

	<p>LG510 Disposal Policy</p>
<p>Key Focus Area Leadership and Governance</p>	<p>Responsible Directorate Office of the Chief Executive Officer</p> <p>Relevant Council Delegation DA4 – Disposing of Property</p>

Purpose

To ensure that minor surplus goods, plant and equipment are disposed of in an appropriate manner.

Principle

Every effort will be made to dispose of minor surplus items at the best possible price.

Surplus items with an estimated market value above \$500 should be offered for sale to the general public.

Surplus items with an estimated market value of \$500 or less may be offered for sale to Council staff first.

The sale of surplus items by private treaty may be a last resort. The cost of selling surplus items should not exceed the market value of those items.

Policy

All goods, plant and equipment with an estimated market value above \$500 should be:

- Advertised for sale in a local newspaper; or
- Sold by public auction; or
- Offered for sale by public tender.

All goods, plant and equipment with an estimated market value of \$500 or less shall be:

- Advertised for sale in an email or notice sent to all staff; or
- Offered for sale by seeking bids from staff with a one week closing date for bids to be lodged with the CEO.

The CEO may either proceed with such a sale or if appropriate instead donate the property available for sale to suitable not for profit community groups or schools.

In the absence of any sale being made, it shall be at the absolute discretion of the CEO to dispose of any surplus goods, plant and equipment in any manner thought fit by the CEO.

Items of a significant value (\$5,000 and above) are to be disposed in accordance with current budget parameters.

Document Control Box			
Business Unit:	Finance		
Legislation:	<i>Local Government Act 1995, s. 3.58.</i> <i>Local Government (Functions and General) Regulations 1996, s. 30(3)</i>		
Organisational:	DA4 – Disposing of Property		
Review Frequency:	Annual	Next Due:	
Version #	Decision:	OCM Date:	Resolution Number:
1.	Adopted	6 March 2012	23/12
2.	Reviewed	10 December 2013	360/13
3.	Reviewed	9 December 2014	203/14
4.	Reviewed	15 December 2015	226/15
5.	Reviewed	13 December 2016	206/16
6.	Reviewed	18 December 2018	228/18