

Policy number	Policy 304
Policy title	Disposal of surplus assets
Strategic outcomes supported	CL1 – Effectively managing resources and performance CL3 - Accountability and good governance

Policy objective:

To provide guidance to the disposal of property by the Town.

Policy scope:

This policy applies to the disposal of property by the Town.

Policy definitions:

Disused equipment, machinery and other materials means any item/s which are exempt from disposition pursuant to the *Local Government (Functions & General) Regulations 1996*, Regulation 30(3), and which cannot be readily sold or be traded-in and have little or no residual value as determined by the Chief Executive Officer other than any item/s that is provided to elected members.

Non-profit community organisation means any non-profit group, agency or service whose primary aims are to improve the quality of life to sections of the community or provide targeted welfare or other support. This includes the provision of recreation and sporting opportunities, community arts and cultural development programmes.

Public notice and application means an internally conducted process to seek interest in the items through public advertisement and application by community organisations or schools.

Sale to other individuals by private treaty means an advertisement and agreement for a sale at a price negotiation directly between the Town and any individual or organisation.

Tender means an externally conducted process to seek interest for the purchase of items by any individual or organisation.

Policy statement:

1. This policy is intended to ensure that surplus assets owned by the Town, that may not have any residual monetary or useful value to the Town, are able to be offered for donation to nonprofit organisations and schools, sale to elected members or staff and sale to other individuals for ongoing use by the community or persons.
2. Should none of the above options be available, this policy is intended to allow for dumping of surplus assets at refuse sites.
3. The donation, sale or deposit at refuse of surplus assets is subject to the provision of s.3.58 of the Local Government Act 1995 and the Local Government (Functions & General) regulations 30 and 31.

Reasons for Disposal

4. There may be multiple scenarios which may result in an asset becoming surplus to the Town's needs. These include but are not limited to;

- a. Reached pre-determined economic life
- b. Due for replacement or renewal
- c. No longer required due to change in functionality or usage patterns
- d. No longer complies with workplace health and safety standards
- e. Damaged, beyond repair or no longer in operable condition
- f. No longer able to provide an acceptable level of service to the community

Order of Disposal

5. To ensure equitable and best use of surplus assets and to guide the administration, the order of disposal shall be by;
 - a. Donations to non-profit community organisations and schools by public notice and application when an appropriate amount of item/s become available for donation
 - i. Priority for allocation of donated item/s will be given to those non-profit community organisations and schools which are located within the Town.
 - b. Sale to other individuals or organisations by private treaty or tender
 - c. Recycling or dumping at refuse site

Conditions of disposal/sale

6. Surplus assets which are donated or sold are done so under the following conditions;
 - a. All items are sold or donated on an as is basis with all faults if any
 - b. The tendered sum or negotiated sale price is to be paid prior to collection of the item/s
 - c. The Town will not provide any consumables or technical support for any item/s that have been donations or purchased from the Town
 - d. The Chief Executive Officer reserves the right to;
 - i. Withdraw any tenders at any time and;
 - ii. Not accept any tender
 - iii. Not accept any private treaty

Asset Management and Reporting

7. To ensure adequate record keeping all disposed or sold assets are to be noted and removed from the asset register or other minor equipment registers as appropriate.
8. All donated items are to be kept on a register stating date, organisation and items donated to ensure equitable distribution over time.
9. Any tenders, expressions of interest or private treaty for the sale of surplus assets, and any associated documentation are to be recorded and kept.
10. Details of items/s disposed of by Paragraph 5 (b) or (c) will be reported to Council via the monthly financial statements.

Related documents

[Local Government Act 1995 s.3.58](#)

[Local Government \(Functions & General\) Regulations 1996 Reg. 30. and 31](#)

[Policy 222 - Asset Management](#)

Responsible officers	Manager Corporate Services Financial Controller Senior Accounting Officer Senior Procurement Officer Coordinator Strategic Assets
Policy manager	Chief Financial Officer
Approval authority	Council
Next evaluation date	February 2026

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	28/09/1999	Council	-	Item 4.1
2	Amended	15/08/2006	Council	-	Item 4.1
3	Reviewed	09/07/2013	Council	-	Item 10.1
4	Reviewed	11/08/2015	Council	-	Item 10.1
5	Reviewed and amended	20/08/2019	Council	148/2019	Item 10.1
6	Reviewed and amended	20/04/2021	Council	75/2021	Item 15.1
7	Administratively amended	24/08/2023	Delegation		
8	Reviewed	20/02/2024	Council	7/2024	Item 11.3