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COUNCIL POLICY

Disposal of Land and Other Assets

Policy Number:	PO072		
Strategic Plan Objective	Corporate Governance and Leadership 1. Progressive Communities through Strategic Planning 1.2 Knowledgeable and skilled decision makers		
Policy Owner:	Director Corporate & Community Services	File Number:	9.63.1
Responsible Officer:	Manager Financial Services	Minute Reference:	104/2015 (13/05/2015)
Date Adopted:	13 th May 2015	Next Review Date:	May 2018

1. POLICY OBJECTIVES

This Policy aims to define how Council can dispose of Land and Other Assets in compliance with Section 49 of the Local Government Act 1999 (the Act):

1.1 This Policy seeks to:

- 1.1.1 define the methods by which Land and Assets are disposed of;
- 1.1.2 demonstrate accountability and responsibility of Council to ratepayers;
- 1.1.3 be fair and equitable to all parties involved;
- 1.1.4 enable all processes to be monitored and recorded; and
- 1.1.5 ensure that the best possible outcome is achieved for the Council.

1.2 Furthermore, Section 49 (a1) of the Act requires Council to develop and maintain policies, practices and procedures directed towards:

- 1.2.1 obtaining value in the expenditure of public money; and
- 1.2.2 providing for ethical and fair treatment of participants; and
- 1.2.3 ensuring probity, accountability and transparency in all disposal processes.

1.3 However, this Policy does not cover:

- 1.3.1 Land sold by Council for the non-payment of rates; or
- 1.3.2 disposal of goods which are not owned by the Council, such as abandoned vehicles;

as these are dealt with separately and specifically in the Act.

2. SCOPE

This Policy applies to all persons authorised, through appropriate delegations, to dispose of land or other assets on behalf of Yorke Peninsula Council (YPC), and to the disposal of all such land and other assets irrespective of value or complexity.

3. DEFINITIONS

In this Policy, unless the contrary intention appears, these words have the following meanings:

Asset	Means any physical item that the Council owns and that has at any time been treated pursuant to the Australian Accounting Standards as an 'asset', and includes Major Plant and Equipment and Minor Plant and Equipment. It does not include financial investments or finance related activities, trees or Land.
Land	Includes community land, vacant land, operational land, road reserves, any legal interest in land, and any other land-related assets, including all buildings (community and operational) on Land.
Major Plant and Equipment	Includes all major machinery and equipment owned by Council. It includes all trucks, graders, other operating machinery and major plant items. It does not include Minor Plant and Equipment.
Minor Plant and Equipment	Includes all minor plant and equipment owned by Council. It includes all loose tools, store items, furniture, and any surplus bulk items.

4. POLICY STATEMENT

4.1 Policy Principles

Council must have regard to the following principles in its disposal of Land and Other Assets:

4.1.1 Encouragement of open and effective competition

4.1.2 Obtaining Value for Money

4.1.2.1 This is not restricted to price alone.

4.1.2.2 An assessment of value for money must include consideration of (where applicable):

- (a) the contribution to Council's long term financial plan and strategic management plans;

- (b) any relevant direct and indirect benefits to Council, both tangible and intangible;
- (c) efficiency and effectiveness;
- (d) the costs of various disposal methods;
- (e) internal administration costs;
- (f) risk exposure; and
- (g) the value of any associated environmental benefits.

4.1.3 Ethical Behaviour and Fair Dealing

Council is to behave with impartiality, fairness, independence, openness and integrity in all discussions and negotiations.

4.1.4 Probity, Accountability, Transparency and Reporting

4.1.5 Ensuring compliance with all relevant legislation

4.2 Considerations prior to Disposal of Land and Other Assets

Any decision to dispose of Land and Other Assets will be made after considering (where applicable):

- 4.2.1 the usefulness of the Land or Asset;
- 4.2.2 the current market value of the Land or Asset;
- 4.2.3 the annual cost of maintenance;
- 4.2.4 any alternative future use of the Land or Asset;
- 4.2.5 any duplication of the Land or Asset or the service provided by the Land or Asset;
- 4.2.6 any impact the disposal of the Land or Asset may have on the community;
- 4.2.7 any cultural or historical significance of the Land or Asset;
- 4.2.8 the positive and negative impacts the disposal of the Land or Asset may have on the operations of the Council;
- 4.2.9 the long term plans and strategic direction of the Council;
- 4.2.10 the remaining useful life, particularly of an Asset;
- 4.2.11 a benefit and risk analysis of the proposed disposal;
- 4.2.12 the results of any community consultation process;
- 4.2.13 any restrictions on the proposed disposal;

4.2.14 the content of any community land management plan; and

4.2.15 any other relevant policies of the Council

4.3 Disposal Methods

4.3.1 Land disposal

4.3.1.1 The Council may resolve to dispose of Land.

4.3.1.2 Where the Land forms or formed a road or part of a road, the Council must ensure that the Land is closed under the *Roads Opening and Closing Act 1991 (SA)* prior to its disposal.

4.3.1.3 Where Land is classified as community land, the Council must:

- (a) undertake public consultation in accordance with the Act and the Council's public consultation policy; and
- (b) ensure that the process for the revocation of the classification of Land as community land has been concluded prior to its disposal; and
- (c) comply with all other requirements under the Act in respect of the disposal of community land.

4.3.1.4 Where the Council proposes to dispose of Land through the grant of a leasehold interest, the Council must have complied with its obligations under the Act, including its public consultation obligations under Section 202 of the Act.

4.3.1.5 The Council will, where appropriate, dispose of Land through one of the following methods (following compliance with Council's Purchasing and Procurement Policy):

- (a) *open market sale* - advertisement for disposal of the Land through the local paper and where appropriate, a paper circulating in the State, or by procuring the services of a licensed real estate agent and/or auctioneer
- (b) *expressions of interest* - seeking expressions of interest for the Land;
- (c) *select tender* - seeking tenders from a selected group of persons or companies;
- (d) *open tender* - openly seeking bids through tenders, including public auction;
- (e) *by negotiation* – with owners or person(s) who have an interest in land adjoining the Land or others with a pre-existing interest in the Land, or where the Land is to be used by a purchaser whose purpose

for the Land is consistent with the Council's strategic objectives for the Land.

- 4.3.1.6 Selection of a suitable disposal method will include consideration of (where appropriate):
- (a) the number of known potential purchasers of the Land;
 - (b) the original intention for the use of the Land;
 - (c) the current and possible preferred future use of the Land;
 - (d) the opportunity to promote local economic growth and development;
 - (e) delegation limits, taking into consideration accountability, responsibility, operation efficiency and urgency of the disposal;
 - (f) the total estimated value of the disposal; and
 - (g) compliance with statutory and other obligations.
- 4.3.1.7 In some circumstances the Council may consider a sale or disposal other than through the open market based on individual merit. These circumstances may include but are not limited to the following:
- (a) Land that is small in size, dimensions or irregular shape;
 - (b) Land that has no legal access;
 - (c) Land to be developed by another level of government;
 - (d) Preferred future use of the Land as identified by the Council;
 - (e) Land of nominal value;
 - (f) Land for inclusion with an adjacent land holding;
 - (g) Land that will complement a proposed development on an adjoining site, which is consistent with Council's objectives.
- 4.3.1.8 The Council will not dispose of Land to any Council Member or employee of the Council who has been involved in any process related to a decision to dispose of the Land and/or the establishment of a reserve price.
- 4.3.1.9 If Land is to be auctioned or placed on the open market or disposed of by an expression of interest, then (unless the Council resolves otherwise) one independent valuation must be obtained to establish the reserve price for the

Land. The independent valuation must be made no more than 6 months prior to the proposed disposal.

- 4.3.1.10 If Land is to be disposed of via a select tender or direct sale, then (unless the Council resolves otherwise) a minimum of two independent valuations must be obtained to ensure that an appropriate market value is obtained. The independent valuation must be made no more than 6 months prior to the proposed disposal.
- 4.3.1.11 The Council will seek to dispose of Land at or above current market valuation by whichever method is likely to provide the Council with a maximum return, unless there are reasons for the Council to accept a lesser return which is consistent with the Council's overall strategic direction. These reasons must be documented in writing.
- 4.3.1.12 If the disposal is not to be on the open market, the disposal should be at or above the current market valuation (with due regard to all associated costs to achieve the transaction or such other amount as the Council resolves).

4.3.2 Assets disposal

- 4.3.2.1 The sale of Assets (both Major Plant and Equipment and Minor Plant and Equipment) will be the responsibility of the relevant Council Officer who is responsible for those Assets.
- 4.3.2.2 The Council will, where appropriate, dispose of Assets through one of the following methods (following compliance with Council's Purchasing and Procurement Policy):
 - (a) *trade-in* – trading in equipment to suppliers;
 - (b) *expressions of interest* – seeking expressions of interest from buyers;
 - (c) *select tender* – seeking tenders from a selected group of persons or companies;
 - (d) *open tender* – openly seeking bids through tenders;
 - (e) *public auction* – advertisement for auction through the local paper and, where appropriate, a paper circulating in the State, or procuring the services of an auctioneer
- 4.3.2.3 Selection of a suitable method will include consideration of (where appropriate):
 - (a) the public demand and interest in the Asset;
 - (b) the method most likely to return the highest revenue;

- (c) the value of the Asset and whether it is Major Plant and Equipment or Minor Plant and Equipment;
 - (d) the costs of the disposal method compared to the expected returns; and
 - (e) compliance with statutory and other obligations.
- 4.3.2.4 Elected Members and employees of the Council will not be permitted to purchase Assets unless the purchase is via an open tender process or a public auction, and the tender submitted or bid made is the highest.
- 4.3.2.5 Purchasers of Assets must be required to agree in writing before purchasing any Asset that no warranty is given by the Council in respect of the suitability and condition of the Asset for the purchaser and that the Council will not be responsible for the Asset in any respect following the sale.

4.4 Recording of reasons

Section 49 (2)(c) of the Local Government Act 1999 provides for the recording of reasons for entering into contracts other than those resulting from a tender process.

4.5 Consultation

The Council must undertake public consultation in respect of its proposed disposals in accordance with the Act and its public consultation policies at all times.

4.6 Records

The Council must record reasons for utilising a specific disposal method and where it uses a disposal method other than a tendering process.

4.7 Exemptions from this policy

This Policy contains general guidelines to be followed by the Council in its disposal activities. There may be emergencies, or disposals in which a tender process will not necessarily deliver best outcome for the Council, and other market approaches may be more appropriate. In certain circumstances, the Council may, after approval from its Elected Members, waive application of this Policy and pursue a method which will bring the best outcome for the Council. The Council must record its reasons in writing for waiving application of this Policy.

5. COMPLAINTS

Complaints about this Policy can be made in writing to the Director Corporate and Community Services. Complaints will be managed in accordance with Council's complaints policy PO147.

6. REVIEW

This Policy will be reviewed every three (3) years or as deemed necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

7. TRAINING

Council is committed to supporting relevant authorised officers (through appropriate delegations) in complying with this Policy. Training needs will be identified and reviewed as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines

8. RELATED COUNCIL POLICIES AND DOCUMENTS

- PO058 Purchasing and Procurement Policy
- PO147 Complaints Policy
- PO057 Public Consultation Policy
- PO091 Risk Management Policy

9. REFERENCES AND LEGISLATION

- Local Government Act 1999 (SA)
- Real Property Act 1886 (SA)
- Land and Business (Sale and Conveyancing) Act 1994 (SA)
- Development Act 1993 (SA)
- Retail and Commercial Leases Act 1995 (SA)
- Residential Tenancies Act 1995 (SA)
- Strata Titles Act 1988 (SA)
- Crown Land Management Act 2009 (SA)
- Community Titles Act 1996 (SA)
- Roads (Opening and Closing) Act 1991 (SA)
- Land Acquisition Act 1969 (SA)

10. COUNCIL DELEGATION

Details of Delegation:	Chief Executive Officer
Delegate:	Director Corporate and Community Services

11. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed
Disposal of Land and other Assets	PO072	07/4/2003	14/9/2010