



# Disposal of Asset Policy

<b>Reference Number:</b>	6.10
<b>Type:</b>	Council Policy
<b>Category:</b>	Development & Infrastructure
<b>Relevant Community Plan Outcome:</b>	<ul style="list-style-type: none"> <li>Be bold and innovative in our practices, leadership and decision making.</li> </ul>
<b>Responsible Officer(s):</b>	Coordinator Property Services
<b>First Issued/Approved:</b>	June 1987
<b>Minutes Reference:</b>	CoS 3/04/2018, Item 3.15
<b>Last Reviewed:</b>	April 2018
<b>Next Review Due:</b>	April 2020
<b>Applicable Legislation:</b>	Local Government Act 1999 – Sections 49 and 201
<b>Related Policies:</b>	
<b>Related Procedures:</b>	Plant, Equipment & Vehicle Disposal Procedure

## 1. Purpose

This policy sets out the principles and process Council will follow in relation to the disposal of Assets; real estate, furniture, fittings, plant and equipment declared surplus to Council’s requirements.

While this policy ensures Council’s compliance with the Local Government Act 1999, it also provides an important framework for the implementation of Council decisions to dispose of surplus assets.

## 2. Scope

The City of Charles Sturt is committed to ensuring a fair, transparent and accountable process for the disposal of surplus assets.

The City of Charles Sturt aims to ensure that its method of disposing of surplus assets achieves the best possible outcome for the City.

## 3. Policy Statement

### Real Estate

Prior to commencing any process to dispose of real estate the City of Charles Sturt will resolve that the property is surplus to Council requirements and will ensure that, where necessary, the process for the revocation of the classification of the land as community land in accordance with Section 201 of the Local Government Act 1999 has been concluded.

The method of disposal of any real estate surplus to Council's requirements will either be by public auction or by public tender, Expression of Interest, or some other method as specifically resolved by Council for the particular property.

In the case of sale by public auction, Council will appoint a suitably qualified auctioneer and establish a reserve price (to be kept confidential) following the receipt of advice and recommendations from the Chief Executive.

Council will formally endorse the aims and objectives of the proposed sale of surplus real estate prior to commencing the disposal process.

These aims and objectives may include best price, a specified urban design outcome, an infill or redevelopment of a particular area for a particular purpose to enhance the City, other specific aims and objectives as resolved by Council, or a combination of these and other aims and objectives.

Appropriate evaluation criteria and their weightings will be documented and assigned to each of the aims and objectives to be used in assessing the responses to a Tender or Expression of Interest where Council has resolved to dispose of the surplus real estate by means other than public auction. In the case of sale by public auction, the highest bid exceeding the reserve price will be accepted.

An evaluation panel, comprising relevant Council officers, will evaluate the Tenders or Expressions of Interest received using a standard template to document the evaluation, with the agreed weightings assigned to each of the evaluation criteria. Each weighted score for each evaluation criteria will be consolidated into one score which will be reported to Council along with the recommendation.

The evaluation panel shall be selected from Council officers with the appropriate skills, as determined from time to time.

#### **Furniture and Fittings**

Furniture and fittings that have been identified as surplus to Council needs will be assessed by Property Services to determine the value of the item. This assessment will include the condition of the furniture and fittings and the cost of transportation against the expected revenue to be received at auction.

Furniture and fittings that are identified as being unsuitable for reuse due to poor condition will be removed by the Property Services Team for disposal at the Waste Transfer Station.

Furniture and fittings that are identified as being suitable for reuse but the expected revenue to be received is less than the cost of transportation and auction fees may be offered to community groups and charities within the City of Charles Sturt.

Furniture and fittings that are identified as suitable for resale will be offered for public auction at Council's nominated auction provider.

Furniture and fittings deemed to have no financial value and not disposed of in this way will be stored for a period of no longer than 3 months and in this time may be offered to charities to be removed at their cost.

Furniture and fittings deemed to have value will be stored. At this time, they shall be placed on a list and/ or data base and shall be stored for a period of 3 months. After 3 months, items shall be readvertised on the mine to see if such items are required by any business unit. Any goods identified as useful to another business unit can be collected or delivered to the business unit by Property Services.

Any furniture and fittings that are not required at this time will be deemed surplus to Council requirement and an auction company called to appraise the goods for public auction. Furniture and fittings will be sent to auction as directed by the auctioneer. Any items not sent to auction will be included and disposed of as furniture and fittings deemed to have no value.

#### **Fleet Plant & Equipment**

Fleet Plant & Equipment identified as surplus to Council's need will be either sold at public auction, offered as a trade-in and in certain circumstance private tender.

#### **IS Plant & Equipment**

IS Plant & Equipment identified as surplus to Council's needs will either be sold at public auction, disposed of via e-waste or, where funded via a lease agreement, returned to the leasing company for disposal. For security reasons, any IS Plant & Equipment capable of storing data will be triple formatted before disposal.

They shall be identified as having either a financial value at auction or of no value based on the cost to transport to auction, what price could be expected to be received for the item at auction and the cost to dispose of the item if it did not sell.

#### **4. Definitions**

Key Term – Acronym	Definition
Real Estate	Includes land, buildings and houses
Furniture & Fittings	Includes: <ul style="list-style-type: none"> <li>• Whitegoods</li> <li>• Desks</li> <li>• Chairs</li> <li>• Partitioning</li> <li>• Meeting Tables</li> <li>• Shelving</li> <li>• Bookcases/Filing systems/Drawers</li> <li>• Compactus</li> <li>• White boards</li> <li>• Floor and Window coverings</li> </ul>
Plant & Equipment	Fleet and plant equipment such as minor equipment, fleet and heavy plant IS fleet equipment such as computers, laptops, network equipment, peripherals, telephony items servers and general IS equipment