

Summary of changes

Policy Review 304 – Disposal of Surplus Assets.

- Policy renamed from “Disposal of Disuse Equipment, Machinery and Other Materials” to “Disposal of Surplus Assets”
- Formatted to updated font and headings
- New Policy Objective
 - To provide clarity on the objective and intend of the policy. In line with the definition of surplus assets and what this policy is intended to do it required an update.
- New Policy Scope
 - This required clarity as previously the policy stated “property” owned by the Town. This was not clear. The intent of the policy is for surplus items of light machinery, office equipment and furniture or construction materials which can otherwise not be sold or traded, or little or no residual value.
- Policy Definitions
 - Public notice and application definition added to new policy
 - Sale to other individuals by public treaty definition added to new policy
 - Tender definition added to new policy
 - Surplus Assets added – to replace Disused equipment, machinery and other materials
- Reasons for Disposal – Paragraph 4
 - This has been added to provide clarity around what scenarios may cause an asset to become surplus to the Town’s needs in order to assist administration to determine whether this policy is appropriate.
- Order of Disposal – Paragraph 5 b (i) to (vi), 5c (i) and 5 d (i)
 - This has been refined to remove the operation/procedural items within the original policy which should be noted in an accompanying Management Practice.
 - Removal of Clause 5 b.
- Asset Management and Reporting – Paragraph 7, 8, 9 and 10
 - Added to align to the strategic outcomes supported. Paragraph 8 and 10 are pre-existing. 7 and 9 have been added.
- Policy 222 Asset Management has been added to Related documents

The areas highlighted in yellow on the attached Policy 304 *Disposal of disused equipment, machinery, and other materials – Comments* are no longer included in the updated policy. Comments are attached to explain removal.