DISPOSAL OF SURPLUS MINOR ASSETS 2.32

Responsible Directorate	Corporate Services
Responsible Service Area	Finance
Resolution	September 2025 SC12-9-2025
Procedure Ref	Admin 23 – Disposal of Surplus Minor Assets Procedure

1. PURPOSE

To establish guidelines for the responsible and accountable disposal of minor assets deemed surplus to the Shire's requirements in support of community groups, where possible.

2. SCOPE

This policy applies to:

a) minor assets, which have little or no market value (up to $100 per item) and are surplus to the Shire's operational requirements; and

b) assets that have market value of between $101 and $19,999 and are surplus to the Shire's operational requirements.

3. POLICY

Minor assets, which have little or no market value (up to $100 per item) and are surplus to the Shire's requirements:

The Shire of Mundaring recognises the need to support, develop and foster a harmonious community and further recognises the role of community groups in achieving this objective.

To assist these groups the Shire may from time to time offer them its surplus minor assets, provided no risk liability is attached to the asset being gifted.

All community groups should receive equitable treatment to avoid claims of bias.

The decision to make such an offer is to be made by the Chief Executive Officer or delegate, who may determine to advertise and seek applications from interested community organisations.

Where such a decision is made, applications will be assessed on the basis of demonstrated need and proposed use.

Where no expressions of interest have been received from community organisations, surplus minor asset items may be offered to council members or Shire employees through internal advertising on a “first come first served” basis.

If an item doesn’t attract interest from community groups, council members or employees, it shall be disposed of by recycling, or if recycling is not possible disposed of in a safe manner.

Assets, which have a market value of between $101 and $19,999 and are surplus to the Shire’s requirements:

These assets are to be disposed of via a public auction, or a direct contract with a third party, for a consideration not less than agreed market value.

4. RELATED LEGISLATION

As per section 3.58 of the Local Government Act 1995, a local government can only dispose of property to the highest bidder at a public auction, by public tender or by inviting submissions by local public notice, unless regulations determine otherwise.

Regulation 30 (3) of the Local Government (Functions and General) Regulations 1996 states that a disposition of property, other than land, is exempt if its market value is less than $20,000.

5. RELATED DOCUMENTS

Not Applicable.