

EX - REPORT

COUNCIL – 25 JANUARY 2012

1.2.4 Disposal of Redundant Vehicles, Furniture and Equipment

During the 2010/2011 financial year end process, Cacadu District Municipality made use of the services of Ducharme Consultants to assist with the annual verification of assets. One of the functions performed was to identify redundant assets that were no longer in use. Attached as ANNEXURE "D" (pages 110 - 116) is a list that contains the assets identified during the stock take for disposal.

The Supply Chain Management Policy reads as follows with regard to the disposal of assets :

"Disposal management

40. (1) *The criteria for the disposal or letting of assets, including unserviceable, redundant or obsolete assets, subject to sections 14 and 90 of the Act, are as contained in part 28 of the Fixed Assets Policy.*

(2) *Assets may be disposed of by –*

(i) *transferring the asset to another organ of state in terms of a provision of the Act enabling the transfer of assets;*

(ii) *transferring the asset to another organ of state at market related value or, when appropriate, free of charge;*

(iii) *selling the asset; or*

(iv) *destroying the asset.*

(3) *The accounting officer must ensure that –*

(a) *immovable property is sold only at market related prices except when the public interest or the plight of the poor demands otherwise;*

(b) *movable assets are sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous;*

(c) *firearms are not sold or donated to any person or institution within or outside the Republic unless approved by the National Conventional Arms Control Committee;*

(d) *immovable property is let at market related rates except when the public interest or the plight of the poor demands otherwise;*

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- (e) *all fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed;*
- (f) *where assets are traded in for other assets, the highest possible trade-in price is negotiated; and*
- (g) *in the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment.”*

The 6 vehicles (as indicated on the list) are currently parked at Phakisa Operations. All the vehicles are in a poor condition and three of the vehicles are not able to start/drive. It is proposed that the Local Municipalities be contacted and informed that the 6 vehicles are available for donation. Should the Municipalities not be interested in the vehicles, an advertisement will be placed on the website inviting interested parties to participate in a bid procedure. (Attention should be drawn to the fact that the Mazda 323 160i was previously earmarked for donation to Ikwezi Municipality. To date they did not comply with the requirement of appointing a Traffic Officer, who would have used the vehicle.)

The process to be followed for the disposal of the vehicles is hereby set out as follows :

- The vehicles will be available for viewing with a lot number assigned to each vehicle.
- Envelopes with the corresponding bid number for each vehicle will be provided for completion and placed in the bid box by the deadline date.
- Bids received will be opened in public by the Supply Chain Management personnel and the bid awarded to the highest bidder.
- After proof has been received of payment, the de-registration documents and keys will be handed to the successful bidder and the vehicles removed from the premises.

A letter will be sent to the Department of Education informing them of the available computer equipment for donation and the condition thereof. The remaining assets will be disposed of as per the Fixed Asset Policy guidelines.

THE COMMITTEE RECOMMENDS :

- (a) that all assets (as reflected in Annexure "D") be written off;
- (b) that the Local Municipalities be contacted regarding the available assets for donation;
- (c) that the Department of Education be notified of the availability of the computer equipment, excluding software;

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- (d) that all remaining assets be disposed of in terms of the Supply Chain Management Policy.
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Asset no.	Description
6336	Isuzu Bakkie Kb 200 Lwb White P 307
6340	Mazda 323 160i White C153
6204	Ford Courier Ldv 1997 White P 265
6959	Nissan Double Cab 4x4 3td - 2004 White P336
8015	Mitsubishi Colt 2.0l 2003 White
7038	Isuzu 2005 White P339
6344	Karet White Tr 139
6343	Jurgens Green Tr049
6825	Evo Black Pc
6830	Evo Black Pc
6947	Hp A3 Printer
4	Hewlett Packard Deskjet 850c Printer
14	Mecer Pentium 4 1-7 Ghtz Grey Pc
2256	Hewlett Packard Deskjett 1120C Printer
3037	Kic De Luxe /Standing Fan Cream/Brown Steel
3155	Hewlett Packard Lazerjet 405 Printer
3159	Oki Microline 3410 Cream Plastic Printer
3163	Hewlett Packard Lazerjet 5L Printer
3183	Visitor Without Arm Blue Steel/Fabric
3223	Cajun P333t Switch Cream Steel
3322	Mecer Cream Plastic Pc
3323	Hewlett Packard Lazerjet 4100 Printer
3600	Gvc Cream Plastic Pc
3610	Hewlett Packard Lazerjet 1100 Printer
3873	Auwa Cream Plastic Pc
4259	Hewlett Packard Lazerjet 1200 Printer
4280	Hewlett Packard Deskjet 870 CXi Printer
5393	Hewlett Packard Lazerjet 1100/C 4224 A Printer
5472	Elite Avicom Grey Steel Overhead Projector
5960	Poly Comp Digital/Electronic Clock/ Ms 8/2/12 Black Plastic
6103	Hewlett Packard Deskjet 1220 C Printer
6115	3 M - MP 8610 Multi Media Overhead Projector
6391	Liesegang Favorit Grey Steel/Glass Overhaed Projector
6392	3m 213ada Brown/Cream Steel/Glass Overhead Projector
6408	Tedexlex Hq Black Plastic Video Machine
6421	Poloroid MG 88 Steel Cam ID Photo
6422	Laminex Cream Steel Cam ID Photo
6423	Elite Ambassador Grey Steel/Glass Overhead Projector
6425	Sony Ccd - V100e Grey/Black Plastic Video
6436	Laminex-Polaroid Micro 100 Dual Lens Steel Cam Id Photo

6798 HP 1300 CREAM Printer
7000 Genicom 5180 Line Printer
7003 Mecer Network Server 2.4 Gh Dualxeon
8009 HP DESKJET 5652 Printer
8576 Gestetner Photostat Machine
6403 National Slimline (Rq 2104) Tape Recorder
8003 Hp Dx2000 P4 Proline Pc
4517 2 Sliding Door/1-02m Oak Credenza
3307 Visitor With Arms Brown Wood/Leather
3649 Visitor Without Arms White Wood/Leather
3660 Visitor With Arms Green Wood/Leather
3668 Visitor With Arms White Wood/Leather
3339 Chair Visitor With Arms Brown Wood/Fabric
4466 Table Desk Type /1-60m Oak
3395 Typist/Swiwel Brown Steel/Leather
3411 Typist/Swiwel Brown Steel/Fabric
4090 Visitor With Arms Purple Oak/Fabric
4091 Visitor With Arms Purple Oak/Fabric
5980 2 Tier Steel/Imbuia Computer Stand
3245 2 Door 1.8m Brown Steel Cabinet
4546 Lounge Type Brown Fabric
4547 Lounge Type Brown Fabric
6935 Chair Blue
3034 Office/Highback/Swiwel Tiltarm Brown Steel/Fabric
3084 Office/Swiwel With Arms Brown Steel/Fabric
3359 Office/Highback/Swiwel/Tiltarm Brown Wood/Fabric
3377 Office/Swiwel/Tilt With Arms Blue Steel/Fabric
3834 Office/Highback/S&T/With Arms Red Wood/Fabric
4577 Office/Swiwel With Arms(Typist Blue Steel/Fabric
6748 Toa Wa 620 C Pa System
7196 Peza Chair
6414 Polaroid 0927 Black Plastic/Aluminium Id Laminator
4535 Panasonice Kx-F1010 Cream Plastic Fax
4595 Canon Fax-L300 Cream Plastic Fax
7884 Monitor Screen
1785 Screen - 21x17cm TV Close Circuit Monitor
3698 Screen - 21x17cm TV Close Circuit Monitor
6443 Barland . Knight . Grader
6006 Quintrix Cn 535 Black Plastic/Wood Tv
8477 Filing Cabinet
8575 Gate Replaced By Motorised Unit
3611 Screen - 21x17cm TV Close Circuit Monitor
6441 Barland . Knight . Grader
3368 Phillips 710 Transcription System Black Plastic
3370 Sanyo Fs92 Sound Grabber

7729 Digital Pocket Recorder
1250 Gvc 56k Sf - 1156v/R21 Pc
6878 HP Deskjet 5743 Printer
7731 Dragon Tape Recorder
6069 Hewlett Packard Lazerjet 1100 - C 4224 A Printer
4463 Shure Sm 58 Black Micro Phone
4508 Sanyo Lcd Digital - Vpc X360 Silver Camera
2250 4 Door - 2 Tier Oak Cabinet Book Case
6420 Elmo Hp 285p Cream Steel/Glass Overhead Projector
3628 Hewlett Packard Lazerjet 4000 Printer
3876 Hewlett Packard Lazerjet 4050 Printer
4421 TOA: Diversity Wireless Tunner WT 3810 Receiver
3103 Table Desk Type 1-25cm Oak
7071 Hp Laserjet 1320 Printer
4206 Tsurumi Submersible Portable/Lb2-400 Blue Steel
7257 Fax Brother 2820 Laser
3630 Gemini Standing - Sf 40 White/Blue Steel Fan
4232 Gemini Standing - Sf40 White/Blue Steel Fan
7202 Mecer Nw Ups Pc
7020 Sanyo Ncr Tape Recorder
7021 Sanyo MCR Tape Recorder
2155 3-Tier - 95x61 Yellow Wood Book Case
7459 Fax Machine Brother 2820laser
6880 Hp R707 Digital Camera
2219 Hewlett Packard Lazerjet 1200 Printer
7145 Hp Dx6100 Pc
5424 Lutron SI - 4001 Green Plastic Sound Meter
7105 Hp Nx6110
6882 Hp Dx2000 P4 Pc
6895 Mecer P4 Pc
5951 2 Tier/81*45 Steel/Oak Trolley
3106 Printronix P5215 Cream Printer
6883 Hp Dx2000 P4 Pc
3953 Cleaning /4 Tier Steel
7103 Hp Nx6110
8001 Cleaning/4 Tier Steel Trolley
5392 Ultra Cream Plastic Pc
7138 Panasonic Nvgs35 Camera
6879 Sanyo Tape Recorder
3960 Cleaning/4 Tier Steel
4210 Tea/2 Tier Grey Steel/Melamine
4235 Cleaning/4 Tier Steel
3454 Heavy Duty Grey Steel Guillotine
3027 4 Drawer/ Small Oak Cabinets
6381 2 Drawer/Small/52 X 20cm Grey Steel Cabinets

6824 Evo Black Pc
 1740 Hewlett Packard Lazerjet 4000 Printer
 6833 Evo Black Pc
 7213 17lt Fridge
 6922 Evo Black Pc
 3885 12 Holes /1.80 X 60cm Oak Book Shelve
 6902 Hp Dx2000 P4 Black Pc
 8570 Camera Canon
 5897 Table 91*61cm/Leacture Steel/Vinyl Top/Oak
 6843 Evo Black Pc
 3959 Cleaning /4 Tier Steel
 5905 Table 91*61cm/Leacture Steel/Vinyl Top/Oak
 2124 Minolta 240 Grey Plastic Fax
 6416 Sharp VI - E96e (Viecam) Video
 7146 Acer Travelmate 4150 Lci
 7250 Hyundai B70d Black Monitor
 7211 17lt Fridge
 4598 National NN 5207 Steel/Glass Micro Wave
 1803 Mecer Pentium 4 Cream Plastic PC
 3989 Mecer Cream Plastic Pc
 2179 3-20 Wood Bookcase
 3096 2 Door 64cm High Blue/Grey Steel Cabinet
 13 Table Desk Type Oak 1-6x80
 5462 Table Desk Type /1-26m Oak
 6994 Visitors Black Chair
 5313 2 Sliding Door/90cm Oak Credenza
 3681 National Ne6760 Brown Steel/Glass Microwave
 6832 Evo Black Pc
 5898 Table 91*61cm/Leacture Steel/Vinyl Top/Oak
 7549 Airconditioners National Cs-5t
 7553 Airconditioners National
 7554 Airconditioners Fisher Fas K96gh35
 7679 Airconditioners
 6180 3 Drawer Steel / Oak Desk
 4470 Table Desk Type /1-60m Oak
 6850 Hp Nx9000 Grey
 4473 Table Desk Type /1-60m Oak
 7212 Fridge
 4042 Office/Highback/S&T/ With Arms Brown Steel/Fabric
 4481 Office/Conference/Councillors Blue Oak/Fabric
 5343 Proline D 6305 Black Plastic
 4551 Office/Swiwel With Arms Blue Steel/Fabric
 3884 2 Door 1.80 X 90cm Oak Book Case
 6863 Hp NX9030 CENTRION
 4525 2 Drawer/Filing/80cm Oak Cabinet

2165	1-87x1-83m - 5 Tier Wood Book Shelve
3236	2 Door/ 4 Tier 2-10m X 90cm Imbuia Book Shelve
3365	Table Round / 1.30m Imbuia
7067	Hp Nx 7010 Laptop
6823	Hp Nx9000 Grey
7503	Build In Fire Cubourd 2 Doors With Shelves
7005	Hp Nx 9000 Black Plastic
7280	Printer Kyocera Fs920 Laser
6852	Hp Nx 9000 Black Plastic
6076	Stove
6428	Renz Combinette Grey Steel Ringbinder
5394	Proline D6305 Black Plastic
6870	LG JT 52 Silver Plastic Overhead Projector
1741	Twinhead P79 T E Black Plastic
6427	Auwa Grey Aluminium Notebook
7001	LG JT 52 Silver Plastic Overhead Projector
5378	Proline D6305 Black Plastic
4279	On Wheels/01/201x01m Notice Board
8590	Decoder
6417	Sony DCR - TRV11E Black Plastic Video
7190	Propline Laptop
7422	Build In Cubourd 9 Doors
7515	Airconditioners
7640	Build In Cubourd 4 Doors With Shelves
2275	Hewlett Packarrrd Lazerjet 1100 Printer
6594	Portrait 79cm X 93
3821	Chatwood Milner 82 X 62 X 71cm Brown Steel
6808	C95XGA GREY Notebook
7185	Hp P4 Computer
8572	Binoculars Bushnell
7176	Compaq Dx2000 Pc
6494	60 X 60 - 1,52m X 1,52m Projector Screen Steel/Plastic
8487	Chair Boadroom Swivel High Back
8539	Camera Panasonic Digital
7431	Build In Cubourd 4 Doors With Shelves
8583	Notebook Acer 5620
8516	Chair Boadroom Swivel High Back
6857	Numbus Black/Green Chair
7347	Computer Lg Combo
7339	Tripot Screen
7297	Midi Black Computer
6859	Numbus Black/Green Chair
8586	Notebook Acer 5620
7188	Sever Novel Tape Drive Scsi Lto2
6433	Toa Wa - 620c Cream Plastic Pa System

6812 Lg Semi Flat Tv
8567 Camera Canon
3462 Visitor With Arms Blue Imbuia
8571 Camera Canon
7658 Airconditioners Samsung
7376 Drager Pa91
7490 Build In Cubournd 4 Doors With Shelves
7133 Canon L220 Fax
7282 Hp Ultrium 232 Tape Drive
6929 3 Drawer Oak Wood Desk
8645 Chair High Back S&T Black Peza
7712 Printer Hp Laserjet 1215
7373 Observer Class 3 Full Body Harnas
7289 Nokia N80 Cellphone
7480 Printer Hp Colour Laserjet 5550
7374 Ajax Air Chisel
8000 Hp Dx2000 P4 Pc
7378 Laptop Lg
7345 Computer Lg Combo
8540 Camera Panasonic Digital
8509 Chair Boadroom Swivel High Back
8585 Notebook Acer 5620
7349 Computer Lg Combo
7375 Rescue Tech
7379 Laptop Hp Nx9420
8537 Camera Panasonic Digital
8584 Notebook Acer 5620
7352 Hp Nc8430 Laptop
8541 Camera Panasonic Digital
7261 Laptop Hp Nc8430 Black
7370 Portable Pump
7353 Hp Nc8430 Laptop
7804 Desk
8738 Camera Canon 55dc
7377 Drager Pa 91
8589 Recorder Olympus Ds 55
8573 Camera Canon
7372 Rescue Tech 200
8757 Hp Compaq500 Pc
8542 Pc Hp Dx7400
7811 Tapedrive
7913 Notebook
5189 Office/Highback Green Chair
7286 Recording Transcription Philips
7877 Notebook

8739 Camera Canon
8582 Notebook Acer 5620
8735 Desk With 2 4 Draw Pedestal And L Extention
7935 Notebook Acer Extensa

7823 Water Filtration Set Glenconnor
7867 Server
8770 Airconditioner
7871 Notebook
7340 Tripot Screen
5892 Table 91*61cm/Leacture Steel/Vinyl Top/Oak
7813 Archive Plugs
7815 Trunking Infrastructure
7819 Plugs Infrastructure
8914 Camera Canon

COUNCIL : 25 JANUARY 2012

14.1.2.4 Disposal of Redundant Vehicles, Furniture and Equipment

Cr Hendricks expressed concern that farm schools did not benefit from the disposal of assets and requested that they be considered when disposing of redundant equipment.

Cr Pieters indicated that Councillors had a role to advise principals of schools to submit applications. She further proposed that resolution (c) be amended to read as follows:

- (c) that the allocation of computer equipment excluding software be based on applications from schools.

It was therefore

RESOLVED

- (a) that all assets as reflected in Annexure "D" of the report be written off;
- (b) that the Local Municipalities be contacted regarding the available assets for donation;
- (c) that the allocation of computer equipment excluding software be based on applications from schools;
- (d) that all remaining assets be disposed of in terms of the Supply Chain Management Policy.

CERTIFIED A TRUE COPY OF THE EXTRACT FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 25 JANUARY 2012.

03/04/2012.
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DATE

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for MUNICIPAL MANAGER