

	<b>LG510</b> <b>Disposal Policy</b>
<b>Key Focus Area</b> Leadership and Governance	<b>Relevant Council Delegation</b> DA 2.1.1 – Disposing of Property

### Purpose

The purpose of this Policy is to ensure that minor goods, plant and equipment (**assets**) are disposed of in an appropriate manner.

### Policy

The following principles are to be applied:

- Every reasonable effort will be made to dispose of assets at the best possible price and in an environmentally friendly manner.
- The cost and time associated with disposing of an asset/s should not exceed the estimated market value of the asset/s.
- Consideration should be given to donating the assets to charity or a not for profit organisation.
- Any sale of assets to staff members and/or their families must first be notified to Council who may direct any alternative disposal process.

Council endorses the following conditions on the disposal of assets:

Estimated Market Value of Item	Guidelines
Combined assets up to the value of \$20,000	CEO discretion to determine the most efficient method of disposal in accordance with the principles set out above and including but not limited to: <ul style="list-style-type: none"> <li>• Advertise for sale in a newspaper;</li> <li>• Advertised for sale on Town website or</li> <li>• Offered for sale at public auction or by tender process.</li> </ul>
\$20,000 or more	Refer to DA 2.1.1 and section 3.58 of the <i>Local Government Act 1995</i> and regulation 30 of the <i>Local Government (Functions and General) Regulations 1996</i> being: <ol style="list-style-type: none"> <li>1. Disposed to the highest bidder at public auction; or</li> <li>2. Disposed of by public tender; or</li> <li>3. Disposed by another method provided local public notice of the proposed disposition is given in accordance with section 3.58(3)-(4).</li> </ol>

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<b>Business Unit:</b>	Finance		
<b>Legislation:</b>	<i>Local Government Act 1995 s. 3.58</i> <i>Local Government (Functions and General) Regulations 1996, s. 30(3)</i>		
<b>Organisational:</b>	DA 2.1.1 – Disposing of Property		
<b>Review Frequency:</b>	Annual	<b>Next Due:</b>	2024
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