

Guideline 4.01 – Private use of Motor Vehicles and other NQBP Equipment

1. Application

This Guideline applies to all employees and Contractors of NQBP.

2. Policy

Under Policy 4 – Finance, no employee or contractor is entitled to use or borrow NQBP equipment for private use unless authorised by the Chief Executive Officer (CEO) or the Chief Operating Officer (COO) in writing. This guideline provides further details and specific guidance for employees and contractors.

Motor Vehicles

NQBP vehicles may not be used for private use unless authorised by the CEO or COO in writing.

Telephones (Fixed and Mobile)

Private use of business phones is to be kept to a minimum, however NQBP recognises that to function effectively some private use is warranted and acceptable. A statement of calls will not be distributed, however officers should reimburse NQBP where private usage is excessive.

Loss or Damage

Any officer using NQBP equipment for private purposes (with written authorisation from CEO or COO) is required to ensure due care and security is taken in its transportation, storage, use and other aspects relating to the private use of the equipment. In cases where due care was taken and the equipment lost or damaged in the course of the officer taking or using the equipment for private use, the CEO will consider whether a contribution to the repair or replacement is warranted. In cases of negligence on behalf of the employee, the employee may be required to pay the complete costs for the repair or replacement of the equipment.

3. Compliance Policy, Procedure, Standard and Legislative Framework

NQBP is a Government Owned Corporation and port authority and is required to comply with its own policies, prescribed applicable legislation and State Government policies and procedures. This procedure should be read in conjunction with:

- a. Policy 4 - Finance
- b. Finance Standards, Guidelines, and Procedures
- c. Policy 2 - Compliance
- d. Corporations Act 2001 (Cth)
- e. Government Owned Corporations Act 1993 (Qld)
- f. Financial Accountability Act 2009 (Qld)
- g. Code of Practice for Government Owned Corporations' Financial Arrangements
- h. Corporate Governance Guidelines for Government Owned Corporations February 2009.

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4. Procedure Review Date

This procedure should be reviewed by 31 January 2019.

5. Definitions

Contractors: means contractors or consultants engaged by NQBP under a personal services consultancy agreement or other similar arrangements.

NQBP: means North Queensland Bulk Ports Corporation Limited ACN 136 880 128.

NQBP Employee: means employees and Contractors of NQBP but does not include NQBP directors.

NQBP Personnel: means NQBP officers (for example NQBP directors) and NQBP Employees.

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