

INSTITUTE RULE



TITLE: DISPOSAL OF SURPLUS
PERSONAL PROPERTY

DOC ID: NMIT/IR/06

APPROVED FOR USE: Institute Board

PAGE: 1 OF 3
EDITION: NA
DATE: 28/06/1999

Resolution of Council, the 28th day of June 1999, pursuant to subclauses 16(1) and 16(9) of the Institute Constitution.

1. It is necessary and expedient for the proper management of the Institute and the effective exercise of the powers conferred on the Council by the Constitution to delegate to the Chief Executive Officer, the Director Corporate Services and the Resources Committee certain powers, authorities and duties vested in the Council.

This delegation is valid from the date approved by Council until such time as amended or revoked by Council resolution.

2. **Definitions**

In this Rule definitions contained in the Constitution shall apply, together with the following definitions, unless inconsistent with the context or the subject matter.

“Constitution” means the Constitution of the Council of Northern Melbourne Institute of Technical and Further Education.

“Chief Executive Officer” shall be the person appointed by Council as the Chief Executive of Northern Melbourne Institute of Technical and Further Education.

“Resources Committee” shall be a committee established by Council under clause 13 of the Constitution with powers and responsibilities determined from time to time by resolution of Council.

“Major” means an item valued in excess of \$50,000.

3. Subject to the Constitution and until further resolution of the Council, the Council hereby confers and imposes upon the Chief Executive Officer, the Director Corporate Services, the Resources Committee and the Manager Finance authorities hereinafter prescribed, to exercise each and every power and duty vested otherwise in the Council by virtue of subclause 16(1) of the Constitution to dispose of personal property of the Council surplus to its immediate needs or future requirements and subject to the limitations and procedures herein.

TITLE: DISPOSAL OF SURPLUS
PERSONAL PROPERTY

DOC ID: NMIT/IR/06

PAGE: 2 OF 3

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 28/06/1999

- (1) (a) The Head of Department shall give notice in writing to the relevant Associate Director when any personal property of Council becomes surplus to the immediate needs or future requirements of that department, who shall in turn give notice in writing to the Manager Finance, accordingly.
- (1) (b) The notice shall include the following details:
 - (i) Description of item.
 - (ii) Location of item (campus/building/room).
 - (iii) Condition.
 - (iv) Whether obsolete/no longer required/planned for replacement.
 - (v) If planned for replacement, whether the item is to be traded in.
- (2) Upon receipt of notice under (1), the Manager Finance shall give notice in writing to the Director Corporate Services, who shall review the requirement for retention of the property concerned and if he/she is of the opinion that the property is surplus to the Institute's requirements:
 - (a) When the property is equipment or furniture, including library books, not being a major item of mechanical or other equipment; direct the Manager Finance to dispose of such equipment by sale, auction, tender or trade-in at the best available price.
 - (b) Where the property is a major item of mechanical or other equipment, make recommendation to the Chief Executive Officer for the disposal of such equipment.
 - (c) When the property is either deemed to have no value or cannot be disposed of by sale, auction, tender or trade-in, direct the Manager Buildings and Properties, to dispose of such equipment in the most appropriate manner at the least possible cost.
- (3) The Manager Finance shall report to the Director Corporate Services on a regular basis, all disposals of surplus property including the date, method of disposal and the price received.
- (4) No surplus property will be sold to either any member of staff or student of the Institute save by tender or public auction unless the Director Corporate Services recommends to/receives approval from the Chief Executive Officer to conduct a sale of surplus assets at fixed prices.

INSTITUTE RULE



**TITLE: DISPOSAL OF SURPLUS
PERSONAL PROPERTY**

DOC ID: NMIT/IR/06

PAGE: 3 OF 3

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 28/06/1999

-
- (5) All monies received from the disposal of surplus assets shall be received by the Manager Finance and paid into the Institute reserves account controlled by the Chief Executive Officer.

 - (6) The Manager Finance shall submit an annual report to the Resources Committee on all surplus property disposed of during the previous calendar year, the basis of disposal and the monies recovered.