

Policy – Maritime Property – Lifecycle Management

1. Policy statement

Roads and Maritime Services will administer all Maritime Properties over their lifecycle in an effective and efficient manner in order to optimise social, environmental, economic and commercial outcomes and balance the needs of users, the broader community, other stakeholders and the NSW Government, and to meet the highest standards of probity and transparency.

2. Scope and coverage

The Policy is applicable to the lifecycle management of all Maritime Properties for commercial, domestic, community and infrastructure purposes, and to all staff, contractors, skill hire, and consultants engaged by Roads and Maritime Services.

For the purposes of this policy the Maritime Property lifecycle is categorised in five stages, namely:

1. Planning & Acquisition - Assessment of best use and formulation of a future strategy for the property
2. Market Interface – The marketing and tendering of a property for a particular use, management of the tendering process and enquiries and negotiation of the commercial requirements needed to achieve the future strategy
3. Lease Management – The day to day management of a property including implementation of strategy, rental reviews and collection, maintenance and leasing activities;
4. Lease End and Disposals – End of lease or termination notification to the Lessee, management of the Make Good of a property based on the lease terms and disposal or returning the property for marketing or entering into lease renewal negotiations; and
5. Support – Underlying support to manage the database, respond to customer enquiries, ongoing compliance and audit, valuations of properties for purchase, sale or rental and reporting on the status of a property.

To ensure Maritime Property is appropriately managed Roads and Maritime Services will undertake the following over the property lifecycle:

- Detailed planning, both at whole of portfolio and specific property levels. This includes the assessment of highest and best use and the development of future strategies for all properties integrating Transport for NSW and whole of Government objectives.
- Competent and transparent marketing of properties for both lease and divestment strategies.
- Efficient lease management including arrears and compliance monitoring and follow up to ensure that Lessees are meeting lease covenants and terms including those relating to financial, maintenance, environmental, planning, and work, health & safety obligations.
- Appropriate responses to enquiries or unsolicited proposals.
- Implementing strategies set out in portfolio and property plans.

- Consistent, effective financial monitoring and reporting utilising sound data collection, storage, and retrieval arrangements.
- Managing the process at the end of lease either through;
 - renewal of a lease by exercise of an option; or
 - termination and negotiation of a new lease via direct negotiation; or
 - marketing of the property.

This includes ensuring the property is in the condition mandated by the Lease through enforcement of Make Good clauses and other lease terms and conditions.

3. Purpose and intended outcomes

The purpose of this policy is to establish Roads and Maritime Services responsibilities in managing Maritime Property, which includes;

- Administering Maritime Properties over their lifecycle in an effective and efficient manner;
- Minimising administrative processes and costs while ensuring an appropriate level of return to NSW Government;
- Ensuring consistency and transparency in all aspects of management, negotiations and transactions related to Maritime Properties;
- Ensuring all compliance, safety and environmental requirements related to the use of Maritime Properties are adhered to by all stakeholders;
- Promoting private sector investment in the development and use of commercial and community Maritime Properties; and
- Providing boating amenities (boat, storage and waterways access) to the public in a sustainable and self-funding way including structuring appropriate commercial and community agreements with third parties.

Review date: May 2019.