Shire of Peppermint Grove

Infrastructure Policy - 4.11 Asset Disposal

Policy	Infrastructure Policies - 4.11 Asset Disposal
Purpose	To establish a policy for the Shire to openly and transparently dispose of its assets' surplus to council's needs, that have a maximum written down value of $500.
Status	Assets – Materials and equipment that has been purchased by the Shire of Peppermint Grove

Policy

Assets (that are valued at less than $500) that are no longer needed by the Shire should be disposed of promptly.

The disposal should achieve best value for money such that the Shire obtains the best possible return for the goods it sells.

Decision to Dispose

Before any disposal action can be taken, it is necessary to seek approval that the goods are appropriate for disposal from the responsible Manager. Common criteria for determining that goods may be suitable for disposal include:

- No longer required
- Unserviceable or beyond economic repair
- Technologically obsolete
- Operationally inefficient
- Surplus to current or immediately foreseeable needs
- Part of an asset replacement plan
- Unsustainable costs associated with the retaining of goods such as storage, insurance, security and management.

Method of disposal

The disposal method chosen must be appropriate to the value, nature, quantity and location of the goods. The following methods are to be utilised:

1. Destruction/land filling – where items are of no value
2. Donation to charity groups or non-profit organisations, if in the opinion of the CEO the assets have a value of less than $200 per item and the relevant group could either use the items as is or for fundraising purposes (e.g. as part of a charity auction)
3. Verbal quotes – goods valued up to $500 exc. GST may be disposed of by verbal quotes. A minimum of two (2) quotes must be obtained.
4. Council to be advised of goods disposed of under this policy.

Related Local Law/Legislation	Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire of Peppermint Grove's internal records management policy Regulation 11 &11A of the Local Government (Functions and General) Regulations 1996 Section 3.57 of the *Local Government Act 1995*
Adopted/Amended	February 2020
Reviewed	June 2024; 22 September 2026