

DISPOSAL OF SURPLUS COUNCIL EQUIPMENT POLICY

Policy Number:	4.2.5
Approved by:	Chief Executive Officer
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Organisation
Responsible Officer:	Manager Assets and Projects
Related Policies:	Nil
Related Documents:	Nil
Statutory Reference:	Nil

OVERVIEW

To establish policy for the management of disposal of surplus Council office and other minor equipment.

THE POLICY

Council is an advocate for the utilisation of surplus Wellington Shire Council equipment in its community; it believes that appropriately disposing of surplus Council equipment can assist this goal.

From time to time, Council is in a situation where it holds surplus office and other minor equipment.

Disposal

In order that surplus equipment may be disposed of efficiently, options may include the following:

- Provision to seek 'expressions of interest' from not-for-profit organisations - priority of need to be determined by General Manager Built and Natural Environment.
- Disposal by public tender, following an assessment by the General Manager Built and Natural Environment of the cost effectiveness and financial benefits of this option on any particular occasion.
- Disposal to appropriate equipment recyclers if not disposed of by either 'expression of interest' submissions from not for profit organisations or public tender.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

This policy is approved by the Chief Executive Officer on 18 December 2023.



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DAVID MORCOM
Chief Executive Officer

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Not applicable	No changes applicable at this review
1.1	December 2023	Minor	Date of Next Review updated to: December 2024 Minor formatting changes