



SURPLUS GOODS ASSET DISPOSAL POLICY

1. POLICY OBJECTIVE

The objective of this policy is to establish a framework and clearly define the responsibilities of Council Officers in managing the disposal of surplus goods, materials and portable assets.

2. POLICY SCOPE

This policy applies to assets which are:

- a) Unserviceable or beyond economic repair; and/or
- b) Technologically obsolete; and/or
- c) Operationally inefficient; and/or
- d) Surplus to current or immediately foreseeable needs; and/or
- e) Scrap materials; and/or
- f) Part of an asset replacement plan; and/or
- g) Unsustainable costs associated with the retaining of goods such as storage, insurance, security and management; and/or
- h) Other assets deemed surplus to requirements as determined by the Chief Executive Officer, with a market value of less than \$5,000.

3. DEFINITIONS

Surplus goods, materials and scrap material:

Some examples of goods, materials and scrap material include:

Goods, materials: sand, gravel, soil, chemicals, paint, turf, hardware items, pavers;

Scrap materials: pipe, cables, timber, pipe fittings, scrap metals, steel posts, street signs, tool boxes

Portable assets:

Items which are easily transportable/concealed and can be used outside of work (personal) or are easily disposed as well as any other goods the Shire so chooses.

Some examples of portable assets include:

- Laptops and personal computers.
- Digital cameras.
- Projectors.
- Mobile Phones (Smartphones).
- Tools (power or hand).

4. DISPOSAL OF SURPLUS GOODS, MATERIALS AND PORTABLE ASSETS

Value under \$5,000

The method of disposal of surplus goods, materials and portable assets with an apparent value of under \$5,000 shall be at the discretion of the Chief Executive Officer.

The most appropriate method of disposing of these assets, managing potential risks and record keeping requirements.



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Options include, but are not limited to the following;

- Destruction.
- Disposal at a waste facility or via E-Waste.
- Seeking interest to donate to community or not-for-profit groups via a public notice.
- Sale via invitation of expression of interest.

5. DISPOSAL OF PORTABLE ASSETS AND OTHER SURPLUS EQUIPMENT

Disposal of portable assets and other surplus equipment are to be approved by the Chief Executive Officer, in accordance with the provisions and legal requirements of this policy.



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Policy Details			
Original Adoption date:	26 March 2026	Review Frequency (Annual/Bi-ennial):	2 years
		Next Review Due:	March 2028
Policy Implementing Officer or Team:	Manager ICT and Customer Service	Policy Reviewer:	Director Corporate Services
Legislative Head of Power (Act, Regulation, or Local Law):	<p><i>Local Government Act 1995</i>, s.3.58 – Disposing of Property governs the disposal of property (selling, leasing, or transferring) by local governments.</p> <p><i>Local Government (Functions and General) Regulations 1996</i> Section 30.3(a) states the disposition of property other than land is an exempt disposition if its market value is less than \$20 000.</p>		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):			
Version Control Council Meeting Review Details:			
Review #:	Council Meeting Date:	Item/Resolution#:	
1.	26 March 2026	Item 15.2, Resolution 07/26	