



CAULFIELD PRIMARY SCHOOL

ASSET DISPOSAL POLICY

POLICY NO. 4.7

Rationale:

Caulfield Primary School owns and manages a range of assets. On occasion these assets may become redundant, unserviceable, or obsolete. Such assets need to be disposed of in a systematic, ethical and transparent manner.

Policy statement:

- Assets of Caulfield Primary School which are identified as surplus to requirements and which have a value of more than \$100 will be disposed of according to this policy.
- Teachers and staff will be responsible for notifying the principal when assets are no longer required.
- The principal must approve any item for disposal before it is removed from school premises.
- If assets are disposed of by sale, any revenue raised from such sale will be put towards the 'equipment replacement' budget.

Implementation:

- Items surplus to requirements with a value of less than \$100 may be disposed of at the discretion of the principal.
- Where items over \$100 in value are to be disposed of, the school will constitute a board of survey to determine the most appropriate method of disposal.
- The board of survey will comprise the current members of the school council finance sub-committee in the first instance. Other members may be co-opted to the board of survey as required.
- The following methods of disposal should be considered, listed in order of desirability.
 - Traded in on purchase of a new item
 - Sale by tender to the public
 - Sale by auction or direct sale

- Donated to a charitable organisation
 - Recycled
 - Scrapped.
- Choice of the most appropriate disposal option will normally be influenced by the age and functionality of the equipment for disposal and by market value.
 - If items are offered for sale they should be advertised as "sold as seen" with no guarantee of lifespan given. At the same time, the school will make every effort to ensure that items for sale are in safe working order, and are priced realistically according to market value.
 - Purchasers should be invited to inspect the items before sale/ donation.
 - Members of staff (even if they are parents at the school) and school council members are not eligible to purchase or receive donated assets.
 - The item and all parts of the item must be completely cleaned of all CPS identification before disposal. This includes erasure of any electronic information.
 - Items with no market value and no use to any other organisation or person may be destroyed in an appropriate and safe manner. Items must be destroyed or recycled in accordance with legislation (for example the disposal of batteries, recycling of e-waste etc).

Date of approval: 2015	Date of review: 2018
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