

DISPOSAL OF OBSOLETE
PLANT EQUIPMENT
AND MATERIALS

TS40



NARRANDERA SHIRE COUNCIL POLICY

DISPOSAL OF OBSOLETE PLANT EQUIPMENT AND MATERIALS

Policy No:	TS40
Policy Title:	Disposal of Obsolete Plant, Equipment & Materials
Section Responsible:	Corporate and Technical Services
Minute No:	17/78
MagiQ No:	17938
Next Review Date:	As required

Policy Objective

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 Manager.

Procedures

The appropriate Manager 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 \$150,000, tenders are to be called in accordance with Council's Tender Policy with recommendation to Council for determination.
- 2 Where the value of the item, group of items or a sale contract is estimated to be worth less than \$150,000 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 Manual. Authority to value items and accept quotations rests with the Deputy General Manager Infrastructure 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 appropriate Manager, the items are to be disposed of as determined by the Deputy General Manager Infrastructure 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.

Disposal options may include scrapping, recycling, by expression of interest or charity.

- 4 Records are to be maintained of all items disposed of in accordance with this Policy.

Delegation

1. The General Manager has delegated the authority to value and dispose of items in accordance with the requirements of this Policy.
2. The current sub-delegation is as follows:
 - a. Major plant, small plant and vehicles – Deputy General Manager Infrastructure
 - b. All items other than A – Director Corporate and Community Services

Council staff are to refer all disposal requirements to the Manager Fleet or Supply Officer for determination of the disposal procedures.

Policy History

Adopted	15 July 2008
Reviewed	9 December 2008
Amended	3 March 2017



Signed: Interim General Manager

Date: 24 May 2017