

PA Property Borrowing Agreement (30th September 2026)

PA property may be borrowed with prior approval from and coordination with the PA Hub Coordinator. All borrowing is subject to the PA Policies and Procedures and the terms set out in this Agreement. Borrowers must read and accept these terms before taking possession of PA property.

Care and Return of PA Property

The borrower is responsible for PA property throughout the borrowing period and agrees to:

- take reasonable care of the property and use it only for its intended purpose;
- not transfer or lend the property to another person without prior approval;
- return all borrowed property by the agreed return date;
- return the property in the same condition in which it was provided, allowing for reasonable wear from its intended use; and
- promptly advise the PA Hub Coordinator if any property is lost, damaged or cannot be returned as agreed.

Bond Payment and Fee

A bond payment of \$100 will ordinarily apply. Where the total estimated replacement value of the property borrowed under a single borrowing arrangement exceeds \$500, a bond payment of \$600 will apply. The PA will retain \$10 from each bond payment as a non-refundable administration and borrowing fee. The applicable bond payment will be advised before collection.

Subject to all borrowed property being returned by the agreed date and in the condition in which it was provided, allowing for reasonable wear from its intended use, the remaining \$90 or \$590, as applicable, will be refunded to the borrower.

The requirement for a bond may be waived for property borrowed by the SGS Women's Association where an annual bond exemption has been agreed and documented in accordance with the PA Policies and Procedures.

A bond will not be required where a member of School staff is recorded as the responsible borrower and accepts responsibility for the care and return of the PA property.

Loss or Damage

Where property is lost, damaged or not returned in the required condition, the PA will discuss the matter with the borrower and determine a reasonable contribution towards repair or replacement, having regard to the circumstances and the condition of the property.

The refundable portion of the bond payment may be applied towards the agreed contribution. The bond payment does not limit the borrower's responsibility where the reasonable cost of repair or replacement exceeds the refundable portion of the bond.

Acceptance and Records

Payment of the applicable bond payment constitutes acknowledgement and acceptance of these terms. Where an approved bond exemption applies, borrowing or taking possession of PA property constitutes acknowledgement and acceptance of these terms.

The PA Hub Coordinator will maintain the PA Property Borrowing Register, including details of the property borrowed, the borrower, the estimated replacement value, applicable bond payment, administration and borrowing fee, collection and return, refund, and any loss or damage.