

## Surplus Goods and Materials Policy

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## Relevant legislation / references

### External References:

Australian Standard for Fraud and Corruption Control AS 8001:2021

- Local Government Act 2020
- IBAC Act 2011
- Road Management Act 2004

### Council related Policies:

- Asset Management Policy 2022
- Asset Plan 2022
- Asset Sales and Proceeds Disbursement Policy
- Commercial Asset Management Plan 2022
- Construction and Sealing of Unsealed Roads
- Environmental Sustainability Strategy
- Fleet Management Policies and Procedures
- Procurement Policy
- Road infrastructure Asset Management Plan 2022
- Road Management Plan

## 1. Purpose

This policy outlines Council's position and procedures required to appropriately dispose of / or donate surplus goods and materials.

## 2. Scope

This policy applies to Councillors, Council staff, contractors, and volunteers, and applies to goods or materials that are surplus to requirement and have little or no monetary value. Examples include, but are not limited to, left over building or roadmaking materials, obsolete parts or equipment, and redundant assets, items or materials.

Assets for disposal having a monetary value are covered by Council's Asset Sales and Proceeds Disbursement Policy.

## 3. Policy objectives

- To ensure that there is a defined process in place for the disposal of surplus goods and materials
- Encourage the reuse of goods and materials to minimise waste
- Provide a benefit' to the community where possible

- Protect individuals from fraud and corruption
- Ensure there is transparency and records are kept
- Provide a cost-effective approach

#### 4. Policy detail

The gifting of leftover or surplus goods and materials will be managed in accordance with the following considerations;

##### **Donation**

- Donations of surplus or redundant assets may only be made with the authorisation of the CEO and only after exploring all avenues for recouping a 'fair value' for Council or any alternative use within Council.
- It is determined to be cost effective to donate goods and materials and Council is not financially disadvantaged or "out of pocket" by doing so.
- Council may provide community groups the opportunity to submit an expression of interest (EOI) for assets that have reached their useful life at Council.
- Requests for donations of surplus goods or materials must be made in writing.
- Donations to a community group or not-for-profit organisation will be favoured in priority to other individuals or organisations under the terms of the EOI process.
- Decisions on the recipients of donated goods and materials will be based on need, community benefit and will be at Council's discretion.
- Items to be donated are to be collected by the recipients. Council will only deliver goods or materials when Council is not financially disadvantaged or not going to incur additional delivery costs.
- Goods or materials donated must be safe. Council does not accept liability for donated goods or materials.
- Recipients of donated goods or materials must agree in writing that no warranty or liability is accepted, given or implied by Council in respect of the suitability and condition of the donated items.
- A record must be kept of the donation including names, dates, recipients, items donated and collection arrangements.
- The template attached to this policy is to be completed by the recipient of the donation goods or materials and returned to Council.

## Disposal

- Prior to disposal, surplus goods or materials must be assessed for safety, alternative uses and monetary value.
- Goods may be deposited or disposed of at authorised recycling facilities, E-waste collection facilities or at a licenced landfill if they are of little or no value, have no alternative use, or are unsafe or hazardous.
- A record is kept of the items disposed of and disposal facility.
- Employees are not permitted to access or purchase for personal / private use surplus goods and materials identified for scrap or salvaging.

## 5. Quality Records

## 6. Policy versions

Version Number	Details of change