

15 REPORT OF THE DIRECTOR INFRASTRUCTURE AND OPERATIONS

15.1 Post exhibition adoption: Asset Disposal Policy

- CSP Objective: Outcome 4.1 Public funds and assets are managed strategically, transparently and efficiently.
- CSP Strategy: 4.1.2 Effectively manage assets and commercial investments, ensuring their relevance, lifecycle needs, and value are optimised in accordance with legislative requirements.
- Delivery Program: 4.1.2.8 Review and update Asset Management Plan for Kiama Council, including policy, plans and procedures.

Item 15.1

Summary

This report recommends the adoption of the Asset Disposal Policy, which was recommended for public exhibition at the Council meeting held on 18 November 2025. This plan was placed on exhibition for 28 days.

Financial implication

The current asset disposal practices lack a formal policy and procedure, for the management of ensuring the best value from the re-use, recycling, resale or disposal of old assets and maintaining accurate asset records to meet financial reporting requirements.

Risk implication

The Audit Office of NSW Interim Management Letter for the year ended 30 June 2025, identified a lack of formal disposal procedures for plant and equipment assets. It was recommended a formalised disposal procedure be developed to address this risk.

Policy

Asset Disposal Policy

Consultation (internal)

Executive Leadership Team

Director Infrastructure and Operations

Manager Engineering and Technical Services

Manager Operations and Maintenance

Manager Waste Services

Acting Chief Financial Officer

Head of IT Service Delivery

Senior Asset Engineer

Communication/Community engagement

The Asset Disposal Policy was placed on public exhibition for a period of 28 days.

Report of the Director Infrastructure and Operations

15.1 Post exhibition adoption: Asset Disposal Policy (cont)

Attachments

Nil

Enclosures

- 1 Asset Disposal Policy [↗](#)
- 2 Asset Disposal Policy - Public Exhibition Engagement Report [↗](#)

Item 15.1

RECOMMENDATION

That Council adopt the Asset Disposal Policy.

Background

At the Council meeting held on 18 November 2025, it was resolved to place the Draft Asset Disposal Policy on public exhibition for a minimum of 28 days.

The Asset Disposal Policy provides clear requirements for the disposal of Council assets; obtains the best value from those assets; and maintains accurate asset records to meet financial reporting requirements.

There is currently no formal adopted policy or procedure for the disposal of Council assets. Current practices do not meet typical asset management or governance processes in recording the approval of disposals, the asset details, written-off values, and disposal dates of redundant assets. Adoption of the Policy will ensure Council maintain accurate valuation records for assets management and financial reporting requirements and satisfy the Audit Office of NSW recommendations.

Following the public exhibition period of the draft Asset Disposal Policy, five submissions were received. None of the matters raised required amendments to the policy. A full summary of the submissions and responses is provided in the attached Asset Disposal Policy - Public Exhibition Engagement Report.