

Asset Management Policy

Asset Management

Document Owner

1

Version

1/12/2025

Next Review Date

1/12/2022

Published Date

3 Years

Review Period

1 Purpose

The purpose of this policy is to outline what is required at Housing Choices Australia (HCA) to ensure comprehensive and effective asset management practices are developed and utilised across all properties under HCA's stewardship, whether owned or managed on behalf of other individuals, organisations, or government agencies.

This policy is linked with the Asset Management Strategy.

2 Scope

This policy applies to all properties under HCA's stewardship, whether owned or managed on behalf of other individuals, organisations, or government agencies. This Policy does not extend to our office locations or fleet vehicles.

3 Scheduled Review

The General Manager National Assets is responsible for reviewing process and reporting non compliances.

4 Policy Statement

Asset Management is a critical component within each of HCA's strategic pillars and the objectives of the Asset Management Policy are to:

- Maintain all assets in a safe and habitable condition that is consistent with our national housing standards and ensure they meet resident needs.
- Enable the effective management of the asset portfolio as part of the wider organisation.
- Ensure portfolio optimisation with alignment of organisational capacity and resident needs allowing us to match assets to service delivery needs and standards.
- Balance competing service and asset needs and priorities, including whether assets are fit for purpose and aligned with program objectives and selecting options that best meet desired HCA and/or partner outcomes.
- Adopt a 'whole of life cycle' approach to planning for asset investment and management decisions.
- Maintain and regularly update Asset Management Plans for each specific program to inform long term financial planning and reflect our national standards.
- Develop effective and affordable preventative maintenance programs aimed at minimising life cycle costs and maximising the potential of our assets.
- Apply appropriate risk management principles and practices to ensure the safety of our employees, contractors, and residents.

- Continue to maintain an integrated Asset Management System to ensure a common asset data set is available for strategic, operational and financial reporting purposes.

This policy does not exist in isolation and is set within the context provided by the Asset Management Strategy and other Policies and Procedures relating to the properties under HCA's stewardship, whether owned or managed on behalf of other individuals, organisations, or government agencies.

5 References:

LEGISLATION & STANDARDS	RELATED INTERNAL DOCUMENTS
National Community Housing Standards Section 2: Asset Management National Community Housing Standards Section 3: Tenants Rights and Participation Residential Tenancies Act 2010 (NSW) Residential Tenancies Act 1997 (Vic) Residential Tenancies Act 1997 (Tas) Residential Tenancies Act 1995 (SA) Residential Tenancies Act 1987 (WA)	<ul style="list-style-type: none"> • Asset Management Strategy • Property Divestment Strategy • National Maintenance & Repair Policy • Responsive Maintenance Procedure • Planned Maintenance Procedure • Capital Upgrade Procedure • Minimum Property Standards Policy • Vacate Maintenance Procedure • Property Condition Survey Procedure • Sustainability Policy • Sustainability Procedure



English:

If you need an interpreter, please call TIS National on 131 450 and ask them to call **Housing Choices Australia** on **1300 312 447**. Our business hours are **9am to 5pm, Monday to Friday**.

You can also visit the TIS National website for translated information about the service TIS National provides. Visit: www.tisnational.gov.au

Arabic:

إذا كنت بحاجة إلى مترجم، يرجى الاتصال بـ TIS الوطنية على الرقم 131 450 وأطلب منهم الاتصال بنا على هاتف رقم **1300 312 447** Housing Choices Australia. ساعات العمل الخاصة بنا **9am to 5pm, Monday to Friday**.

يمكنك أيضا زيارة موقع TIS الوطنية للحصول على معلومات حول الخدمات التي تقدمها TIS الوطنية. قم بزيارة: www.tisnational.gov.au

Farsi (alt Persian):

اگر به مترجم نیاز دارید، لطفاً با شماره تلفن تیس نشنال 131 450 تماس بگیرید و از آنها بخواهید با **Housing Choices Australia** به شماره **1300 312 447** تماس بگیرید. ساعت کاری ما **9am to 5pm, Monday to Friday** است.

www.tisnational.gov.au شما همچنین می توانید به وب سایت تیس نشنال برای اطلاعات در مورد خدماتی که تیس نشنال فراهم می کند مراجعه کنید. به

Vietnamese:

Nếu quý vị cần thông dịch viên, xin hãy gọi cho Dịch vụ Thông Phiên dịch Quốc gia (TIS Quốc gia) theo số 131 450 và yêu cầu họ gọi cho **Housing Choices Australia** theo số **1300 312 447**. Giờ làm việc của chúng tôi là **9am to 5pm, Monday to Friday**. Quý vị cũng có thể vào thăm trang mạng của TIS Quốc gia để có thông tin về các dịch vụ mà TIS Quốc gia cung cấp. Hãy vào thăm www.tisnational.gov.au

Somali:

Haddii aad u baahan tahay turjumaan, fadlan ka wac TIS National taleefanka 131 450 waxaad ka codsataa inay kuu wacaan **Housing Choices Australia** iyo **1300 312 447**. Saacadaha Shaqadu waa **9am to 5pm, Monday to Friday**.

Waxaad kaloo booqan kartaa website-ka TIS National ee macluumaadka turjuman oo ku saabsan adeegga TIS National ay bixiso. Ka eeg: www.tisnational.gov.au

Simplified Chinese:

如果您需要口译员，请拨打TIS National 的电话131 450，请他们打电话给**Housing Choices Australia**，电话号码：**1300 312 447**。我们的营业时间是**9am to 5pm, Monday to Friday**。

你也可以访问TIS National 的网站，了解TIS National提供的服务。网址：www.tisnational.gov.au

Traditional Chinese:

若你需要口譯員，請撥打TIS National電話131 450並請他們轉接 **Housing Choices Australia** 的電話 **1300 312 447**。我們的工作時間是 **9am to 5pm, Monday to Friday**。

你也可以瀏覽TIS National 網站瞭解TIS National 的服務資訊，網址：www.tisnational.gov.au

Spanish:

Si necesita un intérprete, por favor llame a TIS National en el 131 450 y pida que lo comuniquen con **Housing Choices Australia** en el **1300 312 447**. Nuestro horario de oficina es **9am to 5pm, Monday to Friday**.

También puede visitar el sitio web de TIS National para obtener información acerca de los servicios que provee TIS National. Visite www.tisnational.gov.au

Italian:

Se hai bisogno di un interprete, telefona a TIS National al numero 131 450 e chiedi di chiamare **Housing Choices Australia** al **1300 312 447**. I nostri orari d'ufficio sono **9am to 5pm, Monday to Friday**.

Puoi visitare anche il sito web TIS National per informazioni tradotte sul servizio che TIS National fornisce. Visita il sito: www.tisnational.gov.au

For other languages, access to an interpreter is available by contacting Housing Choices Australia on 1300 312 447.