



Australian Government

AFTRS

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AFTRS Policy on the use of AFTRS Resources for Non-AFTRS Purposes

Responsible Officer	Director, Corporate Services
Contact Officer	Head of Human Resources
Authorisation	Chief Executive Officer
Effective Date	6 th August 2011
Associated Documents	AFTRS Code of Conduct AFTRS Enterprise Agreement 2011 Fraud Control Policy 2010

1. Policy Name

The AFTRS Policy on the Use of AFTRS Resources for Non-AFTRS Purposes.

2. Preamble

This policy was first developed in 2003 to address concerns about staff using AFTRS equipment for personal use. It promotes appropriate use of Commonwealth equipment and transparency in process. The policy has been reviewed a number of times the last of which was 10th November 2010.

3. Policy Scope

This policy applies to all employees of AFTRS.

4. Definitions

“Resources” means anything used to undertake AFTRS business and includes:

- premises;
- facilities
- equipment;
- technology;
- stationery;
- materials;
- students;
- other staff, and
- the employee’s work time.

It excludes any commercial hiring of facilities or equipment and using trivial amounts of resources e.g. occasional personal emails or phone calls.

5. Policy Statement

Under limited circumstances approval may be given by the Chief Executive Officer or relevant Divisional Director to use AFTRS resources for non-AFTRS purposes. These might include (but are not limited to): assisting a charity, not for profit organisation or other government agency; student learning; approved staff development, or approved staff external studies.

The unapproved use of AFTRS resources for non-AFTRS purposes is fraud and a breach of the AFTRS Code of Conduct. Anyone found to be in breach of this policy may face disciplinary action including possible termination of employment.

Approval will not be given if there is any personal benefit to the employee (other than training and development as indicated above).

If an employee has a suspicion that this policy is being breached through fraudulent activity they should refer to the Fraud Control Policy (found on the intranet) for guidance on how to report suspected fraud.

Human Resources will retain all records.

6. Implementation

All requests must be in writing and indicate:

- what the project/event is;
- what resources will be used;
- who will benefit;
- what the benefit to AFTRS will be, and
- what learning objectives will be met (if applicable).

Where the proposal requires the use of Production Facilities and/or equipment, the request must be accompanied by a signed statement from the Production Executive that the requirements can be met within the available resources.

Where the proposal requires the use of other AFTRS equipment the request must be accompanied by a signed statement from the relevant Head of Department (e.g. Production Technology, ICT & Services) that the requirements can be met within the available resources.

The requester will be advised in writing whether the request is approved or not.

7. Review

This policy will be reviewed as required by legislation, policy or AFTRS requirements but at least every 5 years.