



# MINOR SURPLUS ASSETS DISPOSAL POLICY

## PURPOSE

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To establish a framework for the City to openly and transparently dispose of Minor Surplus Assets which have a maximum market value of \$5,000 (excluding GST).

## SCOPE

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This policy applies to all Minor Surplus Assets which have a maximum market value of \$5,000 (excluding GST).

## DEFINITIONS

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**City** means the City of Kalgoorlie-Boulder.

**Disposal** includes disposition of an asset by sale, transfer, destruction, throw away, donation or otherwise.

**Market Value** means the price that would be received to sell an asset in an orderly transaction between market participants on the sale date.

**Minor Surplus Assets** means materials and equipment that has been purchased or acquired by the City which for the purpose of this policy have a market value of \$5,000 (excluding GST) or less.

## POLICY STATEMENT

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The City is committed to transparency and accountability in its dealings and implements sound financial management practices to achieve the best possible financial returns for the City.

## POLICY DETAILS

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1. Minor Surplus Assets that are no longer needed by the City should be disposed of promptly.
2. The Disposal should achieve best value for money such that Council obtains the best possible return for the goods it disposes of.
3. To determine whether a Minor Surplus Asset is suitable for Disposal, City Officers must use the following criteria:
  - a. No longer required;
  - b. Unserviceable or beyond economic repair;
  - c. Technologically obsolete;
  - d. Operationally inefficient;
  - e. Surplus to current or immediately foreseeable needs;

- f. Part of an asset replacement plan; and/or
  - g. Unsustainable costs associated with the retaining of goods such as storage, insurance, security and management.
4. Where the assessment of the criteria confirms the Minor Surplus Asset is suitable for Disposal, City Officers must obtain written approval from the relevant Director authorising the disposal of that Minor Surplus Asset.
5. The Disposal method chosen must be appropriate to the value, nature, quantity and location of the Minor Surplus Assets. The following methods are to be utilised:
  - a. Destruction/land filling – only where Minor Surplus Assets are of no value;
  - b. Donation to charity groups or non-profit organisations: subject to the CEO's approval and the relevant group could either use the Minor Surplus Assets as is or for fundraising purposes (eg. as part of a charity auction); or
  - c. Sale: Subject to CEO approval Minor Surplus Assets may be sold to a third party provided that City Officers first seek at least two offers to purchase.

## COMPLIANCE REQUIREMENTS

Section 30.3 of the *Local Government (Functions and General) Regulations 1996* states that disposal of property other than land is an exempt disposition if its market value is less than \$20,000.

DOCUMENT CONTROL				
Responsible Department	Finance			
Description of Changes	New compliance requirements added and amended to new organisational structure.			
Version	Resolution Number	Endorsement Date:	Last Reviewed Date:	Next Review Date:
1	14.2.1	27 March 2023	February 2023	March 2025
2	13.1.2	18 August 2025	June 2025	June 2027