



University of Melbourne Student Union

(UMSU)

Asset Policy

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Purpose and Basic Principals

University of Melbourne Student Union (UMSU) has made, and continues to make, significant investment in the assets utilised throughout the Union. To ensure appropriate management, control and recording of asset information, this document provides a framework for the proper accountability of assets.

All assets purchased by UMSU are property of the University of Melbourne Student Union, except where an agreement to the contrary is part of the conditions associated with a particular grant or funding agreement.

The University of Melbourne Finance Services maintains a record of all fixed assets (see Asset Types) on the Fixed Asset Register.

A record of assets is required to provide information:

- To different departments on what assets are under their responsibility
- For decision making purposes
- For internal reporting purposes
- Insurance purposes

This procedure applies to all UMSU staff, student representatives and volunteers. Administration of this procedure is delegated to the Chief Executive Officer.

Asset Types

As a guide, assets with an individual cost greater than \$1,500 will be considered a Fixed Asset and recorded on the Fixed Asset Register. An assessment of the nature, purpose and operation applicable to each asset will then be made by the Chief Executive Officer regarding whether the asset should be written-off in the current Financial Year or depreciated over the expected Useful Life of the asset.

There are four types of Fixed Assets:

- Assets with a significant individual cost over \$1,500, expected life generally longer than two years, and whose depreciation values are recorded in the Balance Sheet of the Union. University of Melbourne Finance Services are responsible for the recording of, and accounting for, these assets. Information for these assets is provided to University of Melbourne Finance Services by UMSU divisional managers. The Chief Executive Officer also oversees stocktakes every three years for these assets.
- Non-consumable items costing less than \$1,500. Staff and student representatives of UMSU can use their discretion as to whether these items should be added to the Fixed Asset Schedule. Assets which will be held

by the Union for a long period of time or are of significant importance to the Union should be added to the depreciation schedule.

- The cost of books shall be pooled in the Fixed Assets Register and be depreciated over a period of time defined in this policy
- Obsolete Assets, being assets of no further use, or with little or no resale value, that have not yet been disposed of.

Where a collective group of assets are purchased, they will be recorded as one individual asset if they are only able to be used together. E.g. theatre lights would be recorded as one asset if they are activated simultaneously.

The Chief Executive Officer will assess the assets and determine the appropriate treatment based on the above guidelines. It is recognised that some discretion is required when making these decisions. Overall, a consistent approach should be maintained across the organisation and across all assets over time.

Who Can Purchase Assets

Assets can be purchased by any staff member or student representative of the University of Melbourne Student Union, subject to conditions and approval limits set out within UMSU's Financial Regulations.

For all assets purchased, a Health and Safety Prepurchase Checklist (Appendix 1) should be completed, while an Asset Acquisition Form (Appendix 2) should be completed for all assets purchased over \$1,500. The Asset Acquisition Form should be provided to University of Melbourne Financial Services to record the asset on the asset register. The Health and Safety Prepurchase Checklist should be kept in the relevant department's compliance/OHS folder.

Recording of Assets

The University of Melbourne accounting software is used to record Fixed Asset details. The system facilitates the full life cycle management of assets from registration of asset details through to the disposal of an asset. A UMSU Fixed Asset Disposal Form must be completed for either the purchase or disposal of an asset.

The Fixed Asset register will assign each individual asset with an individual unique asset number. Every asset should be labelled with this unique asset identification number to aid in identifying assets during stocktake and disposals.

Which Assets Need to be Recorded

The following non-consumable items are acquired by either by purchase or donation need to be recorded under the following categories

- Art Collection
- Office Equipment
- Equipment, Furniture and Fittings
- Theatre Equipment

- Books

Other categories may be required to record special assets purchased.

Responsibility for Asset Management

All UMSU Staff, student representatives and volunteers who are involved in purchasing, disposal, using, keeping and maintaining assets should be aware of, and fully understand, their responsibilities in the control and management of assets.

Stocktakes

Effectiveness of asset control is dependent on speedy notification of theft or losses. Stocktakes reduce losses, ensure that the information in the Fixed Assets Register is correct and enable more rapid follow-up on missing assets.

Stocktakes will generally occur every three years, or as determined by the Chief Executive Officer. The process will be aided by the Asset Location Register (see Asset Location Register).

The Chief Executive Officer will also be responsible for the maintenance of an Asset Location Register. The Asset Location Register will correspond to the fixed assets register.

Asset Location Register

The Asset Location Register is maintained by the Chief Executive Officer, and corresponds to the Fixed Asset Register. The Asset Location Register will list the assets identifying number, asset description, building, level and room location of each asset where appropriate to assist in locating the asset during the stocktake and asset disposal processes.

Depreciation of Assets

For financial reporting purposes, Fixed Assets are subjective to depreciation each year until they no longer carry any value.

Depreciation is automatically calculated by The University of Melbourne Finance Services, based on the purchase price of the item. The annual rates of depreciation for assets purchased from the issue date of this policy vary based on their individual estimated useful life, with guidance provided in the schedule below:

- Art Collection – N/A
- Equipment, Furniture and Fittings – Five years
- Theatre and AV Equipment – Ten years
- Books – Five years

Assets remain in the fixed assets register, even when their written-down value is zero, until disposed.

Disposal of Assets

When an asset is disposed of, an Asset Disposal Form (Appendix 3) shall be filled out, stating at least the asset ID, disposal date, and what consideration was received (if any) for the asset.

The Fixed Asset Disposal Form will be sent to University of Melbourne Finance Services, who will remove the asset from the Fixed Asset register and Asset Location Register.

If an asset is disposed of however cannot be located on the Fixed Asset schedule, a disposal form should still be filled out and maintained by the relevant UMSU division, and any income from the sale of asset should be recognised by the division in which the asset was located.

Theft of Assets

When it is discovered that an asset has been stolen or destroyed, you should take immediate action:

- If the theft or destruction has occurred on the University of Melbourne grounds, contact the Chief Executive Officer, who shall contact the police if necessary.
- If the theft or destruction has occurred off the University of Melbourne grounds, notify the police and then inform the Chief Executive Officer.

As soon as possible:

- Notify the relevant department
- Fill in the UMSU Fixed Asset Disposal Form and forward it to University of Melbourne Finance Services.

Appendix 1 - Health and Safety Prepurchase Checklist

This form is to be used in conjunction with the [Health & Safety: Purchasing requirements](#).

1. DOCUMENTATION

Purchase order number		Supplier	
Description of items to be purchased			
Purpose of purchase			
Person requesting purchase		Date	
Authorising officer ¹		Date	

2. PRE-PURCHASE HEALTH AND SAFETY CONSIDERATIONS

Using the table below as a guide, complete the relevant section prior to purchasing the item. All items are to be completed by the person requesting the purchase and confirmed by the Authorising Officer.

GOODS AND SERVICES	RISK RATING	DOCUMENTATION
Office stationery and supplies	Low	Nil ²
PPE	Medium	Health & Safety: Pre-purchase checklist – PPE section
Office Furniture	Medium	Health & Safety: Pre-purchase checklist – Office furniture section
Portable Equipment	Medium	Health & Safety: Pre-purchase checklist – Portable equipment section
Chemicals and Substances	High	Health & Safety: Pre-purchase checklist – Chemical and substances section
Radiation Sources	High	Health & Safety: Pre-purchase checklist – Radiation section
Plant/Equipment and Electrical Equipment	High	Health & Safety: Pre-purchase checklist – Plant and equipment section

Notes:

- For repeat purchases, the Authorising Officer must verify that a Pre-purchase checklist has been completed.
- Where a Pre-purchase checklist has not been completed, the Authorising Officer must ensure that it is completed.
- A list of most commonly used [Australian Standards commonly used in purchasing](#).
- Consideration must be given to Waste Disposal pathways in accordance with the [Health & Safety: Waste management requirements](#).

¹ Called the “Approver” if purchasing goods through iProcurement.

² Where pre-purchase risk assessment documentation is not required, the person purchasing, ordering or requesting the goods must still ensure that the goods do not pose a risk to health and safety.

PRE-PURCHASE HEALTH & SAFETY CONSIDERATIONS	Y	N	N/A	IF NO, LIST CONTROLS/REQUIREMENTS PRE-PURCHASE
For all pre-purchase categories there has been consultation with HSR/employees affected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Protective Equipment and Clothing				
Relevant Australian Standard marking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Instructions on use, fitting, storage and maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable for purpose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Office Furniture				
Desks and workstations compliant with AS 4442	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Height adjustable swivel chairs compliant with AS 4438 level 5 or 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fixed chairs compliant with AS 4688 level 4, 5 or 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shelving is fit for purpose (load rating, shelving height and shelf depth)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shelving to be braced as appropriate (single-sided shelving must be braced).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Filing cabinets (vertical & lateral) and mobile pedestals compliant with AS 5079	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supplier's manual handling assessment provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Portable Equipment (e.g. trolleys, ladders, step-stools, whiteboards)				
Equipment is compliant with relevant Australian Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Portable equipment is fit for purpose and environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manufacturer's instructions provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff are competent to install	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff are competent to use and maintain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chemicals and Substances (e.g. biological)				
Current MSDS/SDS supplied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the substance correctly labelled and packaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable storage available: <ul style="list-style-type: none"> • dangerous goods storage • biological storage • poisons and drugs storage • gas cylinder storage • bunding 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Poisons permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scheduled Carcinogens permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
End user chemical declaration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff are competent/trained to use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable first aid and emergency equipment/procedures in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PRE-PURCHASE HEALTH & SAFETY CONSIDERATIONS	Y	N	N/A	IF NO, LIST CONTROLS/REQUIREMENTS PRE-PURCHASE
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Radiation Sources				
Contact DRSO or Radiation Safety Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ionising radiation licence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use Licence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plant/Equipment (and Electrical)				
Plant hazard assessment from manufacturer/supplier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Licencing/registration/permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Noise less than 85 dBA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable guarding/emergency stops/safety devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meets relevant Australian Electrical Standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New electrical equipment tagged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Instruction manuals, information about safe use, maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operator licence/certificate of competency required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff are competent/trained to install	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff are competent/trained to use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff are competent/trained to maintain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable first aid and emergency equipment/procedures in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Appendix 2 – Asset Acquisition Form

Asset Acquisition Form

An asset will be recognised where it is probable that future economic benefits associated with the item will flow to the organisation. Generally items which are equal or greater than \$2,000 will be recorded on the asset register.

Please note this form must be completed for all purchases coded to 7895 (CapEx): Asset Clearing Account

1. Contact Details			
Name			
Phone (BH)		Email	

2. Description of Item			
Supplier		Invoice No	
Description		Cost (excl GST)	
UMSU Tag Number		Item Serial Number	
Class ID (Please Tick Box)	<input type="checkbox"/> BK - Books <input type="checkbox"/> GE - General Equipment	<input type="checkbox"/> TE - Theatre Equipment <input type="checkbox"/> FF - Furniture & Fittings	<input type="checkbox"/> CE - Computer Equipment

3. Custodian Details			
Name			
Location of Asset (Please Tick Box)	<input type="checkbox"/> 130-001 General UMSU Assets	<input type="checkbox"/> 130-002 RWL (BN 162)	<input type="checkbox"/> 130-003 AVM (BN 159 - G23,25,29)
	<input type="checkbox"/> 130-007 AVM day hire (BN 168)	<input type="checkbox"/> 130-008 Pianos 102&115 (BN 189)	<input type="checkbox"/> 130-009 Theatre Workshop Piano/Costume Stores
	<input type="checkbox"/> 130-007 AVM day hire (BN 168)	<input type="checkbox"/> 130-008 Pianos 102&115 (BN 189)	<input type="checkbox"/> 130-009 Theatre Workshop Piano/Costume Stores

4. Approval			
Name		Signature	
Department		Date	

Appendix 3 – Asset Disposal Form

Asset Disposal Form

This form is to be used to facilitate the disposal (i.e. sale, trade-in or write-off) of Fixed Assets in the GP System.

Prior to completion please refer to the notes on the back of the form

1. Contact Details

Name		
Phone (BH)		Email

2. Description of Item

Supplier		Invoice No	
Description		Cost (excl GST)	
UMSU Tag Number		Item Serial Number	
Class ID (Please Tick Box)	<input type="checkbox"/> BK - Books <input type="checkbox"/> FF - Furniture & Fittings	<input type="checkbox"/> TE - Theatre Equipment <input type="checkbox"/> AVM - Audio Visual Melb.	<input type="checkbox"/> GE - General Equipment

3. Disposal Details

Type of Disposal	<input type="checkbox"/> Sale <input type="checkbox"/> Trade-In <input type="checkbox"/> Write-Off
Buyer's Details	Date of Disposal
Sale Value \$	Receipt/Invoice (for Disposal)
Account Code (Sale Proceeds)	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
Details of Disposal Process for Assets Sold (i.e. Advertising, Public Auction, Tender, etc)	
Details of Disposal Method for Assets Not Sold (i.e. Donated, Destroyed, Green Office, etc)	

4. Approval

Name		Signature	
Department		Date	

Notes on completing this Form

The purpose of this form is to provide comprehensive information about the asset being disposed, assisting in the accurate amendment University of Melbourne Finance

Please read the following before completing this form.

1. 'DESCRIPTION OF ITEM' – asset register number and full details of the items that have been disposed.
2. 'DISPOSAL DETAILS' – a description of the type of disposal that has occurred. If it was 'written off', under what circumstances? Was it sold or traded in? If so, with whom did you deal with, what was the value and what are some of the details of the new asset? Details of the proceeds of sale and payment processing.
3. 'AUTHORISATION' - This disposal form should be authorised in line with the UMSU's Financial Delegations policy

Other Information

1. Equipment Disposal policy (including sales to staff) refer to of the University Finance Assets Management policy (MPF 1075, Section 4, 5 and 6).
2. GST is applicable to the sale of assets by the University to external parties, including Auxiliary Operations and associated entities that operate their own accounting system and are separately registered for GST (i.e., have their own ABN). Transfers to other University departments are internal transactions and are therefore not subject to GST. (Please complete an F19 Asset Transfer Notification form instead).