

ACQUISITION AND DEVELOPMENT POLICY

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Responsible person	Acquisition and Development Manager	Scheduled review date	24 February 2021

1. PURPOSE

- 1.1** The purpose of this Policy is to set out the principles and requirements for the acquisition and development of new property assets for Common Equity Housing Limited (CEHL).

2. POLICY STATEMENT AND PRINCIPLES

2.1 Statement

- a. The acquisition and development of new property assets will be managed to ensure assets are appropriate to CEHL program needs, are of appropriate quality and represent best value for money over the long term.

2.2 Principles

- a. An annual acquisition and development plan is to be approved by the CEHL Board at each annual budget cycle and will be reviewed for its ability to ensure the asset portfolio meets the need for appropriate housing. Acquisitions and developments may present for review and approvals; in addition to those identified in the annual acquisition and development plan. In these circumstances, the same policy principles will apply.
- b. The approach selected for acquisition and development of property assets will consider risk, time and resources required to determine best value for CEHL.
- c. All acquisition and development projects will require a project plan detailing project milestones, project control tools and endorsement requirements.
- d. The project rationale will demonstrate alignment with CEHL's Strategic Plan and Annual Business Plan (in alignment with the Property Development Strategy and Future Directions Project (FDP) outcomes) and CEHL's organisational objectives. Long term implications including future development potential and capital value, will be assessed as part of project rationale.
- e. The location of new property assets will provide reasonable access to services and public transport and amenity.
- f. An appropriate feasibility assessment will be undertaken for all proposed acquisitions and developments and will include consideration of:
- i. Acquisition & Development Policy principles
 - ii. Financial assessment
 - iii. Total Project Cost (proposed budget)

- iv. Financial viability
 - v. Funding & finance approach
 - vi. Risk assessment
 - vii. Site suitability and yield
 - viii. Project stages and milestones, including exit options
 - ix. Long term operations and maintenance costs
- g. The extent of feasibility requirements will be consistent with the proposed project scope and scale, and will include consultant advice where required.
 - h. Design and built form (including urban design responses, site planning and internal housing configurations) will address functionality, spatial requirements and aesthetics, as well as occupant and community amenity, safety, security and the impact on the surrounding environment and local character.
 - i. Sustainability outcomes will be maximised within the feasibility constraints of each project. Allowance should be made in feasibility modelling to capture these Environmentally Sustainable Design (ESD) elements.
 - j. CEHL will seek to design housing that is accessible, adaptable and visitable to allow flexibility to house different target groups, allow long term residents to age in place, reduce the risk of isolation and contribute to more socially integrated communities.
 - k. A post occupancy evaluation process will be included in the assessment.

3. SCOPE

- 3.1** This policy applies to all CEHL employees and representatives, involved in the acquisition and development of new housing.

4. DEFINITIONS

- 4.1** Accessible Design: Design process in which the needs of people with disabilities are specifically considered; incorporating building features, products, services, and facilities to allow people with disabilities to function independently.
- 4.2** Adaptable Design: Adaptable design includes design features that can easily be adapted at a later date to flex with the changing needs and abilities of the occupants.
- 4.3** ESD: Environmentally Sustainable Design endeavours to reduce the impacts of the construction and use of buildings on the natural environment, in addition to improving the comfort of inhabitants as well as reducing energy consumption.
- 4.4** Visitable Design: designing and building which includes a basic level of accessibility for everyone; so that it can be visited by people who have trouble with steps or who use wheelchairs or walkers.

