Portable and Attractive Assets Policy

Corangamite Shire
December 2022

Council Policy

Portable & Attractive Assets Policy

Purpose
The aim of this Policy is to provide a clear framework and control structure for Council employees to effectively manage, monitor and report on the purchasing, storage, recording, use and disposal of portable & attractive assets (PAA).

Scope
This Policy applies to:
- all employees (full-time, part-time and casual), labour hire staff, committees of management and volunteers;
- all Council assets as defined below, and located at Council's buildings, workplaces and/or employee residences.

Definitions
Portable & Attractive Assets are assets of minor value such as ICT equipment, multimedia equipment, power tools and surveying equipment and which constitute items that might not be noticed immediately after their loss or disappearance.

To qualify the asset must be:
- *Portable*: that is, the item can be easily moved between locations by one person; and
- *Attractive*: 'by its nature' (size, utility, marketability) is susceptible to theft or loss.

A portable and attractive item specifically excludes small tools and minor equipment in the Stores such as shovels, hand tools, supplies which are subject to inventory control and stocktake.

All larger items including brushcutters and chainsaws are captured as a part of Council's plant and equipment in Council's enterprise corporate management system and associated asset register. Some items registered in Council's enterprise corporate management system and available for loan from the Camperdown depot store will also be registered in the Portable and Attractive Assets register to facilitate check-in / check-out.

Building / Workplace includes but is not limited to offices, workshops, visitor information centres, worksites other than an office or depot e.g. homes/vehicles, halls, community centres, storage facilities, public conveniences, swimming pools, kindergartens, maternal & child health centres and child care venues, Council owned plant, equipment, heavy fleet and vehicles.

Policy Detail
This policy has been developed with reference to relevant asset management controls as identified in Council's Asset Management Policy.

Asset Register
A central register of Portable & Attractive Assets will be maintained with details of all assets and their attributes whilst in ownership at Council.

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The system will be maintained with regular updating by relevant Council departments as follows:

PAA	Work Group	Responsible Person
ICT equipment including Printers, modems, projectors, laptops / tablets, docking stations, monitors, iPad, phones, headsets	ICT	Manager Information Services and IT Team
Multimedia Equipment, including cameras and GoPros.	Community Relations	Economic Development and Events Officer
Handheld power / cordless tools	Stores	Stores Clerk
Keys, dashcams	Works & Services Administration	Administration Coordinator Works
Survey equipment	Assets Planning	Administration Coordinator Works

Table 1. Responsible Departments for registering Portable & Attractive Assets

Purchasing
Assets must be purchased in accordance with Council's Procurement Policy. Typically, assets are purchased by the relevant department with the exception of some ICT devices, such as computers, monitors, phones which are purchased for the organisation by the ICT department.

Registration / Recording
Once an asset has been purchased it must be registered in Council's PAA register. Details of the asset attributes where relevant including but not limited to purchase date, model, serial number, supplier, value, custodian / storage location, repair / maintenance works undertaken, disposal or loss / theft.

This will be completed by those responsible as identified in Table 1 above. Where a department purchases an asset and is not responsible for administering the register, the Asset Registration Notification form accessible on Council's intranet should be completed.

Security
• Tagging / Identification

The PAA asset will be clearly marked as Council property using the relevant tagging or identification method. The method of tagging or identification will vary depending on the asset. This is the responsibility of the departments identified in table 1 above. All PAA purchased at other Council workplaces/buildings should be referred to these departments for the relevant tagging / identification.

• Storage of Assets

All assets should be stored securely when not in use or not allocated to a custodian. It is the responsibility of all employees to ensure that Council's assets are appropriately protected from the risk of theft or loss.

• Custody of Assets

Council's PAA are in many cases likely to be allocated to Council employees for regular use and/or as custodian of an asset e.g. storage in vehicle.

Where allocated to an employee e.g. computer, hand tool, mobile phone, the asset register should identify the employees who are allocated the PAA.

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In the instance where an asset is stored securely in a specific location and to be used by multiple staff members, the asset register should clearly identify the location of the asset e.g. Signs Shed at Cobden Depot.

Where a PAA is loaned from one staff member to another a check in and check out system will apply where the date, time and place for reallocation of that item and to whom is registered.

Monitoring
A review of stock and audit of assets against Council's asset inventory and register will be undertaken randomly. Any discrepancies should be recorded on the register for the particular asset i.e. lost / unaccounted.

A report on audit activity will be provided to Senior Officer Group following the audit.

Loss or Theft
In the event an item is lost or stolen this must be reported directly to
- Supervisor / Department Manager for review of the situation
- the relevant department for recording in the asset register.

An Asset Loss / Theft report should be completed. This form is available on Council's intranet.

Actual or suspected fraudulent acts must be reported immediately either directly or via senior management to the Chief Executive Officer (CEO) in accordance with Council's Fraud Prevention and Control Policy.

Disposal
Assets must be disposed of in accordance with Council's Disposal of Assets Policy.

Responsibilities
Councillors, staff / volunteers or committees of management who are allocated an asset are considered a custodian and are responsible for adhering to Council's code of conduct and relevant policies with regard to the correct use, security and care of Council's asset.

Staff responsible for liaising with Council's volunteers and committees of management are responsible for ensuring the Committee are aware of and comply with this policy.

Managers and supervisors are responsible for ensuring that information is provided to all employees to ensure the objectives and implementation of this policy is integrated into work practices.

The implementation and monitoring of this policy will be the responsibility of Strategic System Analyst or delegate as required.

Reference to linked Procedure or Guidelines
- Asset Management Policy
- Disposal of Assets Policy
- Procurement Policy
- Fraud Prevention and Control Policy

Review Date
December 2025

It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act 2006.*

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