



Mount Hawthorn Education Support Centre

## **ASSET MANAGEMENT POLICY**

2017-2019

## **Department of Education Policy**

The Minister of Education retains the exclusive right of ownership of the Department's assets, and delegates responsibility to school principals for effective management, custody, control and reporting of these assets.

Schools are to implement appropriate practices and maintain suitable records to ensure safe custody and efficient and effective management of assets, in accordance with requirements issued by the Department of Education and Training.

### **Control**

Schools are responsible for the safe custody of all their assets and the Principal must ensure that all staff adhere to procedures and practices relating to the maintenance and safe storage of all equipment owned by the Centre.

#### *Custody of assets by staff*

Schools are responsible for the safe custody of all their assets. To minimize the risk of loss or damage assets should be held in a secure area during and after school hours.

#### *Loan of assets*

Authorised for business/educational purposes (student activities) only and should not be misused or put to inappropriate use.

#### *Loan/Hire*

Staff are treated the same as any other party when borrowing assets. Borrowing equipment for personal use is against the Public Service code of Conduct (gaining a benefit from their employment). Staff may borrow equipment to learn how to use it (eg. overnight or weekend).

#### *Loan/Hire Register*

If equipment is being hired out a register should be kept of who has hired the equipment. A bond is recommended. If equipment is being loaned to staff to take off the premises on school business the details of date out/in should be recorded. In both instances the signature of the person taking the equipment is required.

#### *Hire of assets*

A formal agreement has been established for the hire of any assets. This applies equally to community members and any staff member who wishes to use school facilities/resources for personal purposes. This agreement must be completed before any item for personal use leaves the premises (copy of the agreement is available from front office).

The ability to access our assets at any given time should be available to all members of staff. It is therefore necessary for members of staff to indicate their use (of an item) by completing details on the borrowers register.

Cost Centre managers should be aware of items available to staff to eliminate duplication when purchasing. The accurate recording of all resources and assets is required for insurance purposes. To ensure the above obligations are effectively monitored, the above procedures and practices should be observed by all persons with access to the use of the equipment purchased by this Centre.