

POLICY: CORP-AP-002

ASSET DISPOSAL

PURPOSE

To establish a policy for the City to openly and transparently dispose of its assets surplus to Council's needs, that have a maximum written down value of \$5000.

DEFINITIONS

“Assets” Materials and equipment that has been purchased or acquired by the City of Kalgoorlie-Boulder.

STATEMENT

Assets (that are valued at less than \$5,000) that are no longer needed by the City should be disposed of promptly.

The “disposal” should achieve best value for money such that Council obtains the best possible return for the goods it sells.

Decision to Dispose

- Before any disposal action can be taken, it is necessary to seek approval that the goods are appropriate for disposal from the Departmental Director. Common criteria for determining that goods may be suitable for disposal include:
- No longer required
- Unserviceable or beyond economic repair
- Technologically obsolete
- Operationally inefficient
- Surplus to current or immediately foreseeable needs
- Part of an asset replacement plan

- Unsustainable costs associated with the retaining of goods such as storage, insurance, security and management

Method of Disposal

The disposal method chosen must be appropriate to the value, nature, quantity and location of the goods. The following methods are to be utilised:

1. Destruction/Land filling – where items are of no value.
2. Donation to charity groups or non-profit organisations, if in the opinion of the CEO the assets have a value of less than \$200 per item and the relevant group could either use the items as is or for fundraising purposes (eg as part of a charity auction).
3. Verbal quotes – goods valued up to \$5000 excl. GST may be disposed of by verbal quotes. A minimum of 2 quotes must be obtained.

RELEVANT DOCUMENTS