



## Policy: Asset Management

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### Policy Statement

Assets of Jireh Christian School (“the School”) are utilised to maximise the best outcomes for students.

Assets must be reasonably protected, maintained and not exposed to unreasonable risk. The Principal is delegated day to day responsibility for ensuring that the programming and funding of general maintenance of the school grounds, buildings, facilities and other assets occurs in order to provide a secure, safe, tidy and hygienic work and learning environment for students and staff.

The Principal must ensure that a transparent financial system is in place and that financial delegations are adhered to.

### Procedural Guidelines

The Principal must:

1. Ensure all Board assets are insured.
2. Not allow unauthorised personnel or groups to handle funds or School property.
3. Not subject plant and equipment to improper wear and tear or insufficient maintenance or inappropriate use.
4. Maintain an up-to-date asset register for all items of furnishing, plant machinery, equipment, text and library books costing more than \$1000.
5. Ensure the implementation of the 10-year property maintenance plan.
6. Engage sufficient property maintenance staff for the School within budget limitations.
7. Conduct competitive tenders for all contracting with an annual cost over \$15,000.
8. Protect intellectual property, information and files from loss or significant damage or unauthorised access or duplication.
9. Not receive, process or disburse funds under controls that are insufficient to meet the Board appointed auditor’s standards.
10. Not invest or hold operating capital in insecure accounts or in non-interest-bearing accounts except where necessary to facilitate ease in operational transactions. All term deposits must be with the school’s banks.

Staff and Community Use of School Property:

1. Use of School property must be in keeping with the special character of the School at all times.
2. No alcohol, cigarettes, e-cigarettes, vaping or non-prescribed drugs are permitted on the School grounds or property.
3. All conditions of the School’s contents insurance must be met.
4. Where appropriate, the user’s own insurers should be contacted to safeguard equipment.
5. Prior permission to use School property or equipment outside of School hours or to remove equipment from the site must be sought from the Principal in writing.
6. Staff using School equipment off-site for their own personal use must accept full responsibility for safety, repair and insurance against theft, loss and damage.
7. Staff must be competent and qualified in the use of any School equipment borrowed for personal use off-site.



### Property Management:

1. Health and safety matters will be overseen by the Principal.
2. The annual budget will provide for ongoing maintenance to existing plant, equipment and property.
3. A 10-year long-term maintenance plan is provided and updated annually by the Principal, and the property/grounds support staff member.
4. The Principal will report any risks related to property to the Board.

### Insurance:

1. The School carries an insurance policy but this does not cover personal belongings of teachers. Teachers are responsible for the care of their own valuables (including money). Purses or valuables are not to be left lying around in the classroom or office.
2. Staff are not to leave School laptops unattended in vehicles. If a laptop is stolen from a staff member's car, they will be required to cover the cost of replacement from their own insurance.

### Physical Education Shed:

1. The staff member in charge of the Physical Education shed is the Sports' Coordinator who will issue a set of instructions regarding use of sports equipment.

### Keys:

1. The Financial Administrator is responsible for the issuing of all keys and security codes. Utmost care must be taken with all keys due to the security risks and costs involved in replacement. All staff are issued with a classroom key and administration area key. This will open their classroom and the main office door. Weekends, early morning and after School the alarms are set and can only be disarmed with a code. All staff are issued with a code.

### Lost Property:

1. Lost items should be reported to the office. If theft is suspected then a report should be made to the Principal.

## **Legislative Compliance**

Education and Training Act 2020

Financial Information for Schools Handbook, (FISH) MoE

Crown Entities Act 2004.

## **Review schedule: Annually**

<b>ADOPTED BY BOARD</b>
Date 12 <sup>th</sup> September 2017      Chairperson <b>R Thornton (Acting)</b>

Reviewed Date	31 <sup>st</sup> October 2017	Chairperson <b>R Thornton</b>
Reviewed Date	16 <sup>th</sup> October 2018	Chairperson <b>G Budler</b>
Reviewed Date	15 <sup>th</sup> October 2019	Chairperson <b>M Causley</b>
Reviewed Date	1 <sup>st</sup> December 2020	Chairperson <b>M Causley</b>
Reviewed Date	25 <sup>th</sup> May 2021	Chairperson <b>M Causley</b>
Reviewed Date	24 <sup>th</sup> May 2022	Chairperson <b>M Causley</b>
Reviewed Date	26 <sup>th</sup> March 2024	Presiding Member <b>A Coombridge</b>