

POLICY NO	C006	
POLICY	DISPOSAL OF SURPLUS COMPUTERS & MINOR ASSETS	
RESPONSIBLE DIRECTORATE	CORPORATE	
COUNCIL ADOPTION	Date: 27.5.14	Resolution No. FC 5/5/14
REVIEWED/MODIFIED	Date: 26.4.16	Resolution No. FC 3/4/16
	Date:	Resolution No.
LEGISLATION	Nil	
RELEVANT DELEGATIONS		

OBJECTIVES:

To appropriately dispose of unwanted minor assets with no recognisable value whilst build the capacity of community groups and organisations as a beneficiary.

POLICY STATEMENT/S:

- 1.0 The Shire will dispose of used computers and other minor assets when determined by the CEO to be obsolete, surplus to requirements and hold no real value to the organisation (as confirmed in writing by the Director of Corporate Services).
- 2.0 The disposal of such assets shall be by offer to a community based on not for profit group(s) and/or registered educational entity(s) within the Shire of Carnarvon at no cost.
- 3.0 The method of disposal process may involve an offer to one or more of the entities at the discretion of the CEO.
- 4.0 In offering an asset(s) to a community entity the CEO will have regard to:
 - a) the demonstrated need;
 - b) proposed use of the minor asset; and
 - c) financial capacity of the requesting entity.
- 5.0 Prior to disposal:
 - a) If applicable, all software or copyright licences shall be removed from a minor asset.
 - b) The recipient is to acknowledge in writing that no liability is accepted by the Shire for the minor asset.
- 6.0 An 'Asset Disposal Form' must be completed by the recipient entity and signed by the CEO, with this form to be lodged with the Manager Assets.

EXPLANATORY NOTES:

APPLICATION/S: