# Asset Disposal (Built Infrastructure)

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## 1.0 Purpose

This policy sets out the criteria to be met for the disposal of built infrastructure assets, the process for approval and the approving authority at Griffith University.

## 2.0 Scope

The policy applies to all capital “built” assets including buildings and infrastructure necessary to support these assets on all campuses of Griffith University. In accordance with the Assets Management Policy a built asset falls within the definition of an accountable asset.

## 3.0 Policy statement

An asset may be disposed of for the following reasons:

* It is functionally inadequate and unsuitable for refurbishment, due to economic or technical constraints.
* Its physical condition has deteriorated and is uneconomical to reinstate to an acceptable standard.
* There is negligible demand for it.
* It aligns with the University strategy and/or campus master plan.
* The building poses a health and safety risk outside of the University’s risk appetite and is unable to be remediated within appetite.

### 3.1 Planning for asset disposal

When an asset is considered for disposal an Asset Disposal Report must be prepared. The Asset Disposal Report will incorporate where applicable the following:

* Rationale for disposal
* Option(s) for disposal
* Costing and evaluation of disposal alternatives
* Replacement value and written down value of the asset, independent valuations, condition assessments, review/assessment of any commercial offers, financial implications of the disposal
* Due diligence reports appropriate to the transaction under consideration including compliance with legislative requirements.

## 4.0 Roles, responsibilities and delegations

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| --- | --- |
| ROLE | RESPONSIBILTY |
| University Council | Approves asset disposal (assets with net book values greater than $5 million) |
| Finance and Infrastructure Committee | Approves asset disposal (assets with <$1 million and <$5 million net book value)  Recommends to Council the disposal of assets with a net book value >$5 million |
| Chief Operating Officer | Approves asset disposal (assets with <$1 million net book value)  Recommends to Finance and Infrastructure Committee the disposal of assets with a net book value >$1 million |
| Chief Financial Officer | Approves proposed methods of asset disposal  Removes asset from Accountable Asset Register |
| Associate Director, Minor Projects or Director, Major Projects and Planning, or Chief Financial Officer | Prepares an Asset Disposal Report |
| Head of Academic Group/Element | Prepares report indicating an asset is surplus to requirement |

## 5.0 Definitions

For the purposes of this policy and related policy documents, the following definitions apply:

**Accountable assets** include any item owned or acquired by the University that has an expected economic life in excess of one year. This covers:

* Land
* Buildings, land improvements and infrastructure valued in excess of $10,000
* Intangible assets are non-physical assets owned or acquired by the University that assist in the delivery of outputs or services. Intangible assets include software (purchased and internally generated), intellectual property, and other intangibles with a value in excess of $100,000, digital library reference collections with a value in excess $1,000,000, and digital heritage collections in excess of $10,000
* All other Non-current Physical Assets with a cost at acquisition date in excess of $10,000
* Artworks and library collections that comply with thresholds set by Queensland Treasury and published in the Non-Current Asset Policies for the Queensland Public Sector.

## 6.0 Information

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| --- | --- |
| Title | Asset Disposal (Built Infrastructure) Policy |
| Document number | 2023/0001034 |
| Purpose | This policy sets out the criteria to be met for the disposal of built infrastructure assets, the process for approval and the approving authority at Griffith University. |
| Audience | Staff |
| Category | Operational |
| Subcategory | Finance |
| UN Sustainable Development Goals (SDGs) | This document aligns with Sustainable Development Goal:  9: Industry, Innovation and Infrastructure |
| Approval date | 12 June 2023 |
| Effective date | 12 June 2023 |
| Review date | 2025 |
| Policy advisor | Director, Campus Life |
| Approving authority | Chief Operating Officer |

## 7.0 Related Policy Documents and Supporting Documents

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| Legislation | [Financial and Performance Management Standards 2019](https://www.legislation.qld.gov.au/view/html/asmade/sl-2019-0182) |
| Policy | [Assets Management Policy](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Assets%20Management%20Policy.pdf)  [Delegations Policy](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Delegations%20Policy.pdf)  [Delegations Register](https://intranet.secure.griffith.edu.au/secure/staff-only/corporate-governance/gu-delegations-register.pdf?_gl=1*74gv5i*_ga*NTYwMzQxMTA2LjE2NzAzODI4ODQ.*_ga_5GKYJEBSN9*MTY4Njc4MzgxMy4zOTMuMS4xNjg2Nzg0MDI5LjQ4LjAuMA..) |
| Procedures | [Delegations Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Delegations%20%20Procedure.pdf) |
| Local Protocol | N/A |
| Forms | N/A |