



## (F18) PORTABLE AND ATTRACTIVE ITEMS POLICY

### **POLICY 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 Derby/West Kimberley (Shire).

### **POLICY STATEMENT**

The policy relates to all employees (full-time, part-time or casual) and temporary staff of the Shire, as well as Elected Members.

This policy applies to all items defined as portable and attractive and all workers who deal with portable and attractive items. A portable and attractive item is an item purchased by the Shire, with Shire funds, irrespective of the funding source, and includes items gifted or donated to Shire.

The Accountable Officer will comply with all relevant standards and legislation which require written records of portable and attractive items. The Accountable Officer will maintain a register to record the receipt, movement and disposal of non- consumable items of a portable and attractive nature.

### **POLICY DEFINITIONS**

**Accountable Officer** - The person or entity accountable for the policy or procedure and who coordinates its deployment. The Accountable Officer is also responsible for leading the review of the policy or procedure and will ensure that any policy or procedure has accurate and current Regulatory Compliance Instruments referenced. The Chief Executive Officer / Deputy Chief Executive Officer is/are the accountable officer/s.

**Asset Capitalisation Threshold** – The amount which determines when acquisitions of the Shire will be classified as a portable or attractive asset. The Asset Capitalisation Threshold is \$5,000. All acquisitions less than the Asset Capitalisation Threshold will be expensed in the year of acquisition. All acquisitions greater than \$5,000 will be treated as assets of the Shire. (Refer to the Capitalisation Threshold Rates in F3 Significant Accounting Policies).

**Portable and Attractive Item** – Non-consumable items of a portable and desirable nature which are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale and that satisfies either of the following criteria:

- a. The item is of a non-consumable nature, such as a portable plant, laptop computer, tablet, desktop computer, mobile phone or portable business/consumer electronic device of any value less than \$5,000 (i.e. with no lower limit); or
- b. A non-consumable item valued between \$1,000 and \$4,999.99 (exclusive of Goods and Services Tax).

The Manager of Corporate Services will review and may adjust the lower value limit annually.

### **POLICY PRINCIPLES**

The following principles apply:

Portable and attractive items do not meet the Asset Capitalisation Threshold, and consequently are expensed in the year of acquisition.



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All workers involved in the purchasing, disposal, usage, transfer, keeping, allocation and/or management of portable and attractive items are responsible for maintaining up-to-date knowledge of this policy and related procedures, to ensure that Council complies with its legislative obligations.

Responsibility for the control and safe custody of a portable and attractive item remains with the manager/supervisor responsible for that area or the worker who has control and use of the portable and attractive item. The Shire will retain ownership of the portable and attractive item at all times.

The Accountable Officer will maintain a portable and attractive item register and portable and attractive items will be subject to an annual stock-take.

## **Stock-takes**

Stock-takes are the mechanism that assists in confirming the existence and proper control over assets. Stock-takes also ensure that operational units are accountable for the portable and attractive items under their control and assist them to:

- Identify items that have been lost or stolen and, where possible, recover them; and
- Assess the effectiveness of control practices for portable and attractive items and, where required, improve them.

**Frequency of Stock-takes** - Agencies must ensure that stock-takes of portable and attractive items are performed at least once a year, in order to safeguard identified portable and attractive items.

**Responsibility for the Stock-take** - The responsibility of performing the stock-take rests with the area responsible for the portable and attractive register. However, the person assigned to perform the stock-take must not maintain the portable and attractive register or report to that person.

**Results of Stock-take** - The results of each stock-take must be provided to Manager of Corporate Services, who should then address any significant issues of concern.

## **BREACH OF THIS POLICY**

Any breach of the policy may result in disciplinary action, including, but not limited to, issue of a warning, demotion, suspension or termination of employment.



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Policy Details			
<b>Original Adoption date:</b>	28 February 2019 (Item 9.1.1, Res. 005/2019)	<b>Review Frequency:</b>	1 year
		<b>Next Review Due;</b>	February 2025
<b>Policy Implementing Officer or Team:</b>	Manager of Corporate Services	<b>Policy Reviewer:</b>	Deputy Chief Executive Officer
<b>Legislative Head of Power (Act, Regulation, or Local Law):</b>	Local Government (Financial Management) Regulations 1996 r.17B CEO to take steps to protect excluded portable and attractive assets		
<b>Related Documents (other Policies, Operational Procedures, Delegations, etc.):</b>	CEO Directive D-PC2 Code of Conduct Employees Delegation 1.1.21 Payments from the Municipal or Trust Funds Delegation 1.2.10 Financial Systems and Procedures Policy F1 Procurement of Goods and Services Policy F8 Transaction Cards Policy ES3 Fraud, Misconduct Control and Resilience		
Version Control Council Meeting Review Details:			
Review #:	Council Meeting Date:	Item/Resolution#:	
1.	24 June 2021	Item 11.2 Res. 57/21	
2.	24 February 2022	Item 11.5 Res. 07/22	
3.	30 March 2023	Item 10.1 Res. 13/23	
4.	19 January 2024	The Director Strategic Business utilised AUTHO33 Local Government Act 1995 s.5.45 Other matters relevant to delegations under this Division (Acting Through on behalf of the Chief Executive Officer), to make minor changes using delegation 1.1.34 Minor Amendments to Policies and Delegations. Synergy Record No. N21078	
5.	29 February 2024	Item 12.3 Res. 09/24	