

1. Purpose

The purpose of this Policy is to provide clear and transparent direction for the disposal of property owned or controlled by the Shire of Boddington (Shire) and, in doing so:

- promote fair and effective competition to the greatest extent practicable;
- consider potential benefit to the community;
- ensure best value for money in financial, social and environmental terms; and
- demonstrate responsible asset stewardship and sound governance.

2. Scope

This policy establishes the legislative and governance framework for the disposal of property owned or controlled by the Shire, including land, plant, equipment, fleet, infrastructure components, materials and other tangible assets.

It applies to all Councillors, employees and contractors involved in decisions relating to the disposition of Shire property.

This policy excludes the disposal of Information and Communication Technology (ICT) assets, which are managed under a separate policy.

3. Definitions

Term	Definition
Apparent Value	The estimated value of an asset determined with regard to financial records, market conditions and other relevant factors.
Asset	Any resource controlled by the Shire from which future economic or service potential is expected, including land, buildings, plant, equipment, fleet, infrastructure and other tangible property.
Asset Disposal	The authorised divestment of property through sale, transfer, trade-in, auction, donation, recycling or destruction.
Best Value	The most advantageous outcome for the community, having regard to financial return, environmental responsibility and social benefit.
Authorised Delegate	A person formally appointed to exercise delegated powers in accordance with approved delegations and relevant legislation.

4. Practice Statement

The Shire is committed to ensuring that the disposal of property owned or controlled by the Shire is undertaken lawfully, transparently and in the public interest. Property is only disposed of where it is surplus to operational requirements, no longer economically viable, or strategically appropriate to divest, having regard to the Shire's asset management objectives and long-term financial sustainability.

All disposal activities are conducted in accordance with applicable legislation and regulatory requirements and with due regard to probity, accountability and sound governance principles. The

apparent value of property proposed for disposal is determined and endorsed in accordance with authorised delegations, having regard to financial records, market conditions, asset condition, remaining useful life, and strategic considerations. If the value is greater than the applicable delegation limits the matter is to be raised to Council for approval.

Personnel involved in property disposal must disclose any actual, perceived, or potential conflicts of interest.

Conflict of interest must be managed in accordance with the following:

- Councillors and Committee Members: In accordance with the applicable Councillor Code Conduct and relevant statutory requirements.
- Employees: in accordance with the Employee Code of Conduct and relevant statutory requirements.

Disposal Thresholds

Property (excluding land) with an apparent value less than \$20,000 (ex GST) may be disposed of under delegated authority by an authorised delegate.

Property with an apparent value of \$20,000 (ex GST) or greater is subject to Council decision and all applicable statutory requirements.

Where the disposal forms part of an adopted budget item (e.g., the Plant Replacement Program), the disposal may be managed through the Shire's established budget and procurement processes and may not require a separate Council decision under this Policy, unless otherwise required by legislation or delegations.

All disposals of land are to be undertaken in accordance with legislative requirements relating to valuation, public notice and Council decision making are observed.

Accountability

All proceeds from the disposal of property are receipted and recorded in accordance with applicable financial management requirements and reflected in the Shire's asset register. Records relating to disposal decisions must be maintained in accordance with applicable record-keeping legislation and the Shire's record management framework.

Disposal and Donation

Equipment that is working but has reached the end of its useful life to the Shire may be made available for donation to a non-for-profit organisation or community group that operates for the benefit of the community. Donations are limited to items with an apparent value of up to \$500 (ex GST); any donation above this value must be approved in accordance with the Shire's delegations and any applicable legislative requirements. Equipment that is not in working order is disposed of in accordance with current environmental guidelines, using proper disposal channels and, wherever feasible, recycled or repurposed to minimise environmental impact.

Responsible Officer	Executive Manager Corporate Services
Delegated Authority	Delegation 1.1.18 - Disposing of Property
Relevant Legislation	<i>Local Government Act 1995</i> Sections 3.58 and 3.85 Disposing of Property
Related Documentation	Operational Practice: Disposition of Property

	Forms & Templates: Disposition of Property Council Policy: Information Communication Technology Asset Disposal
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	V1.0	46/26	22 April 2026
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Document Control Statement – The electronic reference copy of this Policy is maintained by the Governance Team. Any printed copy may not be up to date and you are advised to check the electronic copy at [Council Policies » Shire of Boddington](#) to ensure that you have the current version. Alternatively, you may contact the Governance Team.