

DISPOSAL OF GOODS AND PROPERTY

Policy Statement

The Town of Mosman Park is obliged to maintain sound controls and due diligence over disposal of its goods and property in accordance with regulations and standards. This policy provides the measures required to do so. This policy will provide Officers with clarity around the Town's procedures for disposing Town goods and property, including portable and attractive assets.

Policy Details

Objective

To ensure the appropriate procedures are followed and records are maintained for disposals of goods and property owned, leased or controlled by the Town. This includes maintaining records and supporting documentation and accounting records to verify appropriate disposal procedures are followed.

Policy Principles

The main purpose of the policy is to ensure the correct disposal of Town goods and property, and to ensure due diligence and compliance with relevant legislation. The disposal procedure must be transparent and ensure probity and confidence in the Town's processes by the community.

Policy Guidance

Disposal Registers

Disposal registers are to be maintained and include:

- the location of the item that is being disposed;
- the authority and approval to dispose of the asset;
- the value of the asset at disposal; and
- the method of disposal.

Disposal

When considering to dispose of goods or property, the relevant Officer (with delegated authority) must fill out the Disposal of Goods form and submit it to Finance for review and approval.

The most appropriate disposal method is sale by public auction or where the item is deemed to be of no value, then disposal may be destruction or landfill.

The financial treatment for the disposal of assets is to be calculated using written down values.

Assets that are approved to be written off will be disposed of from the asset register at their written down value as at the date of write off.

Items that are below the capitalisation threshold (\$5,000) are defined as portable and attractive assets, and are to be disposed of in the same manner as other Town owned assets.

Employees, Elected Members or Contractors may not obtain items that are going to be disposed, by auction or otherwise.

Disposal Methods

The disposal method chosen must comply with the requirements of section 3.58 of the *Local Government Act 1995* and be appropriate to the value, nature, quantity and location of the goods, and where applicable promote fair and effective competition to the greatest extent possible.

Definitions

Assets: Assets are physical object(s) owned and/or controlled by the Town of Mosman Park and include:

- Land including freehold land and land vested under the control of the Town;
- buildings;
- plant, equipment and furniture including: items of office equipment and furniture, computing hardware and software, vehicles, and scientific equipment;
- infrastructure including roads, footpaths, drainage, parks and reserves;
- artwork;
- right of use assets; and
- other assets as considered appropriate.

Portable and Attractive Assets

Town owned items that are below the asset threshold for capitalisation (\$5,000) but are portable and attractive.

Portable

The item can be easily moved between locations by one person.

Attractive

By its nature (size, utility, and marketability) is susceptible to theft or loss.

Governance References

Statutory Compliance	<i>Local Government Act 1995</i> Local Government (Financial Management) Regulations 1996 Australian Accounting Standards
Organisational Compliance	Nil.

Policy Administration

Directorate:		Officer title:
Finance		Manager Finance
Next Review		Review Cycle
March 2024		3 years
Version	Date	Ref
1	27 April 2021	OCM-059-2021