



POLICY – 2.2 – Annual Stocktake of Assets

Relevant Delegation

N/A

Objective

To ensure the accuracy, completeness and accountability of the Shire's asset records through the annual stocktake, verification and reconciliation of Shire assets.

Policy Statement

1. Annual Stocktake

The Chief Executive Officer must ensure that an annual stocktake of the Shire assets is undertaken and, where appropriate, considered in conjunction with a review of insurance coverage and asset valuations.

2. Asset Register

The results of the annual stocktake must be reconciled against the Shire's Asset Register and any discrepancies must be appropriately investigated and resolved.

3. Asset Acquisitions and Disposals

The annual stocktake process must identify and verify:

- assets acquired or received by the Shire;
- assets disposed of; and
- assets that are no longer serviceable or required.

Any changes identified must be recorded in the Asset Register.

4. Reporting

A report must be presented to Council outlining recommendations for the write-off of unserviceable assets, details of disposals not yet effected and any assets donated to or otherwise acquired by the Shire.

– End of Policy

ADOPTED: 25 NOVEMBER 2021
REVIEWED: 15 SEPTEMBER 2026