



U3A Banyule Inc A0013622D

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U3A BANYULE EQUIPMENT POLICY

Introduction

U3A Banyule leases its office from the Banyule City Council and shares its classrooms and waiting areas with other clients of the Ivanhoe Library and Community Hub (ILCH). Due to this arrangement, U3A Banyule Inc. recognises its obligation to inform tutors and members about equipment usage, loans and training, how to report damages and faults, and how to ascertain where the responsibility lies in relation to security and access including insurance claims.

Purpose

The purpose of this policy is to establish where the responsibilities lie in relation to the use of equipment within the context of U3A activities and provide users with guidance as to who is responsible for equipment, how to loan equipment, access training and how to report broken equipment.

Policy

i) Establishing responsibility for equipment

Equipment owned by U3A Banyule should be clearly labelled and not left unattended. Items of equipment that are owned by U3A Banyule should not be stored in waiting areas or classrooms unless they are in locked cupboards. Any equipment that is in the premises of U3A Banyule, but is not owned by U3A Banyule, remains the responsibility of the owner. Privately owned equipment is not covered by U3A Banyule's insurance policy and should not be left unattended. Assets owned by U3A Banyule includes furniture and electronic items as listed in the U3A Banyule Assets Register.

ii) Equipment loans and training

Tutors and convenors can typically book U3A-owned devices (like laptops and portable projectors) through the central office. Proper training on AV equipment is often required prior to class use to prevent damage.

iii) Damages and faults

Any malfunctions or damages must be reported to the Office Manager or the Equipment Coordinator and recorded on an equipment fault sheet.

iv) **Security and access:**

Tutors or class coordinators are generally responsible for the security of equipment and ensuring venue doors are locked when not in use.

v) **Personal belongings:**

Any equipment brought from home (e.g., bicycles, mobility aids) must be well-maintained and stored safely. Privately owned equipment is not covered by U3A Banyule Insurance policy.

vi) **Purchasing items and compatibility issues**

Tutors or members wishing to request new items is required to forward the request to the Course Coordinator including a statement of justification, the cost of item/s and where items can be purchased. If the equipment is technical in nature, it is the responsibility of the person requesting the item to ensure it will be compatible with the equipment provided by the venue e.g. data projectors and DVD players. The Course Coordinator will take the request to the Committee of Management for a decision.

vii) **Damaged item/s**

The responsible person (e.g. tutor) reports to Course Coordinator or Equipment Coordinator who reports to Committee of Management (add photo if possible). Taking cost of repairs into account and if possible/practicable have the item repaired and returned to the relevant tutor/venue. If unable to be repaired (too costly or item too damaged) consider advertising the item in the Weekly Wizard (it may be of value for spare parts or to a 'collector' – such as working but unused projector) or if appropriate donate to an Op Shop, or dispose of appropriately.

viii) **Lost item/s**

Responsible person (e.g. tutor) reports loss to the Course Coordinator or Equipment Coordinator who will report the loss to the Committee of Management.

ix) **Damaged/broken item/s at a venue**

Responsible person (e.g. tutor) reports to the Course Coordinator or Equipment Coordinator who will follow up with the venue manager.

VERSION	STATUS	DATE
1	Approved by CoM	21082026