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| **WHANGANUI BAY MAORI RESERVATION TRUST**  **PAPAKAINGA O NGĀTI TE MAUNGA** | |
| POLICY NAME: **EQUIPMENT MANAGEMENT POLICY** | POLICY NUMBER: P012 |
| ORIGINAL AUTHORISATION: Chairperson | DATE: Feb 2017 |

Version Control:

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| Serial | Date | Change | Responsible | Sign |
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Associated policies: The associated policies include:

1. Maori Reservation Act.
2. Whanganui Bay Maori Reservation Charter P001.

Aim

1. The aim of this policy to highlight equipment management responsibilities of the Trust. This explains how the Trust is to manage equipment that is owned by the Trust.

Responsibilities

1. All Trustees are responsible for ensuring:
   1. Equipment is properly maintained.
   2. Appropriate equipment is insured.
   3. Only trained people used equipment.
   4. Equipment is secured appropriately.
   5. Equipment is properly valued and depreciated in the Financial reports.
   6. A register of all equipment is used to record details and audited annually.