

## Hire/Loan of Equipment Policy

**PROGRAM LEADERS:** Bursar and Principal

**COUNCIL RATIFICATION:** 26 November 2013

### **Rationale:**

Teaching and learning opportunities for staff members and students can be enhanced by the school lending equipment for school related purposes. Similarly, relationships with groups and organisations can be strengthened by the school making available equipment for community use.

### **Aims:**

- To enhance teaching and learning opportunities for staff and students.
- To strengthen relations with community groups and organisations.
- To be financially responsible in the maintenance and replacement/upgrade of equipment as required.

### **Implementation:**

- Staff members, community individuals, organisations and groups may borrow or hire specific items of school equipment, but must arrange to do so with a school official (being Staff or School Council member). An individual or a representative of a group must complete an entry in the borrowing book located in the school office, and sign to acknowledge that they have read this policy and are aware that any costs resulting from loss or damage will be borne by the borrower/hirer.
- Service and not-for-profit organisations (Lions Club, Red Cross etc) may arrange to borrow any item that is available free of charge, but with the same undertaking to incur any costs in the event of loss or damage.
- All school assets will be recorded on the CASES assets register, and will be engraved or identified as school property. An annual stock take will determine the location and condition of each recorded asset.
- All instances of inappropriate activity involving lent equipment (including loss, vandalism, arson, theft and burglary are to be reported to the police and the Office of Emergency Management phone: (03) 9589 6266 as soon as detected.
- Procedure for loan/hire varies with items being hired. Refer to the Appendix for a list of procedures and charges applicable. The list of procedures and charges will be contained in the borrowing book for easy reference. GST applied to fee charged as the school is registered and is required to apply 10% GST to any source of income (excluding education specific income).

### **Evaluation:**

This policy will be reviewed as part of the school's three year review cycle.

**Reference:** Department of Education and Early Childhood (DEECD) Finance Manual for Victorian Government Schools Reference Guide: 5.12 – Loan of Equipment.

### **LOAN / HIRE OF EQUIPMENT APPENDIX:**

#### **Procedures and Hire Rates of Equipment:**

- Audio-Visual Equipment: (including Data and Overhead projector, PA system, display and white boards) Discretion to be used where this equipment is available for loan or hire (i.e. assess likelihood of damage). Generally incurs a hiring fee of \$22 (inclusive of GST).
- Catering Equipment: This includes furniture, urns, trestles, cutlery and crockery. This generally incurs a hiring fee of \$22 (inclusive of GST).
- Sporting Equipment: This includes various balls and equipment that is used for sporting teams. This incurs no fee and is loaned on a goodwill basis, but only through coaches or sports administrators.

**Note:** Barbecue, mower, digital cameras and marquees are not available for hire or loan - purchased specifically for use by the school for use at school events, and events when required for school fund raising.

#### **Time Frame:**

**Equipment cannot be made available for loan/hire if required by school at same time.  
Equipment to be returned as soon as possible after loan/hire.**