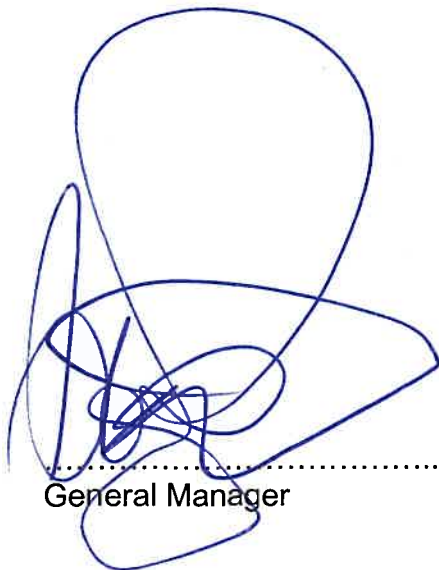




Corporate Property Policy

DOCUMENT AUTHORISATION

| | | | | | |
|-----------------------------|--------------|---------------------------|---|--|-------------------------------|
| RESPONSIBLE OFFICER: | | MANAGER OF ASSET SERVICES | | | |
| REVIEWED BY: | | MANEX | | | |
| REVIEW DUE DATE: | | AUGUST 2024 | | | |
| VERSION NUMBER: | | 2 | | | |
| DOCUMENT NUMBER: | | NA | | | |
| VERSIONS: | DATE: | RESOLUTION NO: | DESCRIPTION OF AMENDMENTS: | AUTHOR / EDITOR: | APPROVED / ADOPTED BY: |
| 2 | TBC | 24.08/21 | Amendments are minimal with most changes associated with formatting adjustments to fit Council's new Policy Template. | Property Officer/Manager of Asset Services | Council |
| 1 | 28/06/2007 | 53.06/07 | Original | Jared Mulloch | Council |
| | | | | | |



.....
General Manager

13/10/21
.....
Date

PURPOSE

The purpose of this policy is to:

- Facilitate effective and efficient management of Council's property assets;
- Establish clear principles of equity and transparency in Council's property dealings;
- Ensure that all dealings in property matters relating to Council owned property are handled within legislative requirements.

APPLICABILITY

This policy applies to:

- Councilors
- Council staff

ROLES AND RESPONSIBILITIES

It will be the responsibility of the Manager Asset Services to induct staff into this Policy where required. Revised versions of the Policy that contain significant changes will be communicated to all relevant staff by the Manager Asset Services.

POLICY STATEMENT

This Policy applies to the disposal or lease of all Council's fixed assets.

Council's Property Officer is to be notified in all instances where there is an intent to dispose of, lease or purchase fixed assets for Council. The Corporate Property Policy Guidelines document has been developed in association with this Policy and outlines the requirements and steps for leasing and disposing of Council's Property.

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Legislation, Regulations and Industry Standards include:

- Local Government Act 1993;
- Valuation of Land Act 1916;
- Environmental Planning and Assessment Act 1979;
- Residential Tenancies Act-2010;
- Land Acquisition (Just Terms Compensation) Act 1991;
- Roads Act 1993;
- Retail Lease Act 1994;
- Crown land Management Act 2016
- Environment Protection and Biodiversity Conservation Act 1999;
- National Parks and Wildlife Conservation Act 1975 and;
- Any other applicable legislation.

Relevant Council Policies and Procedures include:

- Glen Innes Severn Council Corporate Property Policy Guidelines

VARIATION AND REVIEW

The Corporate Property Policy shall be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of this policy does not expire on the review date, but shall continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.
