



## Disposal of Assets

### **Introduction**

This Policy lays out the guidelines for all levels of Kiama Downs Surf Life Saving Club Inc in relation to the disposal of assets held by the Club. It shall be read in conjunction with the Constitution of the Kiama Downs Surf Life Saving Club Inc.

### **Purpose**

To ensure the disposal of any asset belonging to the Club is done so in an open and transparent manner, ensuring the best outcome for the Club.

### **Responsibility**

Gear Steward, Club Captain, Junior Activities Chairman and members of the Executive as appropriate.

### **Procedure**

The Gear Steward, Club Captain and/or Junior Activities Chairman shall identify any assets held by the Club, deemed to no longer be of use or in need of replacement. Once identified, the Executive will determine the timeframe and value, if any, for disposal of the asset.

#### ***Timeframe***

- The Gear Steward/Club Captain/JAC should endeavour to ensure that no asset has become so “run down” that an urgent replacement is required.
- A reasonable amount of time should be set by the Executive to allow sufficient opportunity for the disposal of the asset.

#### ***Value of Assets***

The value of the asset will be determined by;

- current written down value in the asset register; and
- Valuation by an expert in the particular area; and
- Searches of similar assets and quality for sale on appropriate websites.

An offer to purchase the items being disposed of should first be made to members and then the general public.

All Livery for Surf Life Saving or Kiama Downs SLSC is to be removed from the asset prior to disposal. Once disposal has occurred, if required, the Club insurer and/or RMS are to be advised of the disposal.

## **Conclusion**

The above policy will ensure all assets held by the Club are disposed of appropriately.

## **References and Further Reading**

Surf Life Saving NSW Club Guide –  
[www.surflifesaving.com.au/resources/administration](http://www.surflifesaving.com.au/resources/administration)

Australian Charities and Not-for-Profit Commission for templates for governing documents, report templates, fact sheets, guides and tips –  
[www.acnc.gov.au/for-charities](http://www.acnc.gov.au/for-charities)

Fair Trading NSW for charitable fundraising information and guidelines –  
[www.fairtrading.nsw.gov.au/charitable-fundraising](http://www.fairtrading.nsw.gov.au/charitable-fundraising)