



# **Asset Protection Policy** (expressed as limitations)

Assets may not be unprotected, inadequately maintained or unnecessarily risked.

Accordingly, the Principal may not:

- fail to insure assets.
- allow unauthorised personnel to handle funds or school property.
- subject plant and equipment to improper wear and tear or insufficient maintenance or inappropriate use.
- fail to ensure the implementation of the 10 year property maintenance plan
- fail to protect intellectual property, information and files from loss or significant damage or unauthorised access or duplication.
- fail to maintain and review annually the asset register
- fail to complete an annual stocktake
- undertake major capital works without consultation with and approval of the BoT
- authorise an asset purchase of greater than \$10,000 without prior approval of the BoT
- support staff wherever possible as the schools biggest asset
- authorise the disposal of any asset that had an original cost of over \$10,000 without prior approval of the BoT

Adopted: June 2012

Reviewed: June 2014

Reviewed: March 2019

Next Review: March 2021