GPI: Disposal of Surplus Government Property Policy

Policy Number: GPI 012

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Signed: ...........................................
Policy Portfolio Holder
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 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 Date

This Policy is effective from: November 11th 2009

Approved Review Date: November 11th 2010