

FILE NO: PSC2009-02488

TITLE: ASSET DISPOSAL (OTHER THAN PROPERTY) POLICY

POLICY OWNER: FINANCIAL SERVICES SECTION MANAGER

1. PURPOSE:

- 1.1 The purpose of this policy is to provide a systematic and accountable method to Council officials (Councillors, staff and delegates of Council) for the disposal of surplus assets, excluding real property, and to ensure the process is transparent and complies with Council's Code of Conduct, Statement of Business Ethics and Financial Business Rules.
- 1.2 Environmentally sustainable asset disposal results in minimisation of unnecessary purchasing, waste minimisation, water and energy saving, pollution minimisation, avoidance of toxic chemicals, reduction in greenhouse gases and decision making that incorporates biodiversity and conservation objectives.

2. CONTEXT/BACKGROUND:

- 2.1 The Asset Disposal (other than property) Policy is required to ensure that the disposal of Council assets is ethical, transparent and accountable. The policy is supported by the Asset Disposal (other than property) Management Directive that prescribes the considerations and processes to be applied in the disposal of Council owned assets.

3. SCOPE:

- 3.1 This policy has been written considering the following principles:
 - a) High standards of behaviour and ethics are required of all parties to asset disposal activities.
 - b) Asset disposal activities aim to be efficient, effective and balance risk and total cost.
 - c) Due economy shall be exercised in all asset disposal decisions.
 - d) Asset disposal decisions shall consider relevant evaluation criteria including environmental sustainability, the support of registered disability employers and the support of local industry.

4. DEFINITIONS:

- 4.1 An outline of the key definitions of terms included in the policy.

Asset A resource with economic value that an individual, corporation or country owns or controls with the exception that it will provide future benefit.

5. POLICY STATEMENT:

- 5.1 Surplus assets will be disposed of in a cost effective manner that complies with relevant regulations in a fair, transparent, environmentally sustainable manner to maximise financial return to Council. Prior to the disposal, assets will be reviewed in order to ascertain whether they have alternative uses within Council, contain hazardous materials or identifying marks. Council has adopted a Statement of Business Ethics that sets out the high ethical standards expected of Council officials and delegates, contractors and business associates.

6. POLICY RESPONSIBILITIES:

- 6.1 Financial Services Section Manager, Finance Acquisitions Coordinator, and the Procurement and Contract Management Specialist are responsible for the implementation, compliance of, monitoring, evaluating, reviewing and providing advice on this policy.
- 6.2 Section Managers, Civil Assets Manager and all relevant employees are responsible for complying with this policy.

7. RELATED DOCUMENTS:

- 7.1. Local Government Act 1993 (NSW).
7.2. Local Government (General) Regulation 2021 (NSW).
7.3. Competition and Consumer Act 2010 (Cth).
7.4. Code of Conduct.
7.5. Statement of Business Ethics.
7.6. Procurement Policy.
7.7. Fraud and Corruption Control Policy.
7.8. Procurement Management Directive.
7.9. Asset Disposal Management Directive.
7.10. Financial Business Rules.
7.11. Environment Policy.
7.12. Asset Management Policy.
7.13. NSW Government Sustainability Policy.
7.14. NSW Government Code of Practice.
7.15. NSW Government Procurement Policy framework.

CONTROLLED DOCUMENT INFORMATION:

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EDRMS container No	PSC2009-02488	EDRMS record No	21/327656
Audience	Council staff		
Process owner	Financial Services Section Manager		
Author	Financial Services Section Manager		
Review timeframe	3 years	Next review date	October 2024
Adoption date	25/03/2014		

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1.0	25/03/14	Financial Services Section Manager	Policy adopted.	63
2.0	27/11/15	Financial Services Section Manager	This policy has been reviewed and formatted into the new template.	
3.0	09/02/2016	Financial Services Section Manager	Policy adopted.	019
4.0	12/12/2017	Financial Services Section Manager	Updated references from TRIM to RM8. Updated RM8 record number from PSC2009-02488/486 to 17/198654. Added Financial Business Rules to the Purpose. Added Procurement Management Directive, Asset Disposal Management Directive, and Financial Business Rules to the Related Documents.	317

5.0	12/11/2019	Financial Services Section Manager	<p>Updated policy into the current format.</p> <p>6.0 – Updated Policy Responsibilities as follows:</p> <p>Removed – 6.1 Section Managers</p> <p>Added - 6.1 Financial Services Section Manager, Financial Expenditure Coordinator and Procurement and Contract Management Specialist are responsible for the implementation, compliance of, monitoring, evaluating, reviewing and providing advice on this policy.</p> <p>Removed - 6.2 Expenditure Coordinator</p> <p>Added - 6.2 Section Managers, Civil Assets Planning Manager and all relevant employees are responsible for complying with this policy.</p> <p>6.3 – Removed ‘Contractor’</p> <p>6.3 – Added ‘Contract’</p> <p>Removed - 6.3 Procurement and Contractor Contract Management Specialist.</p> <p>6.4 Asset Section Manager.</p> <p>6.5 Civil Assets Planning Manager.</p> <p>Added ‘6.4 Asset Section Manager’</p> <p>Added ‘6.5 Civil Assets Planning Manager’</p> <p>Added ‘7.11 Environment Policy.’</p> <p>Added ‘7.12 Asset Management Policy.’</p> <p>Added ‘7.13 NSW Government Sustainability Policy.’</p>	208
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			<p>Added '7.14 NSW Government Code of Practice.'</p> <p>Added '7.15 NSW Government Procurement Policy framework.'</p> <p>Updated EDRMS record number in version history.</p>	
6.0	26 October 2021	Financial Services Section Manager	<p>Updated policy into the new template.</p> <p>6.1 – Removed 'Expenditure' to reflect current naming convention of position title.</p> <p>6.2 – Removed 'Planning' to reflect current naming convention of position title.</p> <p>7.2 – updated Local Government (General) Regulation 2021 (NSW) to current.</p> <p>Controlled document information: Amended review timeframe to 3 years as per Council's policy review process.</p>	286