

<b>DA</b>	<b>DISPOSAL OF ASSETS</b>	<b>AFCS3</b>
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<b>DELEGATED AUTHORITY CODE:</b>	AFCS3
<b>DIRECTORATE:</b>	Finance & Corporate Services
<b>BUSINESS UNIT:</b>	Financial Services
<b>SERVICE UNIT:</b>	Accounting Services
<b>RESPONSIBLE OFFICER:</b>	Director, Finance & Corporate Services
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	8 December 2016
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	4

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	24 May 2012 26 May 2016 24 November 2016
OCM:	9 June 2011 14 June 2012 9 June 2016

**FUNCTION DELEGATED:**

The authority to dispose of certain assets.

**CONDITIONS/GUIDELINES:**

- (1) Where assets have been identified as surplus to the requirements of the City the following procedures will apply to the disposal of that asset.

Land:

Land with a value of greater than \$5,000 must be disposed in accordance with the requirements of Section 3.58 of the Local Government Act, 1995 (being by public auction or public tender).

The disposal of land with a value of less than \$5,000 is an exempt disposition under Regulation 30 of the Local Government (Functions and General) Regulations. The City may sell this land by private treaty.

Property (other than Land) – Plant, Machinery, and Furniture and Equipment

Property (other than land) with a value of greater than \$20,000 must be disposed in accordance with the requirements of Section 3.58 of the Local Government Act, 1995 (being by public auction or public tender), unless it is disposed of as part of the consideration (trade-in) for other property than the local government is acquiring where the consideration value received is not worth more than \$50,000.

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The disposal of property (other than land) with a value of less than \$20,000 is an exempt disposition under Regulation 30 of the Local Government (Functions and General) Regulations. Accordingly, the following methods of disposal may be used by Council:

- Sale of the property by private treaty
- Trade-in for other property
- Sale by public or private auction, including a bidding system and a portal system such as e-Bay
- Donation or gifting of the items to approved not for profit or local community organisations

The sale by private auction method is restricted to Staff. This is intended as a workplace benefit whereby the City does not suffer economic loss (eg. Auction of used motor vehicle at a reserve price equal to that offered to the City as a trade).

Unsaleable Items:

When all efforts fail to dispose of property in accordance with the above guidelines and it is determined to have no commercial value, the City may offer the property to Staff at no cost or authorise its disposal by recycling or scrapping.

- (2) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION:**

As provided in Policy AFCS3.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Council Policy AFCS3 "DISPOSAL OF ASSETS" refers.

**DELEGATE:**

Chief Executive Officer

Note: This authority will be sub-delegated to:

**DELEGATE/S AUTHORISED:**

Director, Finance & Corporate Services

Director, Engineering & Works

Manager, Infrastructure

Manager, Financial Services