



# Council Policy Manual

## WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY		
<b>ASSET DISPOSAL POLICY</b>	Policy No:	
	Adopted by Council:	21/03/2018
	Next review date:	03/2020
Senior Manager:	Director Infrastructure Development & Works Director Corporate and Community Services	
Responsible Officer:	Assets and GIS Coordinator	
Functional Area:	Asset Management Financial Services	
Introduction & Background	<p>The Asset Disposal Policy is the framework that enables strategic, quality governance of Council controlled assets through the whole lifecycle of the asset, to its disposal. The policy meets the relevant Council Plan objectives pertaining to Asset Management and service delivery.</p> <p>This policy must be read in conjunction with the Asset Disposal Procedure.</p>	
Purpose & Objectives	<p>The purpose of this policy is to give direction for the disposal of Council assets, when the assets are no longer required to meet agreed services</p> <p>Or</p> <p>when there is no clear need for Council to retain ownership of the asset</p> <p>Or</p> <p>When the projected lifecycle cost can no longer be justified.</p> <p>This policy provides direction for identifying, assessing and making decisions that will inform the Council of their responsibilities in the disposal process.</p> <p>The primary objective of this policy is to provide a systematic, transparent and accountable method for the disposal of Council owned assets in accordance with Council policies and all appropriate legislation and accounting standards.</p>	
Definitions	<p>Disposal: Actions necessary to decommission and dispose of assets that are no longer required.</p>	



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	<p>Lifecycle: The time interval that commences with the identification of the need for an asset and terminates with the disposal of the asset or any liabilities thereafter.</p> <p>Lifecycle Cost: The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.</p> <p>Council Officers: These include Council employees (Including full-time; part-time temporary and casual), Contractors, Volunteers or the employees of anybody providing services on the Council's behalf.</p>
Policy Details	
1.	<p>Scope.</p> <p>The Asset Disposal Policy applies to all asset classes owned by Council and identified as, but not limited to the Asset Capitalisation Policy:</p> <ul style="list-style-type: none"> <li>• Land and land improvements,</li> <li>• Roads,</li> <li>• Buildings,</li> <li>• Other Structures,</li> <li>• Parks, Open Space and Streetscapes,</li> <li>• Plant and Equipment,</li> <li>• Furniture and Fittings,</li> <li>• Bridges,</li> <li>• Drainage,</li> <li>• Footpaths and Kerb and Channel.</li> </ul>
2.	<p>Policy Principles.</p> <p>Council must have regard to the following principles in its disposal of assets:</p> <ul style="list-style-type: none"> <li>• open and effective competition,</li> <li>• demonstrate Council's accountability and responsibility to ratepayers,</li> <li>• seek to be fair and equitable to all parties involved,</li> <li>• seek to ensure probity, accountability and transparency in all disposal processes,</li> <li>• seek to ensure that the best outcome is achieved for Council,</li> <li>• applies to all Council Officers and Councillors,</li> <li>• Council officers must carry out all phases of the disposal process with impartiality, fairness, independence, openness and integrity,</li> </ul>



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	<ul style="list-style-type: none"> <li>• obtaining best value in the management of public money. This is not restricted to price, but must, where applicable, include consideration of:             <ul style="list-style-type: none"> <li>• the contribution to Council's Long Term Financial Plan and Strategic Management Plans,</li> <li>• any relevant direct and indirect benefits to Council,</li> <li>• efficiency and effectiveness,</li> <li>• the costs of various disposal methods,</li> <li>• internal administration costs,</li> <li>• risk exposure, and,</li> <li>• value of any associated social and/or environmental benefits.</li> </ul> </li> </ul>
3.	<p>Consultation.</p> <p>Council must undertake public consultation in respect of its proposed disposals of land and/or buildings in accordance with the Local Government Act 1989, and will be updated following LG 2018 Act.</p>
4.	<p>Adoption of Policy.</p> <p>This is a new policy for Council.</p>
5.	<p>Policy Review</p> <p>Council will review this policy as required, and within 2 years after a general election of the Council.</p>



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<b>Policy Adopted:</b>	New Policy		
<b>Policy Reviewed:</b>	Asset Management Steering Committee	2017 09 18	
	Asset Management Steering Committee	2018 02 05	
	Councillor Workshop	2018 02 14	
	Council Forum	2018 03 07	
	Ordinary Meeting 21/03/18	Minute Book Page 37707	RecFind 18/001105