

**Responsible Officers**  
**Directorate**

Manager Assets; Manager Finance and Procurement  
Corporate Services

### Table of Contents

1.	Purpose .....	2
2.	Objectives.....	2
3.	Statement .....	2
4.	Definition .....	3
5.	Implementation .....	3
6.	Legislation Requirements .....	4
7.	Procedures Relating to this Policy .....	4
8.	Policy Review History .....	5

DRAFT

### 1. Purpose

The purpose of this policy is to provide a clear framework for the disposal of Council-owned assets to ensure that disposals are conducted in a lawful, ethical, transparent and financially responsible manner.

This policy ensures asset disposal decisions:

- Achieve best value for the community.
- Comply with legislative and regulatory requirements.
- Are consistent with good governance and probity principles.
- Support efficient asset management outcomes.

### 2. Objectives

The objectives of this policy are to:

- Provide guidance for the consistent and compliant disposal of Council assets.
- Ensure fair and open processes are used when disposing of assets.
- Minimise financial loss and maximise return where appropriate.
- Ensure accountability, transparency and appropriate authorisation.
- Align asset disposal with Council's strategic objectives and Asset Management Framework.

### 3. Statement

Council recognises that the disposal of assets is an important component of responsible asset management. Council is committed to ensuring that all asset disposals are undertaken:

- In the best interests of the community.
- In accordance with legislative requirements.
- In a manner that is ethical, defensible and auditable.

No Council asset is to be disposed of without appropriate approval, documentation and compliance with this policy and associated procedures.

### Council approval requirements

Notwithstanding any delegation to Council officers, the following asset disposals require a decision of the elected Council and cannot be approved under delegated authority:

- The sale, exchange, lease or other disposal of Council-owned land, including community land and operational land, except where expressly permitted by legislation.
- Any disposal where legislation requires a resolution of Council.
- Any disposal which Council has, by resolution, determined is not to be delegated.

All other asset disposals may be approved under delegated authority in accordance with Council's Delegations of Authority and this policy.

### 4. Definitions

For the purposes of this policy:

- **Asset** means any property, plant, equipment, infrastructure or other tangible or intangible item owned or controlled by Council.
- **Authorised Officer** means an employee delegated authority in accordance with Council's Delegations Register.
- **Disposal** means the sale, trade-in, transfer, donation, scrapping, demolition or other form of alienation of a Council asset.
- **Fair Market Value** means the value of an asset as determined by independent valuation or market-based assessment.
- **Land Disposal** has the same meaning as in the *Local Government Act 1993* (NSW).

### 5. Implementation

This policy applies to all Council assets, regardless of value, except where specific legislation applies to a particular asset class.

Disposal of assets will be implemented by:

- Assessing assets identified as surplus, obsolete or uneconomical to maintain.
- Considering alternative uses or internal transfer before disposal.

- Determining the most appropriate disposal method based on value, risk and community interest.
- Obtaining required approvals in accordance with Council’s delegations.
- Maintaining accurate records of all disposals.

Disposal methods may include:

- Public auction or tender.
- Public expression of interest.
- Trade-in.
- Private sale (where legislation permits).
- Transfer, donation or destruction (where justified).

All asset disposals must be supported by appropriate documentation and financial records.

## 6. Legislative Requirements

This policy is to be read in conjunction with the following legislation and standards (as amended from time to time):

- *Local Government Act 1993* (NSW)
- *Local Government (General) Regulation 2021*
- NSW Audit Office Accounting and Asset Management Guidelines
- Australian Accounting Standards (AASB)
- Council’s Code of Conduct
- Council’s Delegations of Authority

## 7. Procedures Relating to this Policy

Procedure Name	Public or Internal Facing
Asset Disposal Procedure	Internal
Delegations of Authority	Internal (public register)
Asset Management Framework	Internal (public Integrated Planning and Reporting documents)
Procurement Policies (where applicable)	Public

### 8. Policy Review History

Date	Changes Made	Approved By
	Initial adoption	

DRAFT