



## **FP9 – PORTABLE AND ATTRACTIVE ITEMS POLICY**

### **MANAGEMENT PRACTICE: PORTABLE AND ATTRACTIVE ITEMS**

### **DELEGATION: N/A**

#### **OBJECTIVE**

The objective of this policy is to clearly set out guidelines in identifying, recording and tracking items that are portable and attractive within the Shire of Jerramungup.

All items of capital nature are capitalised based on the threshold as determined by the *Local Government (Financial Management) Regulations 1996 – 17A(5)*. Items that are not capitalised and are considered by management to be of a portable and attractive nature, is recorded in separate Portable and Attractive Items Register.

#### **SCOPE**

This policy applies to all items –

- a. that are portable and attractive with an acquisition value less than the asset recognition threshold for non-current assets and where the item satisfies all of the following criteria –
  - i. portable – that is, the item can be easily moved between locations by one person; and
  - ii. attractive – by its nature (size, utility, marketability) is susceptible to theft or loss; and
  - iii. valued at, or within the Shire’s portable and attractive asset recognition thresholds.
- b. items defined as a portable and attractive asset –
  - i. purchased by the Shire, irrespective of the funding source; and
  - ii. includes items gifted or donated to the Shire.

This policy relates to all employees of Council (whether full-time, part-time or casual) and temporary staff as well as Elected Members and the policy does not form part of any contract of employment with the Shire of Jerramungup, nor does it form part of any contract for service with the Shire of Jerramungup.

#### **POLICY STATEMENT**

##### **Statement**

Portable and attractive assets are to be recorded in a format approved by the CEO, in order to –

- be safeguarded against theft, fire and loss,
- enable the physical control of high risk, low value acquisitions,
- ensure that losses resulting from such items are minimised; and
- ensure that the Shire does not incur significant costs in terms of managing low risk, low value items.

## **Exclusion**

Items valued at less than the approved portable and attractive asset thresholds are not considered portable and attractive assets and therefore should not be recorded.

Items as determined by the CEO in Executive Instruction that are –

- i. to be fixed to vehicles, buildings etc (eg: two way radios), or
- ii. otherwise determined.

## **Recording**

To facilitate effective internal control over these items, each item will be individually registered and maintained in the approved format by the Deputy Chief Executive Officer.

Where possible, each item will be uniquely identified and an individual custodian who, due to their ability to directly exercise control over the item, will be responsible for the safe custody of the item.

Purchases will be captured via the purchasing system and acquisition cost, acquisition date, description fields, serial number, item custodian and any other relevant details are to be recorded within the appropriate register.

Portable and attractive items are removed from the register when they are disposed of (e.g. due to being obsolete, surplus or damaged beyond repair) or identified as lost or stolen.

The Portable and Attractive Items Register is to be regularly maintained and should contain the following information as a minimum:

- a. a description of the asset
- b. the location of the asset
- c. the serial number (where available)
- d. asset value
- e. custodian and manager details
- f. date of stock take

## **Stocktake**

Each Manager, in consultation with the Deputy Chief Executive Officer, is responsible for ensuring that a stock take of all registered portable and attractive items within their jurisdiction is carried out on a regular basis, but at least every three years.

In addition, all registered portable and attractive items will be subject to spot audits on a periodic basis by the Deputy Chief Executive Officer or their delegate, to ensure that adequate control over these items has been maintained.

Audits may take the following form –

- i. in conjunction with tag and testing
- ii. recognition of existence through regular servicing/maintenance schedules
- iii. include a condition rating

Outcomes of the stocktake will be reported to the Deputy Chief Executive Officer, highlighting those items identified as lost, stolen or unaccounted for in detail, and advised to the relevant Manager.

## Reporting

A report will be produced at least every three years for each Manager –

- a. outlining the staff who are noted as custodians of portable and attractive items,
- b. the last time the item was part of a stocktake and where applicable, and
- c. the condition of the item.

## Disposal of Portable and Attractive Items

Disposal of Portable and Attractive Items will be undertaken in accordance with Delegation 1.1.3 Disposing of Property.

<b>Relevant Legislation:</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Related Documents:</b>	Management Practice – Portable and Attractive Items
<b>Related Local Law:</b>	N/A
<b>Related Policies:</b>	FP6 – Procurement of Goods and Services
<b>Adopted:</b>	17 April 2019
<b>Last Reviewed:</b>	26 April 2023 OCM230414
<b>Next Review Date:</b>	2024