

POLICY							
TITLE:	DISPOSAL OF SURPLUS ASSETS	CODE:	FM.08				
PURPOSE or OBJECTIVE:	To provide guidelines for the disposal of Council owned assets including plant, furniture, equipment and materials that are surplus to the City's requirements.						
REFERENCE DOCUMENTS:	<p>This policy had been developed to take into account the various prescribed requirements and associated interpretations as noted below</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><i>Local Government Act, 1995</i></td> <td style="width: 50%;">AASB 116 Property Plant and Equipment</td> </tr> <tr> <td>Local Government (Financial Management) Regulations 1996</td> <td>AASB 5 Non-current Assets Held for Sale</td> </tr> </table>			<i>Local Government Act, 1995</i>	AASB 116 Property Plant and Equipment	Local Government (Financial Management) Regulations 1996	AASB 5 Non-current Assets Held for Sale
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POLICY STATEMENT
The City's Disposal of Surplus Assets Policy sets the direction for disposition of City owned assets. Disposition not outlined in this policy are prescribed by legislation.

1. Scope

This Policy applies to all employees assigned to administer, sell and/or donate surplus items.

2. Definitions

<i>Non Profit Community Organisation</i>	Any non-profit group, agency, sporting club or service provider whose primary aim is to improve the quality of life to sections of the community or provide welfare or other support. This includes the provision of recreation and sporting opportunities, community arts, cultural and social development programmes, education institutions and local and regional councils.
<i>Expression of Interest</i>	An internally conducted process to seek interest in the items through advertising in the local newspaper.
<i>Public Auction</i>	An auction process advertised and conducted either by the City of Canning or through a recognized auction house appointed under contract directly with the City of Canning or through a prescribed agency agreement.

3. Disposal of Property, Plant, Furniture and Materials

- (1) All plant and equipment with market value of \$20,000 or above must be disposed at public auction, public tender, trade-in or through a locally-advertised expression of interest, whichever gives the best outcome to the City, subject to the total disposition not exceeding \$75,000 for trade-ins.
- (2) Property below \$20,000 of market value other than land is an exempt disposition; Council may choose to dispose those properties by below outlined methods.
 - a) Locally advertised expression of interest, private treaty to any individual or organisation at a price approved by the Chief Executive Officer.
 - b) Public Auction, Public Tender, or Trade in.
 - c) Dispose at a recycling or waste disposal site if it is deemed:
 - i. to have no value to Council;
 - ii. to be unserviceable or beyond economical repair; or
 - iii. that the disposal cost is higher than the likely return

- d) Donate to non-profit community organisations by following below guidelines (including local or regional councils).
 - i. Registrations of interest will be kept on file, and when furniture, equipment or materials become available, it will be offered to the organisations in turn at a nominal cost, or donated as determined by the Chief Executive Officer.
 - ii. Any non-profit community organisation receiving surplus furniture, equipment and materials from Council must give a written undertaking that the furniture and equipment received will be used for the purposes of the organisation.
 - iii. A signed register by both parties is to be kept of all furniture, equipment and materials the City donate.

(3) The City's asset register shall reflect the disposal where applicable.

4. Conditions of Disposal

- (1) All items are provided on an as is basis with all faults if any.
- (2) The sale price is to be paid prior to collection of the item/s.
- (3) The City will not be responsible for any repairs or maintenance of asset. Buyers are to rely on their own investigations regarding the condition and workability of the items.
- (4) The City neither provides any warranty nor have any liability of risk associated to any disposal.
- (5) Disused or superseded personal or laptop computers will be disposed of without any hard drives.

GOVERNANCE REFERENCES

Statutory Compliance	<i>Local Government Act 1995 – s.6.10</i> <i>Local Government (Financial Management) Regulations 1996 – r.17A</i>
Process Links	

POLICY ADMINISTRATION

Program responsible		Officer Title	
Canning Community & Commercial		Director Canning Community & Commercial	
Version	Decision Reference	Meeting type and date	Delegation No. (or N/A)
1	September 2015	New policy (draft)	
2	OCM 13/10/2015 (IE-065-15)	Adopted	
3	ARC-020-19 10/12/2019	Revision	