

**ACCEPTABLE USE OF VEHICLES AND EQUIPMENT POLICY****Lake Baroon Catchment Care Group Inc**

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Drafted by	Manager	Scheduled review date	As required

Policy adapted from <https://www.communitydirectors.com.au/icda/policybank/>

Introduction

Confusion as to whether employees or volunteers are entitled to make use of the organisation's vehicles and equipment is undesirable, and any misunderstandings and any ambiguity should be **if at all possible** avoided. The purpose of this policy is to ensure such confusion does not occur.

Purpose

The primary purpose for which vehicles and equipment are provided to Lake Baroon Catchment Care Group staff and volunteers is to assist them in carrying out the duties of their employment.

This policy sets out guidelines for acceptable personal use of Lake Baroon Catchment Care Group vehicles and equipment by employees and volunteers of Lake Baroon Catchment Care Group.

This policy is made up of specific policies governing the use of

- Mobile phones
- Vehicles
- Facilities
- Other equipment

A separate policy will be formulated to deal with acceptable use of computers, internet and email.

Policy

Lake Baroon Catchment Care Group's facilities, vehicles, and equipment are to be used to support its mission. Lake Baroon Catchment Care Group staff and volunteers may not use the organisation's resources (including any person, money, or property) under their control for personal benefit or gain, or for the benefit or gain of other individuals or organisations, except as specified below.

Employees and volunteers are permitted limited use of equipment for personal needs where such use does not interfere with Lake Baroon Catchment Care Group business, involves minimal additional expense to Lake Baroon Catchment Care Group, involves minimal additional risk to Lake Baroon Catchment Care Group, and conforms to applicable organisational procedures. Such permission may be revoked or limited at any time by the Management Committee or the Manager.

Lake Baroon Catchment Care Group believes that staff and volunteers should be given the tools needed to effectively carry out their assigned responsibilities. Allowing limited personal use of these tools helps enhance the quality of the workplace and helps Lake Baroon Catchment Care Group to retain qualified and skilled workers.

This policy does not apply to those situations where personal use of Lake Baroon Catchment Care Group's equipment constitutes agreed remuneration under a contract of employment.

This policy does not apply to equipment loaned to members, other organisations or project participants to carry out Lake Baroon Catchment Care Group projects or activities that meet the organisation's catchment objectives. It is strictly forbidden to loan any equipment to anyone for financial gain unless a Hire Contract is agreed. Any Hire Contracts are at the discretion of the Manager who if required will seek advice from the Treasurer and/or Management Committee.

Responsibilities

It is the responsibility of Management to ensure that:

- staff are aware of this policy
- any breaches of this policy coming to the attention of management are dealt with appropriately

It is the responsibility of the all employees to ensure that their usage of Lake Baroon Catchment Care Group equipment conforms to this policy.

Procedure

Use of Mobile Phones

Employees and volunteers of Lake Baroon Catchment Care Group whose duties necessitate use of a mobile phone may be assigned a phone or may be reimbursed for business use of a personal phone under the following circumstances.

Permanent Staff

Full time and permanent part time staff will normally be provided an appropriate mobile phone and suitable plan. Provided mobile phones will be new and fit for purpose but will be economical. No plans will be accepted that include the price to purchase the phone. Phone purchase and cost will be at the discretion of the Manager (in consultation with the staff member).

Supplied mobile phones are expected to have a service life of at least three years. Irreparably damaged phones under the age of three years will be replaced at the staff members cost unless shown to not be the fault of the staff member. The Manager has the discretion to replace damaged phones. Staff members are expected to care for their phone sufficiently to last for three years.

The lowest cost plan available to accommodate the particular organisational need shall be used. The need for a phone must be reviewed at least once a year to verify that the arrangement continues to be justified. The arrangement shall be terminated on resignation, separation or transfer of the employee.

Personal use of a Lake Baroon Catchment Care Group mobile phone, where such use is likely to incur a substantial additional cost for the organisation, is highly discouraged. Employees are expected to fully reimburse Lake Baroon Catchment Care Group for any extra costs incurred by the organisation as a result of such usage.

Alternatively, the employee may purchase their own telephone and submit an appropriately detailed reimbursement request for organisation-related calls and data use.

Volunteers and other users

The supply of mobile phones to volunteers and other users is at the discretion of the Manager. It is unlikely that mobile phones will be supplied to non-permanent staff however volunteers may submit an appropriately detailed reimbursement request for organisation-related calls and data use.

Use of Vehicles

Lake Baroon Catchment Care Group vehicles must not be used other than for Lake Baroon Catchment Care Group business. There is strictly no private use of organisational vehicles. Commuter use is only permissible if the staff member's Employment Contract specifically references the benefit. Private vehicle use under ATO guidelines attracts Fringe Benefit Tax and is not an acceptable cost to Lake Baroon Catchment Care Group.

Use of facilities

Office space, shed space and office grounds are not to be used for the private use of staff members or volunteers (storage of personal items). Overnight accommodation is strictly forbidden.

All facilities are to be kept neat and tidy with individual offices the responsibility of the staff member in tenancy and common areas (kitchen, meeting room, bathrooms) the responsibility of all staff members.

All facilities are strictly for Lake Baroon Catchment Care Group business. No sub-letting is permitted nor can any 'outside' work (non-Lake Baroon Catchment Care Group) be conducted for financial gain.

Use of other equipment

The loan of other equipment (mowers, brush cutters, augers, pumps, spray units etc.) to staff for limited use is acceptable provided there is no personal gain or benefit. Any damage sustained during the loan period will normally be at the cost of the staff member. Liability for any repairs will be at the discretion of the Manager.