

## 2.32 Disposal Of Surplus, Obsolete Or Scrap Materials, Stores, Equipment, Plant and Vehicles

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POLICY TITLE: DISPOSAL OF SURPLUS, OBSOLETE OR SCRAP MATERIALS, STORES, EQUIPMENT, PLANT AND VEHICLES

FILE REF: SC67

EXPIRY DATE: OCTOBER 2025

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### POLICY OBJECTIVES

To ensure that disposal processes are conducted in a cost effective, accountable, open, ethical and environmentally responsible manner.

### POLICY STATEMENT

Council staff shall observe the requirements of this Policy when disposing of or selling surplus Council equipment, stores, materials, plant and vehicles.

### DEFINITION

Council equipment, stores, materials, plant and vehicles includes furniture, furnishings, machines, tools, major and small plant, vehicles and trucks, office equipment, scrap metals, plant parts and accessories, by-products from construction and maintenance activities and other items as determined by the appropriate Director.

### PROCEDURES

The appropriate Director is to observe the following procedures:

- 1 Where the value of the items, group of items or a sale contract is estimated to be worth more than \$250,000, tenders are to be called in accordance with Council's Procurement Policy 2.31 and relevant legislation.
- 2 Where the value of the item, group of items or a sale contract is estimated to be worth less than \$250,000 and sale is considered to be an economical prospect, a public auction is to be held or quotations are to be called in accordance with Council's Procurement Policy 2.31. Authority to value items and accept quotations rests with the Director of Engineering for major plant, small plant and vehicles and with the Director Corporate and Community Services for other items.
- 3 Where the item or group of items is considered to be worthless or where the cost of sale, storage or transport is considered to be excessive by the relevant Director, the items are to be disposed of as determined by the Director of Engineering for major plant, small plant and vehicles or the Director Corporate and Community Services for other items. Consideration is to be given to all recycling opportunities prior to disposal.
- 4 Records are to be maintained of all items disposed of in accordance with this Policy.

### DELEGATION

The General Manager has delegated the authority to value and dispose of items in accordance with this Policy as follows:

- 1) Major plant, small plant, and vehicles – Director of Engineering.
- 2) All items other than 1) – Director Corporate and Community Services.

Council staff are to refer all disposal requirements to the Director of Engineering or Director Corporate and Community Services for determination of the disposal procedures.

*Adopted by Council 17 October 2022  
Refer Minute 214/22*

*Adopted by Council 21 October 2019  
Refer Minute 306/19*

*Adopted by Council 17 August 2009  
Refer Minute 283/09*

*Adopted by Council – 21 August 2006  
Refer Minute No. 268/06*