

The ANU Observer  
**Equipment Use Policy**

## **1. Introduction**

- 1.1. This policy is subject to the Constitution of The ANU Observer. In the case of any inconsistencies between this policy and the Constitution of the ANU Observer, the clause(s) in question are considered void to the extent of that inconsistency.
- 1.2. This policy relates to the borrowing and use of equipment owned by the ANU Observer by Observer officers.
- 1.3. This policy is binding on all officers.

## **2. Definitions**

- 2.1. 'ANU Observer equipment' means any equipment that is listed in Schedule 1, appended to this policy.
- 2.2. 'Borrowing officer' means any officer of the ANU Observer that is borrowing any equipment listed in Schedule 1 of this policy.
- 2.3. 'Borrow' means to remove equipment from office and keep in possession for a period of time.
- 2.4. Other terms used herein that are defined under the Observer Constitution shall have the same definition.

## **3. Process for borrowing equipment**

- 3.1. All officers borrowing ANU Observer equipment will complete an entry in the logbook.
  - 3.1.1. At the time of initially borrowing equipment, the officer must make an entry in the logbook that includes:
    - 3.1.1.1. Name
    - 3.1.1.2. Reason for borrowing equipment
    - 3.1.1.3. Date of borrow
    - 3.1.1.4. Expected date of return
    - 3.1.1.5. Any other pertinent information that reasonable person in their position would include.
  - 3.1.2. Upon the return of equipment, the borrowing officer must make an entry in the logbook that includes but is not limited to:
    - 3.1.2.1. Date of return.

- 3.2. For the purposes of 3.1.2 and 3.1.2.1, the borrowing officer may appoint another officer to return the equipment and complete the returning entry in the logbook.
  - 3.2.1. If another officer returns on behalf of the borrowing officer, the identity of the returning officer must be noted in the logbook.
- 3.3. The borrowing officer must notify at least 1 (one) Digital Editor when initially borrowing equipment and state the purposes for the use of equipment, as written for 3.1.1.2.
  - 3.3.1. At least one (1) of the Digital Editors notified must be the Digital Officer responsible for the administration of this policy under section 7.
- 3.4. The borrowing officer must notify the Digital Editor(s) informed under 3.3 when returning the equipment.
- 3.5. Ordinary Members will not have access to ANU Observer equipment.

## **4. Access to safe**

- 4.1. The Digital Editors and Council Chair will know and maintain the PIN number for the safe.
  - 4.1.1. The Digital Editors will only provide the PIN number for the safe to officers of the organisation that are borrowing equipment.
  - 4.1.2. The Digital Editors are prohibited from sharing the PIN number to non-officers of the organisation.
  - 4.1.3. The Digital Editors will change the PIN number for the safe on the first day of every term.
- 4.2. Borrowing officers are prohibited from sharing the PIN number for the safe to both officers of the organisation and non-officers.
- 4.3. The safe will remain located within the ANU Observer office.

## **5. Use of equipment**

- 5.1. All borrowing officers must use the equipment responsibly and safely, using best-practice to avoid damage to the equipment.
- 5.2. All borrowing officers must use the equipment for the purposes described in the logbook at time of initial borrowing, as per 3.1.1.2.
- 5.3. All borrowing officers must return the equipment upon completion of the relevant task as outlined in the logbook at earliest possible convenience.
  - 5.3.1. The equipment cannot be borrowed for longer than 1 (one) week by a borrowing officer.

- 5.4. The equipment may only be used for purposes and tasks related to the activities of the ANU Observer, unless:
  - 5.4.1. The task is related to a club or society associated with the ANU.
  - 5.4.2. The task is for the purposes of benefitting ANU students.
  - 5.4.3. The task is not for profit.
- 5.5. For the purposes of 5.4.1 and 5.4.2, all Digital Editors must approve the use of equipment for purposes and tasks not related to the activities of the ANU Observer.
- 5.6. A Digital Editor may revoke a borrowing officer's use of equipment if:
  - 5.6.1. The borrowing officer is not using the equipment for the stated purposes as per 3.1.1.2 or 3.3; or
  - 5.6.2. The borrowing officer is not using the equipment responsibly and safely as per 5.1; or
  - 5.6.3. The equipment in the possession of the borrowing officer is needed elsewhere.

## **6. Liability**

- 6.1. Officers will be liable for loss, destruction and damage if they are liable under general law and 6.2.
- 6.2. Liability under this section will exist if, and only if:
  - 6.2.1. ANU Observer equipment is lost, destroyed or in some other way damaged such that it is no longer fit for purpose and;
  - 6.2.2. That damage was caused in a course of conduct that was reckless or contrary to the requirements under this policy.

## **7. Administration of this Policy**

- 7.1. This policy shall be administered by a Digital Editor;
  - 7.1.1. Chosen by the Council,
  - 7.1.2. Failing that, who is also council Member,
  - 7.1.3. Failing that, who is the most senior Digital Editor.
- 7.2. That Digital Editor shall;
  - 7.2.1. Keep and Maintain the log book.
  - 7.2.2. Update schedule 1 with all relevant equipment.
    - 7.2.2.1. Any changes made to the schedule are subject to disallowance by a council member.
  - 7.2.3. Be responsible for compliance with this policy including but not limited to;
    - 7.2.3.1. Informing Officers of their duties under this policy,

7.2.3.2. Enforcing this policy in first instance.

- 7.3. That Digital Editor shall owe duties to ANU Observer for the purposes of administering this policy, including but not limited to the requirement to act in the best interests of Observer.