



O-03-P Asset Disposal Procedure

Department	Infrastructure or Governance??
File No.	ASM/0400
Council Meeting Date	20 September 2022
Minute Number	181.09.2022
Next Review Date	Four (4) years from Council Resolution Date
Review History	181.09.2022 20 September 2022

1 Authorisation

- 1.1 The responsibility for selecting an asset for disposal lies with the Council Manager or Coordinator responsible for the day-to-day custody or management of the asset.
- 1.2 The items selected for disposal, the reason for disposal, along with the reasons for the recommended method of disposal, are to be documented and presented to the General Manager for authorisation.

2 Preparing assets for sale

- 2.1 The asset must be examined to ensure it does not contain:
 - additional items not intended for sale,
 - confidential documents (records, files, papers),
 - documents on Council letterhead or which may be used for fraudulent purposes,
 - software (which could lead to a breach of [license/license](#) or contain confidential data),
 - hazardous materials.
- 2.2 As much as is practical, any "Flinders Council" identifying mark should be removed or obliterated.
- 2.3 Spare parts held for a particular item shall be disposed of in one parcel with the asset.
- 2.4 All Council data and software applications ~~must will~~ be wiped from hard drives and external asset tags and labels connecting a machine to the Council ~~mustwill~~ be removed.

3 Record Keeping

- 3.1 All documentation relating to the disposal of an asset is to be recorded and stored in the appropriate asset disposal file.
- 3.2 For all disposals the asset register must reflect the relevant details and the records must be adjusted accordingly.

4 Related Legislation, Regulations and Policies

Asset Disposal Policy

Asset Disposal Procedure

*Code of Tenders and Contracts
Local Government Act 1993 (Tas)*

5 Responsibilities

Coordination of the asset disposal process is the responsibility of the Council Manager or Coordinator responsible for the day-to-day custody or management of the asset. The General Manager's authorisation is required prior to disposal of the asset.

6. Communication plan

The responsible Manager or Coordinator, for the disposal of the asset, must develop a communication plan for each process to be undertaken to dispose of assets, regardless of the number of assets included in any one disposal process.

Communication plans must include:

- A) Details of all assets to be disposed of at one time;
- B) ~~Pre disposal~~Predisposal details of why the asset is to be disposed of;
- C) Details of any ~~discussion, review, research, consideration and advice regarding the most suitable method of disposal;~~
- D) Contact details of any other personnel relevant to the disposal process;
- E) Dot points of the planned method of disposal procedure/timeline;
- F) ~~Touch points~~Timeline of when external communications are proposed/required;
- G) ~~Instruction of how the Community can liaise within the process; and~~
- H) ~~How details of the outcomes will be communicated; and~~
- I) ~~Advertise that Councillors and/or staff have interest in bidding on a particular item or auction so transparency to community is maintained, and that an independent party will be undertaking the sale.~~

Each communication plan must ensure matters of transparency are clearly considered. Communication plans may be developed after liaison with the Community Development team but must be created by the responsible manager or coordinator and approved by the General Manager.

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