



## College Equipment Policy 2014

### Rationale:

- To ensure adequate levels of quality equipment are available for use by staff when needed, a planned approach to equipment purchases and maintenance must be developed and maintained.

### Aims:

- To provide a process for prioritising equipment purchases so as to ensure adequate, high quality equipment is available when needed.
- To provide a level of consistency with equipment purchases that enables an ease of maintenance, portability of minor components (leads, remote controls etc), and a similarity of operation.

### Implementation:

- College equipment is available for authorised school activities only and not for personal use.
- To ensure harmony, efficiency and appropriate care of our resources staff wishing to use school equipment for authorised student or staff activities should ensure that it is returned to its area tidy, in full working order.
- For the purpose of this policy, equipment is defined as non-consumable classroom teaching related items that have a value of greater than \$150.00. Typical equipment items include televisions, videos, projectors, laptops, some PE goods, Science and Technology tools and machinery etc.
- A staff member will be allocated the responsibility of coordinating the purchase and maintenance of all equipment purchases and will consult with appropriate team members and administration staff before doing so.
- A **yearly** priority list of equipment purchases will be determined once all staff have had an opportunity for input. Priorities will be determined by need, charter priorities, equity across different sections of the school, and existing deficits.
- Once a priority list has been determined and agreed by school council, a budget will be allocated and purchases will be authorised accordingly.
- All equipment purchases must be made by the teacher in charge who will be expected to ensure consistency of brands, and check that the goods purchase meet OHS requirements and standards.
- Safety, ease of operation, durability, serviceability, and upgrade ability will be considered as well as price.
- Guarantees and operating instructions will be kept in the administration office.
- The teacher in charge will provide all staff with directions on what equipment is owned by the school, where it is stored, and how it is used.

- The teacher in charge should consider carefully whether the persons seeking to use the equipment are suitably trained to do so safely and whether the equipment is appropriate for the intended use proposed before they authorise its use. If the teacher in charge holds concerns that the equipment in their charge is likely to sustain damage by the user they can refuse access and refer the matter to the Principal Class Officers .
- Equipment that is used for class use must be entered into a borrowing system, and returned to its rightful storage position immediately after use.
- Netbook trolleys are to be checked after use by the classroom teacher and weekly by the computer technicians
- Staff members may borrow equipment in a manner consistent with the School Council's 'Borrowing' policy.
- Equipment will not be purchased for the sole use of a particular teacher or group.
- Groups such as the Parents and Friends Association that wish to purchase or donate equipment for the school will be asked to consult the teacher in charge and the priority list.
- All equipment purchases will be entered on the CASES asset register as required, and will be engraved or otherwise so that it is easily identified as property of the school.
- Dangerous, faulty or obsolete equipment will be repaired or disposed of.

**Areas of responsibility 2015-2017**

<b>Purchasing</b>	<b>– Y Matotek</b>
<b>General Maintenance</b>	<b>-W Astbury</b>
<b>Technology</b>	<b>-S Johnston</b>
<b>Computers</b>	<b>-A Quinlivan</b>

**Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle.
- Next Review will be 2017.