



Our Vision

Nambucca Valley ~ Living at its best

Our Mission Statement

'The Nambucca Valley will value and protect its natural environment, maintain its assets and infrastructure and develop opportunities for its people.'

1.0 Policy Objective

The purpose of this policy is to define items that fall within the category of "Portable and Attractive" and to specify how they should be identified and controlled.

2.0 References and Council Documents

- Asset Capitalisations Procedure
- Asset Accounting Policy

3.0 Definitions

Nambucca Valley Council defines items that are portable and attractive in nature as low value assets that:

- have a value greater than \$500 GST Incl.
- do not meet Nambucca Valley Council's definition of an asset
- do not meet the capital expenditure thresholds set in Nambucca Valley Council's Asset Capitalisations Procedure
- are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale
- are not consumable

4.0 Policy Statement

Nambucca Valley Council expends funds on portable and attractive items which are not controlled or monitored through the Asset Register. By nature, these items are more susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale. Due to the higher risk profile of portable and attractive items strong controls over the location, custody and disposal are required. In addition, there is a tendency to dispose of items on failure rather than pursue insurance, warranty claim or rebuild/repair options and good management of these assets will help to contain expenses.

All portable and attractive items which meet the definition in section 3.0 must be recorded in either the:

- Information Technology Register or;
- Portable and Attractive Items Register

Custody and control of the assets remain with each of Council's relevant departments and Supervisor/Managers must ensure that all portable and attractive items issued to specific employees are returned on or before the employees last day of employment. The Information and Communication Technology section and the employees Supervisor/Manager is required to sign off on return of assigned equipment on the "Termination Checklist" prior to leaving.

4.1 Procedures

This procedure defines what items are included in this category and how they should be controlled and monitored appropriately.

4.1.1 Register of Portable and Attractive Items

Examples of portable and attractive items include (but are not limited to):

Information and Communication Technology Items:

- Laptop/iPads/Mobile computers
- Mobile communication devices (e.g. iPhone/Androids)
- Cameras
- Printers
- Televisions
- DVD players

Small plant and equipment:

- Power tools
- Small equipment i.e. Generators, Brush cutters

Items in these categories may also be in the Asset Register.

Registers must contain the following information:

- ID Register Number
- Category
- Description
- Identifiers (e.g. brand, make, model, serial number or identifying feature)
- Purchase date
- Purchase card/purchase order reference
- Supplier
- Warranty period
- Department
- Employee issued to/Responsible for
- Location e.g. plant reference or physical address where kept
- Purchase price
- Disposal date
- Reason for disposal
- Where disposed

4.1.2 When to Identify Items on the Register

Portable and attractive items meeting the definitions in section "3.0 Definitions" and acquired by purchase card or purchase order must be recorded on the appropriate register as they are acquired. Exceptions to this are items already recorded on the Fixed Asset Register as a grouped asset.

The following roles are responsible for maintaining the registers:

Register	Responsible for maintaining register
Information Technology Register	Information & Communication Technology Manager
Portable and Attractive Items Register	Purchasing/Stores Officer

Registers will be stored in the Council records management system.

4.1.3 When to Remove Items from the Register

Portable and attractive items are to be removed from the register when they are disposed of due to becoming obsolete, damaged, lost or stolen. Information relating to the reason for disposals must be recorded. All items removed must be properly authorised by the head of the responsible department and/or General Manager as per thresholds and disposal methods specified in the Procurement Procedures Manual.

4.1.4 Portable and Attractive Items Register Audit

All departments of Nambucca Valley Council will be subject to quarterly spot audits by Finance to ensure that the registers are being maintained and items are being controlled appropriately. A full stocktake will be undertaken annually by Finance to support financial statement governance.

Results will be reported to the Chief Financial Officer with any issues of concern reported to Manex A and/or the Audit Risk and Improvement Committee for further investigation. Misappropriation is considered fraud and will be dealt with as per Council's fraud policies and procedures.

4.2 Accounting Treatment

By definition, portable and attractive items do not meet the asset capitalisation threshold and consequently, are expensed in the financial year in which they are acquired.

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