



ASSET and PROPERTY MANAGEMENT PROCEDURES

PROPERTY MANAGEMENT

The Board aims to:

- provide an environment that supports students' learning
- provide a good working environment for staff
- maintain the school grounds, buildings, facilities and equipment in a clean, safe and hygienic condition
- ensure the school is attractive and welcoming to families and the community, and contributes to the school's positive image in the community.

Procedures

1. Health and Safety

- a. The school will have a Health and Safety Board member who will have a key role in monitoring safety in the school's facilities.

2. Property planning

- a. The 10 year maintenance and 5 year property plan programme will be managed in keeping with the Ministry of Education's requirements.
- b. The annual budget will include provision for property maintenance and development.

3. Safety and maintenance inspections

- a. The Caretaker will conduct regular checks of fencing, buildings, plant and grounds for maintenance and safety purposes and record any necessary actions.

4. Property works in the school grounds

- a. All work involving regulated services will be carried out by qualified trades people.
- b. Trades people working on the school site will where appropriate comply with
 - i) the school's Occupational Safety and Health Procedures and
 - ii) the school's Police Vetting Procedures

ASSET MANAGEMENT

Acquisition of Assets

1. The Board agrees to review the asset management plan annually and agree a budget for annual asset acquisitions.
2. The principal shall have delegated authority to purchase assets within the annual asset acquisition budget, following good procurement processes, provided that the value of any individual asset is no more than \$10,000.
3. The decision to purchase any asset with a cost of over \$10,000 must be made by the Board, not the principal alone.

4. The Board shall consider the most cost efficient acquisition method for each new assets acquisition decision ie. whether to buy or lease, and whether to acquire by operating or finance lease.
5. The Board shall follow good procurement processes for the acquisition of assets over \$10,000. This may include placing a notice on the Government Electronic Tendering System (GETS) for acquiring assets with a combined value over \$100,000; obtaining several quotes to compare value for money; and managing any potential conflicts of interest appropriately.

Information Technology Assets

6. All information technology assets, such as computers and laptops and associated software, must be compatible with the standard operating platform used within the school.
7. The Board aims to provide and maintain IT assets that provide the best possible learning tools for students, within budget constraints, including a replacement programme that matches the expected useful life of each asset.

Expected Useful Lives

8. The Board agrees on the expected useful lives of the following types of assets:

| | |
|----------------------|-------------------------|
| Buildings | 40 years |
| Classroom Furniture | 7 years |
| Electronic Equipment | 3 years |
| Computer Equipment | 3 years |
| Furniture & Fittings | 10 years |
| Office Equipment | 5 years |
| Other Equipment | 5 years |
| Plant | 10 years |
| Sports Equipment | 5 years |
| Library Books | 12.5% Diminishing value |

Asset Records

9. The office manager oversees the Asset register recording and all assets in keeping with MOE and auditor guidelines.
10. A fixed asset register for all assets with a cost of \$800 or more shall be recorded in the fixed asset register.
11. Assets that cost less than \$800 shall be recorded in a register of valuable assets.
12. The deputy principal oversees a review of assets against the fixed asset and valuable asset registers at least once a year.

Disposal of Assets

13. The principal shall have delegated authority to dispose of any asset that has reached the end of its useful life (as recorded in the fixed asset or valuable asset registers), provided the original cost of that asset was less than \$2,500. The deputy principal shall report to the board about reasons for disposal, disposal process and any net disposal proceeds.
14. The Board shall approve the disposal of any asset that had an original cost of over \$2,500, including the reasons for disposal, disposal process and use of any disposal proceeds.

Signed..... Chairperson..... Date.....

Reviewed: November 2015