



Asset Disposal Policy

Policy owner	Director Infrastructure and Operations
Department	Infrastructure and Operations
Date endorsed	D Month Year
Next review date	D Month Year
TRIM reference	25/90933

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Policy statement / objectives

Kiama Municipal Council is committed to being honest, transparent and accountable in all that we do.

The objectives of this Policy are to encourage recycling / reuse or provide clear requirements for the disposal of Council assets; obtain the best value from those assets; and to maintain accurate asset records to meet financial reporting requirements.

Scope

This Policy applies to Council staff when Council assets including plant, machinery and equipment comes to the end of useful life spans and is required to be replaced and disposed of.

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References

- Local Government Act 1993
- Local Government (General) Regulations 2021 (NSW)
- Governance – policy framework
- Procurement Policy
- Asset Disposal Procedure

Consultations

- Director Infrastructure and Operations
- Manager Operations and Maintenance
- Manager Waste Services
- Chief Financial Officer
- Procurement Coordinator
- Head of IT Service Delivery
- Senior Asset Engineer

Definitions

Term	Definition
Asset	An item, thing or entity that has potential or actual value to an organisation (such as plant, machinery, equipment etc), but excluding land or buildings.
Council	Kiama Municipal Council

Variation and review

Council reserves the right to review, vary or revoke this Policy.

Review history

Date reviewed	Date adopted / endorsed	Brief detail of amendments
		New policy

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POLICY**1. Application**

All Council staff must comply with the requirements of this policy and related procedures. This policy applies to all assets owned, controlled or managed by Council except:

- asset rationalisations – which are addressed through business; service; asset management; and project planning activities or by separate business cases
- the procurement activities of Council - which are addressed in a separate policy
- the disposal of Council's real property (land and buildings)
- the process of selling ratepayers' assets to offset arrears for rates and charges
- the disposal of assets which are not owned by Council e.g. abandoned vehicles or intangible assets such as airspace
- the case of an emergency as declared under the State Emergency and Rescue Management Act 1989 or other emergency works carried out by Council
- assets that are part of a maintenance, replacement or upgrade program
- assets that do not have a resale value
- in any other circumstance as determined by the Chief Executive Officer (or delegated officer). In this case, the reason/s and decision shall be recorded in a written document.

2. Policy Principles

The disposal of Council assets is guided by the following principles:

- investigate alternative reuse or recycling of assets before disposal; and improve the utilisation of existing assets and storage spaces
- promote a transparent process that encourages open and fair public competition
- achieve the best possible net return based on current market value and condition of the assets at the time of disposal
- support fraud prevention measures and minimise losses
- compliance with Council's sustainability and environmental practices
- documentation of all asset disposal transactions
- compliance with the requirements of the disposal procedures

3. Policy Statement

Council strives to only acquire assets that are essential for providing services to our communities. However, Council will promptly dispose of assets that are no longer required to obtain the best value for money.

The accepted options when an asset is no longer required for, or capable of fulfilling, its original purpose will include, but not be limited to:

- reuse, recycle or re-purpose the asset for an alternative use by Council
- attempt to sell the asset (tender, auction, quotation, private sale, trade-in)
- donate to a community organisation

- disposal to a landfill as a last resort

To minimise the potential for fraud and losses, Council will dispose of assets to staff only if arising through a public competitive process or as specified in the preferred disposal methods of the disposal procedures.

4. Responsible officers

The *Director Infrastructure & Operations* is accountable to the *Chief Executive Officer* for the administration of the policy in consultation with the *Executive Leadership Team*.

The *Senior Asset Engineer* is the officer responsible for implementation of the policy.

Related forms / documents

- Asset Disposal Procedure

Attachments

Attachment 1	Nil

Authorisation

Name: ELT meeting date OR Council resolution No: ****

Date: Date endorsed by ELT or adopted by Council

Remember to update the Table of Contents when you have finished formatting the document



Public Exhibition Engagement Report

Draft Asset Disposal Policy

Thank you to everyone who reviewed and provided feedback on Council's draft Asset Disposal Policy.

The draft policy sets out how Council proposes to dispose of assets such as, Infrastructure, plant, machinery and equipment when they reach the end of their useful life. It aims to provide a high-level framework which will ensure disposal decisions are transparent fair and based on best possible market value. It also supports sustainable and environmentally responsible practices and accurate asset records for financial reporting.

This report provides an overview of the promotional activities and stakeholder feedback received during the public exhibition.

Public exhibition period

The exhibition ran for 50 days from 3 December 2025 to 21 January 2026 and included the Christmas and New Year period.

Promotional activities

Dedicated Your Say Page | Social Media posts | Posters distributed across the municipality.

How community got involved



355

website
visits



5

online submissions
received



What we heard

Five submissions were received during the exhibition period. Four respondents were unsure in their support for the policy, and one did not support it. The most common concern related to a lack of clarity in the policy. Submissions also raised concerns with planning and policy controls, particularly in relation to new development in heritage areas. Policy clarity and consistency were identified as key areas of opportunity for improvement. Please refer to the Summary table of feedback received and staff responses on page 2.

Outcome

Following the Council's decision on 17 March 2026, the policy has now been adopted as no major changes were needed after the public exhibition period.

To view the Council Meeting Agenda/Minutes visit, www.kiama.nsw.gov.au/Council/Council-meetings/Agendas-Minutes.



Public Exhibition Engagement Report

Draft Asset Disposal Policy

Summary table of feedback received and staff responses

Feedback Received	Council Response	Outcome
Financial Sustainability, Housing, and Development Strategy Concerns Kiama council need economic structure that takes care of finances rather than taking the easy route of selling everything that isn't nailed down. There are professionals that can be employed to will help with processes. We are allowing developments in heritage areas of Kiama that will only be for rich people who already own more than one home. It is nonsense to suggest that these large developments will supply any housing for average people who are the ones that need housing. Get your protocols right and council won't need to desecrate our town.	The Disposal Policy establishes the framework that guides the principles for disposing of Council assets. Its purpose is to ensure that ethical, economic, and environmental considerations are incorporated into informed decision-making regarding asset disposals. This approach supports the long-term financial sustainability of the Council. Matters relating to development and housing are more appropriately addressed within the Local Housing Strategy and should be referred to that document.	No change to draft Asset disposal Policy
Document Consistency 1. Under Definitions it says excludes land and buildings. Under Application it includes land and building. This needs to be clarified to be consistent. 2. The scope and policy application of this document are inconsistent. Why does the scope of the policy say plant, machinery and equipment, yet under the Policy - Application section it includes land and buildings?	The Asset Disposal Policy under subheadings Definition and Application are aligned on pages 2 & 3 as below: Definition: "but excluding land or buildings" Application: "assets owned, controlled or managed by Council except the disposal of Council's real property (land and buildings)" Disposal activities relating to land and buildings do not fall under this policy and must instead follow the organisation's designated property, real estate, or infrastructure governance processes as published in the "Property and Asset Recycling Strategy 2025-2028"	No change to draft Asset Disposal Policy
Transparency I'd like more transparency regarding terms and conditions of "end of life"	The disposal Policy is intended to serve as a high-level document that provides the overarching framework, including application statements and principles. Detailed asset management practices relating to 'end-of-life' decisions and actions are not recorded within this high-level policy. Instead, they are managed through internal procedures that align with governing legislative and	No change to draft Asset Disposal Policy

Feedback Received	Council Response	Outcome
	professional bodies such as IPWEA (Institute of Public Works Engineering Australasia and ISO (International Organisation of Standardisation)).	
Community and Employee Impacts That the community is consulted prior to final decision. The community is not disadvantaged by the loss. That employees will not be impacted. That the Union is engaged with decisions.	Community consultation is undertaken where considered necessary during an asset disposal process to ensure the community continues to be appropriately supported by infrastructure in a financially sustainable way. Impacts on employment and union considerations are more relevant to a service review process rather than an asset disposal process.	No change to draft Asset Disposal Policy