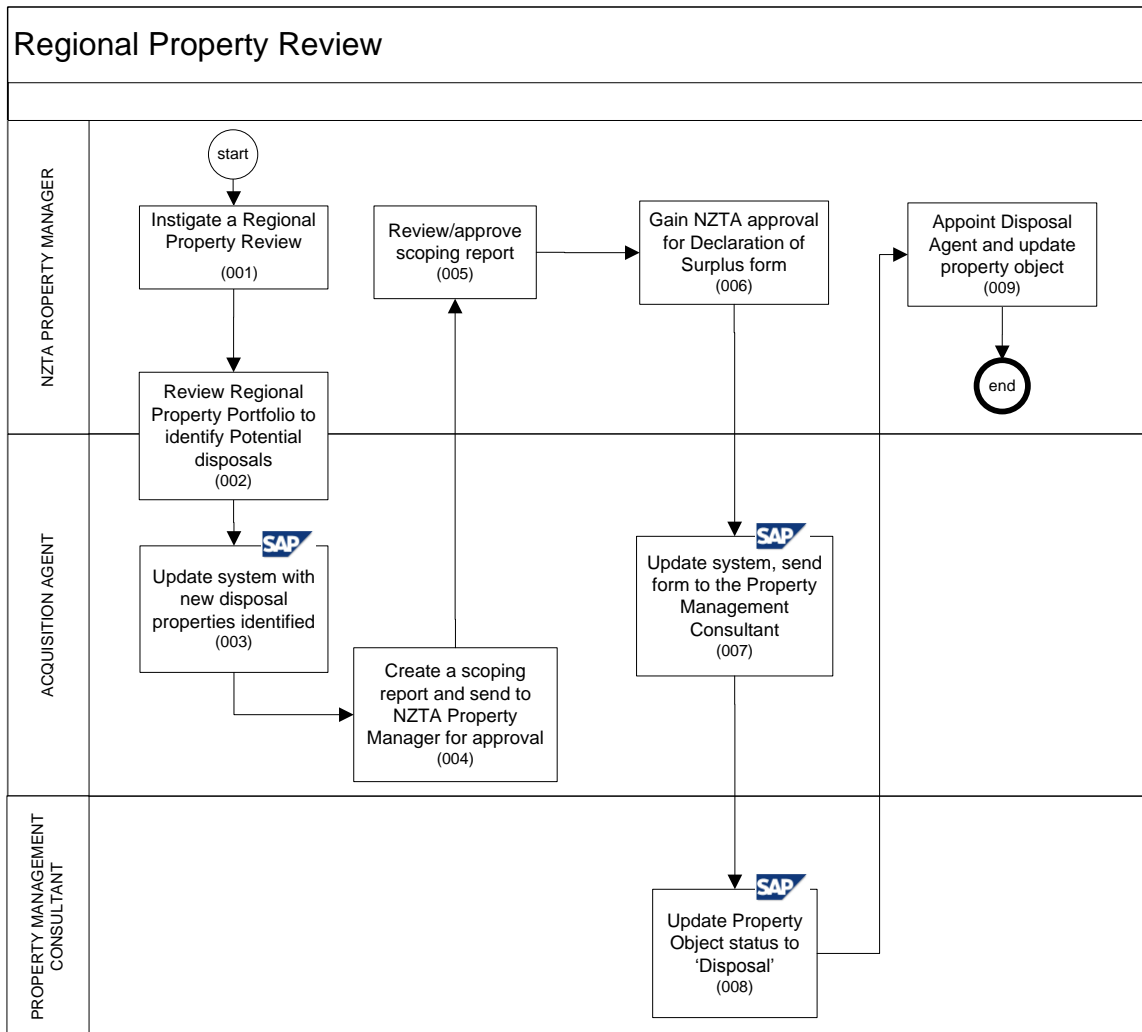


## Regional Property Review (PM9.1)

This process details the steps involved in identifying potentially surplus properties within a Regional portfolio and progressing them through to declaring them surplus. It details creating a new Disposal Record and updating Property records to Property Disposal Status.

### Process flow diagram

The process flow is shown below.



### Process steps

The steps for this process are detailed below.

Step	Action
1.	The NZTA Property Manager should instigate a Regional Property Review annually to identify any properties that can be disposed of so they may be included in the Annual Plan.
2.	The Disposal Agent and the NZTA Property Manager meet to review the Regional Property Portfolio to ascertain what properties can be potentially disposed of.

*Continued on next page...*

Step	Action
3.	The Disposal Agent reviews the system for properties that have been identified as not being linked to a project with disposal potential using transaction RE80. Acquisition Agents and other property people can tick the 'Disposal Potential' tickbox at any time they feel that a property has potential for disposal. Refer to the <a href="#">RE80 (Maintain Property Declared Surplus/Disposal)</a> for more detail.
4.	The Disposal Agent generates a disposals (scoping) report.
5.	The NZTA Property Manager reviews and approves the Scoping Report.
6.	The NZTA Property Manager gains NZTA approval for the 'Declaration of Surplus' form for each property and sends it to the Disposal Agent.
7.	The Disposal Agent updates the system using transaction RE80 (refer to the <a href="#">RE80 (Maintain Property Declared Surplus/Disposal)</a> for more detail) with relevant information from the Declaration of Surplus form and sends it to the Property Management Consultant. The Agent must declare the marked properties as being 'Declared Surplus' in the system.
8.	The Property Management Consultant updates the Property Object to the status of 'Disposal' and fills out all required fields using transaction RE80 (refer to the <a href="#">RE80 (Maintain Property Declared Surplus/Disposal)</a> for more detail).
9.	The NZTA Property Manager appoints a Disposal Agent to dispose of the property and adds that agent as a Business Partner using transaction RE80. Refer to the <a href="#">RE80 (Create Business Partner)</a> transaction guide.

## Business rules

There are no business rules for this business process.