Chapter 12. Asset Management

12.1 Introduction

The policy applies to all DVA ATDP-funded equipment that is purchased through National ATDP V1 or Regional V2 funds.

12.2 Purpose of Asset Management
This Chapter ensures good governance by mandating the management of DVA-funded assets provided for ATDP implementation activities.

12.3 Asset Management System
DVA’s Fixed Asset User Guide Version stipulates that all items worth $2000 or more are classed as “assets” and must be registered.

Accepting that the following are not “assets” by the preceding definition, DVA’s Fixed Asset User Guide Version 5.0.2, classifies them as “portable and attractive” items (P&A) that are to be registered and checked on stock-takes:

- mobile phones
- video cameras and other video equipment
- mobile electronic whiteboards

ATDP regards as P&A any item of equipment that is purchased from the ATDP budget allocation that:

- is not a consumable item and is small enough to be carried away by one person and has a replacement value of greater than $200; or
- is an item of such value that an insurer would require it be identified on an insurance proposal.

In addition to the P&A identified by DVA, ATDP regards the following items as P&A and will register them as assets:

- desktop, laptops, notebooks, web-book computers and tablets;
- data projectors;
- remote controllers;
- routers and switches;
- portable storage devices (replacement value $200 or more); and
- portable speakers (replacement value $200 or more).
12.4 Consumable Items
ADP regards as a consumable item any property purchased from the TIP V2 budget allocation that:

- is expended in facilitating TIP training; or
- not re-usable after use.

12.5 Registration and Bar Coding
All equipment purchased with ATDP Funding must be registered on an ATDP Asset Register and affixed with a bar-code to facilitate identification, control, auditing, and disposal of the equipment item.

12.6 Purchase of Equipment
Equipment is purchased from either the National (V1) or Region (V2) budget allocations. Purchase processing and inventory control is determined by the budget allocation from which the equipment was purchased.

**National V1 Allocation.** High-cost equipment items such as photocopiers are purchased from the V1 budget allocation.

- Requests for purchase are to be processed through the CFMG Chair or Regional Manager to the Secretariat Funds Coordinator.
- Items of equipment purchased from V1 funds will be placed on the ATDP Assets Register.

**Region V2 Allocation.** Equipment for Region-based activities is purchased from the Region’s V2 budget allocation.

Any CFMG Member may lodge a request for equipment purchase with the CFMG Chair, and RIG Member with the Regional Manager through the Administration Support Officer.

12.7 Purchase of Consumables
ATDP Members may either:

- purchase consumables from their own funds and request reimbursement in writing to the Secretariat Funds Coordinator through the CFMG Chair or Regional Manager as appropriate; or
- email the Secretariat Funds Coordinator through the CFMG Chair or Regional Manager as appropriate identifying the purchase that is required, stating the priority of the purchase, and nominating the required means of delivery.

12.8 Purchase Planning
Regional Managers will prepare an Annual Assets Purchase Plan and Annual Consumables Purchase Plan within their Regional Business Plan. Regional Business
plans will be aggregated into the CFMG Annual Business Plan as detailed in Chapter 14).

Except for replacement of irreparable, lost or stolen items, purchase and/or replacement of P&A assets and consumables will be made in accordance with the Annual Assets and Consumables Purchase Plans once DVA has advised the annual V1 and V2 budget allocations.

12.9 Inventory Control

Good governance requires that the ATDP inventory is be controlled as follows:

- The CFMG Chair, in conjunction with the Regional Managers, is responsible for:
  - the control of the ATDP inventory including high cost items purchased with V1 funds for use by ATDP Members, and
  - the delegation of responsibility to one ESO for registration and bar-coding of equipment distributed to CFMG Members.

- The Administration Support Officers are:
  - to coordinate with the Secretariat Funds Coordinator the registration of equipment on the ATDP Assets Register and the issue of bar-codes;
  - responsible for the day-to-day control of all items of equipment purchased with both V1 and V2 funds, including the distribution of equipment items to authorised users;
  - to maintain a current Regional Asset Register on which is recorded the condition of each item of equipment in the Regional inventory;
  - to maintain a Distribution Register of all equipment issued to an RIG Member from the NSW-ACT inventory;
  - monitoring the security of all assets held both centrally and on distribution;
  - arranging the central and local repair of all repairable equipment; and
  - on the last working day of each Financial Year closest to 30 June, to perform a 100% inventory check. The existence and condition of assets that are on a distribution register are to be confirmed by electronic means, which may be conducted by telephone inquiry or exchange of attached photographs depending on the technology available.

12.10 Authorised User

Administrative Support Officers are authorised to distribute equipment items from ATDP or Regional inventory to the following users:

- ATDP Consolidation Course Trainer-Assessors
- CFMG and RIG Members; and
• with the approval of the CFMG Chair Regional Manager as appropriate, and only if equipment is available, to any Mentor whose activity is facilitated by the distribution and directly benefits ATDP activities.

12.11 Protection of TIP Assets
All ATDP Members are responsible for correct use, care and protection from theft, misuse or damage of all TIP property, irrespective of whether it is a P&A asset or a consumable item.

12.12 Distribution Control
When equipment is distributed to an authorised user, the recipient must sign and return to the Administrative Support Officer a Distribution Certificate on which:

• each item of equipment is identified and the bar code number recorded;
• the agreed condition of each item of equipment is certified; and
• attestation that each item of equipment will be returned when requested [This is especially important were the equipment have to be returned by next-of-kin in the event of the authorised user’s death or incapacitation].

When an ATDP officer relinquishes a position or a new officer takes over that position:

• the “corporate knowledge” on computers and lap-tops is to be retained in accessible memory;
• all items of equipment are to be transferred to the new recipient; and
• the recipient is to sign a new Distribution Certificate.

12.13 Insurance
The Commonwealth self-insures P&A items of equipment. This does not absolve the ATDP Member to whom an item is distributed from exercising due diligence in its protection from theft, fire or damage.

Where possible and depending on the location and nature of use, ATDP Members to whom portable items have been distributed should ensure that their home, VC/ESO or comprehensive vehicle insurance policies cover against loss of “portables”.

12.14 Replacement Guidelines
V1 Funded Equipment. The CFMG Chair is to advise the SGB of the need for replacement of high cost items of equipment. If the SGB agrees to replacement, the CFMG Chair will include replacement in the ensuing year’s Annual Business Plan.

V2 Funded Equipment. As a guide for “routine” equipment replacement purchased with V2 funds, the current DVA criteria follow:

• Lap tops and portable printers: 5 Years.
• Personal computers and printers: 5-7 Years.
• Software: 3 Years.
12.15 Irreparable Damage
If an item of equipment is damaged 'beyond economical repair' before the DVA life-of-type criterion is met:

- the CFMG Chair is request replacement in writing to the SGB for V1-funded items, and
- the CFMG Chair or Regional Manager as appropriate the Secretariat Funds Coordinator for replacement of V2-funded items.

12.16 Disposal of Equipment
The process by which equipment is disposed is determined by the budget allocation from which the equipment was purchased.

**National V1 Allocation.** Requests for disposal of high-cost equipment items that were purchased from the V1 budget allocation are to be forwarded by the CFMG Chair to the Secretariat Funds Coordinator, who will take disposal action in accordance with Commonwealth Finance Regulations.

**Region V2 Allocation.** Requests for disposal of equipment items purchased through a Region V2 budget allocation are to be forwarded by the Regional Manager to the Secretariat Funds Coordinator, who will take disposal action in accordance with Commonwealth Finance Regulations.

12.17 Member’s Responsibilities
The Member requesting the purchase is responsible for preparing a Business Case (Chapter 12) for consideration by Secretariat Funds Coordinator and, if justified, approval of the purchase.

The ASO is responsible for ensuring that P&A items are bar-coded and registered on an Assets Register.

Each Member to whom an item of equipment or consumable purchased from DVA-funds distributed is personally responsible for:

- certifying the condition of the equipment on receipt;
- the due care and appropriate use of the equipment; and
- advising the Administrative Support Officer of all unserviceable equipment.