

# WORONI

Australian National University Student Media

## INVENTORY AND EQUIPMENT HIRE PROCEDURE

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### Purpose:

The lending of any ANUSM equipment can only be authorised if it is for a purpose within the parameters of section 3 of the Constitution. If a situation does not adequately suit the objects stated in section 3, an affirmative resolution of the Board will be deemed as sufficient authorisation.

### Definitions:

- a. The Assets Register is to be a list of all ANU Student Media equipment the purchase value of which was greater than or equal to \$300 AUD, or equipment that is deemed relevant at the discretion of the Managing Editor. It is to include the name of the asset, the purchase price, the date of purchase and the serial number.
- b. 'Radio equipment' refers to anything that is necessary for the daily operations of the radio portfolio. This excludes items such as non-radio computers, video cameras, photo cameras, office stationery and any other item that can be reasonably deemed to not contribute substantially to the daily operations of the radio portfolio.
- c. 'Television' refers to anything that is necessary for the daily operations of the Television portfolio. This includes items such as video cameras and photo cameras, and excludes non-television computers, office stationary and any other item that can be reasonably deemed to not contribute substantially to the daily operations of the television portfolio.

### 1. Managing Editors Responsibilities:

1. The Managing Editor has absolute and unconditional discretion to refuse any one member of ANUSM from hiring equipment, on the basis of past lending history or otherwise.
2. Inventory falls under the portfolio of the Managing Editor.
3. The Managing Editor must keep and periodically update an Inventory Register and an Assets Register.
4. The format of the Inventory Register will be at the discretion of the Managing Editor, but it is hereby recommended that it be a list of all highly circulating equipment regarded to be property of ANU Student Media.

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5. The Assets Register is the annual Depreciation Schedule. This schedule is subject to the financial audit.
6. Radio Equipment Hire
  - a. The lending of radio equipment will be at the discretion of the Radio Editor.
  - b. The Radio Editor has absolute and unconditional discretion to refuse any one member of ANUSM from hiring equipment, on the basis of past lending history or otherwise.
7. TV Equipment Hire
  - a. The lending of Television equipment will be at the discretion of the TV Editor.
  - b. The Television Editor has absolute and unconditional discretion to refuse any one member of ANUSM from hiring equipment, on the basis of past lending history or otherwise.
8. Equipment Hire Procedure
  - a. When lending equipment, an entry must be recorded in the Inventory Hiring Ledger. All fields in the ledger are mandatory, and no equipment may be hired out if it has not been recorded in the ledger.
  - b. Prior to lending equipment, a hiring agreement must be signed before a deposit is placed, conferring all liabilities incurred during the hire period to the person hiring the equipment. This includes, but is not limited to, damage and theft.
    - i. **This liability agreement is attached to this policy below**
  - c. Upon returning the equipment the relevant editor has 1 business day to assess the equipment for any damage. If there is none they must notify the Managing Editor to return the deposit to the member. If the situation arises where there is damage the clauses outlined in the liability agreement will come into effect.
9. Value estimates will be at the discretion of the Managing Editor, Radio Editor and Television Editor, and they are to be calculated in light of the item's likely replacement price.
10. Deposits will follow the following schedule;
  - a. Upon completion of the inventory register, all assets will be classified under classes A, B, or C, as per the discretion of the Managing Editor;

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- b. Assets classified as 'A' are allowed to be lent and will require a deposit of \$50;
- c. Assets classified as 'B' are allowed to be lent and will require a deposit of \$100.
- d. Assets classified as 'C' are not allowed to be lent. This may include, for example, office computers and the office printer.

11. Equipment Hire for ANUSM Content

- 1. Internal hire for the production of Woroni Content requires both a liability agreement to be signed in conjunction with their required memorandum of understanding, this includes anything created under the masthead of Woroni
  - a. Woroni TV
  - b. Woroni Radio
  - c. Woroni Print (Content and News)
  
- 2. Liability Deposits do apply but at a subsidised amount and for the duration of their time making content under the masthead.
  - a. assets classified as 'A' will require a deposit of \$20
  - b. assets classified as 'B' will require a deposit of \$40
  - c. In the event of making content that needs equipment from assets classified under 'A' and 'B', the difference shall be the deposit.

12. Review Details

- a. This policy was adopted by ANU Student Media on 05/04/2017.
- b. This policy was last updated on 07/11/2017.
- c. This policy was last updated on 3/05/2018.

### **ANUSM (WORONI) EQUIPMENT HIRE LIABILITY AGREEMENT**

ANU Student Media (ANUSM) aims to lend out equipment to members of the Association in order to promote and uphold the values and ideals set out in section 3 of the ANUSM Constitution. Persons will be deemed 'members' if they fall under the definition in section 4 of the ANUSM Constitution.

When hiring equipment from ANU Student Media, this document must be signed before the equipment is distributed to the nominated persons outlined on the web form and on this agreement. It must have the signature of the relevant editor responsible for the equipment and be signed by a member of Woroni's Executive.

The borrowing period commences when the member takes possession of the equipment. The borrowing period end when the equipment is back in the control or possession of ANUSM Editors.

By signing this agreement, the member agrees to the following:

- Prior to borrowing the equipment, the member has inspected the condition of the equipment and is satisfied with its suitability.
- The equipment will only be used for the purpose for which it was designed by the manufacturer.
- The member has paid the relevant Editor the deposit specific to the equipment being borrowed.
- This agreement only applies to the member and they must not allow nor authorise any other person or entity to use, re-hire or have possession of the equipment at any time, unless expressly agreed by an Editor of ANUSM in writing.
- The member is responsible for any loss, theft or damage to the equipment from any and every event whatsoever and howsoever and by whosoever caused during the hire period, except where any such loss, theft or damage was caused by ANUSM.
- If the equipment is broken as a result of the acts or omissions of the member or any other person during the borrowing period, or if the equipment is lost, stolen or damaged beyond fair wear and tear during the borrowing period, the deposit is forfeited to ANUSM. In the event of lost equipment, ANUSM will take the appropriate avenues to retrieve the equipment.
- *You may also be liable for any extra costs incurred by ANUSM to recover, repair or replace the equipment.*
- The equipment will be returned on or before the date specified in this contract, and failure to do so may affect the members' ability to borrow equipment in the future

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and will incur a late fee of \$10 per day from the specified date of return on this form and will need to be paid upfront.

**Name:**

**University ID:**

**Phone:**

**Email:**

By signing this agreement ANUSM confers all liabilities to \_\_\_\_\_  
that may be incurred during the outlined hire period from \_\_\_\_\_ to \_\_\_\_\_.

**LIST OF EQUIPMENT FOR HIRE: (PLEASE CIRCLE WHAT YOU ARE HIRING)**

TV EQUIPMENT – MUST BE SIGNED BY THE TV EDITOR AND A MEMBER OF THE EXECUTIVE (EDITOR IN CHIEF/ DEPUTY EDITOR IN CHIEF/ MANAGING EDITOR)

- Photography Camera (Category A)
- LED Lights & Stands (Category B)
- TV Camera and Tripod (Category B)
- Microphones- (Category A)

RADIO EQUIPMENT- MUST BE SIGNED BY THE RADIO EDITOR AND A MEMBER OF THE EXECUTIVE (EDITOR IN CHIEF/ DEPUTY EDITOR IN CHIEF/ MANAGING EDITOR)

- Rode USB Microphone (for interviews) - Category A
- Zoom H6 recorder (for all audio recording) - Category B

I, \_\_\_\_\_ understand this agreement and the responsibility and duty of care I have when using the hired equipment.

SIGNED: \_\_\_\_\_

TV/ RADIO EDITOR: \_\_\_\_\_

MEMBER OF ANUSM EXEC: EIC/DEIC/ME : \_\_\_\_\_

OFFICE USE ONLY

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Deposit Paid (please circle amount):

\$50

\$100

OR

INTERNAL USE

\$20

\$40

ASSET CODE: WOR

LEDGER ENTRY: