

PLANT - SMALL TOOLS - INVENTORY

Objective

To account for and keep an up to date tool register for all tools purchased by Council.

Scope

All tools owned by Council valued above \$1,000.00.

Policy

1. That Council tools valued above \$1,000.00 are recorded as inventory with all tools under that value to be expenses on requisition.
2. That a separate inventory be maintained for tools valued between \$100.00 and \$1,000.00, with a stock take of such inventory to be carried out on an annual basis.

Relevant Legislation

Nil

Associated Documents

Nil

Responsible Officer:	Director Infrastructure		
Date Adopted:	21/2/2006 20/3/2018	Resolution No:	34/2006 48/18
Version:	2	Review Date:	February (annually)