



LOAN OF EQUIPMENT TO COMMUNITY GROUPS

ES300

NARRANDERA SHIRE COUNCIL POLICY

Narrandera Shire Council
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LOAN OF EQUIPMENT

TO COMMUNITY GROUPS

Policy No:	ES300
Policy Title:	Loan of Equipment to Community Groups
Section Responsible:	Dependent upon the Department or Section responsible for the equipment
Minute No:	14/64
MagiQ No:	8391
Next Review Date:	As required

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.

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.

Aim

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.

Scope

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

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. Borrowers, by signing the equipment loan document, 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 made in advance through the individual Department/Section responsible for the particular equipment.
5. Borrowers of equipment will be dealt with on a first in first come basis and no group will be given priority over another.
6. Equipment will only be loaned for short periods and is 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 the Council Chambers.
8. All equipment will be inspected before collection by the borrower. Equipment must be returned in its entirety and in the same condition at collection.
9. Set up and use of equipment for a particular activity or event is the responsibility of the borrower.
10. Equipment may only be used for the purpose for which it is designed.
11. If the equipment is damaged, repairs or replacement must be paid for by the borrower.
12. If the equipment includes batteries, these must be recharged or replaced as required before the equipment is returned.

Policy History

Adopted	18 March 2014
Reviewed	
Amended	



Signed: **General Manager**

Date: 19 March 2014