

# **Equipment Loan to Community Groups Policy 2021**

**POL052**



<b>Policy No:</b>	<b>POL052</b>
<b>Policy Title:</b>	<b>Equipment Loan to Community Groups Policy</b>
<b>Section Responsible:</b>	<b>Information Technology</b>
<b>Minute No/Ref:</b>	<b>559841</b>
<b>Doc ID:</b>	<b>8391</b>

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## **1. INTENT**

In developing this policy, Council aims to provide conditions and guidelines to ensure equity in access for the borrowing and use of Council-owned equipment.

## **2. SCOPE**

This policy will cover requests by legitimate community groups seeking to borrow Council equipment.

In most cases, the equipment available for loan will be audio equipment such as wireless microphones, head microphones, transmitter/receiver kits and cables.

## **3. OBJECTIVE**

To provide appropriate Council-owned equipment, so that community groups within Narrandera Shire are not inhibited in their activities when equipment is unaffordable or unavailable to them.

## **4. POLICY STATEMENT**

Subject to approval by the General Manager, Council makes available equipment for appropriate use by legitimate community groups when the equipment is not required by Council.

## **5. PROVISIONS**

### **5.1 LOAN CONDITIONS**

Use of equipment will be subject to the following conditions:

1. Equipment will only be loaned to recognised and legitimate community groups and the decision in this regard will be at the discretion of the General Manager or his/her delegated officer.
2. Borrowers will be required to complete and sign an Equipment Loan Record Document accepting responsibility and any liability prior to approval for the loan being granted and before any equipment being borrowed.
3. By signing the equipment loan document, borrowers agree to indemnify Narrandera Shire Council against any claims that may be caused through the use or misuse of the equipment.
4. Bookings must be requested in advance by contacting Council:
  - In person at Council's offices, 141 East Street, Narrandera
  - By telephone on 02 6959 5510
  - By email at [council@narrandera.nsw.gov.au](mailto:council@narrandera.nsw.gov.au)
  - By website <https://www.narrandera.nsw.gov.au/council/contact-us/make-enquiry>
5. Borrowers of equipment will be dealt with on a first-in, first-served basis and no group will be given priority over another.
6. Equipment loans will only be for short periods and are subject to Council's needs and demands. Any request for a loan period of more than two weeks must be justified by the borrower in writing, with the request to be approved by the General Manager or his/her delegated officer.
7. Borrowers must collect from and return equipment to Council's offices.
8. All equipment will be inspected before collection by the borrower.
9. Equipment must be returned in its entirety and in the same condition at collection.
10. Set up and use of equipment for a particular activity or event is the responsibility of the borrower.
11. Equipment may only be used for the purpose for which it is designed.
12. If the equipment is damaged, the repair or replacement must be paid for by the borrower.
13. If the equipment includes batteries, these must be recharged or replaced before the equipment is returned.

## **6. DEFINITIONS**

- **NSC:** Narrandera Shire Council.
- **IT:** Information Technology section.

## **7. ROLES AND RESPONSIBILITIES**

- The IT team shall be responsible for storing audio equipment, checking it before loan and assessing it after return.

- Loan of other items, as approved by the General Manager or his/her delegated officer, shall be managed by the department/section responsible for the particular equipment.

## 8. RELATED LEGISLATION

- Not applicable.

## 9. RELATED POLICIES AND DOCUMENTS

- Equipment Loan Record form (magiQ 556777)

## 10. VARIATION

Council reserves the right to review, vary or revoke this policy in accordance with legislation, regulation and award changes, where applicable. Council may also make changes to this policy and the relevant procedures from time-to-time to improve the effectiveness of its operation.

## 11. PREVIOUS VERSIONS

Reference to a superseded policy number and/or name is also considered a reference to the new policy number. This policy was previously named:

- ES300 Loan of Equipment to Community Groups.

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### POLICY HISTORY

<b>Responsible Officer</b>	<b>IT Manager</b>		
<b>Approved by</b>	<b>General Manager</b>		
<b>Approval Date</b>	<b>22 June 2021</b>		
<b>GM Signature</b> <i>(Authorised staff to insert signature)</i>			
<b>Next Review</b>	<b>1 March 2024</b>		
<b>Version Number</b>	<b>Endorsed by ELT</b>	<b>Endorsed by Council</b>	<b>Date signed by GM</b>
<b>1 Adopted</b>	-	18/03/2014	19/03/2014
<b>2 Reviewed</b>	25/05/2021	-	22/06/2021

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