

## **Disposal of Surplus Goods Guidelines**

### **Background**

The Government of the Northwest Territories (GNWT) *Financial Administration Act and Disposal of Public Property Regulations* provides the authority and direction in the disposal of surplus goods. The Act is administered by the Financial Management Board and has the authority to delegate the power to:

1. determine that public property is surplus to the requirements of the government
2. determine that disposal is in the best interest of the government
3. authorize the disposal of public property

### **Surplus Goods – Policy 32.06 Disposal**

Disposal of surplus goods has been delegated by the Disposal of Goods Policy to the Minister of Public Works and Services (PWS) who is accountable to the Executive Council for the implementation of the policy. The Deputy Minister of PWS administers the policy.

### **When Can We Dispose of Surplus Goods**

#### **Surplus Declaration Criteria**

Goods are declared surplus to the GNWT needs if:

- a. The goods are declared surplus to a department
- b. Goods declared surplus by a department are not required by another GNWT department, board or agency

#### **Donation of Surplus Goods**

Goods declared surplus to the needs of the GNWT may be donated to a priority interest for nominal or no consideration. The donation shall be offered in the following order:

- Priority Interest No. 1 – NWT Public Corporations
- Priority Interest No. 2 – Community Governments
- Priority Interest No. 3 – Band Councils, Métis Locals and Non-profit Organizations

## **How to Declare Goods Surplus**

Prepare a *Report of Surplus Goods* form (NWT 2564). Electronic copies of the Report of Surplus Goods are available for each of the Regions and Headquarters. Information required on the Report of Surplus Goods includes:

### **Originator Information**

- Identify and give location of surplus goods.
- Give a contact name and telephone number.

### **Surplus Goods**

- Provide a brief description of the surplus goods including serial number and GNWT asset number.
- Check off the appropriate condition rating for each surplus item.
- If surplus goods are to be donated to a priority interest, write the information here.

### **Originator Certification**

Make sure to get authorizing signature.

## **Removal of Surplus Goods**

Once the Report of Surplus Goods (NWT 2564) has been completed, send it to the GNWT Warehouse.

Warehouse staff check that all required approvals from the declaring department have been provided on the form.

PWS will schedule a local cartage company to pickup material from the client department, board or agency location and deliver materials to the warehouse.

### **Goods Received at the Warehouse.**

When received at the warehouse, surplus goods are tagged and logged into the surplus inventory control system. The reported condition, including recommendations of the sponsoring department, is assessed to determine the best method of disposal.

## **Disposal of Surplus Goods Outside the GNWT**

Surplus goods not donated to a priority interest group may be offered for sale to the public. Other methods of disposal include trade-in, reduction to spare parts or destruction.

## **Reporting of Disposal**

The Department of Public Works and Services keeps copies of all documents relating to surplus goods disposal to support any internal or Auditor General.