

## **GPI: Disposal of Surplus Government Property Policy**

Policy Number: GPI 012

Status: Approved by Council November 11<sup>th</sup> 2009

Edition: 1

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Signed: .....

Policy Portfolio Holder

**Policy Name:** Disposal of Surplus Government Property Policy

**Policy Number:** GPI 012

**Rationale**

To ensure a standard and fair system exists for the disposal of surplus government property

**Policy Objectives**

To ensure a standard and fair system exists for the disposal of surplus government property

**Activities:**

Government property may become surplus to requirements for a number of reasons. The following list provides some examples of how property may become surplus. The list is by no means intended to be comprehensive.

- a) Property that is damaged.
- b) Property that is worn out.
- c) Property surplus to needs.
- d) Property removed during renovations.
- e) Property that has become obsolete.

Once any property has been recognised as surplus to a division's needs the following procedure is to be followed.

**Procedure:**

- 1) If surplus property has no perceived value as either useful for other divisions or that it holds no monetary value if it were to be tendered/actioned then it is to be disposed of into the Government tip. Before items are taken to the tip a public announcement can be made allowing community members to come and remove these items.
- 2) If surplus property can be utilized by another division, this property should be transferred to the relevant department.
- 3) If surplus property can not be utilized by another division, but it is felt that the property holds a monetary value if it were to be tendered/auctioned within the community the following action is to be taken:

A decision is to be made whether to tender or auction the property

Tendering procedure:

- a) Property for tender is to be advertised as such on the public notice board for at least 7 days, and announced 2 times on the radio.
- b) Property is to be tendered with sealed bids into the Secretary's office.

- c) Sealed bids are to be opened by the division manager and portfolio holder.
- d) Property is to be sold to highest bidder, who has 5 days to make payment to the Government Treasurer.
- e) Once payment is made, property is available for collection.
- f) If no bids are received property is to be disposed of following point 1 above.

Auctioning procedure:

- a) Property for auction is to be advertised as such on the public notice board for at least 7 days, and announced 2 times on the radio.
- b) Property is to be auctioned at the agreed time and place.
- c) Property is to be sold to the highest bidder, who has 5 days to make payment to the Government Treasurer.
- d) Once payment is made, property is available for collection.
- e) If no bids are received property is to be disposed of following point 1 above.

This Policy is approved by: .....

GPI Mayor

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Date

This Policy is effective from: November 11<sup>th</sup> 2009

Approved Review Date: November 11<sup>th</sup> 2010