



## POLICY: CS-AL-008

### Hire of Community Equipment Policy

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#### Purpose

The purpose of this policy is to provide users with a clear understanding of their responsibilities when hiring the City's equipment made available to the community.

The following is the range of City equipment that is available for hire by the community:

- 300 Crowd control barriers
- GVROC Equipment Pool - includes
  1. **Modular portable stage Dimensions: 8.0m x 6.0m (Maximum)**

Twenty Four (24) 2m x 1m panels, each weighing approximately 39kg. Each panel has 4 legs which are used to adjust the stage height between 0.7m-1.2m. Staging can be used at the largest capacity or separated into small stage/s. Includes 2 steps, guard rails and skirting to three sides.

2. **Sixteen (16) pan unisex portable toilet block,**

Dimensions 6000mm(L)x2400mm(W)x2800mm(H)

Sixteen (16) pan unisex toilet block allowing control of the ratio of male/female toilets. 4000 litre waste tank integrated into the floor of the unit incorporating low flush toilet technology for high demand use

3. **100 crowd control barriers,**

Dimensions: 2200mm(L) x 1100 mm(H), 100 panels

Responsible Officer:	Manager Arts & Leisure	Version:	5.00
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100 flat foot galvanised crowd control barriers. Each barrier weighs approximately 18.5kgs and includes a specially designed locking system that is both easy to use and very secure.

#### 4. **250 interlocking crowd control fencing**

Dimensions: 2400mm(W) x 1800mm(H) x 250

250 interlocking construction fencing panels that can be used to create 600 lineal metres of fencing.

## **Definitions**

**Commercial hirers:** Is defined as those who undertake activities for the purpose of generating profit.

**Non-commercial hirers:** Are defined as;

- **Community groups:** Groups who meet for the purpose of providing a service for the community's benefit. Such groups will only be recognised through a statement of incorporation, or sponsorship through an auspice body.
- **Not-for-profit groups:** An organisation not seeking profit and which does not disperse excess income to its members, in the form of dividends or otherwise.
- **Private/Individual hirers:** Those who undertake activities for the purpose of private events and activities such as weddings or birthdays.

## **Statement**

The following conditions shall apply to all individuals and groups who hire the City's community equipment.

### 1. **General Conditions of Use**

All bookings and enquiries are to be made through the City's Community Development Unit, by contacting the City's administration building on 9021 9600.

- 1.1. All bookings must comply with the procedures required by the City's Community Development Unit as outlined in the Terms and Conditions of Equipment Hire document.
- 1.2. Payment of the appropriate fees and charges as stipulated in the City's 'Schedule of Fees and Charges' is required in full prior to the collection of equipment from the City. The rates quoted in Terms and Conditions documents may vary per Council approved changes to the City's schedule of Fees and Charges.
  - 1.2.1. The City's fees and charges for community equipment are calculated to provide a discount for not-for-profit groups and other non-commercial organisations. No further discounts will be applied.
  - 1.2.2. The hire fees for all applications made by commercial groups will be determined by the City's Chief Executive Officer.
- 1.3. Where appropriate the hiring body is to take out insurance for public liability/risk and any other matter relevant to the purpose for which the City's community equipment will be used to the value of \$10,000,000. A copy of the insurance cover is to be provided to the City of Kalgoorlie-Boulder and is to be attached to the hiring documentation.
- 1.4. The hirer will be required to indemnify the City of Kalgoorlie-Boulder against any and all claims arising from the hire of the City's community equipment.
- 1.5. The transportation of the City's community equipment is the responsibility of the hirer, who must ensure that the handling of the equipment is undertaken with due care. The City can arrange for the transportation of equipment upon request however the hirer will be responsible for all associated hire and labour costs incurred.
- 1.6. The City of Kalgoorlie-Boulder will not be responsible for any costs associated with the set-up, removal or transport of the City's equipment.
- 1.7. Persons are not permitted to make any alterations or additions to the City's community equipment.

- 1.8. The hirer is not authorised to sub-hire or loan the City's community equipment to any other group during the term of the hire agreement.

Hire of the GVROC equipment is subject to approval by the Chief Executive Officer

## 2. Responsibilities of the City

- 2.1. All hire requests will be considered in relation to the City's assets management principals and the City will reserve the right to deny a request on the basis that it may be detrimental to the management of the City's assets.
- 2.2. A register of requests and bookings for the City's community equipment will be maintained by the City's Community Development Unit.
- 2.3. The City is committed to community development and in all instances will avoid direct competition with commercial providers of the City's community equipment range.
  - 2.3.1. In such instances when the City does recognise that it is competing with a commercial provider, enquirers will be asked to provide justification for requesting City equipment. The City's Chief Executive Officer will make a determination on the suitability of the request.
- 2.4. The City will provide instruction to hirers for the set up and construction and dismantling of the equipment hired.
- 2.5. The City will undertake an inspection of equipment prior and post the hire period.
  - 2.5.1. In the event of damage to equipment being identified post hire the City will provide the hirer with details of the findings and the costs for repair or replacement of the equipment.
  - 2.5.2. Should the costs of repair or replacement of the equipment be greater than the bond provided for the hire of the equipment, the City reserves the right to invoice the hirer for the additional cost.

When no damage is identified in the City's inspection of the equipment the hirers bond will be refunded.

## **Relevant Documents**

Information and Guidelines Portable Community Event Equipment (GVROC)

GVROC Equipment Hire Agreement