

EQUIPMENT POLICY

This document is provided to support the Club Rules and communicate club policy to the members. Policy may be revised from time to time by the committee, and members will be adequately notified of changes.

1. This policy covers the collection of bushwalking equipment that Perth Bushwalkers Club Inc maintains for hire to members to assist in getting started in bushwalking, and to allow established members to try out various items of gear before purchase. Generally it is expected that established members will buy their own equipment.
2. The list of equipment available to members should be reviewed annually. Purchase of new equipment shall be based on:
 - (a) the need to have a representative range of products available for hire
 - (b) the popularity of an item of equipment among members
 - (c) the popularity of particular brands among members
 - (d) Member demand.
3. A **register of equipment** is maintained to ensure that ownership can be proven in the event of loss or damage. The register should contain:
 - (a) Photos of equipment
 - (b) Detailed product information
 - (c) Date of purchase
 - (d) Condition of equipment
 - (e) Full replacement costs
 - (f) Usage over the previous year
4. The register of equipment shall be managed by the Equipment Officer. With the appointment of a new Equipment Officer the equipment, equipment register, equipment booking sheets and receipt book shall be handed over to the new Equipment Officer.
5. Club equipment is maintained in excellent condition.
6. **Hire charges** may periodically be reviewed. Charges may vary between items but not between hirers. Equipment hire is a member benefit and the Club shall not seek to recoup the cost of equipment through hire charges. Weekly equipment hire rates should equate to approximately 3% of the value of the item of equipment.
7. Hire rates are per week or part thereof from the time the item is picked up to the time it is returned to the Equipment Officer.
8. The Equipment Officer shall receive hire fees from the hirer, receipt the hirer, enter the receipt number into the Equipment Booking Sheet and pass the monies and copy of receipt on to the Treasurer. Equipment Booking Sheets shall be included in the Club's end of financial year records.
9. Statistics relating to how often each item of equipment has been hired out shall be collated annually, included in the register of equipment and be used to decide if a particular item of equipment requires replacement or sale.
10. Priority for hire of Club equipment is:
 - (a) Club members on Club activities;
 - (b) Club members on non-Club activities,
 - (c) Non-members on Club activitiesprovided sufficient notice is given, otherwise hire shall be on a first come first served basis.
11. Equipment is not available for non-members on non-club activities.
12. Club members are able to book items of equipment up to six months in advance for Club activities
13. **Disposal of equipment** shall apply when:
 - (a) There has been little demand for hire of a particular item over a one year period
 - (b) When an item has reached the end of its service life and is being replaced.
14. Gear to be disposed of shall be offered on equal and transparent terms to all members, and if not required by them shall be disposed of by sale to the general public through such means as published classified advertisements.