

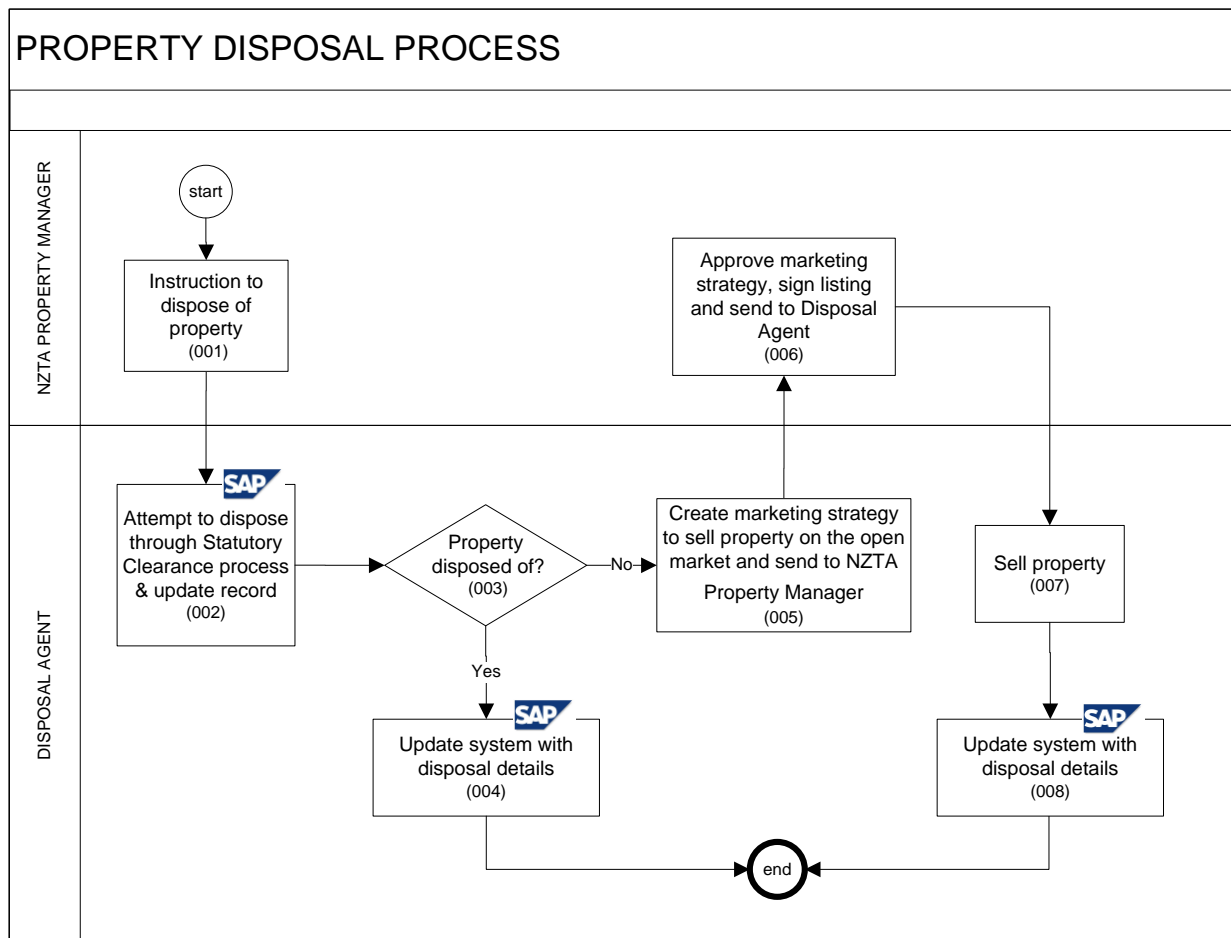
Property Disposal Process (PM9.2)

This process details the steps required to create a disposal outcome strategy for each property that will be sold/disposed of via one of the following scenarios:

- Sale - Statutory Clearance Process:
 - Sale of property to the former owner via Section 40 of the Public Works Acts 1981.
 - Maori protection mechanism and right of first refusal resulting in agreement to purchase from NZTA.
- Sale - Open Market process: Sale of property through the open market process.

Process flow diagram

The process flow is shown below.



Process steps

The steps for this process are detailed below. All steps are completed by a Disposal Agent, except where indicated otherwise.

Step	Action
1.	The NZTA Property Manager instructs the Disposal Agent to dispose of the property.

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Step	Action
2.	The Disposal Agent will attempt to dispose of the property through the Statutory Clearance process and will regularly update the property record attributes (e.g. milestones, notes, Business Partners, uploads of documents into SAP) using transaction RE80 (Maintain Property – Document Disposal) transaction guide.
3.	If the property has: <ul style="list-style-type: none"> • been disposed of (or transferred to another department) through the Statutory Clearance process, go to step 4. • not been disposed of, go to step 5.
4.	The Disposal Agent will update the property record as being sold through the statutory clearance process using the RE80 (Maintain Property – Document Disposal) transaction guide. Examples of updates to make include adding the sold status, de-activating business partners/change of ownership, putting an end date to the property validity period, informing the Property Manager to change the Management Status. Note: This process ends here.
5.	The Disposal Agent creates a marketing strategy to sell the property on the open market and sends it to the NZTA Property Manager. When appropriate the Disposal Agent will provide the real estate 'sale listing' form to the NZTA Property Manager.
6.	The NZTA Property Manager: <ul style="list-style-type: none"> • approves the decision to go to open market • signs the real estate 'sale listing' form, and • returns the form to the Disposal Agent.
7.	The Disposal Agent sells the property on the open market.
8.	The Disposal Agent will update the property record as being sold through the open market process using the RE80 (Maintain Property – Document Disposal) transaction guide. Examples of updates to make include adding the sold status, de-activating business partners/change of ownership, putting an end date to the property validity period, informing the Property Manager to change the Management Status.

Business rules

There are no business rules for this business process.