

## Council Policy – Disposal of Property (Other than Land)

<b>Responsible Directorate</b>	Corporate Services
<b>Responsible Business Unit/s</b>	Finance
<b>Responsible Officer</b>	Manager Finance
<b>Affected Business Unit/s</b>	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:

<b>Property type</b>	<b>Method of disposition</b>
Fleet, plant or machinery valued less than \$20,000	<p>The CEO shall have discretion to dispose of the property through either a:</p> <ol style="list-style-type: none"> <li>1. Public auction process,</li> <li>2. Public tender process, or</li> <li>3. Trade-in (in accordance with regulation 30(3)(b) of the <i>Local Government (Functions and General) Regulations 1996</i>.</li> </ol>
Furniture, equipment, or goods valued from \$5,000 and less than \$20,000	<p>The CEO shall have discretion to dispose of the property through either a:</p> <ol style="list-style-type: none"> <li>1. Public auction process, or</li> <li>2. Public tender process.</li> </ol> <p>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.</p>



	<p>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.</p> <p>If no interest is received, the property will be disposed of through a waste collection service.</p>
<p>Furniture, equipment or goods valued from \$1,000 and less than \$5,000</p>	<p>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.</p> <p>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.</p> <p>If no interest is received, the property will be disposed of through a waste collection service.</p>
<p>Furniture, equipment or goods valued less than \$1,000</p>	<p>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.</p> <p>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.</p> <p>If no interest is received, the property will be disposed of through a waste collection service.</p>
<p>Items surrendered at the security screening points at Onslow Airport (not including weapons, dangerous or hazardous items) <b>and</b> Lost and/or uncollected items after a three month period.</p>	<p>The CEO shall have discretion to dispose of the property:</p> <ul style="list-style-type: none"> <li>• to local community groups, sporting clubs or charities through a locally advertised expression of interest process as detailed above, or</li> <li>• through a waste collection service, dependant on the condition of the items.</li> </ul>

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				
<b>Relevant delegations</b>	01.01.04 Disposing of Confiscated or Uncollected Goods and Sick or Injured Animals 01.01.12 Disposing of Property			
<b>Council adoption</b>	<b>Date</b>	13 December 2022	<b>Resolution #</b>	171/2022
<b>Reviewed/modified</b>	<b>Date</b>		<b>Resolution #</b>	
<b>Next review due</b>	<b>Date</b>		<b>Resolution #</b>	