

3.5 Inventory Control

Policy Statement

Provincial assets are vital corporate resources. When managed well, they help support the cost-effective and efficient delivery of government programs. Provincial departments, agencies, boards and commissions have custodial and managerial responsibility for a broad range of assets, representing significant value or risk.

Inventory held for consumption or use, and those held for resale are covered by Manual 200 (13.1 - Inventory Supply and Resale).

Disposal of government assets is governed by the *Surplus Crown Property Disposal Act* administered by the Department of Transportation and Infrastructure Renewal.

Definitions

ASSET

An asset for the purpose of this policy includes any item identified by a department, agency, board or commission to be of particular risk of loss (e.g. technology, expensive, easily portable or concealable items).

Policy Objectives

- List the responsibilities /duties required for inventory asset management.
- Provide direction to government departments, agencies, boards and commissions to ensure government assets are accounted for, while under their care and control and disposed of in accordance with the *Surplus Crown Property Disposal Act*.
- Mitigate any risk to government through the loss or theft of assets or private or public information being stored electronically.

Application

This policy applies to all departments, agencies, boards, and commissions identified as category 1 or 2 entities in the Corporate Administrative Policy Manuals Policy.

Policy Directives

- All departments, agencies, boards and commissions shall annually identify assets that are of particular risk of loss (i.e., easily portable or concealable items). The Inventory Control and Insurance and Risk Management Divisions within the Department of Transportation and Infrastructure Renewal will provide advice and assist departments, agencies, boards and commissions to identify assets of particular risk of loss. All inventory losses should be reported to the Insurance and Risk Management Division within the Department of Transportation and Infrastructure Renewal for investigation.
- Inventory Control will provide access to and training on the use of Archibus, a Province wide inventory tracking system available to departments.
- All departments, agencies, boards and commissions shall maintain an accurate and complete inventory of assets and shall reconcile the inventory to physical assets at least annually. The inventory record shall be made available for audit purposes, upon request.
- In accordance with *Surplus Crown Property Disposal Act*, all departments, agencies, boards and commissions, shall in each year furnish to the Minister of Transportation and Infrastructure Renewal, a Surplus Declaration Report. This report will provide details of materials, furniture, fixtures, equipment and vehicles, with the exception of real property (land and buildings), in its care and control for which it has no present or foreseeable future need.
- Prior to acquiring new office furniture or equipment departments, agencies, boards, and commissions must check with Inventory Control, Department of Transportation and Infrastructure Renewal, to determine whether the required asset(s) are available from government surplus or elsewhere within government. Surplus items will be supplied without charge, except for delivery and installation costs.
- Departments, agencies, boards and commissions must notify Information, Communications and Technology Services (ICT Services) of their intention to surplus IT related equipment via the ICT Service Portal (complete the Asset Disposal for Electronic Equipment (Surplus) form).

Accountability

Deputy Ministers are responsible for the management of assets under the care and control of their respective department, agency, board or commission for which they are responsible. Furthermore, they are responsible to assign a position within their department to ensure compliance with this Policy and the *Surplus Crown Property Disposal Act*.

Monitoring

The Department of Transportation and Infrastructure Renewal is responsible for monitoring compliance with this Policy and the *Surplus Crown Property Disposal Act*. Departmental inventory may be requested at any time, and subject to an audit.

References

Surplus Crown Property Disposal Act

Government Purchasing Act

Enquiries

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