

**ON GROUND CHARGEBACK POLICY****Lake Baroon Catchment Care Group Inc**

PO Box 567, Maleny Qld, 4552

Tel: 07 5494 3775

Email: info@lbccg.org.au

Policy Number	024	Responsible person	LBCCG Chair
Version	2021	Approved by Committee on	
Drafted by	Treasurer	Scheduled review date	Annually

Purpose

The purpose of this policy is to provide a framework for Lake Baroon Catchment Care Group to implement an On-Ground Chargeback or “*Dirty Hands*” procedure for work completed on projects.

Background

Currently Lake Baroon Catchment Care Group (LBCCG) is funded for Program Management of its various projects; this funding **does not** cover work that our Program Managers undertake on-ground.

Policy

Lake Baroon Catchment Care Group will charge projects for on-ground work, when completed by the Project Manager as of the 1st July 2021.

Definitions

Only work that is necessary and would usually be done by contractors may be charged for.

Conditions

It is not intended that LBCCG will replace contractors doing this work but when for various reasons it is appropriate or necessary for Program Managers to do hands-on work for example when a Contractor is not available.

Cost

Work will be charged at \$460 per day or pro rata for part thereof.

Review

This policy is to be reviewed annually to determine correct charge out rate.

Work Charge out form

DATE(S)	
PROJECT NO. & NAME	
STAFF MEMBER	

ACTIVITY	DESCRIPTION OF WORK	
FENCING		hrs
REVEGETATION		hrs
WEED MANAGEMENT		hrs
LANEWAY REHABILITATION		hrs
OFF STREAM WATERING		hrs
REVEGETATION MAINTENANCE		hrs
STREAM CROSSINGS (NEW)		hrs
STREAM CROSSINGS (REPAIRS)		hrs
TAFE SUPERVISION		hrs
PROPERTY SLASHING		hrs
RUBBISH REMOVAL		hrs
SOIL TESTING		hrs
DRAINAGE		hrs
ACCESS TRACKS		hrs
OTHER PROJECT DEVELOPMENT ETC		hrs
OTHER (<i>specify</i>)		hrs
Total		hrs

COMMENTS

Office use

<i>Date processed</i>	
<i>Project No. charged</i>	
<i>Amount charged</i>	