

PROPERTY OR LAND SALE PURCHASE AND LEASE POLICY

410

1. Purpose

To provide a clear framework for the sale, purchase and lease of property or land, and to define the responsibilities and authorities of Council officers. To achieve the best possible economic return for the Waimate District Council.

2. Scope

The policy applies to any Council owned property or land which is identified for potential sale. The policy applies to any property or land which Council identifies as suitable to purchase for strategic or investment purposes. The policy applies to any council owned property or land which may be leased to another party.

3. Responsibility

Responsibility to observe this policy is primarily with Council's Property Officer/s working under the direction of the Chief Executive Officer. All authorities shall be as stated in this Policy.

4. Delegated Authority

The Property Officer/s shall have no authority to sign contracts for the sale or purchase of Council land or property.

The Chief Executive Officer is authorised to complete property transactions up to the value of \$40,000 with approval from His Worship the Mayor.

Transactions over the value of \$40,000 shall be referred to the Council for approval.

The Chief Executive Officer is authorised to sign all property transactions previously approved by Council Resolution.

The Property Officer/s shall have authority to sign contracts for the lease of council owned property or land, only with pre-approval of the lease conditions by the Chief Executive Officer and His Worship the Mayor.

5. Land Status

The status of any property or land must be confirmed before any action is taken to sell, purchase or lease. Any irregularities should be identified and satisfied before proceeding with any of these processes.

6. Public Notification

Council owned property or land available for sale must be publicly advertised. The only exceptions shall be when a single party owns land on most boundaries of the said land, and to sell to an outside party could be seen as mischievous or unreasonable.

7. Tenders

Council shall have a clear and transparent procedure on the Tender process for available property or land.

Tenders shall always include the clause “The highest or any other tender will not necessarily be accepted”.

Council shall in the first instance give full consideration to neighbours tenders for property or land so long as it does not greatly disadvantage Council.

8. Leases

Council Officers shall endeavour to be consistent with leases for council property or land. Opinions shall be obtained periodically from recognised Real Estate Agents to ensure that market rentals are being maintained on all leases.

All new leases shall be subject to rental reviews every two years.

9. Reporting and Monitoring

Council's Property Officer/s shall ensure that robust systems are put in place for the monitoring and recording of all property transactions within the organisation.

10. Supporting Procedures

This document is supported by the following procedures;

- Procedures for the Sale of Council Property or Land
- Procedures for Tendering of Council Property or Land
- Procedures for Leasing of Council Property or Land
- Procedures for Purchasing Property or Land

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