



## POLICY: USE OF DBSA ASSETS

<b>Policy No</b>	06	<b>Issue</b>			4
<b>Board Approval</b>	June 2022	<b>Review cycle</b>	3-yearly	<b>Next review</b>	June 2025

### Introduction

Good management of DBSA assets help to value, extend the life, understand proper use of the asset, the ongoing maintenance and replacement requirements and help to plan ways to fund maintenance and replacement costs.

### Purpose

The purpose of this policy is to set out the requirements for management of DBSA assets.

DBSA equipment, vehicles, tools and supplies have been acquired solely for the purpose to further the objectives of dragon boating. They may not be used, sold, loaned, given away, or disposed of without prior written authorisation by the DBSA Board.

Protecting DragonBoat South Australia (DBSA) assets against loss, theft and misuse is every DBSA Member Club's responsibility.

Important asset management actions by DBSA include:

- The development and maintenance of a register of all assets.
- Ensuring purchase details and warranties for all equipment are recorded and preserved.
- Conducting regular and routine inspections and risk assessments.
- Developing maintenance plans for equipment which detail maintenance requirements and estimated replacement dates and costs within the asset register.
- Preparing a capital replacement plan to ensure the assets are well managed incorporating asset maintenance and replacement costs the annual budget.
- Developing policies for the use of equipment by Member Clubs and individuals.
- Occurrences of an improper nature must be reported immediately to the Board. The Board will review on a case-by-case basis and decide on the course of action to be taken. Parties involved will be informed of the outcome.

### Procedure

#### **Booking use of an Asset**

DBSA will have in place a booking process for use of assets that must be followed by Members and individuals This will include, but not limited to, for use of assets for training, corporate, come and try events.

Bookings by other Dragon Boat Associations or AusDBF are to be through the DBSA Board.

#### **Prioritising Maintenance**

A Register of Assets will be maintained by DBSA Board. Each asset will be categorised to ensure that the right type of maintenance is being performed. By undertaking the appropriate preventative and reactive maintenance, the equipment / asset is expected to reach its expected lifetime line.



Failure to invest in the maintenance will reduce the life expectancy of the asset.

The maintenance and repair of assets shall be monitored by DBSA through the Maintenance Sub Committee. Prioritisation of maintenance will be linked by safety considerations, security overlay, any legislative requirements, environmental considerations and ability to continue to provide maximum access to the asset.

### **Storage of Equipment**

To reduce the quantum of maintenance for assets, storage shall be adequate, optimizing useability as well as the safety for its users. If storing equipment in storage containers and cages, it is critical to match the size of the equipment and essential that participants are able to access the equipment easily and safely.

Storing the assets is a joint responsibility, for Member organisations and their members, the correct use of, cleaning and storage of the assets.

### **Disposal of Equipment and Assets**

When the assets reach the end of their life, consideration shall be provided to the best way of disposal. Ideally if they can be recycled by being sold to a Member Club wishing to have their own asset, or a forming club, then this should be considered, as this is environmentally the best option.

In some circumstances, the equipment may be reused by another Organisation such as a community group or primary school, who may not need the equipment for the same use as DBSA.

### **Damage to Assets**

Member Clubs or individuals must immediately report any loss or damage of an asset to the DBSA Board via the DBSA Board Secretary.

For insurance purposes, damage or theft of an asset should also be reported to the Police by the Member Club or individual involved at the time.

Where loss or damage has occurred to the asset the Board will review on a case-by-case basis and decide on the course of action to be taken. This may include the costs associated with the need for repairs or replacement of assets incurred during the use of Member Clubs or individuals, will be the responsibility of the Member Club.