



Katoomba Men's Shed
Building Better Blokes

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Policy on management and disposal of assets and other valuable property

Access level: Public access

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Version	Author	Date	Action/Notes
1.	Bruce Ward	March 2013	Original based on sales protocol

1. Purpose

- 1.1. To ensure that assets of the Shed are acquired, managed and disposed of in accordance with the Shed's legal and moral responsibilities as a not-for profit organisation, and in accordance with the Shed Rules (Constitution).
- 1.2. To ensure that appropriate and adequate records are kept about the acquisition, management and disposal of valuable items.
- 1.3. This policy replaces all previous policies and protocols on the management and disposal of assets.

2. Definitions

- 2.1. For the purposes of this policy:
 - 2.1.1. **The Shed** means the Katoomba Men's Shed Inc.
 - 2.1.2. **Member** means a person who is listed on the register of current members of the Katoomba Men's Shed Inc.
 - 2.1.3. **Low value** means an item with an assessed value of \$10 or less.
 - 2.1.4. **Medium value** means an item with an assessed value of \$11 to \$99 .
 - 2.1.5. **High value** means an item with an assessed value of \$100 or more.
 - 2.1.6. **Major asset** means an item with an estimated current value of \$300 or more.

3. General provisions

- 3.1. This policy applies to the management and disposal of medium and high value items that are the property of the Shed, including newly donated items where the value has not yet been assessed. It does not apply to consumable items, such as timber, or unwanted donations that are judged to be waste.

- 3.2. The Management Committee may appoint an 'Assets Coordinator' to manage the Shed's major assets. In the absence of a nominated member, the Public Officer will be responsible for asset management and fulfil the defined role of the Assets coordinator under this policy.
- 3.3. The Assets coordinator will establish and maintain a register of the major assets of the Shed. The assets register is to contain details of the following:
 - 3.3.1. All tools and equipment with an estimated current value equal to or greater than the value defined for major assets.
 - 3.3.2. All corded electrical tools.
- 3.4. At least once each year, the assets coordinator will ensure that a current copy of the assets register is stored at a place other than the Shed. This copy is for use in case of a fire or other serious loss.
- 3.5. The Assets coordinator will establish and maintain a loans book to record details of loaned equipment. This book will be kept at a convenient location in the Shed.
- 3.6. The Management Committee may appoint one or members to fulfil the following roles:
 - Equipment sales coordinator
 - eBay sales coordinator
- 3.7. The Management Committee will appoint and maintain a subcommittee to oversee the disposal of surplus items. The subcommittee will include the following:
 - An officer of the Committee (President, Vice-President, Treasurer or Secretary);
 - The Assets coordinator;
 - The Equipment sales coordinator, where appointed;
 - Additional members as identified by the Committee.
- 3.8. No item is to be sold or donated without the approval of the Management Committee or by a process that satisfies all of the following:
 - 3.8.1. Each item has been declared surplus as described in Section 4 below; and
 - 3.8.2. Prior approval has been given in accordance with the approval table in section 5.2 below.
- 3.9. The subcommittee will establish and maintain a hard copy register for the disposal of medium and high value items (as defined above). This register should include:
 - The original source of the item (such as the name of the donor), if known.
 - Who the item was sold to, or where was it donated to.
 - The sale price.
 - The name of the member who processed or approved the sale or donation.

4. Identification of surplus items

- 4.1. Any member can identify items that they believe are surplus to the needs of the Shed, but the items are not considered surplus until assessed by the subcommittee.
- 4.2. Identified items are to be clearly marked and referred to the subcommittee for assessment.
- 4.3. At least once each month, the subcommittee will assess any identified items or new donations and confirm whether the goods are surplus to the needs of the Shed.

- 4.4. For those items that are identified by the subcommittee as surplus, the following will also be assessed:
- 4.4.1. A fair 'reserve price' for the goods. This is a minimum price that the Shed should expect to receive for the item and would usually be about half of the anticipated open sale price (such as on eBay or other appropriate market) for the item its existing condition. All prices will be in whole dollars.
 - 4.4.2. Whether it is likely that restoration work by the Shed would likely pay-off in an increased sale price.
 - 4.4.3. The preferred method or methods of disposal.
 - 4.4.4. All electrical items will be tested for safety. Items that pass testing may be sold, but should not be tagged (this could imply some sort of guarantee). Items that fail testing must not be offered for sale and should be permanently disabled and discarded.
- 4.5. Items that are not assessed as surplus will be stored until such time as they are required.

5. Approved methods of disposal

- 5.1. The approved methods of disposal are as follows (methods apply to items of any value unless specified):
- 5.1.1. Sale to members of the Shed:
 - At the marked, reserve price – for low-value items only.
 - Through the bidding system described below.
 - 5.1.2. Sale to members of the Shed through the bidding system outlined below.
 - 5.1.3. Donation to not-for-profit community projects, as approved by the Management Committee, such as overseas aid for developing countries.
 - 5.1.4. Donation to another Men's Shed or to any pooling system set up by the AMSA to assist new Sheds.
 - 5.1.5. Public sale through community markets, eBay or other suitable selling system approved by the Management Committee.

5.2. Approval for sale or donation of items.

Method	Low value items	Medium value	High value
Sale to Shed members at marked price	Day coordinator approval	Not allowed	Not allowed
Sale to members after bidding process	Not applicable	Subcommittee member approval	Subcommittee approval
Donation to approved not-for-profit organisation or program	Day coordinator approval	Subcommittee approval	Committee approval
Donation to another Shed etc	Day coordinator approval	Subcommittee approval	Committee approval

- 5.3. Where the value of the collective items in a single donation to another organisation or program (including to other Men's Sheds) exceeds the defined high-value amount, Committee approval must be obtained prior to committing the Shed to the donation.

- 5.4. The normal sequence for the sale of surplus items will be as follows:
 - 5.4.1. Available for member purchase (direct or by the bidding process).
 - 5.4.2. Consider donation to other sheds or other not-for-profit. projects
 - 5.4.3. Offer for public sale.
 - 5.4.4. Other disposal action.

6. Member bidding system

- 6.1. Items to be offered to members for sale will be displayed in the defined sales area.
- 6.2. Each Item will be entered into the sales register and given a unique number, which will be marked on the item.
- 6.3. The starting price for each item will be the reserve price set in the assessment process.
- 6.4. The items available for sale, together with the starting price and number will be displayed on a whiteboard in the sales area.
- 6.5. Members can bid for any item offered for sale by writing their name, bid amount and date on the whiteboard. Bids may only be made in whole dollar amounts.
- 6.6. If a member is interested in an item but believes that the reserve price is too high, they may make a lower bid and this will be considered by the subcommittee at the end of the bidding period. A case for a selling price below the reserve is more likely to be successful if evidence is available of similar items selling for a price below the reserve price.
- 6.7. Bidding remains open for two weeks after the first bid, after which time the highest bidder is required to pay for and remove the item from the Shed.
- 6.8. All payments are to be made to the Day Coordinator or their nominee. A receipt must be issued for any sales made under this policy.
- 6.9. Items that are displayed in the sales area for one month without any bid may be withdrawn from member sale and offered for public sale.

7. Loan of tools and equipment

- 7.1. As a statement of principle, Shed tools and equipment are primarily for use by members at the Shed. They are not intended to be an equipment 'library' or an alternative to members buying their own equipment for use at home.
- 7.2. Members may be allowed to borrow tools or other equipment from the Shed under the following conditions:
 - 7.2.1. Essential, bulky or heavily used equipment is not available for loan.
 - 7.2.2. Power tools may only be borrowed if they have a current safety testing tag attached.
 - 7.2.3. Equipment may be borrowed for members use only and must not be borrowed on behalf of any third party.
 - 7.2.4. All loans must be entered into the loans book before the item is removed from the Shed.

- 7.2.5. Borrowing is limited to a maximum of two weeks. If the project is not completed after that time, the member must bring the borrowed item back to the Shed and extend the loan for an additional period. Two consecutive loans is the maximum allowable.
- 7.2.6. On return of equipment, the borrower must update and sign the entry in the loans book to signify that the equipment was returned in working order.
- 7.2.7. The borrowing member must supply their own consumables for borrowed tools, such as sanding discs, biscuits etc.
- 7.2.8. The borrowing member is responsible for the repair of any damage to borrowed equipment that occurs while it is on loan. If the item is unrepairable, then the committee may request that the borrowing member replace the item with one of at least similar quality and condition.
- 7.2.9. If a member consistently misuses the equipment loans system, or misuses borrowed equipment, the Assets coordinator may recommend to the Management Committee that the member be excluded from future borrowing.