



## DISPOSAL OF MINOR ASSETS INCLUDING PLANT MATERIAL & EQUIPMENT

### Summary:

The purpose of this policy is to provide direction for the disposal of minor assets.

<b>Policy Number</b>	2.161
<b>File Number</b>	<b>CM/159</b>
<b>Document version</b>	V6.0
<b>Adoption Date</b>	21 December 2022
<b>Approved By</b>	Council
<b>Endorsed By</b>	Council
<b>Minute Number</b>	248/22
<b>Consultation Period</b>	Nil
<b>Review Due Date</b>	October 2024 – 3 years
<b>Department</b>	Engineering / Infrastructure Services
<b>Policy Custodian</b>	Manager Asset & Program Planning
<b>Superseded Documents</b>	Disposal of Minor Assets including Plant Material and Equipment (Policy 2.161) 23 August 2017 - Minute 168/17
<b>Related Legislation</b>	Nil
<b>Delegations of Authority</b>	Nil

### 1. Overview

This policy sets out protocols for disposal of Council minor assets including plant, materials and equipment that are either obsolete, uneconomic to repair, or surplus to requirements.

### 2. Policy Principles

This policy seeks to ensure compliance with good financial guidelines when dealing with management of surplus asset items.

### 3. Policy Objectives

To provide guidance for the disposal of surplus minor assets.

#### **4. Policy Statement**

From time to time, Council has minor assets including plant, materials and equipment that are either obsolete, uneconomic to repair, or surplus to requirements. These surplus assets may be disposed of within the terms of this policy.

##### **Policy:**

- a) Minor assets are:
  - Assets such as furniture, plant, materials and equipment with a written down or assessed value less than \$50,000 and;
  - Not Real Property (land or buildings)
- b) This policy shall apply to minor assets which are
  - uneconomic to repair
  - surplus to current or future requirements
  - obsolete
- c) Wherever possible items selected for disposal shall be sold by way of public competition e.g. auction or quotation. Where goods are sold by auction and items have a significant value (expected sale price greater than \$2000) a reserve price shall be set by the Chief Executive or their delegate.
- d) Any item of significant value disposed of by a method other than public competition shall be reported to Council. The report is to include details of the item, purchaser and price.
- e) All items are to be sold on an 'as is where is' basis with Council accepting no responsibility for any faults or error of description.

#### **5. Scope**

This policy is applicable to minor assets which are uneconomic to repair, surplus to current or future requirements or obsolete.

#### **6. Accountability, Roles & Responsibility**

##### **Elected Council**

- Council Endorsement

##### **General Manager, Executive and Management Teams**

- Management of policies.

##### **Management Oversight Group**

- Review and Monitoring

##### **Individual Managers**

- Implementation of policy requirements

#### **7. Definitions**

Minor assets are:

- Assets such as furniture, plant, materials and equipment with a written down or assessed value less than \$50,000 and;
- Not Real Property (land or buildings)

## 8. Related Documents, Standards & Guidelines

Nil

## 9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	3/03/00	Council	Adoption of Original Policy (Res No. 200/00)
V2.0	23/11/11	Council	Review/Amended (Res No. 632/11)
V3.0	26/03/14	Council	Review/Amended (Res No. 78/14)
V4.0	23/08/17	Council	Review/Amended (Res No. 168/17)
V5.0	27/10/21	Council	Review/Amended (Res No. 189/21)
V6.0	21/12/22	Council	Re adoption of Policy (Res No. 248/22)