



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.

POLICY

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.

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 purchased by Council, with Council funds, irrespective of the funding source and includes items gifted or donated to Council.

Council will comply with all relevant standards and legislation which requires written records of portable and attractive items. Council will maintain a register to record the receipt, movement and disposal of non-consumable items of a portable and attractive nature and will be subject to an annual stocktake.

Portable and attractive items do not meet the Asset Capitalisation Threshold, and consequently are expensed in the year of acquisition. The Asset Capitalisation Threshold is \$5,000, all acquisitions greater than \$5,000 will be treated as assets of Council.

All employees 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 responsible for that area or the employee who has control and use of the portable and attractive item. Council will retain ownership of the portable and attractive item at all times.

Relevant Legislation:	<i>Local Government (Financial Management) Regulations 1996</i>
Related Documents:	Management Practice – Portable and Attractive Items
Related Local Law:	N/A
Related Policies:	FP6 – Procurement of Goods and Services
Adopted:	17 April 2019
Last Reviewed:	N/A
Next Review Date:	2020