

## O-O3-P Asset Disposal Procedure

Department	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

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### 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 or unauthorised purposes,
  - software (which could lead to a breach of license or contain confidential data), or
  - 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 be wiped from hard drives and external asset tags and labels connecting a machine to the Council must 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  
 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 communications plan for each disposal process, regardless of the number or type of assets in any one disposal process.

Communication plans must include:

A) **Details of All Assets:** Complete information on all assets to be disposed of at one time, including their condition and valuation.

B) **Pre-disposal Justification:** Explanation of why each asset is to be disposed of, and any applicable legal or regulatory considerations.

C) **Method of Disposal:** Summary of discussions, reviews, research, consideration, and advice regarding the most suitable method of disposal, including any potential environmental considerations.

D) **Contact Details:** Names, roles, and contact information for all personnel relevant to the disposal process, ensuring a clear chain of communication.

E) **Disposal Procedure/Timeline:** Clear dot points outlining the planned method and timeline for the disposal procedure, including key milestones.

F) **External Communications Timeline:** Specific dates for when external communications are proposed/required, aligned with internal milestones.

G) **Community Liaison Instructions:** Clear guidelines on how the Community can engage within the process, including platforms, timelines, and channels of communication.

H) **Outcome Communication:** Strategies for how details of the outcomes will be communicated, including channels and timing.

I) **Transparency Statement:** Public notice that Councillors and/or staff **may** have an interest in bidding on a particular item or auction, with assurances that transparency is maintained, and an independent party will undertake the sale.

Each communication plan must explicitly address matters of transparency, compliance with legal requirements, and engagement with the community.

Communication plans may be developed in collaboration with the Community Services team and must be approved by the General Manager.

# ASSET DISPOSAL COMMS / PROJECT PLAN

<b>PROJECT NAME</b>	-	
<b>CONTACT PERSON</b>	<b>NAME</b>	-
	<b>PHONE</b>	-
	<b>EMAIL</b>	-
<b>DATE:</b>	<b>AUTHOR:</b>	

<u>Details of All Assets</u>		
<u>Complete information on all assets to be disposed of at one time, including their condition and valuation.</u>		
<u>#</u>	<u>CONDITION</u>	<u>ASSET DESCRIPTION</u>
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

<u>Predisposal Justification</u>
<u>Explanation of why each asset is to be disposed of, and any applicable legal or regulatory considerations.</u>
-

<u>Method of Disposal</u>
<u>Summary of discussions, reviews, research, consideration, and advice regarding the most suitable method of disposal, including any potential environmental considerations.</u>
-

### Contact Details

Names, roles, and contact information for all personnel relevant to the disposal process, ensuring a clear chain of communication.

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### Disposal Procedure/Timeline

Clear dot points outlining the planned method and timeline for the disposal procedure, including key milestones.

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### External Communications Timeline

Specific dates for when external communications are proposed/required, aligned with key milestones.

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### Community Liaison Instructions

Clear guidelines on how the Community can engage within the process, including timelines and channels of communication.

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### Outcome Communication

Strategies for how details of the outcomes will be communicated, including channels and timing.

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**External Communications Timeline**

Specific dates for when external communications are proposed/required, aligned with key milestones.

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**Transparency Statement**

Notice that Councillors and/or staff have an interest in bidding on a particular item or auction, with assurances that transparency is maintained, and an independent party will undertake the sale.

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**NOTES**

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