

DISPOSAL OF SURPLUS COUNCIL EQUIPMENT POLICY

Policy Number:	4.2.5
Approved by:	Chief Executive Officer
Date Approved:	December 2024
Date of Next Review:	December 2027
Applicable to:	Council employees and temporary staff, volunteers, contractors and consultants engaged by Council
Responsible Officer:	Manager Assets and Projects
Related Policies:	Nil
Related Documents:	S7 Instrument of Sub-delegation CEO to Council Staff
Statutory Reference:	Nil

OVERVIEW

To establish policy for the management of disposal of surplus Council office and other minor equipment.

THE POLICY

Council is an advocate for the utilisation of surplus Wellington Shire Council equipment in its community; it believes that appropriately disposing of surplus Council equipment can assist this goal.

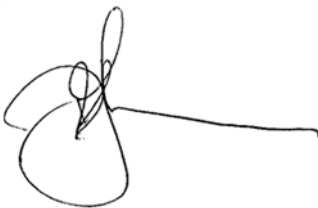
From time to time, Council is in a situation where it holds surplus office and other minor equipment.

Disposal

In order that surplus equipment may be disposed of efficiently, options may include the following:

- Provision to seek 'expressions of interest' from not-for-profit organisations - priority of need to be determined by the relevant General Manager. .
- Disposal by public tender, following an assessment by the General Manager Built and Natural Environment of the cost effectiveness and financial benefits of this option on any particular occasion.
- Approval for disposal by the relevant General Manager to appropriate equipment recyclers if not disposed of by either 'expression of interest' submissions from not-for-profit organisations or public tender.

This policy is approved by the Chief Executive Officer on 20 December 2024.



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DAVID MORCOM
Chief Executive Officer

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	No changes applicable at this review
1.1	December 2023	Date of Next Review updated to: December 2024 Minor formatting changes
1.2	December 2024	Date of next Review updated to December 2027 Delegation for Repurposing, Sale or Recycling aligned with existing S7 Delegations