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

Our College will:
- Comply with all DEECD financial regulations.
- Maintain an accurate and transparent record of the College’s Buildings Assets and Equipment.

Implementation:
**Purchasing of Assets and Equipment**
- School Council will approve the purchase of all assets and equipment.
- For the purpose of this policy, equipment is defined as non-consumable classroom teaching-related items. Typical equipment items include televisions, videos, projectors, lap-tops, etc.
- For the purpose of this policy, assets are defined as equipment exceeding $5000 in value.
- An Asset Manager will be allocated the responsibility of coordinating the purchase and maintenance of all asset and equipment purchases.
- With the exception of the Libraries, 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.
- 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 have a right to use any equipment not being used. Equipment will not be purchased for the sole use of a particular teacher or group.
- Groups such as the Parents and Friends Association that wish to purchase or donate equipment for the school will be asked to consult with the Campus Principal and Administration Officer.

**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 DEECD 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).

**Adequate Insurance**
- School Council will ensure that additional insurance be obtained to cover items acquired by the school not covered by DEECD insurance.

**Annual Stocktake**
- A stock take of all assets will be carried out annually and any additions or releases followed up and noted on CASES21.
Reasonable Care

- All new equipment will be engraved or appropriately identified with school 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.
- All staff members must be competent in the equipment they use and follow any safety processes.

Borrowing

- Staff members may borrow specific items of school equipment for the purpose of completing school work at home, but must complete a form with the Administration Officer, which must include a declaration that any costs resulting from loss or damage that is not covered by DEECD insurance 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 Principal and the Administration Officer. Community organisations will be required to complete the same form and declaration as staff.

Security

- 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.

College Vehicles

Arrangements for Use of College Vehicles -

- All vehicle bookings are to be made through Central Admin.
- Staff using the vehicles must hold a current licence. Learners are not permitted drive the College vehicles.
- College Principal or nominee to arbitrate on priority use in event of conflicting claims. In these situations hiring an additional car may be an option that can be exercised following consultation with College Principal or nominee.
- Return vehicle “as you found it” in clean (exterior and interior) and litter-free condition.
- Observe total ban on smoking inside vehicle.
- Refuelling will be done at United Petrol stations via the fuel card.
- Whilst every endeavour will be made to provide a vehicle, vehicles will be allocated on a first come, first served basis but the College reserves the right to reallocate if needed.
- No private use, except as authorised by the College Principal. All fuel in these circumstances must be supplied by the user.

Vehicle Users Conditions - After Use

- Clean Interior
- Wash Exterior
- Refill fuel if under ¼ of a tank
- Remove rubbish and personal effects
- Enter Log Sheet
- NO SMOKING
- NO PETS
Damage
- In the event of damage, major or minor, report immediately to College Administration.

Liability
- Driver-onus applies. Speeding, parking and other offences will be the driver’s responsibility. Responsibility for completing the log sheets is with the driver. A complete log book is needed to protect the interests of individual users of the vehicles (e.g. traffic offences, damage).

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

Log Sheets
- All vehicle usage should be recorded in the log sheets - trip details and purpose, together with kilometres travelled and driver’s name.

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

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 Reserve to ensure that funds are available for assets to be replaced as needed.

Evaluation:
This policy will be reviewed as part of the College’s four year cycle.

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