



# Mornington Peninsula and Frankston City Table Tennis Association Inc (MFTTA)

---

## TECHNOLOGY AND EQUIPMENT POLICY

---

**Version:** Version 4, 4 November 2020

**Drafted By:** Initial draft October 2020 by Max Coulthard, redrafted 23 Oct 2020; format updates 25 Oct 2020; name change to MFTTA

**Approved and endorsed by:** MPTTA Board of Directors at its meeting on 4 November 2020

---

### Our commitment

We will ensure our Association has the appropriate operations policies and procedures and support technology and equipment in order to undertake its business. This policy should be read in conjunction with our Communications Policy which covers our Website, SMS and email use, plus social media.

### What we will do

#### Policy

Our policy is to ensure that we have available appropriate operational equipment and technology to effectively and efficiently run our day to day business. Such items that may be required include (but are not limited to):

- Recording equipment such as cameras (video and still pictures) and other recording devices
- Computers, notebooks and peripherals – desk top and portable
- Photocopiers and printers
- Software to both run the computer and software for specific purposes
- Cloud based applications
- Table Tennis or Sport specific software
- Mobile phones
- Television and telecommunications
- Office furniture and sundry items

Except for items under an agreed minimum value set yearly, a minimum of two quotes shall be obtained to ensure best prices are achieved (if the item is clearly identified), or three quotes if the item is of significant value (over 25% of annual operations and technology budget) or different types of solutions are available (e.g. different brands making similar products).

All equipment and technology will be recorded in an appropriate register and depreciated as per standard Australian Taxation guidelines. Xero and other accounting software allows for such recordings including capture of receipt images. Warranties and serial number recording are also essential.

### Procedures

Each year a budget will be allocated and approved by the Board for both replacement and maintenance of equipment and technology. Items purchased within budget do not need to be referred to the Board. Anyone making requests during the financial year should identify their requirement and put their case in writing to the General Manager, who will submit such requests to the Board with financial implications outlined and a request for approval/rejection.

### **Recording equipment**

We will ensure that appropriate photography and video equipment is available to use for recording Association events and other notable events for the benefit of members.

### Procedures

- Cameras and other recording devices will be stored in locked cabinets.
- Equipment borrowed for personal use may only take place with appropriate recording in an equipment logbook of person's name, date of borrowing, date when must be returned, reason for use and signature when taking out equipment. When equipment is returned the borrower will sign and record date of return. The person receiving this equipment will sign in confirmation of return and locking up of equipment.
- Failure to return borrowed equipment may lead to penalties for the person or persons involved. Penalties could include warnings or ban on future borrowings, requirement to replace lost equipment or other such penalties as seen fit by the General Manager or if a serious matter by the Board.

### **Printers and Photocopiers**

We will ensure that our printers and any photocopying equipment are suitable for Association requirements and all such equipment is kept in effective working condition through planned maintenance and replacement. Where appropriate the photocopier will be provided via a rental plan.

### Procedures

The Association will determine its likely printer and photocopying needs yearly and allocate an appropriate budget.

### **Electronic equipment**

The Association will ordinarily supply equipment such as computers, notebooks, tablets or mobile phones for employees and volunteers as necessary. For these and related equipment types borrowing will not normally be authorised but if so (via the General Manager or Board) the above borrowing procedures will apply.

For mobile phone plans, the Association will use non lock-in plans where possible.

### **Software, software compatibility and software warranty**

The Association uses a range of different software to achieve its objectives. It is the Policy of the Association to use licensed software where practicable rather than purchase outright unless there is a sound business case for doing so.

The Association has agreed that the following are its current preferred software/operating systems

- Accounting: Xero
- Operating system: MS Windows with Microsoft 365 for word processing, spreadsheets, presentations etc
- PDF reader: Adobe
- Communication and Internet: Google, Microsoft Edge, Microsoft Outlook
- Sport-related software systems: Revolutionise Sport software package
- Storage: Google or Dropbox
- Use of open source software is permitted where appropriate for a specific purpose and if authorised by the General Manager.

The Association will review its preferred systems on an ongoing basis.

### **Software installations**

The Association preference is to licence software that is pre-installed on computer and related equipment. Specifications for such software will be defined according to Association requirements and agreed by the General Manager and/or Board if necessary, in advance of purchase.

### **Software and hardware failures**

The Association will ensure all records are backed up regularly to minimise and losses that might otherwise occur as a result of software/hardware failures.

### **Bring your own device Policy**

In general members and others are not encouraged to undertake Association work on their own equipment in the stadium since equipment will normally be provided by the Association for that purpose.

### **Information Technology Security**

The Association Policy is to operate licenced, up-to-date anti-virus/anti-malware software and anti-spyware protection software on all its computer and related equipment. Board members and others with access to online Association software, systems and information must also operate up-to-date similar software to ensure security of Association operations and information.

### **Confidential Information**

The Association Policy is to adhere to the Privacy Act and to ensure that member's information is kept confidential unless prior written consent is provided, or unless there is a legal requirement to access/disclose information e.g. issues concerning health and safety, sexual harassment, child abuse, serious risk of harm to self/other etc.

Sensitive information will be password protected with access limited to those with a requirement which meets Association purposes, for example Board members and approved persons.

### **Breach of Policy**

Where there is a breach of this policy by an employee, contractor or volunteer then this could lead to further consultation, performance review, removal of responsibility or in severe cases, dismissal.

### **Office Furniture and Supplies**

A budget will be allocated for purchase and maintenance of ergonomic furniture and related equipment which will be specified/procured to ensure health and safety of Association members and staff. Similarly for general operational use an annual budget will be devised for office supplies to meet Association requirements.