



TE KURA WHAKAPUMAU I TE REO TUTURU KI  
WAITAHA

## **Asset Management Policy**

The Board of Trustees (Ohu Whakahaere) of Te Kura Kaupapa Māori o Waitaha (Kura) has consulted with staff (kaimahi) and parents (whānau) in the formulation of this policy (the Policy).

### **Introduction:**

1. The Ohu Whakahaere accepts it has a responsibility to protect the assets of Kura. The Board has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring's of this Policy to the Principal (Tumuaki)
2. In the formulation and approval of this Policy, the Ohu Whakahaere has had due regard to the accepted standards of sound asset management and applied these to Kura. The Ohu Whakahaere wishes to record that it has sought the advice of a chartered accountant and consulted with the Kura auditor in their role as agent of the Controller and Auditor General before approving this Policy.
3. The Ohu Whakahaere requires the Tumuaki as the chief executive and the most senior employee, to implement and manage this Policy. The Tumuaki may from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.
4. This Policy must be read in conjunction with other Ohu Whakahaere Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

### **Acquisition of Assets**

5. The Ohu Whakahaere agrees to review the asset management plan annually and agree a budget for annual asset acquisitions

6. The Tumuaki 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 \$10,000.00
7. The decision to purchase any asset with a cost of over \$10,000.00 must be made by the Ohu Whakahaere, not the Tumuaki alone.
8. The Ohu Whakahaere shall consider the most cost efficient acquisition method for each new asserts acquisition decision ie: whether to buy or lease, and whether to acquire by operating or finance lease.
9. The Ohu Whakahaere shall follow good procurement processes for the acquisition of assets over \$10,000.00 This may include placing a notice on the Government Electronic Tendering System (GETS) for acquiring assets with a combined value over \$100,000.00; obtaining several quotes to compare value for money, and managing any potential conflicts of interest appropriately.

### **Information Technology Assets**

10. All information technology assets, such as computers and lap tops and associated software, must be compatible with the standard operating platform used within Kura.
11. The Ohu Whakahaere aims to provide and maintain the 1:1 ratio of digital devices that provides 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**

12. The Ohu Whakahaere agrees on the expected useful lives of the following types of assets:

Buildings – School	18 - 40 years
Building improvements – Crown	10 – 20 years
Furniture and equipment	10 – 15 years
Information and communication technology	4 years
Motor vehicles	5 years
Textbooks	3 years
Leased assets	4 years
Library resources	8 years

### **Maintenance of Assets**

13. The Tumuaki shall have delegated authority to maintain the schools assets in good working order, within the approved budget.

### **Asset Records**

14. A fixed asset register for all assets with a cost of \$1,000.00 or more shall be recorded in the fixed asset register
15. Assets that cost less than \$1,000.00 shall be recorded in a register of valuable assets
16. A review of assets against the fixed asset and valuable asset registers shall be undertaken at least once a year.

### **Disposal of Assets**

17. The Tumuaki 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 \$10,000.00. The Tumuaki shall report to the board about reasons for disposal, disposal process and any net disposal proceeds.
18. The Ohu Whakahaere shall approve the disposal of any asset that had an original cost of over \$10,000.00, including the reasons for disposal, disposal process and use of any disposal proceeds

### **Approval**

19. When the Ohu Whakahaere approved this Policy, it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Ohu Whakahaere.
20. As part of its approval, the Ohu Whakahaere requires the Tumuaki to circulate this policy to all staff (kaimahi) and for a copy to be included in the Kura Policy manual, copies of which shall be available to all kaimahi. The Kura Policy manual shall also be made available to students and whānau at their request. The Ohu Whakahaere requires that the Tumuaki arrange for all new kaimahi to be made familiar with this Policy and other policies approved by the Ohu Whakahaere.