



Disposal of Asset Policy

Reference Number:	6.10
Type:	Council Policy
Category:	Development & Infrastructure
Relevant Community Vision Outcome:	<u>Responsible Governance</u> We will manage our city in a sustainable and affordable way with responsible governance.
Responsible Officer(s):	Coordinator Property Management, Planning & Strategy
First Issued/Approved:	June 1987
Minutes Reference:	CoS 3/08/26, Item 4.6
Last Reviewed:	August 2026
Next Review Due:	May 2028
Applicable Legislation:	Local Government Act 1999 – Sections 49 and 201
Related Policies:	Asset Management Policy Plant, Equipment & Fleet Management Policy Environmental Sustainability Policy Risk Management Policy
Related Procedures:	

1. Purpose

This Policy establishes the principles and process the City of Charles Sturt will follow when disposing of assets that are surplus to Council requirements, including real property, furniture, fittings, plant and equipment.

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

3.1 Real Property

Where Council determines that real property is surplus to its requirements, disposal will generally occur through:

- Public auction.
- Public tender.
- Expression of Interest (EOI).
- Another method specifically resolved by Council.

Prior to disposal, Council must confirm that any legislative requirements have been met, including revocation of community land classification under section 201 of the Local Government Act 1999 where applicable.

Disposal of real property will be determined by Council unless delegated to the Chief Executive Officer in accordance with Council's Delegations Register.

All disposal processes will be conducted in accordance with appropriate probity standards, including the management of conflicts of interest and maintenance of confidentiality.

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 Officer.

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 property by means other than public auction. In the case of sale by public auction, the highest conforming bid exceeding the reserve price will ordinarily be accepted, subject to compliance with all conditions of sale.

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 (unless the authority has been delegated to the Chief Executive Officer).

The evaluation panel will be selected from Council officers with appropriate expertise, as determined from time to time.

3.2 Furniture and Fittings

Surplus furniture and fittings will be assessed by Property Management to determine their condition, potential resale value and the cost of disposal. When considering cost, all associated costs including transportation, storage and any fees are to be factored.

Council will prioritise reuse and recycling of items over disposal to landfill wherever practicable.

Items may be:

- Reallocated internally to other Council business units.
- Offered to community groups or charities where resale is not economical.
- Sold through public auction via Council's nominated provider.
- Disposed of through appropriate waste or recycling services where items have no sufficient value.

Where items are suitable for reuse within Council, and there is sufficient storage available, they may be recorded on an internal register and stored for a period of up to three months to allow other business units to claim them.

Leadership staff are authorised to dispose of minor furniture and fitting assets where items are assessed as beyond repair, of negligible value, and with no reasonable prospect of reuse, repurposing, or sale, provided such disposal is undertaken in accordance with Council's environmental, waste management, and record-keeping requirements.

3.3 Fleet Plant & Equipment

Fleet plant and equipment identified as surplus to Council's requirements may be:

- Sold through public auction
- Offered as a trade-in
- Sold by private tender where appropriate.

The disposal of fleet plant and equipment aims to achieve optimal value for money while maintaining operational flexibility.

3.4 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.
- Where funded via a lease agreement, returned to the leasing company for disposal.

All information systems equipment capable of storing data must have all data securely erased or destroyed in accordance with Council's information security policies and recognised industry standards prior to disposal.

Items will be assessed to determine whether disposal via auction is financially viable, having regard to expected sale price, transportation costs, and associated auction fees.

3.5 Open Space Assets

Council may, where appropriate and subject to operational, safety and legislative considerations, approve the donation, transfer, repurposing or reuse of surplus playground equipment, park furniture, open space infrastructure, or other public realm assets that are no longer required for Council purposes but remain fit for continued use.

Any such disposal or transfer must:

- be assessed by Council as suitable for disposal or reuse at the time of transfer;
- consider relevant safety, compliance, maintenance and legislative requirements;
- provide an identifiable community, environmental or social benefit where practicable; and
- be approved in accordance with Council's delegated authority framework.

Where assets are donated or transferred, they are provided on an "as is" basis. Upon transfer, Council accepts no ongoing liability or responsibility for the asset, including its condition, installation, compliance, maintenance, ongoing use or fitness for purpose. The recipient organisation or individual is solely responsible for undertaking its own assessments and obtaining any necessary professional, technical or safety advice to determine whether the asset is suitable and fit for its intended use and compliant with any applicable legislative or regulatory requirements.

4. Definitions

Key Term – Acronym	Definition
Real Property	Land and any permanent improvements, including buildings and structures.
Furniture & Fittings	Moveable items used to support Council operations, including but not limited to desks, chairs, tables, shelving, storage systems (including compactus), partitions, whiteboards, and floor and window coverings, as well as appliances (e.g. whitegoods).
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
Open Space Assets	Infrastructure, improvements, fixtures, equipment, or associated that contribute to the provision, function, activation, or enjoyment of public open space areas. Typical examples include playground equipment and park furniture and in instances may include natural assets.