

## ADMINISTRATION POLICIES



### DISPOSAL OF ASSETS POLICY

Council, in the course of its general business, may have to dispose of Council assets. The following policy addresses the proper procedures to be adhered to in that process.

#### **OBJECTIVE:**

To ensure compliance with legislative and statutory requirements, for procedural transparency and fairness and to ensure that Council has in place a process for the sale of its surplus/redundant assets.

#### **FUNCTIONS:**

In order to achieve this objective, staff and Councillors shall not be offered an opportunity to purchase surplus assets that are not available to the general public.

### **Engineering – Sale of Plant/Materials/Stores**

#### **Procedures**

To ensure an open and transparent process is followed, the Responsible Officer will adopt the following procedures:

1. Replacement items:
  - Plant items are to be replaced in accordance with the 10 year rolling Plant Replacement Program.
  - Tenders or quotations are to be called which offer the existing plant or vehicles for trade in.
  - Plant items may also be offered for private sale by advertising in local and/or regional newspapers. Selection of successful purchasers will be decided on the most advantageous offer to Council.
2. Surplus Plant, Stores and Materials
  - To be advertised in local and/or regional newspapers, Council's newsletter and/or sold through public auction.

#### **Engineering**

3. Sundry Stock
  - Materials may be purchased from time to time from the Council store by the public. Charges for these items are as set in Council's Management Plan.
  - Control of stock is monitored through the stocktake process.

### **Administration Sale of Council Land and Buildings**

#### **Procedures**

To ensure an open and transparent correct process is followed, the Responsible Officer will adopt the following procedures:

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- Ensure land is classified as “Operational”.
- Seek resolution from Council regarding approval and method for sale of the Council property.

If Council resolves to dispose of property by way of public auction Council will seek expressions of interest from agents to act on Council’s behalf for any public auctions. The agent will receive a fee for service upon the successful sale of the property. The fee comprises the agents commission fee plus advertising costs associated with the property. If the property is not sold, then advertising costs will be the only fee paid to the agent.

If Council resolves to dispose of property by private treaty the property will be offered to all local real estate agents.

#### **Finance – Sale of Land for Unpaid Rates**

##### **Procedures**

To ensure the correct process is followed, the Responsible Officer will refer and follow the Local Government Act Division 5 Sale of land for unpaid Rates. S715 – S726 which outlines the requirements under the act for the sale of land for unpaid rates.

#### **Information Technology – Sale of Computers, Surplus IT Equipment and Sundry office Equipment**

##### **Procedures**

As the items are generally of low or nil value to Council, the Responsible Officer shall adopt the following procedures:

1. From time to time it may be appropriate to donate Council’s obsolete IT hardware to community groups, such as the Computer Bank New England or Technical Aid for the Disabled, GALA etc.
2. Items are not to be offered to staff or Councillors prior to sale. Items are generally sold by way of public auction, advertised via local/regional newspaper.



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