

POLICY



Date adopted: 30/05/2017
File no: 130600-2
Minute number: 148/2017

Policy title: **DISPOSAL OF COUNCIL PROPERTY**

Directorate: ORGANISATIONAL SERVICES

Branch: ADMINISTRATION

Policy objective: To provide guidance to Council employees engaged in any aspect of the disposal of surplus or obsolete Council property.

Policy scope:

1. Scope
This policy applies to all employees who participate in any phase of the disposal process.
2. General
 - (a) From time to time Council identifies items of property (goods and land) that are no longer required. This may be due to obsolescence or the items may be surplus to the Council's immediate requirements.
 - (b) Each director is responsible for those items of the Council's property within their respective directorates.

Definitions:

Not applicable.

Policy statement:

The following procedure is to be undertaken for this policy:

1. Identification
Where an item of property has been identified as surplus to the Council's needs, it is the responsibility of the relevant officer to:
 - (a) investigate all possibilities to re-use the item internally before seeking approval for disposal of the asset;
 - (b) determine the "apparent value" of the asset by researching the current cost of the type of asset in the current market - taking into consideration the age, condition, labour involved with disassembling etc.;
 - (c) identify the most appropriate method of disposal (this should be taken to mean the "most advantageous" option) for the asset taking into consideration the "apparent value" and the requirements of s224 (What div 2 is about) of the Local Government Regulation 2012.

The responsible employee/s will recommend the "most advantageous" option in accordance with s227 (Valuable non-current asset contract - tenders or auction needed first) and s236 (Exceptions for valuable non-current asset contracts) of the Local Government Regulation 2012.

- (d) Prepare a request form/memo to the relevant delegate as per the delegation of authority recommending disposal and setting out the "apparent value", and full details of the item.

2. Authorisations

Where the "apparent value" of the disposal item is greater than the delegation criteria detailed in the delegation of authority titled "Disposal of Council Assets (Excluding Land)" and you are seeking an exception from s227 (Valuable non-current asset contract - tenders or auction needed first) and s236 (Exceptions for valuable non-current asset contracts) then the relevant manager shall present a report for consideration by the Council through the City Governance Committee, recommending the most appropriate disposal method.

3. Unsolicited offers

Where an organisation or individual has made an unsolicited offer to obtain an item of property from the Council, which the organisation or individual believes is surplus to the Council's needs, it may only do so by presenting an official written offer, addressed to the Chief Executive Officer. Such a request must be signed by that person or, in the case of an organisation, a person who is a duly constituted authorised officer of the organisation, and forwarded to the Administration Manager. Details of the offers shall be presented by the Administration Manager to the Director of Organisational Services or the Chief Executive Officer for consideration.

4. Acceptance of offers

The Administration Manager shall provide the individual or organisation with a letter advising of acceptance of their proposal and giving authorisation to collect the goods when the funds are cleared through the Council's bank, and disclaiming any responsibility on the part of the Council for subsequent failure of the item (where plant or the like is involved). The individual or organisation shall be advised to present both this letter and any receipts for monies paid at the collection point as evidence to the custodian of the property of approval to collect the asset.

All details shall be maintained on Council's file - Disposal of Council Assets.

Related policies/legislation/other documents:

DOC ID	DOCUMENT TYPE	DOCUMENT NAME
8419423	Delegation of Authority	Disposal of Council Assets (Excluding Land)
-	Legislation	<i>Local Government Act 2009</i>
-	Legislation	Local Government Regulation 2012