



Cyclical Maintenance and Upgrades Policy

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1. Purpose

To document ESRHC's systems and procedures of cyclical and upgrade maintenance of properties.

2. Basis for Policy

Housing Act 1983 - Performance Standards for Registered Agencies.
National Community Housing Standards Manual.

3. Policy

ESRHC will undertake annual property inspections for the purpose of identifying cyclical maintenance and property upgrade requirements.

ESRHC will obtain quotations for cyclical maintenance and property upgrades and include the anticipated costs of such work in its annual business planning.

4. Procedures

4.1 Annual property inspections

Property inspections will be carried out once a year.

Notice to tenants

Members are given two weeks notice in writing stating date and time of the inspection.

Members have the option of being present or to nominate another person known to them. If someone is unable to be there arrangements are made to leave keys in an agreed place.

The Annual Inspection Reports will form the basis of the Annual Asset Plan.

4.2 Annual asset plan

The Annual Asset Plan is co-ordinated from the Annual Inspections.

Works to be undertaken will be prioritised according to:

- Emergency
- Responsive; and
- Cyclical / Upgrade works.

4.3 Major works

Major cyclical maintenance and upgrade works must be prioritised by the Maintenance Committee and a recommendation made by the committee to the Board if the costs of the works are over \$10,000.

Any works of a structural nature or requiring a building permit from the municipal council must be forwarded to the Director of Housing for permission to proceed.

Approval by Director of Housing for works \$10,000 plus

Pursuant to the General Lease with the Director of Housing, ESRHC is required to obtain the approval from the Director of Housing for any works exceeding \$10,000.

4.4 Re-housing tenants during major upgrades

In the event that a major upgrade requires the member to vacate the premises the Co-operative will pay for the costs of re-housing the member and householders during such works in accordance with DHHS policy.

Consultation with members

Individual member needs must be considered when re-housing. Re-housing should be done in consultation with the member and householders.