

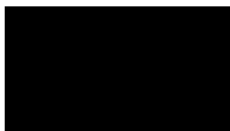


Ref: [REDACTED]

Civic House, 110 Trafalgar Street  
PO Box 645, Nelson 7040, New Zealand

19 November 2021

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E LGOIMA@ncc.govt.nz  
[nelson.govt.nz](http://nelson.govt.nz)



Dear [REDACTED]

### **OFFICIAL INFORMATION REQUEST FOR 69 TO 101 ACHILLES AVENUE, NELSON**

I refer to your official information request dated 5 October 2021 for all reports and papers which pre-date (or are within 6 months after) acquisition of the Achilles Avenue properties at 69-101 Achilles Avenue in 2011. I note that this request was clarified by email dated 8 November 2021 to cover information as to the stated purpose for the acquisition of the Achilles Avenue land when it was purchased. An additional request to forward a copy of the 2015 policy referred to in the resolution of report R26213 considered by Council at their meeting held 28 October 2021 will be released as part of this official information request.

In order to provide you with further context in terms of the information you have requested, please note that the following outlines the basis on which this information is being released.

The Public Excluded report 1050878 that was considered by Council's Infrastructure Committee held 17 March 2011 has been released and is available via the following link:

[http://www.nelson.govt.nz/assets/Our-council/Downloads/released-decisions/2021/Nelson-City-Council-Community-Services-and-Infrastructure-17Mar2011-Proposed-Purchase-of-Strategically-Located-Land-Released-19Nov2021\\_Redacted.pdf](http://www.nelson.govt.nz/assets/Our-council/Downloads/released-decisions/2021/Nelson-City-Council-Community-Services-and-Infrastructure-17Mar2011-Proposed-Purchase-of-Strategically-Located-Land-Released-19Nov2021_Redacted.pdf)

The report provides information on the potential uses for the property.

Portions of the report have been redacted under the following clauses of the Local Government Official Information and Meetings Act 1987 (LGOIMA): s.7(2)(a) to protect the privacy of natural persons, including that of deceased natural persons; and s.7(2)(h) to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.

Excerpts from the Heart of Nelson Strategy were attached to that report (part 2, pages 59 and 131). The following link provides the full Heart of Nelson strategy which is available on the Nelson City Council website, for your information <http://www.nelson.govt.nz/assets/Our-council/Downloads/heart-of-nelson-strategy-0909.pdf>.

The Asset Disposal Policy (2015) is attached as requested (see attachment 1).

Internal Document ID:

You have the right to seek an investigation and review by the Ombudsman of this response. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or Freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact the undersigned.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'R. Van Orden', is displayed on a light yellow rectangular background.

**Rebecca Van Orden**  
Manager Property Services

Encl: Attachment 1: Asset Disposal Policy (A1412442)



## **Asset Disposal Policy**

**Effective Date: September 2015**

**Review Date: September 2018**

**Contact: Senior Accountant, Finance**

## **1. Introduction**

- 1.1. Entities that dispose of capital assets must ensure they have clearly set out processes to ensure that the disposal of unwanted resources takes place in a transparent and accountable manner.
- 1.2. Disposals should be carefully planned and conducted so that they maximise value for money for the Council and minimise opportunities for exploitation by individual employees, private persons or organisations.

## **2. Purpose**

- 3. The purpose of this policy is to set out the principles and processes for disposal of Council assets and to provide clear guidance to staff on how and when to dispose of Council assets.

## **4. Definitions**

- 4.1. Assets – include, but may not be limited to, financial assets (debtors, loans), plant and equipment, computer hardware, furniture and fittings, collections, vehicles, intellectual property, data and information. Land and property disposals must be approved by Council. Library books are excluded as they are covered by the Libraries Content management guidelines which covers book disposal.
- 4.2. Disposal – includes the sale, scrapping, write off, barter, trading or any other means of ceasing beneficial ownership or custody of assets.
- 4.3. Write off – specially refers to the removal of the asset from the Council asset register, or Statement of Financial Position, at nil value.

## **5. Principles**

- 5.1. Assets will be disposed of in the manner that ensures Council achieves the best net value for the assets.
- 5.2. Disposals will be conducted in an efficient, effective and transparent manner.
- 5.3. All asset disposals will be appropriately authorised and adequately documented.
- 5.4. Disposal processes will ensure that assets that are sold or scrapped are removed appropriately from the asset and financial records and insurance register.
- 5.5. Tight controls will be in place to ensure that Council staff and elected members are not advantaged over members of the public.
- 5.6. All assets to be disposed of are:
  - 5.6.1. assessed for health and safety impacts prior to sale which are included in the sale documentation and;
  - 5.6.2. a disclaimer is stated that any buyer shall be responsible for ensuring the health and safety risks of any future use of the asset and ensuring it meets any legal and other requirements for its intended use.

- 5.7. All asset disposals must be in accordance with any relevant provisions of the Local Government Act 2002 (Section 133, 138 and 140), Consumer Guarantees Act 1993 and Fair Trading Act 1988.

## **6. Policy content**

- 6.1. The Council expects the disposal of assets to achieve the best net value for money possible.
- 6.2. Proper authorisation, in accordance with the Officers Delegation Manual/this policy will be obtained before any asset is disposed of.
- 6.3. All disposals of assets will be through an open, fair and transparent process.
- 6.4. Every asset disposal will be fully documented, clearly identifying the asset, who authorised its disposal, the sale price, whom it was disposed to and recorded in a timely and accurate manner in the fixed asset records.
- 6.5. Proceeds from the sale of assets must be correctly and expediently recorded in the financial accounting systems.
- 6.6. Independent appraisals of value will be obtained for higher value assets prior to their disposal as set out in the procedure.

## **7. Authorisation**

- 7.1. The initial decision to dispose of an asset must be made by the third tier manager (Business Unit Manager) responsible for the asset. This should occur when the manager becomes aware that the asset is redundant, obsolete, replaced, damaged, stolen or surplus to requirements. Written authorisation to dispose of the asset must be obtained from a Group Manager or the Chief Executive (depending on the value) prior to commencing the process.
- 7.2. Any sales above \$50,000 must be authorised by Council. All land disposals must be approved by Council.
- 7.3. Evidence of appraised value and documentation, including signoff should be kept on file and in the document management system (tardis).

## **8. Methods of disposal**

- 8.1. To establish a perceived value, find examples of like items being sold in similar circumstances by other sellers.
- 8.2. The valuation for the authorisation and method of disposal is based on the total perceived value of the items being disposed of at one time to a seller ie if selling 300 \$30 phones, the perceived value would be \$9,000 and would required CE signoff.
- 8.3. The below table sets out the methods of disposal to be used:
- 8.4.

Estimated sale value of asset	Method	Approval
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Estimated sale value of asset	Method	Approval
Under \$500	Internal tender available to all staff or Trade-in or Gift to non-profit organisation	GM Corporate Services or GM Infrastructure
\$500 - \$5,000	Public auction or Trade-in or Sell to dealer (3 quotes)	GM Corporate Services or GM Infrastructure
\$5,000-\$50,000	Public auction or Trade-in or Sell to dealer (3 quotes)	Chief Executive
Over \$50,000	Public auction or Trade-in	Council

- 8.5. The reserve prices for auctioned items should not be less than the book value of the asset unless there is a tangible reason, such as market belief that the asset is obsolete or the condition of the asset is such that it is reduced in value. With vehicles, if selling by auction, set the reserve price by reviewing similar vehicles on the auction site.
- 8.6. Technology items that hold data will not be on sold. The hard drive of the device will be destroyed and then the item will be disposed of.
- 8.7. Any other item which may contain confidential information should be checked carefully (ie drawers) prior to disposal.

## 9. Related policies and procedures

- 9.1. Officers Delegations Manual
- 9.2. Promapp  
<https://go.promapp.com/nelsoncc/Process/Minimode/Permalink/E4HcKPwG10tyqdmFpgPE32#>