

As a value led organisation Hume Community Housing is committed to referencing all policy decisions against our values.

Hume's values are:

- Determined to Succeed
- Creators of Connectivity

- Champions of Change
- Builders of Resilience

Note: SHMT (Hunter Properties) are governed by the Asset Management Framework and between 2/9/2019 and 30/6/2021 are subject to the Maintenance Engagement Deed with all cyclical maintenance works to be carried out by LAHC contractors.

## **DEFINITION**

Cyclical Maintenance is non-urgent and non-planned work undertaken at scheduled frequencies to maintain the property at an optimum value and level of amenity. The frequencies are driven by legislative, regulatory and supplier maintenance requirements.

## **PURPOSE**

Hume's Cyclical Maintenance Policy describes our approach and commitment to preventative measures for the maintenance and inspection of critical and non-critical asset elements.

Hume plans for the servicing and replacement of certain elements based on their pre-determined maintenance schedule and life span. Some elements are identified in site specific Annual Fire Safety Statements (AFSS) and may cover items such as Fire Fighting equipment, fire panels, smoke alarms, smoke detectors, exit signs, fire doors, door closers and any other items specific to a property requiring annual compliance certification. The cyclical program also includes items such as Thermostatic Mixing Valves (TMV), sump pumps and their early warning systems, detention tanks, Hume owned or managed hoists, common area cleaning, landscaping, lift maintenance and any other items deemed as necessary.

The cyclical program seeks to maximize opportunities to implement sustainable initiatives and positive environmental impacts.

Policy Name:	Policy – Cyclical Maintenance	Version:	001
T.V Consultation Required	No	Effective Date:	09/09/2019
Requires Board Approval	No	Approved Date:	09/09/2019
Approved by:	EMAG	Review Due Date:	09/09/2021



## **REFERENCE**

Hume references the following in ascertaining the category and urgency of items that are deemed nonurgent and therefore can be deemed Planned Maintenance work.

- NSW Residential Tenancy Act
- Australian Building Standards
- Maintenance Engagement Deed, SHMT (2018)
   Hume & LAHC. (2/9/2019 30/6/2021)
- Social housing Management Transfer Program (2018)
- NSW Housing Regulation 2009
- NSW Affordable Housing Guidelines (2012)
- NSW Community Housing Assistance Lease Agreement (2018), Social Housing
- Housing NSW Asset management strategies and associated plans and standards

- Work Health and Safety Act (NSW) 2011
- Ministerial Guidelines on Water Usage 2012
- National Rental Affordability Scheme Policy Guidelines (2010)
- Building Code of Australia
- NSW Housing Act 2001
- International Standard (ISO 31000:2009) for Risk Management
- Workplace Injury Management and Workers Compensation Act (NSW) 1998 and Regulations

English	Arabic	
If you need an interpreter to assist with this policy, please call the Translating and Interpreting Service (TIS National) for free on 131 450. Ask them to call Hume Community Housing on 02 9722 4300.	إذا كنت بحاجة إلى مترجم للمساعدة في فهم هذه السياسة، فيُرجى الاتصال بخدمة الترجمة التحريرية والشفوية (TIS National) مجانًا على الرقم 131 450. واطلب منهم الاتصال بـ Hume على الرقم 2702 9722 03. Community Housing	
Chinese	Vietnamese	
如果您需要口译员协助翻译本政策,请拨打口笔译服务(TIS National)的免费电话131 450。请口译员致电02 9722 4300联系 Hume社区住房。	Nếu quý vị cần một thông dịch viên để hỗ trợ về chính sách này, vui lòng gọi đến Dịch vụ Thông dịch và Phiên dịch (TIS National) miễn phí theo số 131 450. Yêu cầu họ gọi cho Công ty Nhà ở Cộng đồng Hume (Hume Community Housing) theo số 02 9722 4300.	
English	Assyrian	
Si necesita la ayuda de un intérprete para entender esta política, contacte con el Translating and Interpreting Service o Servicio de Traducción e Interpretación (TIS National) llamando gratuitamente al 131 450. Pídales que llamen a Hume Community Housing al número 02 9722 4300.	ى مىبملەمئى لىبد حالج كىخىك لىقىمۇمۇمئى دىنى خىلام تىرى كىنى تىرىكى تى	

## TRANSLATION AND INTERPRETING SERVICE

If you are deaf or have a hearing or speech impairment, please contact the National Relay Service (NRS) on:

TTY: 133 677 Then ask for 133 464 Voice: 1300 555 727

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