

BUILDING, ASSETS & EQUIPMENT MANAGEMENT POLICY

Policy Statement

To ensure that all College buildings, assets and equipment are purchased, recorded maintained and safeguarded to protect the College's financial investments.

Our College will:

- Comply with all DET financial regulations.
- Maintain an accurate and transparent record of the College's Buildings Assets and Equipment.

Implementation:

- School Council will approve the purchase of all assets, equipment and buildings.
- For the purpose of this policy, assets are defined as equipment exceeding \$5000 in value.
- For the purpose of this policy, equipment is defined as non-consumable classroom teaching-related items. Typical equipment includes computers and electrical goods eg televisions, videos, projectors, lap-tops, drills, microwaves, etc.
- An Asset and Facility Manager is allocated the responsibility of coordinating the purchase and maintenance of all asset and equipment as well as building maintenance.
- Assets and equipment are not to be purchased from Team or KLD budgets. Staff will be given the opportunity to request assets and equipment under the two rounds of "Planned Purchasing" each year.
- All assets and equipment are to be purchased in line with the College's Purchase Policy.
- While some areas and staff may require the sole use of specialist equipment, as a general principal, all staff members have a right to use any equipment not being used.
- Groups such as the Parents and Friends Associations or community groups that wish to purchase or donate equipment for the school will be asked to consult with the Campus Principal and the Asset and Facility Manager.

Borrowing

- Staff members may borrow specific items of school equipment for work related purposes but must complete a form with the Facilities and Asset Manager. Costs resulting from loss or damage will be borne by the borrower.
- Community organisations and groups may borrow specific items of school equipment, but must arrange to do so with the Facilities and Asset Manager. Community organisations will be required to complete the same form and declaration as staff.

College Vehicles

Arrangements for Use of College Vehicles –

- The Asset and Facility Manager is allocated the responsibility of maintaining the College vehicles and records relating to the vehicles.
- All vehicle bookings are to be self-made through Compass.
- Staff using the vehicles must hold a current licence. Learners are not permitted to drive the College vehicles.
- Whilst every endeavour will be made to provide a college vehicle, vehicles will be allocated on a first come, first served basis but the College reserves the right to reallocate if needed. The College Principal or nominee will arbitrate on priority use in the event of a conflict booking.

- Vehicles are to be returned “as staff found it” in a clean (exterior and interior) and litter-free condition.
- All drivers and passengers will observe a **total ban** on smoking and pets inside all College vehicles.
- Refuelling will be done at United petrol stations via the fuel card. Fuel tank to be filled up if under $\frac{3}{4}$ of a tank
- No private use, except as authorised by the College Principal. All fuel in these circumstances must be supplied by the user.

Damage

- All damage, major or minor, is to be reported immediately to the Asset and Facility Manager

Liability

- Driver-onus applies. Speeding, parking and other offences will be the driver’s responsibility.

Travel Claims

- It is **expected** that any opportunities to claim travel expenses for return to the College will be pursued. Staff who fails to exercise this responsibility can be refused further use of the vehicles.

Log Sheets

- All vehicle usage will be recorded by the driver on the log sheets in each vehicle. A log sheet is needed to protect the interests of individual users of the vehicles (e.g. traffic offences, damage)

Overall Rules / Conventions

- Vehicle sharing must always be a preferred option.
- Written parental permission must be sought before students travel in a College vehicle.

Insurance

- School Council will ensure that additional insurance is obtained to cover items acquired by the school not covered by DET insurance.

Reasonable Care

- All new equipment will be engraved or appropriately identified with college details.
- All assets are to be treated and operated in a manner for which they were intended.
- All staff members must be conscious of security issues related to assets, and are required to ensure that asset security is maintained at all times.
- Guarantees and operating instructions will be kept in the library.
- Equipment that is used for class use must be returned to its rightful storage position immediately after use.
- All staff members must be competent in the equipment they use and follow any safety processes as per safe work procedures and OHS training requirements.

Recording of Assets and Equipment

- All assets valued over \$5000 will be recorded at the time of purchase on the CASES21 Asset Register. The entry will be sent to the DET Schools Asset Management System (SAMS) unit so as to update the school’s central assets register. Items under \$5000 will be added to the

register if they are deemed to be attractable assets (assets deemed to be of high risk of theft, e.g. digital cameras).

Release of Assets and Equipment

- Release of unserviceable, surplus or obsolete assets will be overseen by the Business Manager.

The Business Manager will:

- Identify any unserviceable, surplus or obsolete items.
- Advertise any assets that are available for purchase and request bids from interested parties.
- Arrange for proceeds of any sale to be paid to the school consistent with Section 16 of the Education Act (Asset Register Release form to be used).
- Present the Asset Disposal report to the Finance Committee each month assets have been disposed.

Replacement

- Dangerous, faulty or obsolete equipment will be repaired or disposed of.
- The School Council will allocate sufficient funds to the Vehicle and Equipment Reserves to ensure that funds are available for assets to be replaced as needed.

Security - Buildings

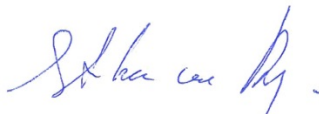
- Members of staff will have limited/controlled access to keys. Campus Principals will determine which staff members have access to keys and alarm fobs.
- Any staff members or visitors wishing to gain access to the school outside normal school hours must negotiate access with a member of the principal class.
- Staff members will be responsible for ensuring classroom doors and store room doors remain closed when not in use.
- Staff members are responsible for ensuring windows are closed, air-conditioners/fans and heaters are turned off, and blinds are drawn at the end of the school day.
- All instances of criminal activity including vandalism, arson, theft and burglary are to be reported to the police and Emergency Management (03) 9589 6266 as soon as detected.

Stocktake

- A stocktake of all assets and equipment will be carried out bi-annually and any additions or releases followed up and noted on CASES21.

Evaluation:

This policy will be reviewed as part of the College's four year cycle.

Date Implemented	Week 3 – Term 2 – 2014
Approval Authority (Signature and date)	 2/8/16
Dates Reviewed	Week 7 – Term 4 – 2014 Week 3 – Term 3 – 2016
Responsible for Review	Finance Committee
Next Review Date	Week 3 – Term 3 - 2020
References	DET

