



ACCEPTABLE USE OF COMMUNITY ASSETS POLICY

Introduction

For employees (full-time and part-time), the sole purpose for which ACT Jewish Community Inc facilities, vehicles, facilities and equipment is provided to them is to assist them in carrying out the duties of their employment. This policy specifically governs the allocation to and use by employees of a mobile phone and/or vehicle.

However, this policy also clarifies when employees (full-time and part-time) and volunteers are entitled to use a vehicle, mobile phone, facility (such as parking) or equipment provided by or belonging to the ACT Jewish Community Inc for personal purposes.

The dual principles on which this policy is based are 'user pays' and 'value for money'. This is to ensure that all persons are treated equally and are seen to be treated equally, except where privileges applicable to members are not afforded to non-members. This treatment is intended to provide an incentive for persons to become fee-paying members of the ACT Jewish Community Inc.

A separate policy will be developed for the Acceptable Use of Computers, Internet and Emails.

Purpose

This policy sets out guidelines for the acceptable personal use of Community facilities, mobile phones, vehicles and equipment by employees (full-time and part-time) and volunteers.

Policy

Facilities, vehicles, mobile phones and equipment belonging to the ACT Jewish Community Inc may only be used by employees (full-time and part-time) and volunteers to support the activities of the Community.

Employees (full-time and part-time, including a member of the family of an employee) are not permitted to use a Community-supplied mobile phone or vehicle for their personal need, personal benefit or gain, or for the benefit or gain of any other individual or organization. Volunteers (including a member of the family of a volunteer) are not permitted to use Community facilities and/or equipment for their personal benefit or gain, or for the benefit or gain of any other individual or organisation.



The ACT Jewish Community is a member of the JCA family of organisations

Volunteers may use Community facilities and/or equipment for their personal needs providing such usage:

- is minimized to the maximum extent possible;
- does not interfere with the activities of the Community or its procedures;
- involves no additional expense to the Community;
- involves minimal additional risk to the Community; and
- complies with the Board's policies and procedures.

Permission to use Community facilities and/or equipment by volunteers may be revoked or limited at any time by the Board.

Responsibilities

It is the responsibility of the President to ensure that:

- employees (full-time and part-time) and volunteers are aware of this policy; and
- any breaches of this policy that come to the attention of the President are dealt with appropriately.

All employees and volunteers are responsible for ensuring their usage of the Community's facilities, vehicles, mobile phones and equipment complies with this policy.

Procedures

Use of Mobile Phones

Employees of the ACT Jewish Community Inc whose duties require the use of a mobile phone may be assigned a phone or may be reimbursed for the business use of a personal phone under the following circumstances.

Use of the mobile phone by an employee may be approved by the Treasurer or his/her delegate according to the following criteria:

- a requirement by the employee to travel frequently on Community business;
- a need for others to communicate with the employee about Community business when the employee is away from his/her office;
- a need for the employee to communicate with others regarding Community business when the employee is away from his/her office;
- a need for the employee to have access to mobile internet when away from his/her office; or
- the employee supports or is otherwise responsible for services that require him/her to be accessible frequently and/or immediately throughout the day or after working hours.

A Community-supplied mobile phone will be provided to an employee based on the lowest-cost plan available to accommodate the Community's particular organisational need.

The need for a Community-supplied mobile phone will must be reviewed at least once a year by the Treasurer or his/her delegate to verify that the arrangement continues to be

justified. The arrangement will be terminated on the resignation, separation or transfer of the employee.

The personal use by an employee of a Community-supplied mobile phone is prohibited. Employees will be expected to fully reimburse the ACT Jewish Community Inc for any extra costs incurred by the Community as a result of such usage.

Alternatively, the employee may purchase his/her own mobile telephone and submit monthly invoices from the employee's mobile phone provider together with a reimbursement request to the Treasurer or his/her delegate for Community-related calls.

Use of Vehicles

Community vehicle

The ACT Jewish Community Inc has purchased a vehicle primarily to enable the Community Worker to undertake offsite visits. The vehicle may also be used by volunteers in the course of undertaking Community-related business.

All users of the vehicle must comply with the following.

Primary use

- The vehicle will be primarily used by the Community Worker to undertake Community-related offsite visits during business hours.

Prohibition on private use

- The Community Worker is not entitled to use the vehicle for a private purpose. This is to ensure that the ACT Jewish Community Inc is not liable for payment of FBT. This prohibition will be consistently enforced by the President through regular checks of odometer readings in the Vehicle Log Book against business kilometers.
- However, where the Community Worker uses the vehicle solely for the purposes of undertaking a Community-related business journey from the employee's home the next morning, the trip home on the preceding night will be accepted as business travel, being incidental to the next morning's journey.

Secondary use

- Use of the vehicle by a volunteer is limited to usage for Community-related business. This includes shopping, collecting or delivering goods and providing transport for individuals undertaking Community-related business. A member of the volunteer's family or network is prohibited from using the vehicle while it is in the custody and control of the authorised volunteer.
- If a volunteer who is authorised to use the vehicle for Community-related business uses it for a private purpose, the volunteer must reimburse the ACT Jewish Community Inc in full for the extra costs incurred.
- If the vehicle is located at a volunteer's home overnight, it must not be parked in the street or on a nature strip. The volunteer must ensure that the vehicle is parked in an off-street parking space such as a driveway and that it is locked. The volunteer must return the vehicle to the Community Centre and hand in the key by no later than 9.30am the next morning.

Licence required

- Users of the vehicle must hold a current driver's licence (not a Provisional Licence or Learner's Permit) and comply with relevant road rules at all times. The Community will not accept any liability for a parking or other fine received by the driver at the time the penalty was incurred and the penalty must be paid by the driver in a timely fashion.

Authorisation

- An application for authorisation to use the vehicle for Community-related business must be made in advance on the form at **Appendix A**.

Key

- The key for the vehicle will be kept in the Security Officer's office at the Community Centre. The President will hold a further key.

Security

- Users should not leave the vehicle unattended in a public place unless no other course of action is available. If the vehicle has to be left unattended the driver must ensure maximum security by locking the doors (including the tail gate) and ensuring windows are closed.
- The keys are not to be left in the vehicle whilst it is located at a private residence or left unattended in a public place.

Running cost responsibilities

- The Community will insure the vehicle for third-party property damage.
- The Community Worker is responsible for monitoring the vehicle's fuel level and for filling the fuel tank when necessary.
- The Community Worker is also responsible for servicing the vehicle and for meeting all maintenance requirements per the vehicle's Service Log Book.

Vehicle Log Book

- All journeys on Community-related business must be documented in the Vehicle Log Book by providing the odometer reading at the start and end point of each trip, the date(s), and the purpose of the trip. This requirement will be consistently enforced by the President through regular checks of odometer readings in the Vehicle Log Book against business kilometers.

Access

- The vehicle will primarily be located at the Community Centre.

Smoking prohibited

- Smoking in the vehicle is prohibited.
- Transporting animals in the vehicle is prohibited except for guide dogs and service dogs.

Loss or damage

- If the vehicle is stolen or equipment or stores are lost/stolen from it, the driver must report the matter to the nearest police station and the President as soon as possible.

- The driver is responsible for payment of the costs of repair for any damage to the Community vehicle or to the other vehicle(s) if those repair costs are not claimed under the Community's insurance policy or are not otherwise covered by compulsory third party insurance.
- Payment of excess in the event of an accident
- The driver of the vehicle at the time of the accident is responsible for payment of the full excess amount on the Community's vehicle insurance policy if an insurance claim is lodged under that policy in relation to the accident.

Use of Community vehicle — reimbursement of petrol costs and parking fees

- Petrol costs and parking fees incurred by employees and volunteers in the course of using the vehicle for Community-related business will be reimbursed in accordance with the Reimbursement of Expenses Policy. A receipt must be provided to the Treasurer or his/her delegate to support each claim.

Private vehicle use by employee

An employee who uses his or her own vehicle for Community-related business may periodically submit a Vehicle Log Book and petrol invoices with a reimbursement request to the Treasurer or his/her delegate.

Authorisation

Merrilyn Sernack
 Secretary
 ACT Jewish Community Inc
 6 March 2013

Policy number	12/2013	Version	v01
Drafted by	Merrilyn Sernack	Approved by Board on	6 March 2013
Responsible person	Treasurer	Scheduled review date	6 March 2016

ATTACHMENT A

AUTHORISATION TO USE COMMUNITY VEHICLE

Name of Person	
Member	Yes / No
Licence Number (photocopy to be taken)	
Street Address	
Home phone	
Mobile	
Date	
Purpose of trip	
Odometer reading / Start	
Odometer reading / End	
Tank full / Start	Yes / No
Tank full / End	Yes / No
Incidents	
Key returned (date / time)	
Name / signature of person authorising use	