

Policy name	Developments, Acquisitions and Disposal of Properties
Policy date	February 2026
Authorisation	Executive, Housing & Property
Policy owner	Executive General Manager, Housing Operations
Policy type	Mission Australia Housing Operational Policy
Policy setting	

1 Purpose

1.1 Overview

1.1.1 This policy sets out the principles to be followed in developing, acquiring, and disposing of properties owned and managed by Mission Australia Housing (MAH). Our aim is to ensure a process that:

- Protects the assets managed by MAH; and
- Complies with the specific legal and contractual obligations placed upon MAH by government, funders, and other housing partners.

1.2 Coverage

1.2.1 This document is a national policy and covers Mission Australia Housing (MAH), and its entities. All references to Mission Australia Housing, MAH and Housing means MAH and its entities unless specifically stated otherwise.

1.2.2 This policy applies to all forms of housing provided by MAH including social, affordable, and transitional housing.

1.2.3 The acquisition of Leasehold properties is covered by the **Leasehold Policy**.

1.2.4 This policy applies to housing provided by MAH in the jurisdictions of New South Wales (NSW), Tasmania (TAS), Victoria (VIC), Queensland (QLD), Western Australia (WA) and the Northern Territory (NT). Where jurisdiction-based variations exist in policies and procedures, these will be identified in the document.

1.3 Information on procedures and other related policies

1.3.1 This policy focuses on why certain things need to be done. It is supported by procedures that provide more detail on what to do and the steps involved in developing, acquiring and disposing of property.

1.3.2 This policy is one of a number of interlinked policies that support MAH's delivery of housing services. To assist you, these are identified where relevant in this policy and the supporting procedures.

2 Scope

2.1 Parts of Mission Australia that this policy covers

2.1.1 This policy applies to MAH staff responsible for working with MAH clients, tenants and properties.

2.2 Definitions

2.2.1 Key terms used in this policy are defined in the following table.

Term	Definition
Asset Management	The process of guiding the acquisition, development and disposal of housing stock and managing related risks and costs.
Due Diligence	Involves the process of thoroughly investigating and substantiating all information and issues with the aim of becoming informed and better placed to judge risks associated with a project decision.
Feasibility Study	Is performed during the acquisition, development and disposal of assets to determine whether projects are financially viable.
Risk Management	The coordinated activities to minimise any potential impacts that may affect the on-going viability and operation of the organisation.
Tenant	Under state-based residential tenancy and rooming accommodation legislation, a tenant is a person who has entered explicitly into a lease agreement. The term is used more broadly in this policy to refer to tenants and residents under rooming accommodation agreements, unless explicitly distinguished.

3 Policy

3.1 Guiding principles

- 3.1.1 MAH may develop, acquire new and existing housing stock and dispose of housing stock to meet the changing needs of the tenants/potential tenants and the wider community.
- 3.1.2 Development, acquisition and disposals are in accordance with MAH's vision and strategic objectives.
- 3.1.3 MAH's risk management approach enables the organisation to minimise and mitigate potential risks associated with housing development, acquisition and disposal.
- 3.1.4 Property acquisition and development decisions are driven by comprehensive needs and feasibility analysis, due diligence and project delivery processes.
- 3.1.5 Disposal decisions are driven by comprehensive analysis of housing stock performance, market trends and future demand patterns.
- 3.1.6 Asset disposal allows the organisation to dispose of assets that might otherwise reduce efficient and effective service delivery.

3.2 Developing and Acquisition

- 3.2.1 MAH Strategic Asset Management Plan will align development programs to the organisation's strategic objectives.
- 3.2.2 MAH will best ensure that relevant housing standards and legislation will be met during the delivery of new housing stock.
- 3.2.3 Prior to deciding on the best approach to acquire or develop new housing stock, the organisation researches the feasibility of various options.
- 3.2.4 Due diligence will be undertaken on properties the organisation is looking to acquire or develop.
- 3.2.5 When employing a project manager, developer and/or builder, the selection and appointment process ensures transparency, quality service, value and minimal risk to the organisation.
- 3.2.6 MAH monitors and reviews its acquisition and development processes to ensure they are efficient and effective.

3.3 Disposals

- 3.3.1 Decisions to dispose of an asset, like the process for making an acquisition, require thorough examination and economic appraisal.
- 3.3.2 Disposal decisions need to take into account housing need, the organisations objectives and financial and budgetary constraints.
- 3.3.3 Prior to deciding on the best disposal approach, the organisation will research the

feasibility of each option.

3.3.4 Disposal decisions will be made in accordance with MA's Delegation of Authority.

3.4 Record Keeping

3.4.1 MAH records all asset information to assist in asset planning and management.

3.4.2 MAH keeps detailed documentation of all developments, acquisitions and disposals.

3.5 Risk Management

3.5.1 The organisation takes on a risk management approach, identifying and managing risk from a strategic and operational perspective.

3.5.2 All risks associated with developments, acquisitions and disposals will be assessed before MAH approves to proceed.

3.6 Consultation

3.6.1 Where possible, the organisation will engage with communities and involve tenants during discussions surrounding housing developments, acquisitions and disposals.

4 Responsibilities

4.1 Asset Team are responsible for:

- Monitoring and reviewing asset performance
- Developing Long-Term Asset Maintenance Plans and the Strategic Asset Management Plan.
- Developing disposal proposals
- Asset disposal

4.2 The Regional Asset Manager is responsible for:

- Evaluating disposal proposals
- Coordinating stock disposals as per delegated authority

4.3 The Development/Project Manager is responsible for:

- Developing project business cases
- Development/project managing of developments and acquisitions as appropriate
- Escalating projects to the National Property Development Manager for approval as per delegated authority

4.4 The General Manager Property Development is responsible for:

- Reviewing project business cases
- Ensuring projects are delivered as per policy
- Consulting with CFO as appropriate

- Approving projects as per delegated authority

4.5 The Executive, Housing, is responsible for:

- Approving acquisition and development projects as per delegated authority
- Authorising asset disposal as per delegated authority
- Reviewing all asset disposals