

Disposal of inconsequential, surplus and lost property items

Policy scope

This policy **applies** to items of low value, for example; old office furniture, advertising banners/materials, computers, office and or kitchen equipment/materials, stationary, and items of lost property that fall below the limit set by the *Local Government (Functions and General) Regulations 1996*.

This policy does not apply to any items considered to be minor assets, major assets, real property (land and buildings), motor vehicles, plant equipment or items that form part of the City's Art, History or Civic collections.

Policy statement

The purpose of this policy is to provide a systematic and accountable method for the disposal of inconsequential, surplus and lost property items that are not required by the City.

1. Reasons for disposal

- a. A decision to dispose of an inconsequential, surplus or lost property item may be based on one or more of the following:
 - i. Obsolete, outdated and no longer of use.
 - ii. Non-compliant with work health and safety standards.
 - iii. No use expected in the foreseeable future.
 - iv. No usage in the previous 12 months (stored items).
 - v. Uneconomical to repair.
 - vi. Surplus to requirements.
 - vii. Lost property left on local government property.

2. Preparing items for disposal

- a. An inspection must be carried out to ensure items do not contain:
 - i. Additional items not intended for disposal
 - ii. Confidential documents (records, files, papers)
 - iii. Documents on Council letterhead or which may be used for fraudulent purposes
 - iv. Software (which could lead to a breach of licence or contain confidential data)
 - v. Hazardous materials.
- b. As much as is practical, any “City of Fremantle” identifying mark or logo must be removed or obscured.
- c. Spare parts held for a particular item should be disposed of with the item they relate to.

3. Disposal

- a. Lost property items that appear to be of a value greater than \$250 or of a sentimental/memorabilia nature will be handed to WA Police 1 week after being left on City property.
- b. Prior to disposal, a reasonable effort must be made to ensure that no City team has an operational use for the items.
- c. The City will endeavour to dispose of the items in a way that maximises returns whilst ensuring open and effective competition (public call for highest bidder process).
- d. A call for highest bidder process must be performed for any items or group of items with an estimated value above \$1,000.
- e. Where a call for highest bidder process is unsuccessful, or the cost of disposal exceeds expected returns, the items are categorised as of no value and may be disposed of:
 - i. to community groups, education facilities and schools in accordance with this policy; or
 - ii. through the Fremantle Recycling Centre Reuse Shop
 - iii. local opportunity shops; or
 - iv. waste collection services.

4. Gifting items to community groups, education facilities and schools

The City recognises the need to support, develop and foster a harmonious community and further recognises the role of community groups, education facilities and schools in achieving this objective.

To assist these groups, where the value of an item or group of items is valued at less than \$500 and where no risk liability is attached to the item the City may 'gift' these items to community or Sporting groups, education facilities and schools:

- a. Donations will be assessed on the basis of:
 - i. Demonstrated need.
 - ii. Proposed use.
 - iii. Equity (fair distribution on a rotational basis will be preferred).
- b. All donations are to be made without warranty of any kind.
- c. The City may charge an amount to cover transportation costs if delivery is requested.

5. Disposal to employees or elected members

- a. Items must not be gifted to employees or elected members.
- b. Items may be disposed of to employees or elected members through the public call for highest bidder process in the same way as disposal to any interested party.
- c. Employees (or their close associates) involved in a public call for highest bidder process may not bid in that process.

Definitions and abbreviations

lost property item means items left on local government property and not collected for more than 1 month in accordance with the City of Fremantle Local Government Property Local Law

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