

Review - Property Disposals and Acquisitions Policy

Meeting: Kaipara District Council
Date of meeting: 29 September 2021
Reporting officer: John Burt, Property, Procurement and Commercial Manager, Shireen Munday, Policy Team Leader

Purpose | Ngā whāinga

To finalise the review of the Property Disposals and Acquisitions Policy.

Executive summary | Whakarāpopototanga

The Council has reviewed the non-statutory Property Sales and Acquisitions Policy and has provided feedback to staff on draft amendments. A final amended Policy is being presented to the Council for a decision.

Recommendation | Ngā tūtohunga

That the Kaipara District Council:

- a) Amends the Property Sales and Acquisitions Policy as provided in Attachment B, including renaming it as the Property Disposals and Acquisitions Policy.

Context | Horopaki

Council's Property Sale and Acquisitions Policy (the Policy) was developed and adopted by Council in 2015. This Policy is one of the non-statutory adopted policies of Council, and therefore has no formal review requirements.

Best practice is that such policies are reviewed on a regular basis to ensure they remain fit for purpose and reflect Council's strategic direction.

Council provided staff with the direction to review the Policy at the May 2021 Briefing and a revised draft Policy was presented at the August 2021 Briefing for discussion and feedback. The amended Policy is now ready for Council's consideration.

Discussion | Ngā kōrerorero

The [September Briefing item](#) provided two attachments to illustrate the proposed changes. [Attachment A](#) showed the proposed revised policy with colour coded changes, showing additions in green and amendments in yellow, [Attachment B](#) provided the existing policy with a similar colour coding which also showed proposed deletions in red. These are now also provided in **Attachment A** as a tracked changes document.

The proposal includes a more clearly articulated 'Principles' section, references to the Council's commitments to Mana Whenua when considering the disposal of any Council owned or controlled property, and that for the most part the disposal or acquisition of property is through a decision of Council, but also provides that in some instances, Council has provided delegations to staff to act.

Some elements of the existing Policy focus on operational matters, or on the management of Council owned or controlled properties. The focus of the Policy is on disposal and acquisition matters and therefore these have been removed from the Policy.

A key element of the proposed amendments to the Policy is that it now includes that in considering any property disposals or acquisitions, this must be undertaken in within the wider framework of the Council's strategic direction and associated plans and policies, as well as various legislative requirements.

Elected Members provided feedback on the proposed amendments at the September Briefing, and this has been incorporated into the final draft, provided in **Attachment B**. For clarity, a marked-up copy showing the changes made following the feedback received is provided in **Attachment C**.

Options

Council has the following three options for consideration:

Option 1: Amend the Policy as provided in Attachment B.

Option 2: Retain the Policy in its current form (status quo).

Option 3: Request further changes to the Policy and for a revised Policy to be presented at a future Council meeting for consideration.

The recommended option is **option 1**.

Significance and engagement | Hirahira me ngā whakapāpā

The decisions or matters of this report are considered to have a low degree of significance in accordance with Council's Significance and Engagement Policy. No feedback is required, and the public will be informed of Council's decision via the agenda and minutes publication of this meeting, on the website and through other channels if appropriate.

Next steps | E whaiake nei

Depending on the decisions of the Council at this meeting, Staff will finalise the amendments to the Policy and update the webpage with the new Policy. The Policy will next be reviewed in 2024.

Attachments | Ngā tapiritanga

	Title
A	Property Sale and Acquisition Policy track changes as at August Briefing
B	Draft amended Property Disposals and Acquisitions Policy
C	Draft Policy showing track changes since Briefing feedback