- A gap has been identified
- Additional knowledge or information has become available to supplement the policy.
- External factors
 - Policy is no longer relevant/current due to changes in external operating environment.
 - There are changes to laws, regulations, terminology and/or government policy.
 - Changes to funding environment, including requirements of funding bod(y)ies
- Other (please specify).
- Internal / organisational factors
 - A stakeholder has identified a need, eg by email, telephone etc
 - A serious or critical incident has occurred, requiring an urgent review.
 - Need for consistency in service delivery across programs and organisations.
 - Separate, stand-alone policy is now warranted
 - A near miss has occurred, requiring a review to prevent a serious/critical incident in the future

Additional Comments

[for example, policy now covers details related to new legislation].

Facilities and Equipment Policy

1. Purpose and Scope

The purpose of this policy is to ensure **[insert organisation name]** makes responsible asset purchases, accounts for assets, and retains control over asset purchase and disposal.

All staff, volunteers and students at **[insert organisation name]** will have the necessary and suitable equipment to perform their duties and to ensure that copyright and licensing regulations are observed.

2. Definitions

An asset is a tangible item of economic value.

Financial assets can include (but are not limited to) cash on hand or at bank, receivables (trade debtors) and accountable forms.

Non-financial assets can have a physical form and include (but are not limited to) items such as computer equipment, furniture and office equipment. Non-financial assets can also be intangible such as computer software or intellectual property

3. Principles

[insert organisation name] staff, volunteers and students have suitable equipment to conduct their daily responsibilities in an efficient and economical way.

Staff, volunteers and students should endeavour to minimise the cost of asset acquisition, maintenance and replacement.

[insert organisation name] retains the ownership of assets provided to staff, volunteers and students. Staff, volunteers and students are responsible for exercising reasonable diligence to protect assets from theft or damage.

4. Outcomes

Suitable equipment is available to conduct responsibilities in an efficient and economical way.

Purchased assets are accurately recorded.

Equipment is safely and effectively operated and maintained according to manufacturer’s specifications.

The acquisition, maintenance and replacement of information technology equipment is planned and within the budget allocation.

5. Functions and Delegations

Position	Delegation/Task
Board of Directors	<p>Endorse Facilities & Equipment Policy.</p> <p>Comply with Facilities & Equipment Policy.</p> <p>Final approval of any new acquisition or maintenance/operation over [insert amount].</p> <p>Approve the planning and budgeting of assets.</p>
Management	<p><u>CEO/Manager</u> Final approval of any new acquisition and maintenance/operation.</p> <p>Review the quotes and endorse purchase orders for any purchase over [insert amount].</p> <p>Preliminary planning and budgeting of asset acquisition and maintenance.</p> <p>Monitor the asset register.</p>
Staff	<p>[insert position] Advises CEO/Manager of need for hardware and software upgrades and renewal.</p> <p>Renew or purchase new software for operating systems, office suites and anti-virus software.</p> <p>Plan and budget asset acquisition and maintenance.</p> <p><u>Administration Officer</u> Document items into the asset register.</p> <p>Coordinate maintenance of assets.</p> <p>Coordinates the disposal of assets as per instruction from the CEO/Manager.</p>

	Quote and purchase asset approved by CEO or as described in the project funding agreement.
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6. Risk Management

[insert organisation name] has systems in place to protect and account for assets.

[insert organisation name] ensures staff and Board members and staff with training to effectively perform asset management functions, including acquisition, use, maintenance, repair and disposal. There are regular reviews of asset management systems.

7. Policy Implementation

All staff members and Board Members are responsible for understanding and adhering to this policy.

Asset management is an integral part of the organisation's operation and its application is reviewed and minuted on a quarterly basis by the [insert position].

The Asset register should be audited by an independent staff member at least once every calendar year.

8. Policy Detail

[insert organisation name] acquires, uses, maintains and replaces assets to assist the organisation to meet its objectives.

All assets are appropriately insured and recorded on the asset register.

8.1 Asset Acquisition

The [insert position] has authority to approve asset purchases to the value of [insert amount]. Assets above this value will be submitted for approval to the Board of Directors [larger CMOs may require a delegation register or manual]. See Financial Management Policy

Asset acquisition is based on consideration of whether the asset:

- will provide significant, direct and tangible benefit to the organisation
- does not exist or could not be upgraded or adapted to meet the same purpose
- is appropriate and cost effective over its life
- is compatible with existing equipment and will not lead to unwarranted additional expenditure
- can be accommodated in existing space and facilities
- is the most suitable and appropriate type, brand, and model.
- Is replacing an outdated asset currently being used.

Multiple quotes will be sought for assets as specified in specific project funding agreements and for any purchases over **[insert amount]**.

8.2 Asset Register

An asset register of all capital purchases greater than **[insert amount]** in value is maintained by the organisation. Assets are depreciated by class at a rate determined by asset life and the Australian Accounting Standards. Depreciation is posted to project cost centres for project specific assets while the asset is being used for the project. Refer to the Asset Register Template.

Depreciation of furniture and fittings along with equipment used to support and develop the entire organisation is borne by the core administration cost centre.

Once an asset is fully depreciated it should be written off

8.3 Asset Utilisation

Assets will be used by authorised personnel for the purposes for which they were acquired. Under-utilised and under-performing assets will be identified, reasons critically examined, and appropriate action taken. Modification of assets will only occur by authorised and qualified persons.

8.4 Asset Maintenance

Assets will be maintained through actions recommended in manufacturer's manuals. For each asset, efficient maintenance strategies will be implemented.

An operation and maintenance plan establishing responsibility and standards for the level of use, condition, servicing and performance of each asset will be developed.

8.5 Asset Security

Staff, volunteers and students are responsible for the security of assets under their control. Assets are safeguarded against theft and damage and removed from the premises only with approval.

8.6 Asset Disposal

Asset disposal may occur through auction, tender, private sale, destruction, donation and transfers to other organisations.

The method of asset disposal will be based on consideration of what offers the best return and best furthers **[insert organisation name]** objectives, and considers environmental responsibilities. Refer to the Environmental Sustainability Policy.

8.7 Motor Vehicles

Motor vehicles are provided as part of select employment contracts and as shared pool vehicles for use by eligible staff.

The selection of motor vehicles and the decision to lease or purchase a vehicle is agreed between the CEO/Manager and/ or the Board.

The **[insert position]** ensures that all vehicles are registered and insured. **[insert organisation name]** is responsible for the payment on insurance excess in the event of an accident unless the vehicle is not being used in accordance with this policy.

For employment contract vehicles the approved drivers are the staff member, the immediate family of the staff member and other staff members who **[insert insurance requirement, eg are over 25 years of age]** and hold a full current NSW Drivers License.

For shared pool vehicles the appropriate drivers are staff members who have been authorised by the CEO/Manager to drive the vehicle and hold a full current Driver's License legally permitting them to drive in NSW (eg NSW Driver's License, out-of-state Driver's License).

All vehicles are maintained in accordance with their maintenance schedule and/or terms of their lease agreement with the maintenance expense borne by the organisation. Fuel cards and toll transponders are provided for all vehicles.

All vehicles are covered by road service, as part of the vehicles comprehensive insurance policy or a roadside assistance programs. Refer to the Motor Vehicle Use Procedure.

8.8 Mobile Phones

Mobile phones are provided for the use of specific staff. Expenditure for mobile phones is borne by the specific cost centre related to the project that the staff member is working on.

At the discretion of the CEO/Manager any expenditure greater than **[insert amount net GST per month]** for staff members may be recovered from the staff member by way of tax invoice issued by **[insert organisation name]**.

Losses and/ or damage to mobile phones are to be reported to the CEO/Manager or in his/her absence the **[insert position]**.

9. References + Resources

9.1 Internal

Asset Register Template
Motor Vehicle Usage Procedure
Environmental Sustainability Policy

9.2 External

Legislation

[depending on organisation constitution the following legislation maybe relevant]

Building Code of Australia
Motor Accidents Act 1988 (NSW)
Work Health and Safety Act 2011 (Commonwealth)
Model Work Health and Safety Regulations 2011 (Cth)
Workers Compensation Act 1987 (NSW)
Workplace Injury Management and Workers Compensation Act 1998 (NSW)

Websites

Australian Accounting Standards: <http://www.aasb.gov.au>

Australian Business Register: <http://www.abr.business.gov.au>

Australian Tax Office: <http://www.ato.gov.au>

Australian Federation of Employers and Industries: <http://www.afei.org.au>

NSW Office of Fair Trading: <http://www.fairtrading.nsw.gov.au>

NSW Office of Industrial Relations: <http://www.industrialrelations.nsw.gov.au>

This policy is adapted from the NADA Asset Management Policy.

http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44

9.3 Quality and Accreditation Standards

EQUIP4

Provided by the Australian Council on Healthcare Standards (ACHS)

Standard 3.2: The organisation maintains a safe environment for employees, consumers/patients and visitors.

Criterion 3.2.2: Buildings, signage, plant, equipment, supplies, utilities and consumables are managed safely and used efficiently and effectively.

EQUIP5

Provided by the Australian Council on Healthcare Standards (ACHS)

Standard 3.2: The organisation maintains a safe environment for employees, consumers/patients and visitors.

Criterion 3.2.2: Buildings, signage, plant, equipment, supplies, utilities and consumables are managed safely and used efficiently and effectively.

Health and Community Service Standards (6th edition)

Provided by the Quality Improvement Council (QIC)

Standard 1.4: The organisation's physical resources are managed to ensure an effective, safe and efficient service.

Evidence Questions: What is the evidence that:

- a) the organisation's assets are adequate to meet its goals?
- b) the organisation's needs for physical resources are regularly reviewed?
- c) equipment and facilities are organised, recorded and regularly maintained to ensure a safe, effective, accessible and comfortable service?
- d) the organisation plans and implements responsible environmental practices and reviews those practices?

9.4 National Mental Health Standards

N/A

9.5 Recovery Oriented Service Self-Assessment Tool (ROSSAT)

N/A

9.6 NSW Disability Services Standards (DSS)

8.10: Resources are managed to maximise the funds available to provide services for service users.