

COUNCIL POLICY



DISPOSAL OF MATERIALS

Policy Number:	SER-15
Responsible Department(s):	Services
Relevant Delegations:	None
Other Relevant Policies:	None
Relevant Procedure(s):	None
Relevant Legislation	None
Policies and Procedures Superseded by this policy on its Adoption:	9 July 1998, Item 22.2.2, P490, R566 18 July 2006, Item 10.2.2, P47
Adoption Authority:	Council
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Next Review:	No later than November 2014, or as required.

DISPOSAL OF MATERIALS

1 INTRODUCTION

The identification and disposal of items and material at the Adelaide Hills Council will be a regulated and documented procedure that will be carried out through the use of one of the following methods:

1. Trade In or Replacement Item
2. Sale by public auction or tender
3. General Public Sale
4. Disposal by Staff Silent Auction
5. Donation
6. Destroyed and/or Recycled

This policy does not apply to the replacement or sale of Motor Vehicles.

2 OBJECTIVES

The objectives of this policy are:

- To demonstrate the accountability and responsibility of the Adelaide Hills Council to its ratepayers;
- To treat all parties involved fairly and equitably; and
- To monitor and record all processes related to the disposal of surplus material in a transparent and open manner

3 DEFINITIONS

The following definitions shall apply in relation to this policy:

'Surplus Material' includes excess material stocks in hand, plant and equipment no longer required, plant and equipment no longer operational, and material, plant and equipment recovered during operations, including fittings and fixtures, furniture and surplus electronic equipment.

'Value of Items' shall be based on the replacement cost of the item less an allowance for wear and tear over the period of use and/or depreciation.

4 PROCEDURE

4.1 *Surplus items due to damage or failure*

1. An estimate or quote for repairs is to be obtained.
2. If the item is not able to be repaired or if the cost exceeds the value of the item OR is more than \$250.00, the item will be stored securely pending disposal.
3. If the cost of repairs is less than 60% of the value of the item AND is less than \$250.00, the repairs will be completed and the item returned to operation.
4. If disposal is approved, items shall be stored in a secure location pending disposal.

4.2 Surplus items with potential for re-use

1. Items which have re-use potential shall be advertised to all other Adelaide Hills Council departments.
2. Where items are required by other departments, the asset shall be transferred to applicable department, by that department.
3. Items which are not required by other departments shall be stored in a secure location pending disposal.
4. Evidence of this transaction will be recorded and trimmed as a record by the appropriate officer or Department Head

4.3 Surplus items with no potential for re-use

Items which cannot be repaired or have no reuse potential shall be stored in a secure location pending disposal.

5 METHODS OF DISPOSAL

Disposal of surplus material, fittings, fixtures, furniture and other items at the Adelaide Hills Council shall be carried out by one of the following methods:

1. Trade In or Replacement Item
2. Sale by public auction or tender
3. General Public Sale
4. Disposal by Staff Silent Auction
5. Donation to Community Group (preferably local)
6. Destroyed and/or Recycled

5.1 Trade In On Replacements

Items suitable for trade-in or replacement should be stored in a secure location pending trade in. Such items should not be withdrawn from storage unless authorised by a Director or Manager for emergency purposes.

5.2 Sale by Public Auction or Tender

Items may be disposed of by either Public Auction or by tender depending on which method has the best market potential. As a general rule, items with a value below \$1,000.00 should not be disposed of by tender. Where items are of a particularly low value, they may be held to provide a viable auction lot as a group.

Items or lots may be sent to a public auction off site or may be held until sufficient items are available to warrant an on-site auction. Where on-site auctions are held Council employees are able to bid on items.

The business unit within Council responsible for the items to be disposed of will be responsible for finding the storage space and any budget required for the accommodation of the items to be auctioned. This will include the cost of transport, auctioning or disposal cost.

5.3 General Public Sale

Items may be disposed of by General Public Sale. General Public Sales can be:

- advertised through local newspapers at least two weeks prior to the date of the sale
- sold on Ebay, either by “auction” or “fixed price”.

Where a general public sale method is used Council employees may purchase items.

5.4 Disposal by Staff Silent Auction

Items with a re-sale value of \$150 or less may be offered to staff by way of a Silent Auction. This is to be arranged by the business unit holding the items for disposal.

5.5 Donation

Items with no probable reuse potential may be donated free of charge to a Community group (preferably local), and after consultation with Elected Members. Any such donation should be authorised by the Chief Executive Officer and the full details recorded and trimmed in Council’s record system.

Allocation of donations shall be on a first come first served basis following written requests from individuals or organisations.

No item with a residual value in excess of \$500.00 shall be donated without specific Council approval.

5.6 Destruction and/or Recycling

Any item which cannot be disposed of by sale or donation shall be destroyed and/or recycled.

Where possible, all raw materials, parts and accessories shall be recycled for reuse. All non-recyclable materials shall be disposed of through the accepted waste management system. No material deposited within the waste stream shall be withdrawn for use.