

APRIL 2026

# Portable and Attractive Items Policy

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# 1 Purpose

This Policy applies to all Department for Education, Children and Young People (DECYP) staff and supports DECYP's obligation to comply with the asset stewardship requirements of the [Financial Management Act 2016](#).

Portable and attractive items are purchased by DECYP for the purpose of achieving DECYP objectives. To best ensure the effective use of DECYP assets, it is essential that asset records are established and maintained. This Policy and associated [Procedure](#) provide a strong framework for the management of portable and attractive items.

## 2 Policy Statement

This policy applies to assets that fall within the definition of portable and attractive items, including leased items. It does not cover property, plant, and equipment.

Portable and attractive items must be registered for physical control purposes, and for these items to be disposed of appropriately to achieve the best return to government. Items considered portable and attractive in nature must be recorded on a register developed and maintained by each area of DECYP holding portable and attractive items.

Private use of portable and attractive items is not permitted, and Custodians must ensure that portable and attractive items are used only for educational or business purposes. Portable and attractive items must only be taken home by staff in appropriate circumstances. For example, a staff member approved to work from home is permitted to take their designated Microsoft Surface Pro home.

Portable and attractive items must be managed in accordance with the [Portable and Attractive Items Procedure](#).

## 3 Related policies

- [Corporate Card Policy](#)
- Disposal of Department Assets Policy (email [procurement@decyp.tas.gov.au](mailto:procurement@decyp.tas.gov.au) to access via the Teams Site)
- [Expenditure Policy](#)
- [Financial Delegations and Authorities Policy](#)
- [Fraud and Corruption Control Policy](#)

## 4 Related procedures

- [Corporate Card Procedure](#)
- [Expenditure Procedure](#)
- [Financial Delegations and Authorities Procedure](#)
- [Fraud and Corruption Control Procedure](#)

- [Portable and Attractive Items Procedure](#)

## 5 Supporting information/tools

- [Asset and Portable Items Register \(APIRA\)](#) (access granted via MyLogin)
- [Asset and Portable Items Register \(APIRA\) FAQs](#)
- [Treasurer's Instruction D-1 Disposals](#)

## 6 Definitions

### **Custodian**

The staff member the portable and attractive item has been assigned to on the [Asset and Portable Items Register](#). The Custodian is responsible for best ensuring the appropriate use and safekeeping of items assigned to them.

### **Portable and Attractive Item**

An item susceptible to theft or loss due to its portable nature and attractiveness for personal use and/or resale.

## 7 Legislation

- [Financial Management Act 2016](#)
- [State Service Code of Conduct \(State Service Act 2000\)](#)

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