

3.5 Inventory Control

Policy Statement

Monitoring of the use, distribution, and disposal of capital assets shall be exercised by the Department of Transportation and Public Works in accordance with ongoing government requirements. Inventories of capital assets include furniture, office machinery, technical equipment, maintenance equipment, and mobile equipment. Disposals shall be governed by the *Surplus Crown Property Disposal Act* and related policies and procedures.

Rationale

The Minister of Transportation and Public Works is assigned the administration of the act respecting the disposal of surplus Crown property and the associated regulations.

Policy Objectives

The objectives of inventory control policy are to ensure

- adequate monitoring and verification of departmental inventories
- efficient acquisition and effective reuse of assets.

Application

This policy applies to all departments, agencies, boards, and commissions of the Government of Nova Scotia.

Accountability

Inventory control policy is the responsibility of the Department of Transportation and Public Works. Administrative responsibility resides with the Manager, Inventory Control.

Departments, agencies, boards, and commissions of the Government of Nova Scotia are required to provide annual Inventory Control Reports to the Manager, Inventory Control.

Monitoring

The Inventory Control unit within the Department of Transportation and Public Works, Real Property Section, is responsible for monitoring government compliance in regards to this policy. Inventories may be subject to an audit by the Auditor General.

Directives

Departments, agencies, boards, and commissions are required to submit annual Inventory Control Reports. These reports are to list all capital assets, including details of additions and deletions during the year.

Prior to acquiring new office furniture or equipment, departments must check with Inventory Control, Department of Transportation and Public Works, to determine whether the required assets are available from government surplus or from another department. Surplus items are normally supplied to a department without charge.

Guidelines

Refer to the Department of Transportation and Public Works Office Space and Furniture Standards.

References

Surplus Crown Property Disposal Act

Availability of Surplus Government Assets for Non-Profit Organizations,

Transportation and Public Works

Province of Nova Scotia Policy on Government Procurement

Office Space and Furniture Standards, Transportation and Public Works

Enquiries

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