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| POL | DISPOSAL OF ASSETS | AFCS3 |
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| POLICY CODE: | AFCS3 |
| DIRECTORATE: | Finance & Corporate Services |
| BUSINESS UNIT: | Financial Services |
| SERVICE UNIT: | Accounting Services |
| RESPONSIBLE OFFICER: | Director, Finance & Corporate Services |
| FILE NO.: | 182/001 |
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| DATE LAST REVIEWED: | 8 December 2016 |
| ATTACHMENTS: | N/A |
| DELEGATED AUTHORITY REF.: | AFCS3 |
| VERSION NO. | 3 |

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| Dates of Amendments / Reviews: | |
| DAPPS Meeting: | 24 May 2012 24 November 2016 |
| OCM: | 9 April 2009 14 June 2012 |

BACKGROUND:

Section 3.58 of the Local Government Act 1995 requires Council to dispose (sell, lease or otherwise dispose) of property assets either by public auction or public tender in accordance with the legislated requirements. Section 3.58 5(d) allows for certain dispositions to be exempted from these requirements through regulation.

Regulation 30 of the Local Government [Functions and General] Regulations prescribes those dispositions which are exempt from the requirements of Section 3.58.

PURPOSE:

To establish guidelines regarding the disposal of property assets deemed surplus to the City's requirements.

POLICY:

Where assets have been identified as being surplus to the requirements of the City or due for replacement, the following procedures will apply to the disposal of that asset.

(1) 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).

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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.

(2) Property (other than Land) - Plant, Machinery, Furniture & 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 that the local government is acquiring where the consideration value received is not worth more than \$50 000.

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 the City:

1. Sale of the property by private treaty
2. Trade –in for other property
3. Sale by public or private auction, including bidding system and a portal system like e-Bay.
4. Donation or gifting of the property to local schools and community groups or not for profit organisations.

At all times, the City will aim to maximise the value of any asset to be disposed.

(3) Unsaleable Property (other than land):

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 a local community group, staff at no cost or authorise its' disposal by recycling or scrapping.

(4) Procedures to be Established

To ensure compliance with and uphold the intent of this policy, sufficient procedures are to be developed and maintained