

Portable and Attractive Assets Policy

Corangamite Shire
December 2025



**CORANGAMITE
SHIRE**

Council Policy



Portable & Attractive Assets Policy

Introduction

The Portable and Attractive Assets Policy provides a framework and control structure for Council employees to effectively manage, monitor and report on the purchasing, storage, recording, use and disposal of portable and attractive assets.

Purpose

The purpose of this Policy is to set out clear expectations and procedures to ensure Council employees appropriately oversee all stages of a portable and attractive asset's lifecycle - from acquisition and storage through to recording, use and eventual disposal.

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 within Council's buildings, all workplaces and/or employee residences.

Definitions

Portable & Attractive Assets are assets of minor value such as ICT equipment, multimedia equipment, power tools, surveying equipment and items that may 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, value etc) 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 separate 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 are 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

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

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.	Governance and Civic Support	Communications Coordinator
Handheld power / cordless tools	Stores	Stores Clerk
Keys	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 ICT devices, such as computers, monitors, phones, tablets, keyboards etc 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 electronic 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 details of the asset are to be passed on to the Administration Coordinator Works who will register the asset.

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, etc, the asset register should identify the employees who have been allocated the PAA.

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 will be recorded.

Monitoring

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

A report on audit activity will be provided to Executive Leadership Team 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.

A written report is then required to be submitted to the relevant manager and recorded on the asset register.

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 Corruption 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 Director Works & Services or delegated as required.

Reference to linked Procedure or Guidelines

- Asset Management Policy
- Disposal of Assets Policy
- Procurement Policy
- Fraud Prevention and Corruption Control Policy

Review Date

December 2029

Gender Impact Assessment

The *Gender Equality Act 2020* requires Council to undertake gender impact assessments when developing or reviewing any policy, program or service which has a direct and significant impact on the public. This policy will not have a direct and significant public impact and a Gender Impact Assessment has not been undertaken

Human Rights

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