Council Policy – Disposal of Property (Other than Land)

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Finance
Responsible Officer	Manager Finance
Affected Business Unit/s	All

Objective

To provide guidance on the management of the disposition of property (other than land) valued less than $20,000, ensuring full compliance with applicable legislative obligations and principles of transparency.

Scope

This policy applies to all disposition of property (other than land) valued less than $20,000.

Policy Statement

The disposal of property (other than land) valued less than $20,000, based on a reasonable judgement valuation, shall be as follows:

Property type	Method of disposition
Fleet, plant or machinery valued less than $20,000	The CEO shall have discretion to dispose of the property through either a: 1. Public auction process, 2. Public tender process, or 3. Trade-in (in accordance with regulation 30(3)(b) of the *Local Government (Functions and General) Regulations 1996*.

Furniture, equipment, or goods valued from $5,000 and less than $20,000	The CEO shall have discretion to dispose of the property through either a: 1. Public auction process, or 2. Public tender process. In the event of there being no response to the auction or tender process, the property shall be offered to local community groups, sporting clubs or charities through a locally advertised expression of interest process which may comprise either an expression of interest or be on a "first in, first served" response basis. Where more than one interest is received, the CEO shall determine the order of priority, with preference given to local not-for-profit community groups where practicable. If no interest is received, the property will be disposed of through a waste collection service.
Furniture, equipment or goods valued from $1,000 and less than $5,000	Property will be offered to local community groups, sporting clubs, charities or schools through a locally advertised expression of interest process which may comprise either an expression of interest or be on a "first in, first served" response basis. Where more than one interest is received, the CEO shall determine the order of priority, with preference given to local not-for-profit community groups where practicable. If no interest is received, the property will be disposed of through a waste collection service.
Furniture, equipment or goods valued less than $1,000	Property will be offered to local community groups, sporting clubs or charities through a locally advertised expression of interest process which may comprise either an expression of interest or be on a "first in, first served" response basis. Where more than one interest is received, the CEO shall determine the order of priority, with preference given to local not-for-profit community groups where practicable. If no interest is received, the property will be disposed of through a waste collection service.

Items surrendered at the security screening points at Onslow Airport (not including weapons, dangerous or hazardous items) **and** Lost and/or uncollected items after a three month period.	The CEO shall have discretion to dispose of the property: • to local community groups, sporting clubs or charities through a locally advertised expression of interest process as detailed above, or • through a waste collection service, dependant on the condition of the items.

The Asset Register shall reflect the disposal where applicable.

Dispositions not outlined in this policy are prescribed by legislation.

Definitions

Dispose means to sell, donate or dispose of in an environmentally responsible method.

Property means any local government property (valued less than $20,000) not including money or land.

Relevant policies/documents

Asset Register

Relevant legislation/local laws

Regulation 30(3) of the *Local Government (Functions and General) Regulations 1996*

Office use only				
Relevant delegations	01.01.04 Disposing of Confiscated or Uncollected Goods and Sick or Injured Animals 01.01.12 Disposing of Property			
Council adoption	**Date**	13 December 2022	**Resolution #**	171/2022
Reviewed/modified	**Date**	21 July 2026	**Resolution #**	114/2026
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	Date		**Resolution #**	
	Date		**Resolution #**	
Next review due	**Date**	2030		