

## ASSET DISPOSAL

### PHILOSOPHY

At Mount Waverley North Primary School we acknowledge the need to monitor the viability of assets and the need to keep the learning environment free of obsolete, damaged, unserviceable or inoperative equipment.

### PURPOSE

- To provide guidelines for the disposal of assets in an appropriate, equitable and financially beneficial manner.

### IMPLEMENTATION

- School Council should be informed of all assets which are to be disposed of and removed from the Asset Register.
- Assets which are to be disposed of are to be removed from the Assets Register as soon as possible.
- Items of 'saleable' quality will be generally advertised in the newsletter, then to the wider community at the discretion of the Principal.
- Assets to be sold should be appropriately valued and sales fully documented. School Council should be informed of individual asset sales exceeding \$300.00.
- Damaged items will be disposed of unless deemed to be repairable at a reasonable cost to the school.
- Responsibility for the disposal of items lies with the Principal.
- In the event of several bids being received on goods considered for disposal, the highest bid will be accepted.

<b>Policy Approved by:</b>	Finance Committee – School Council
<b>Effective Date:</b>	November 2017
<b>Review by Date:</b>	November 2018