



ASSET DISPOSAL Policy

AIM:

To formalise a process for the disposal of obsolete, surplus or unserviceable goods or equipment.

GUIDELINES:

- Obsolete or unserviceable items will be identified by the relevant program leader during the annual stocktake and brought to the attention of the principal.
- A team of three people, including the Principal and program leader, will consider the current and potential usefulness of the items and recommend a course of action to the School Council. Where the sale amount will exceed \$10 000, prior approval must be sought from the General Manager (Schools).
- Courses of action may include wreck and / or throw out, donate to a community group such as a local kindergarten, family or sell.
- All items disposed of will be removed from the asset register.
- Proceeds from any sale will be paid to the school.

This policy was last ratified by School Council in....

April 2008