

APPENDIX C

Sale of Major Council Property Assets Process/Timeline

Action	Description	Timeframe
Council briefing	Council briefing on land identified as surplus.	1 month
Council report	Report to Council providing an assessment tool analysis of the property.	1 month
Consultation with the community	Non-statutory consultation in relation to the potentially surplus land.	2 months
Council briefing	Briefing to provide update on outcome of preliminary consultation	1 month
Council report	Report to Council with outcome of preliminary consultation, recommendation to commence statutory process (if supported by community).	1 month
Statutory consultation	Section 189 (which relates to land sales) of the Local Government Act 1989 triggers section 223 of that Act which requires public consultation and hearing of submissions (if required).	1 month
Hearing of Submissions	Should any submitter request to be heard, a Hearing of Submissions Committee Meeting will need to be called.	1 month
Council briefing	Briefing to Council outlining statutory consultation process, addressing submissions and making a recommendation to proceed/not proceed with the proposed sale.	3 weeks
Council report	Report to Council to conclude statutory process (to sell or not sell).	1 month
Sale process	Preparation of contracts of sale, advertising, negotiation with prospective purchasers.	2 months
Settlement	Usually a 60 day period.	2 months
Transfer of land	Transfer of land to be arranged with Titles Office upon payment of land value.	1 week
TOTAL PROCESS TIME (post initial Council report)		13 months