

- (ii) considered the fair market value of the immovable property and the economic and community value to be received in exchange for the immovable property in accordance with Section 14(2) of the MFMA, and
- (iii) has as a consequence to 8.1(b)(i) and (ii) above approved in principle that the immovable property asset may be transferred or disposed of.

8.2 The public participation process in terms of paragraph 8.1(a) may only be authorised by the Municipal Council. A request to the Municipal Council for authorisation of a public participation process must be accompanied by:

- (a) a valuation and the method used to determine the value of the immovable property to be transferred or disposed of;
- (b) the reasons for the proposed transfer or disposal of the immovable property;
- (c) any expected benefits to the Municipality as a result of the proposed transfer or disposal;
- (d) any expected proceeds to be received by the Municipality from the proposed transfer or disposal, and
- (e) any expected gain or loss to be realised or incurred by the Municipality arising from the proposed transfer or disposal.

8.3 If the public participation is authorised, the accounting officer must at least 60 days before the meeting of Council at which the determinations referred to in 8.1(b)(i) and (ii) above are considered –

- (a) make public the proposal to transfer or dispose of the immovable property;
- (b) invite the local community and other interested parties to submit comments or representations in respect of the proposed transfer or disposal of the immovable property;
- (c) solicit the views and recommendations of the National Treasury and the relevant Provincial Treasury on the matter.

## 9. Transfer or disposal of a non-exempted immovable property (not high value)

9.1 The Municipality may transfer ownership or otherwise dispose of a non-exempted immovable property only after the Municipal Council has, in terms of sections 14(2)(a) and (b) of the MFMA:

- (a) decided on reasonable grounds that the immovable property is not needed to provide the minimum level of basic municipal services;
- (b) considered the fair market value of the immovable property and the economic and community value to be received in exchange for the immovable property in accordance with Section 14(2) of the MFMA, and
- (c) has as a consequence to 9.1(a) and (b) above approved in principle that the immovable property may be transferred or disposed of, and the method of disposal or transfer.

9.2 The Municipality may transfer ownership or otherwise dispose of a non-viable immovable property, as non-exempted immovable property which can be of no practical use to any other person, directly to adjoining property owner(s), only

after the Municipal Council has, in terms of sections 14(2)(a) and (b) of the MFMA:

- (a) decided on reasonable grounds that the non-viable immovable property is not needed to provide the minimum level of basic municipal services;
- (b) considered the fair market value of the immovable property and the economic and community value to be received in exchange for the immovable property in accordance with Section 14(2) of the MFMA, and
- (c) has as a consequence to 9.2(a) and (b) above approved in principle that the immovable property may be transferred or disposed, provided that, when giving the in principle approval, it is recorded in the minutes the full reasons for the Municipality preferring such direct transfer.

10. The Municipality shall not act in terms of paragraphs 8.1, 9.1 and 9.2 above, unless it has:

10.1 advertised its intention so to act by causing a notice to that effect to be:

- (a) affixed to the public notice boards of the Municipality;
- (b) published in a newspaper that is circulated within the area of the town where the relevant property is situated;
- (c) published on the official website of the Municipality, and
- (d) in the case of immovable property valued at R2,5 million or higher, published in regional newspapers that are circulated within the province of the town where the relevant immovable property is situated unless a property valued less than R2,5 million at the sole discretion of the Municipality warrants publication in these newspapers, in accordance with Section 21A of the Systems Act,

in which any person who wishes to object to the exercise of any such intention, is called upon to lodge his/her comments, objection or representations in respect of such intention in writing with the Municipal Manager within a period of not less than thirty days from the date of the publication of the notice in the newspaper;

10.2 considered the objections or counter offers (if any) lodged in accordance with the advertisement contemplated by paragraph 10.1.

11. Approval in terms of 9.1(c) and 9.2(c) may be given subject to any conditions, including:

- (a) the way in which the immovable property is to be sold or disposed of;
- (b) a reserve price or minimum compensation for the immovable property;
- (c) whether the immovable property may be transferred or disposed of for less than its fair market value, in which case the criteria set out in clause 9 must be considered, and
- (d) a framework within which direct negotiations for the transfer or disposal of the immovable property must be conducted with another person, if transfer or disposal is subject to direct negotiations.

12. Transfer or disposal of an exempted immovable property

12.1 Paragraphs 7 and 10 above do not apply to the transfer of immovable property to another municipality or to a municipal entity or to a national or provincial organ of state in circumstances and in respect of categories of assets approved by the National Treasury in Regulation 20 of the MATR, provided

that such transfers are in accordance with a prescribed framework contained in Chapter 3 of the MATR.

- 12.2 Where the requirements stipulated in Chapter 3 of the MATR are met, then notwithstanding fact that the transfer or disposal may be in respect of immovable property which is required to provide the minimum level of basic services, such disposals need not be at market related value and do not require a public participation process described in the MATR in respect of non-exempted disposals.
13. The Municipal Council must, when considering any proposed transfer or disposal of immovable property, take into account the aspects listed in Regulation 7 and 20(1)(f)(ii) of the MATR.
14. Sections 14(1) to (5) of the MFMA and Chapter 2 of the MATR must be applied if a municipality transfers a immovable property to an organ of state where none of the circumstances mentioned in regulation 20 apply, including when the immovable property is transferred in the course of an ordinary commercial transaction between the municipality and the organ of state.
15. Alienation of immovable property by means of a competitive process
- 15.1 The transfer of immovable property must, except in the case of non-viable immovable property, be affected by means of competitive process, which may include a public or closed tender, auction or proposal call.
- 15.2 The upset price for immovable property to be alienated by means of a competitive process will be determined in such a way that it corresponds with a fair market value and must include the recoverable development costs such as municipal services, advertising and survey costs.
- 15.3 In assessing tenders, the Municipality will take cognisance of the total cash value of the packages offered by the bidders, where such packages are permissible in terms of the conditions of tender. In other words, where the actual amounts tendered are roughly similar, but a particular bidder, for example, also offers to make improvements to the immovable property, the cash value of such improvements, which proposed improvements may not be deviated from, may also be taken into consideration to determine the highest tender.
- 15.4. Should the Municipality consider it desirable not to accept the highest tender or offer or decide to accept a particular development proposal in which the amount tendered is not the highest offer, the reasons for this decision must be fully set out and recorded in the minutes of the bid adjudication committee meeting in question and if applicable the minutes of the appeal tribunal.
- 15.5. In cases where tenders are according to the findings of the bid adjudication committee identical and the provisions of paragraphs 15.4 are not applicable, the successful bidder may be determined by the drawing of lots in the presence of the involved parties.
16. The Municipality shall at all times when considering the alienation of its immovable property, take into consideration the Municipality's obligation to, as part of its process of integrated development planning, take all reasonable and necessary steps within the framework of national and provincial housing legislation and policy

to identify and designate land for housing development in terms of the Housing Act, 1997 (Act 107 of 1997).

### **LEASING OF MUNICIPAL IMMOVABLE PROPERTY**

17. Taking into consideration the nature and duration of the lease to be entered into, the leasing of immovable property may be affected by means of either:
  - 17.1 a competitive process, which may include a closed or public tender or proposal call, specifically in circumstances listed in paragraph 18 below; or
  - 17.2 a direct lease.
  
18. A competitive process must at all times be followed in circumstances where:
  - 18.1 the lease is for a long term with an income value in excess of R10 million;
  - 18.2 the lease is for a formal business premises with a market related rental;
  - 18.3 more than one party, in discretion of the municipality, is interested in the lease of the subject property; and/or
  - 18.4 by discretion of the municipality, a competitive process will best serve the interests of the community.
  
19. Long term lease of municipal immovable property with an income value in excess of R10 million:
  - 19.1 The Municipality may grant a long term lease of municipal immovable property with an income value in excess of R10 million only after:
    - (a) the Accounting Officer has, through the Property Administration Department, conducted a public participation process; and
    - (b) the Municipal Council has approved in principle that the right may be granted.
  
  - 19.2 The public participation process in terms of paragraph 19.1(a) may only be authorised by the Municipal Council. A request to the Municipal Council for authorisation of a public participation process must be accompanied by:
    - (a) the reasons for the proposal to grant the long term lease;
    - (b) any expected benefits to the Municipality as a result of the lease;
    - (d) any expected proceeds to be received by the Municipality from the proposed lease, and
    - (e) any expected gain or loss to be realised or incurred by the Municipality arising from the lease.
  
  - 19.3 If the public participation is authorised, the accounting officer must at least 60 days before the meeting of Council at which the determinations referred to in 19.1(b)(i) and (ii) above are considered
    - (a) make public the proposal to lease the asset;

- (b) invite the local community and other interested parties to submit comments or representations in respect of the proposed lease of the asset;
- (c) solicit the views and recommendations of the National Treasury and the relevant Provincial Treasury on the matter.

19.4 The Municipal Council must, when considering any proposed lease of municipal immovable property with a value in excess of R10 million, take into account the aspects listed in Regulation 36 of the MATR.

20. Long term lease of municipal immovable property with an income value less than R10 million:

20.1 The Municipality may grant a long term lease of municipal immovable property with an income value of less than R10 million only after:

- (a) the Accounting Officer has approved the lease in principle;
- (b) in the case of a direct lease, the proposed lease was advertised in terms of paragraph 10.1 and 10.2 above to invite the local community and other interested parties to submit comments or representations; and
- (b) the Executive Mayor, as delegated authority, has subsequently approved that the right may be granted.

21. Short term lease of municipal immovable property:

21.1. The Municipality may grant a short term lease of municipal immovable property up to three years without the option of renewal only after the Accounting Officer has approved the lease in principle.

21.2 Immovable property let according to paragraph 21.1 above need not be advertised in terms of paragraph 10.1 and 10.2 and need not be subsequently approved by the Executive Mayor, but shall be subject to the following:

- (a) the lessee shall be responsible for all costs regarding the connection of services, service fees and any other costs associated with the lease;
- (b) the Municipality shall, if it is not prescribed that market related rental must be charged, determine the rental;
- (c) the lessee shall undertake in writing to compensate the Municipality for damages caused to the immovable property for whatever reason;
- (d) the lessee shall indemnify the Municipality against any claims; and
- (e) the Municipality may request proof of financial viability to honour the lease.

22. The in principle approval of the Accounting Officer must be obtained with any request for the renewal of a lease agreement.

23. The Municipality may:

23.1 enter into a contract which will impose financial obligations on the Municipality beyond a financial year, but if the contract will impose financial obligations on the Municipality beyond the three years covered in the annual budget for that financial year, it may only do so in accordance with the provisions of Section 33 of the MFMA, and

23.2 enter into a public-private partnership agreement, but only in accordance with the provisions of Section 120 of the MFMA and the Municipal Public-Private Partnership Regulations.

### **COMPENSATION**

24. The fair market value for the alienation of, the rental amount for the leasing or compensation payable for a servitude over municipal immovable property shall be determined by an independent professional valuer or professional associated valuer registered in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000), or any ensuing act at the cost of the purchaser (in the case of a direct sale) or lessee (in the case of a direct lease)/servitude holder (in the case of a servitude).
25. The Municipality, as a rule, bearing in mind the provisions of paragraph 23 and save for those cases mentioned in paragraphs 21, 25, 26 and 58 to 62, shall not:
- (a) let immovable property at a lower rental than market related rental or the rental approved in the tariffs;
  - (b) sell, alienate or dispose of immovable property, grant a servitude or alienate a right at a lower amount than the amount at which it has been valued;

except in cases when the public interest or the plight of the poor demands otherwise and taking into account the provisions of Regulation 13(2) of the MATR, the latter in circumstances of an alienation.

26. In cases where a rental amount has been approved in the annual budget of the Municipality for certain types of leases and encroachments, the approved amount will be used for purposes of determining the rental amount.
27. In the case of a direct lease of immovable property to registered social care organisations/institutions, sports/public facilities or registered non profit organisations, the rental shall be determined by the Accounting Officer taking into consideration the community value of the lease.

### **CONDITIONS OF SALE**

28. All costs pertaining to a transaction shall be borne by the successful bidder/purchaser, e.g. survey, advertisements, valuation, rezoning, relocation or provision of services where necessary, etc. The Municipality may, however, waive its right to claim the costs should it be to its advantage to bear the costs.
29. Should existing services need to be relocated or secured by means of the registration of a servitude in favour of the Municipality as a result of the alienation of the immovable property, all related costs shall be for the account of the successful bidder/purchaser.
30. Small areas of land such as closed roads or portions of public place sold to an adjacent owner must be consolidated with the existing property of the adjacent owner, unless circumstances exist which, in the opinion of the Municipality, make such consolidation undesirable.

31. Where immovable property is alienated for development, a condition, taking into consideration the nature of the development, might be included in the Deed of Sale stipulating that such development must be completed within two years from date of registration. Likewise a condition may be included in the agreement to provide for forfeiture in the event that the development has not been completed within the required time period, unless a written extension has been granted by the Municipality.
32. Save with prior approval, the immovable property alienated may only be used for the purpose for which it was originally sold and purposes permitted by town planning scheme regulations pertaining to such purposes.
33. The agreement might contain a suspensive condition in respect of immovable property which is sold subject to approval in terms of land use planning legislation.
34. A 10% deposit of the agreed/tendered purchase price will be due and payable by the purchaser/successful bidder within 10 days of date of request in writing thereof by the Municipality.
35. Interest on the purchase price, as from date of signature of the deed of sale, must be charged by the Municipality should payment or transfer be delayed due to an action or failure on the part of the successful bidder/ purchaser.

#### **CONDITIONS OF LEASE**

36. All costs pertaining to a transaction, e.g. survey, advertisements, valuation, relocation or provision of services where necessary, shall be borne by the Lessee. The Municipality may, however, waive its right to claim all or any portion of the costs. Where necessary a deposit to cover the costs may be required.
37. An agreement for the lease of municipal immovable property shall be in writing, stipulating the terms and conditions of the contract or agreement, which shall include provisions providing for:
  - (a) the termination of the contract or agreement in the case of non- or underperformance;
  - (b) dispute resolution mechanisms to settle disputes between the parties;
  - (c) a periodic review of the contract or agreement once every three years in the case of a contract or agreement for longer than three years;
  - (d) any other matters that may be prescribed, and
  - (e) escalation in terms of paragraph 40 of this policy.
38. No immovable property shall be sub-let and no lease may be ceded or assigned without the prior written approval of the Municipality.
39. An owner of immovable property who leases adjoining municipal property may be substituted by his successor in title for the duration of the remainder of the lease term.
40. Rental, except where it is decided otherwise by the Municipality, shall escalate on the 1st of July every year, by a percentage fixed in accordance with the prevailing consumer price index (all items).

41. The lessee shall, as a rule, be liable for the payment of rates, taxes and service charges in respect of the leased property. In the case of leases to certain social care users and sports facilities at rentals lower than market value the Municipality may consider granting a rebate on rates in accordance with the Rates Policy of the Municipality.
42. The letting of lanes, public open spaces, road reserves and the like **can be approved**, subject to the following:
  - (a) closing off/securing by the lessee of the leased area to the satisfaction and discretion of the Municipality;
  - (b) the Lessee shall be responsible for the cost of relocation or installation of services where required and for the securing of servitudes, and
  - (c) the closure of the lanes, public open spaces and road in terms of the applicable legislation shall be done at the cost of the Lessee.
43. The lessee shall indemnify the Municipality against any possible claims arising from the lease or use of the immovable property.
44. Where land is leased for development, a condition, taking into consideration the nature of the development, may be included in the lease agreement stipulating that such development must be completed within two years from date of conclusion of the lease agreement. Likewise a suspensive condition may be included in the lease agreement to provide for cancellation in the event that the development has not been completed, unless a written extension has been granted by the Municipality.
45. Save with prior written approval of the Municipality the property may only be used for the purpose for which it was let.
46. The Municipality shall at all reasonable times be entitled to enter and inspect the immovable property.
47. Subject to paragraph 46 above, immovable property let by the Municipality shall be inspected at least once a year by the Municipality to ensure compliance with the terms and conditions of the agreement of sale or lease.
48. The lessee shall be responsible for maintaining the leased property including all improvements thereon to the satisfaction of the Municipality.
49. Improvements provided by the Lessee and which the Council wishes to retain, shall revert, free of charge, to the Municipality once the lease period has terminated and/or in the event the agreement, due to breach of conditions, has been cancelled. Alternatively, agreement may be reached to the effect that the Lessee may remove any improvements erected from its own funds within three months of termination of the lease agreement, failing which such improvements shall revert to the Municipality free of charge without damage and if provided for in the agreement. The Lessee shall be liable for the cost involved in the removal of such improvements not required by the Municipality.
50. The Municipality reserves the right, where necessary, to resume immovable property let, or portion thereof, and to cancel an existing lease in its entirety where such immovable property is required for operational purpose or in the interest of the community or for any reason necessitating the cancellation thereof.

**ACQUISITION OF IMMOVABLE PROPERTY**

51. The municipality may acquire by purchase immovable property within- or outside the municipal boundary provided it complies with the requirements of the MFMA and subject thereto that the cost of the purchase has been budgeted for and approved by Council.
52. The Municipality will not continue with the purchase of any immovable property where the price is in excess of the market value thereof as assessed by a registered valuer. If different market related values are obtained, but similar in nature, the Municipality may negotiate the purchase price taking into consideration the purpose of the acquisition.
53. The Municipality may accept a donation of immovable property.

**SERVITUDES**

54. A servitude can be defined as a right which one person has over the immovable asset of another and includes instances in which the Municipality grants a party a right over a municipal owned immovable property. Servitudes result in a burden on the immovable property for extensive periods of time, sometimes permanently. It is for this reason that servitudes should only be granted after careful assessment of the impact of the proposed servitude on the immovable asset.
55. If the proposed servitude will result in the immovable property, in discretion of the municipality, being negatively affected, including the impairment of the ability to productively enjoy, utilise, permanently dispose or otherwise deal with the immovable asset, then such servitude might not be granted.
56. Subject to paragraph 55 above, servitudes may be granted to any person (private or state organ) subject to payment of an appropriate market related compensation by such person provided that in certain circumstances, e.g. where another organ of state requires a servitude for the benefit of the general public or in cases of so called "land locked" property, and subject to the necessary authority having been obtained, the payment to the granting of the servitude, may be waived.
57. The party requiring the servitude on municipal immovable property is responsible for all costs relating to the granting and registration of the servitude.

**LEASE TO INFORMAL TRADERS**

58. The more formalised informal trading from municipal immovable property, in particular buildings/structures will be from the demarcated areas as gazetted from time to time.
59. The leasing of municipal immovable property to informal traders may be affected by means of a direct lease on a "first come first serve basis", subject to availability of immovable property, the nature of the trade envisaged, the rental payable and the area the immovable property is situated in.

60. The Municipality may at any time formulate and implement criteria for the leasing of immovable property for informal trading. In this regard, the Municipality may, amongst others, take the following criteria in consideration:
- (a) The nature of the trading envisaged on the property;
  - (b) The Applicant must be in possession of a valid permit to trade;
  - (c) Where structures are continuously available, informal traders operating four days per week for at least 45 weeks a year will get preference over occasional / casual informal traders;
  - (d) Preference will be given to local residents of the area where the structure is situated;
  - (e) Only one stall will be allocated per household;
  - (f) Informal traders who do not already operate in other informal markets within the jurisdiction of the Municipality will get preference; and/or
  - (g) Unemployed people will get preference including those traders who demonstrate employment opportunities.
61. The Municipality will reserve the right to withdraw summarily the allocation of a municipal immovable property in the event of evidence proving that:
- (a) an informal trader has wilfully supplied incorrect information;
  - (b) an informal trader has failed to update his/her information annually;
  - (c) the informal trader has subleased to a third party without the approval of the Municipality;
  - (d) the informal trader is contravening the conditions of the lease agreement and/or any other legislation.
62. The rental payable for the leasing of immovable property situated in the demarcated areas will be determined taking into account the location, structure, services available, products or services rendered and any other diverse circumstances relevant to the lease.

### **PROJECTIONS, PROJECTING STRUCTURES AND ENCROACHMENTS**

63. All costs pertaining to an encroachment shall be borne by the encroacher, e.g. survey, advertisements, valuation, rezoning, relocation or provision of services where necessary, etc. The Municipality may, however, waive its right to claim the costs should it be to its advantage to bear the costs. Where necessary, a deposit to cover the costs may be required.
64. The Municipality may, subject to such conditions as it may deem fit –
- 64.1 permit encroachments on road reserves and public thoroughfares in order to encourage adjoining owners to maintain the road reserves adjoining their properties provided inter alia that:
- (a) the planting of trees, shrubs and alien lawn or the erection of seating, statuary or other similar objects within 1,5 metres measured from the tarred or gravel surface of the road, are not permitted;
  - (b) the 1,5 meter area referred to in paragraph 64.1(a) may be planted with lawn of a type approved by the relevant directorate of the Municipality or paved at own costs to the satisfaction of the Municipality and subject to

- the owner of the adjoining property allowing at all times the free movement of pedestrians in those encroached areas;
- (c) no such encroachment shall be partially or wholly enclosed or fenced by any means whatsoever, permanently or otherwise, for the exclusive use of the encroacher; and
  - (d) no encroachment fee shall be charged by the Municipality and no formal agreement need to be entered into in respect of the above encroachment; and
  - (e) the Municipality shall have the right of free access to the encroachment at all times for inspection, maintenance and repair of any services which may traverse the encroachment or to install such services in which case the Municipality shall not be liable for any damage to the encroachment which may arise from such inspection, maintenance, repair or installation, or

64.2 permit the erection or retention of a veranda, balcony, sign, sign-board or similar structure, device or contrivance which projects or extends into, under or over or on any public place, public street or public thoroughfare, provided inter alia that:

- (a) the erection or retention thereof shall not be permitted on the level of more than one floor;
- (b) no such projection or structure shall be partially enclosed to a height of more than 1,5 metres measured from the floor level thereof except with the prior written approval of the municipality and subject to such conditions as it may impose,
- (c) an annual encroachment fee, determined by the municipality, be levied on successful applicants municipal account for the right obtained to encroach and a formal agreement be entered into in respect of the above encroachment;
- (d) the Municipality shall have the right of free access to the encroachment at all times for inspection, maintenance and repair of any services which may traverse the encroachment or to install such services in which case the Municipality shall not be liable for any damage to the encroachment which may arise from such inspection, maintenance, repair or installation; or

64.3 permit encroachments onto commonage, public open spaces or conservation areas provided inter alia that:

- (a) written applications accompanied with proof of payment of the application fee shall be submitted to the Municipality;
- (b) the delegated authority, through the Property Administration Department, shall:
  - (i) obtain the comments of the relevant municipal directorates/departments;
  - (ii) cause the said application to be advertised in terms of paragraph 10.1 of this policy;
  - (iii) where objections against the said application are received, submit it to the applicant for his/her comment;
  - (iv) submit the application and all relevant documents to Executive Mayor;

- (v) notify the applicant of the Executive Mayor's decision and where applicable furnish him/her with a copy of any conditions imposed by the Council or its nominee; and
  - (vi) issue a permit (to the successful applicant to give effect to the approval of the application.
- (c) the planting of trees, shrubs and alien lawn or the erection of seating, statuary or other similar objects, are not permitted;
- (d) no such encroachment shall be partially or wholly enclosed or fenced by any means whatsoever, permanently or otherwise, for the exclusive use of the adjacent property owner; and
- (e) an annual encroachment fee, determined by Council, be levied on successful applicants municipal account for the right obtained to encroach.
- 64.4 permit the enclosure or exclusive use of portions of the commonage, public open spaces, public thoroughfares or any municipal owned immovable property for gardening purposes, provided inter alia that:
- (a) written applications accompanied with proof of payment of the application fee shall be submitted to the Municipality;
  - (b) the delegated authority, through the Property Administration Department, shall:
    - (i) obtain the comments of the relevant municipal directorate/departments;
    - (ii) cause the said application to be advertised in terms of paragraph 10.1 of this policy;
    - (iii) where objections against the said application are received, submit it to the applicant for his/her comment;
    - (iv) submit the application and all relevant documents to the Executive Mayor for approval;
    - (v) notify the applicant of the Executive Mayor's decision and where applicable furnish him/her with a copy of any conditions imposed by the Council or its nominee; and
    - (vi) issue a permit (to the successful applicant to give effect to the approval of the application;
  - (c) the planting of trees, shrubs and alien lawn or the erection of seating, statuary or other similar objects, are not permitted.
  - (d) a monthly encroachment fee, determined by council, be levied on successful applicants municipal account for the right obtained to encroach.
- 64.5 permit the use of municipal land for outdoor seating adjoining a restaurant or for parking of vehicles, provided inter alia that this will be dealt with as a formal lease agreement and the procedure for a lease agreement be followed
65. The Municipality may reduce the extent of a public place or public street which is encroached upon by the extent of the encroachment or by such greater extent as may, in its opinion, be desirable.

**SHORT TITLE AND COMMENCEMENT**

This policy is called the **ADMINISTRATION OF IMMOVABLE PROPERTY POLICY**.

<b>POLICY SECTION:</b>	PROPERTY ADMINISTRATION
<b>CURRENT UPDATE:</b>	1 DECEMBER 2015
<b>PREVIOUS REVIEW:</b>	1 OCTOBER 2014
<b>PREVIOUS REVIEW:</b>	27 MAY 2009
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