



Property Development and Investment Policy

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Background

On 26 July 2010, Council adopted the Property Development and Investment Policy (**PDI Policy**) to (amongst other things) guide the identification of development opportunities involving Council owned land to contribute towards Council's long-term financial sustainability.

Purpose

The purpose of this Policy is to position Council's Property and Place Directorate (**P&P**) to:

1. guide the identification of development opportunities involving Council owned and managed land to contribute towards Council's long term financial sustainability and delivery of services to the community; and
2. unlock value from surplus property assets and to re-invest in strategic infrastructure and high performing investment portfolio and provide benefit to the community of Parramatta.

Application

This policy applies to all land owned and managed by Council, including:

1. Surplus Properties;
2. Property Development Opportunity Sites;

Name of Policy		
Owner: Executive Director, Property and Place	Area: Property Development Group	POL No: 312
Date of Commencement: November 2017	Approval Authority: Council	Date Approved: 26 October 2020
Amendment: October 2020	Date of Next Review: October 2021	Review: Executive Director, Property and Place



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3. Strategic Infrastructure;
4. Major Investment Assets; and
5. any other properties as directed by the Council and/or Chief Executive Officer from time to time.

Policy

Principles

1. Surplus Properties are to be identified and presented to Council before being sold. All sale proceeds (including capital gains) will be allocated to the Property Development Reserve exclusively for the funding of activities contemplated under this Policy.
2. Property Development Opportunity Sites are to be identified and prioritised for feasibility study and potential redevelopment.
3. Property Development Proposals and proposed delivery options for each Property Development Opportunity Site may, at the Chief Executive Officer's discretion, be reviewed by the Major Projects Advisory Committee (**MPAC**) before being presented to Council for approval.
4. All moneys generated by Property Development activities will be invested in accordance with Council's Investment Policy (POL No: 205). All moneys (including interest) generated from such investment will be allocated and managed within Council's General Revenue.
5. P&P's performance will be monitored and reported to Council annually and included in quarterly reporting to Council's Risk and Audit Committee.
6. Maintain the probity fundamentals of value for money, impartiality, dealing with conflicts of interest, accountability, and transparency and confidentiality in accordance with [Guidelines for Probity in Public Sector Project ICAC Nov 2005](#).
7. Ensure and demonstrate clear separation between Property Development activities and Council's planning and regulatory functions. In particular, P&P will not negotiate Council outcomes under the statutory control of Council (such as Voluntary Planning Agreements and any agreements under section 7.11 and 7.12 of the *Environmental Planning Assessment Act*).

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8. Ensure the P&P act in accordance with best industry practice. Subject to compliance with clause 6 and 7 of this Policy, where appropriate, P&P may collaborate with other business units within Council on any matter that affects Council as a whole or other business units within Council.
9. Decisions within the P&P governance structure and interactions between the P&P and Council will be documented and included in Council's records management system.

Responsible Officer / Policy Owner

The implementation of this Policy will be the responsibility of the Executive Director, Property and Place. Responsibilities of the Policy Owner include:

1. Implementing and giving effect to Council's decisions in relation to this Policy;
2. Maintaining records;
3. Ensuring P&P complies with the principles set out in this policy;
4. Reporting activity and performance to the Chief Executive Officer and Council;
5. Reviewing and updating this Policy; and
6. Providing a point of contact for all matters relating to this Policy.

Further detailed responsibilities may be incorporated into procedures and guidelines established by the Executive Director, Property and Place and updated from time to time.

Monitoring

The Executive Director, Property and Place will monitor, manage and report the implementation of this Policy performance to the Chief Executive Officer and Council members attending the monthly/bi-monthly PDG Property Projects Workshop.

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Definitions

The following definitions and expressions are used in this Policy:

Major Investment Assets

Property or properties created or acquired by the P&P on behalf of Council which returns a significant annual sustainable income to Council and requires strategic asset management and investment management.

Property Development Opportunity Sites

Property or properties nominated initially in the Property Development Opportunity Sites Report in the Property Development and Investment Strategy, and subsequently nominated in updated Property Development Opportunity Sites Reports ratified by Council from time to time.

Property Development Proposal

A report prepared by the Executive Director, Property and Place and submitted to Council for a Property Development Opportunity Site. This Proposal will contain feasibility and valuation advice, a project action plan, anticipated cashflow projections, anticipated risk mitigation and a project governance plan in accordance with the Property Development Group Governance Structure for Development of Council Land.

Strategic Infrastructure

This term refers to specific infrastructure or construction that is:

1. Proposed to be removed to facilitate future Property Development activities and is to be replaced; or
2. Proposed as part of Property Development activities that would otherwise not be able to be funded from Council's other funding sources.

Surplus Properties

Property or properties nominated initially in the Surplus Properties Report in the Property Development and Investment Strategy, and subsequently nominated in updated Surplus Properties Reports ratified by Council from time to time.

Record Keeping, Confidentiality and Privacy

All record keeping and reporting will be the responsibility of the Executive Director, Property and Place.

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Documents and reports generated under this Policy are likely to involve matters that are commercially sensitive, and therefore these records are generally not to be made available for public access. Should an application be made for access it will be assessed in accordance with the relevant laws relating to the public disclosure of information by the appropriate officer.

Generally, these records are to be restricted to the P&P, the Chief Executive Officer and the Council.

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