Resource Management Policy

Policy number	POL007	Version	A
Drafted by	FOP Australia Board	Approved by Board on	02/07/2019
Responsible person	FOP Australia Board	Scheduled review date	02/07/2022

INTRODUCTION

To be responsible stewards of the charity's resources, appropriate safeguards need to be in place to ensure that FOP Australia's assets are maintained and used to benefit the goals of the organization.

The purpose of this policy is to ensure that FOP Australia directors or volunteers are aware of the terms under which they are entitled to make use of the organisation's resources and equipment.

PURPOSE

The primary purpose for which FOP Australia acquires equipment and resources is to assist it with achieving the goals of the organization.

This policy sets out guidelines for acceptable use of FOP Australia equipment and resources by FOP Australia's directors and volunteers.

POLICY

FOP Australia's resources and equipment must be used to support its mission.

Except as specified below, FOP Australia directors and volunteers must not use the organisation's resources for personal benefit or gain, or for the benefit or gain of other individuals or organisations. For the purposes of this policy, FOP Australia's resources includes access to employees, money, property or other assets that belong to FOP Australia.

The Board may permit directors and volunteers to use FOP Australia's equipment and resources where its use conforms to applicable organisational policies and procedures. Such permission will be granted at the Board's discretion and may be revoked or limited by the Board at any time.

This policy does not apply to the use by an employee of FOP Australia's equipment and resources to enable them to discharge their duties as employee or in a manner agreed under the employee's contract of employment.

FOP Australia resources should be recorded and tracked via an inventory register.

AUTHORISATION

02/07/2019

FOP Australia

Policies can be established or altered only by the Board: Procedures may be altered by the Board.

Resource Management Procedure

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RESPONSIBILITIES

It is the responsibility of the Treasurer to ensure that:

- directors and volunteers using FOP Australia's resources and equipment are aware of this policy;
- any breaches of this policy are brought to the Board's attention and are dealt with appropriately; and
- the FOP Australia inventory register is maintained appropriately.

It is the responsibility of all employees to ensure that their use of FOP Australia resources and equipment conforms to this policy and the terms of their contract of employment.

PROCESSES

The treasurer must maintain an inventory register, as part of the Gift Fund, in keeping with the terms outlined in FOP Australia's constitution.

When volunteers access materials developed by FOP Australia, they are to be informed of the terms and conditions of use of the relevant materials and asked to comply with those guidelines. Any breaches of these guidelines should be reported to the Board.

If the Treasurer updates the inventory register, the updated inventory register should be tabled at the next Board meeting.

Any queries about appropriate use of FOP Australia's resources and equipment should be [brought to the Treasurer's attention and] raised at a meeting of the Board.

AUTHORISATION

02/07/2019

FOP Australia

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