

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                      Builders of resilience
- Creators of connectivity                    Champions of change

## DEFINITION

Planned Maintenance is non-urgent work that is required to maintain the property at an optimum value, and level of amenity, any works scoped for the replacement or upgrade is to be fit for purpose, and suit the different levels depending on the program associated with the property and ownership.

## PURPOSE

Hume’s Planned Maintenance Policy outlines Hume strategic approach and commitment to the replacement or upgrade of non-urgent elements that are nearing the end of their usable function or life. Hume plans for the replacement of certain elements based on their pre-determined life span. These elements may include replacement and upgrading of kitchens, bathroom, floor coverings, replacing fencing, external and internal painting and selected external works.

Elements are evaluated through Property Asset Survey (PAS) inspections undertaken every 3 years on properties under Hume’s programs as Owned, Capital, SDA and Social Housing Management Transfer (SHMT) Program. The PAS inspection evaluates elements against a pre-determined standard guided by Land and Housing Corporation (LAHC) asset standards. The PAS results, together with how the dwelling performs from a customer perspective, feed into Hume short- and long-term asset management plans and assists in long term portfolio management and identifying non-performing assets.

The planned work program will also address statutory or legislative changes Hume is required to comply with. In addition, planned maintenance programming seeks to maximize opportunities to implement sustainability initiatives and positive environmental impacts.

**SHMT Planned Maintenance programming will reflect the direction and priorities of Hume’s SHMT Annual Maintenance Plan. Until 30/6/2021 Hume’s SHMT planned maintenance is subject to the Maintenance Engagement Deed with program development to be undertaken in consultation with LAHC and with works to be carried out by LAHC contractors.**

**For further details please refer to SHMT Operational Business Process Maps: MPW -Planned Works attached to the Hume Procedure as Addendum 1.**

Policy Name:	Policy – Planned 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



Version No.	Date:	Details of Changes
V001	24/04/2019	<ul style="list-style-type: none"> <li>- Added SHMT Reference</li> <li>- New logo and fonts throughout</li> <li>- Removed reference to Hume Housing to Hume</li> <li>- Remove strategic statement</li> <li>- Added two translation statements</li> <li>- Removed numbering</li> </ul>

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