

## 1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	26/04/2005	135	26/04/2005
2	11/05/2010	0142	11/05/2010
3	-	-	26/11/2012
4	27/01/2015	15/005	27/01/2015
5	13/02/2018	18/046	16/03/2018

## 2 Policy Objective

To provide guidelines for the sale of surplus computer equipment to staff, community groups or local charity organisations.

## 3 Policy Statement

### 3.1 Introduction

A large amount of Council's surplus computer equipment periodically becomes available for sale. Generally Council has adopted the following methods of disposing of this surplus equipment:

- Advertising for expressions of interest in the local media.
- Advertising the equipment via auction on eBay.

As much of the equipment is obsolete or has little economic value, the high administrative costs of disposal often result in little return to Council. This policy puts into place guidelines to facilitate the disposal of low value equipment to Council staff, community groups (including schools) and local charities.

### 3.2 Equipment allowed to be sold/disposed of

Only computer equipment with an assessed value of less than \$1,000 is to be disposed of under this policy.

Equipment that is worth more than \$1,000 must be either advertised by seeking expressions of interests or disposed of at auction (eBay).

### 3.3 Reserve Price

Reserve prices are only applicable to leased equipment. If the equipment has been purchased outright by council no reserve price will be applied as the equipment at time of disposal has zero value due to depreciation.

Reserve prices must be set by the Information Technology Manager and signed off by the relevant Director.

In regards to computer equipment coming off lease the minimum reserve price to be set is the residual amount left on the lease.

### **3.4 Process for Disposal to Staff**

- Reserve prices set where applicable. (ex-lease items)
- List of equipment advertised to Council staff for a set period of time, including reserve price where applicable.
- Sales made on a tender basis by staff submitting a confidential bid via the council tender box or tender email address.
- Terms are payment in advance of taking equipment (staff member must produce proof of payment to Information Technology staff before equipment is released).
- Accounting staff informed of sale prices for accounting purposes.

### **3.5 Process of Disposal to Charity Groups and Community Groups**

Council is approached by many charities and community groups who are seeking excess computer equipment for their use.

Council authorises the sale of excess equipment to these organisations in accordance with the same rules governing the sale of equipment to staff.

Council may elect to donate computer surplus equipment to charity or community groups. If they elect to do this must be advertised in accordance with Section 356 of the Local Government Act 1993

### **3.6 Summary**

A number of local council's and private/public companies have policies in place which allow the sale of surplus computer equipment to be made to staff.

This policy sets the guidelines for Council undertaking similar actions.

## **4 Definitions**

None

## **5 Exceptions**

None

## 6 Legislation

Local Government Act 1993, Section 356

## 7 Related Documents

None

## 8 Directorate

Economic and Organisational Development