DANDELONG HIGH SCHOOL
ASSET MANAGEMENT POLICY

Preamble
• All school equipment valued over $500 shall be recorded on the CASES Asset Register and reviewed annually.

Purpose
• To ensure the monitoring of School equipment so that all equipment is accounted for and the condition of the equipment is maintained in good order.

Implementation Steps
• All assets valued over $500 will be recorded at the time of purchase on an Asset Acquisition Form and on the CASES Asset Register. The entry will be sent to the Department of Education, Employment and Training (DEET) Schools Asset Management System (SAMS) unit via modem for updating of the school’s central assets register.
• Additional insurance will be obtained to cover items acquired by the school that are not covered by DEET insurance.
• A stocktake of all assets will be carried out annually and any additions or releases followed up and noted on CASES (Asset Register Update form to be used).
• Staff wishing to borrow assets will do so only in a manner consistent with the school’s Loan of Equipment Policy.
• 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.
• Sale of unserviceable, surplus or obsolete assets will be overseen by the Faculty Coordinator who will:
  a) Identify any unserviceable, surplus or obsolete items
  b) Recommend to Assistant Principal a course of action for disposal
  c) Complete an asset release form approved by the Principal or Assistant Principal and the Facilities Manager
  d) Advertise locally that assets are available for purchase and request bids from interested parties.
  e) 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).

Evaluation
• A minor evaluation of the Policy will be undertaken annually and a major evaluation will take place every 3 years.

School Council Endorsement Date: 18 June 2013