



## Valuer-General's Direction

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VGD 08/2019

Guideline, Direction and Policy Procedure

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Approved 13 August 2019

A large, decorative graphic in the bottom right corner consisting of several overlapping, horizontal brushstrokes in shades of orange and red, creating a textured, layered effect.

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**Note:** Words and acronyms that are in italics in this Policy, that are not part of a 'quote' or legislative reference, have a meaning as outlined in the definitions section



## PURPOSE

To promote collaboration, community engagement and transparency in the development and adoption of Guidelines, Directions and Policies created by the Valuer-General.

## SCOPE

This Direction relates to all Guidelines, Directions and Policies created after the Approved date. Those which have already commenced or are in train as at the Approved Date have been determined to be exempt to allow business continuity. The Valuer-General may, where reasonable, circumnavigate this Direction and must outline the context necessitating such a course at publication.

### Example

Where a valuation is required of a Valuer-General Guideline, Directive or Policy within a time frame that would not allow for proper application of this Direction.

## BACKGROUND & CONTEXT

Following commercialisation in 2017 and the appointment of Land Services SA as exclusive provider of Statutory valuations to the Valuer-General, combined with the appointment of the Valuer-General of 1 January 2019, it was identified that a holistic review of existing Guidelines, Directions and Policies was necessary. This review also included the generation of new policies to formalise long held practices not previously documented.

The creation of this Direction is intended to outline best practice for the reviewed and/or new Guidelines, Directions and Policies hereafter.

This Direction may be amended at the discretion of the Valuer-General at any time by way of an Addendum.

Note – that for the purpose of this Direction, the Valuer-General also means the Deputy to the Valuer-General or approved delegate.

## NAMING CONVENTIONS

For ease of identification and chronology, the following naming conventions are to be adopted:

VGG 01/2019, or VGD 01/2019, or VGP 01/2019 – Title.

Where,

VGG = Valuer-General's Guideline

VGD = Valuer-General's Direction

VGP = Valuer-General's Policy

And,

01/2019 relates to the month and year the VGG, VGD or VGP is approved

And,

Title is a concise description of the nature of the VGG, VGD or VGP.

#### **Example**

As demonstrated on the cover page of this Direction.

## **APPLICATION**

Each classification and its application are described as follows:

### **VGG – Valuer-General's Guideline**

To be utilised in isolation for an individual resolution or outcome.

Where a VGG relates to a specific Valuation Record, grouping of Valuations Records or where person(s) or entity(s) land holdings are concerned, the Guideline is not to be published in a public forum.

A redacted version of the approved VGG can be published on written permission of the person or entity(s) concerned.

The consultation process, as described within this document can be adhered to when;

- The VGG is intended to form the basis of a Policy, and/or
- The relevant Valuation Record(s) or Entity(s) can not be identified, and
- Written permission from the concerned person(s) or entity(s) is granted.

### **VGD – Valuer-General's Direction**

To be utilised in providing specific instruction for business practices and delivery of valuation services.

As demonstrated in this Direction, this is largely for operational matters though can extend to any person(s) and/or entity(s) acting on behalf of the Valuer-General in accordance with the Valuation of Land Act 1971.

### **VGP – Valuer-General’s Policy**

To outline best practice, methodology, scope and application for all statutory functions under the purview of the Valuer-General in particular the Valuation of Land Act 1971 and Valuation of Land Regulations 2005.

## **DOCUMENT MANAGEMENT**

A Central Register of the VGG’s, VGD’s and VGP’s is to be maintained by the Office of the Valuer-General with hard copies concurrently updated and held by the Valuer-General and Deputy to the Valuer-General.

The Central Register will be available to the public via the Valuer-General’s webpage, where a dedicated page for Resources will be maintained. This will include the library whereby links will be able to access the full or redacted documents as appropriate.

The Central Register is to include the following:

<b>Column Header</b>	<b>Content Description or Example</b>
Title	Eg. VGD 05/2019
Description	Guideline, Direction and Policy Procedure
Issue No.	As per the column header
Status	Current – in place Under Review – process for review of existing has commenced Superseded – has been replaced by a new VGG, VGD or VGP. Earmarked – new VGG, VGD or VGP required
Approval Date	As per the column header
Distribution/Publication Date	As per the column header
Scheduled Review Date	Bi-annual or as needed
Amendment Date(s)	As per the column header
Revised Review Date	Where an amendment supersedes bi-annual scheduling
Document Link	A link for public use is to be maintained on the web page, with the internal central register to maintain links for document storage for future reviews
Comments	As per the column header

All relevant correspondence is to be filed with each VGG, VGD and VGP though out of care for privacy, it will not be made publicly available. .

## **TIMELINE**

All VGG's, VGD's and VGP's are to be reviewed on a bi-annual basis, or as needed.

At the time of writing this Direction, a Priority Assessment Register was developed and is regularly updated by the Office of the Valuer-General to identify a hierarchy for review of existing and creation of new Guidelines, Directions and Policies. That list is not exhaustive and is subject to ongoing review on an as needs basis.

## **COMMUNITY / STAKEHOLDER ENGAGEMENT**

In accordance with the purpose of this Direction, engagement with the community and stakeholders will be undertaken except where this Direction outlines otherwise (eg. in the case of privacy concerns).

As the exclusive Service Provider of valuation services to the Valuer-General, the first right of review will be offered to Land Services SA and will be granted a period of 10 business days from provision of the document.

Any feedback will be considered by the Valuer-General and incorporated within an updated draft to be provided for community feedback.

This will be enabled through the Valuer-General's website <https://dpti.sa.gov.au/land/ovg> where a dedicated page for Resources is to be created and maintained by the OVG.

A pro-forma will be provided for feedback to allow for consistency of data collection. The consultation period will be for a period of 30 business days. At which time the Draft VGG, VGD or VGP will be removed from the website until the final document is approved and added to the library.

All feedback will be considered by the Valuer-General, however it should be noted that as an independent Statutory Officer, it is incumbent of the Valuer-General to ensure that The Act is followed, case law considered and that best valuation practice is adopted. As such, not all feedback will be fit for purpose.

The pro-forma is to include the following, however can be adjusted as needed to suit purpose:

**Header**

As per the document label

**Feedback Cut Off Date****Information**

Your feedback is valuable to the Valuer-General in the formation and implementation of guidelines, directions and policies. Please note that the Valuer-General is bound by legislation such as the Valuation of Land Act 1971 and Valuation of Land Regulations 2005 and as such, your feedback may not be compliant with those parameters and may therefore, not be adopted.

Your information and details are private and will not be visible beyond the Office of the Valuer-General.

**Lodging Party (optional)**

**Should the Valuer-General seek to clarify a point in your feedback, are you comfortable with being contacted by her Office?**

Yes / No. If, yes, a drop down with contact details to be filled and tick box for preference of contact method.

**Feedback text box****PROCESS**

In accordance with the Purpose of this Direction, the following outlines the Process to be adhered to. It is understood that there will be disruptors to the Process and time frames may be variable to allow for best outcomes. However, all endeavours should be made to adhere to the following:

Step	Description
1. Identification	The need for a VGG, VGD or VGP may become apparent through any channel including scheduled reviews.
2. Purpose	The purpose of the VGG, VGD or VGP must be determined.
3. Status Update	The Central Register is to be updated. The purpose is to be included when publicising.  The Status Update should occur within 5 business days of Identification.

Step	Description
4. Research	<p>Undertake a period of research which may include, but is not limited to case law, alternate jurisdictional examples or anecdotal information. Where possible, any sources are to be documented within the VGG, VGD or VGP under References. Where that information is not publically available, written permission should be sought or that information excluded from the final document.</p> <p>As a guideline, this stage, should not exceed a period of 8 business hours over a two week period.</p>
5. First Draft	<p>A First Draft will be created under the direction of the Valuer-General. To ensure clarity, the draft document will be watermarked until such time as signed signalling the final document is approved.</p>
6. First Review	<p>As exclusive provider of Valuation Services to the Valuer-General, Land Services SA will be provided a period of 10 business days to provide any feedback to the first Draft.</p>
7. Second Draft	<p>A Second Draft will be created under the direction of the Valuer-General retaining Draft watermark.</p>
8. Open for Review	<p>The Second Draft will be made available for consultation via the Valuer-General's web page and the Central Register updated with a link to the draft document and feedback form.</p> <p>This Review period shall not exceed 30 business days.</p> <p>An individual may request to extend the review period and may be granted by the Valuer-General only if deemed reasonable.</p>
9. Finalisation	<p>The Central Register should be updated and the draft document link withdrawn. The final document is to be prepared and following editorial review, signed and issued.</p> <p>As a guideline, this should not exceed 20 working days from close of open review. This allows for review of feedback.</p> <p>The Central Register is updated with the final document.</p>

## **PUBLICATION**

Where a VGG, VGD or VGP is applicable to a specific property and/or land owner's holdings, it is not to be published in a public forum to have regard for the privacy of those concerned. Accompanying notes are to be provided within the Central Register.

The Valuer-General may include an informal pre-face to any documentation to assist the community in understanding the content.

## **Legislation**

*Valuation of Land Act 1971*

*Valuation of Land Regulations 2005*



## DOCUMENT CONTROL

### Version

Version	Status	Date	Prepared By	Comments
0.1	Draft	14 May 2019	K Bartolo	Initial concepts
0.2	Draft	6 June 2019	K Bartolo	Refined concepts
0.3	Draft	8 August 2019	K Bartolo	Refined concepts
1.0	Final	13 August 2019	K Bartolo	Final

### Approval

Name and Position	Signature and Date
Katherine Bartolo <b>Valuer-General</b>	 13 August 2019

### Next Review

Date	Comments
13 August 2021	Bi-annual policy review. May be reviewed sooner following release or as needed

