

ASSETS POLICY: PROPERTY ASSETS

Policy number	AM01	Version	2.2
Drafted by	Manager – Asset Management	Reviewed on	30 June 2020
Responsible person	Manager – Asset Management	Scheduled review date	30 June 2025

1. PURPOSE

1.1 The purpose of this policy is:

- a. for CEHL to commit to best practice in realising value from its property assets.
- b. to meet co-op and other stakeholder expectations, as well as CEHL and Program objectives.

2. POLICY CONTEXT

CEHL aspires to manage its property assets in line with best practice to ensure appropriate properties are available to co-ops now and into the future. In order to meet this aspiration and our obligations as a Registered Housing Agency, CEHL has adopted alignment with the international management system standard for Asset Management – ISO 55001.

This policy is the overarching policy outlining the approach to property asset management. Co-ops with maintenance responsibilities are encouraged to make use of the [CERC Maintenance Guide](#) to assist with practical application of relevant Property Assets Policies.

3. POLICY STATEMENT AND PRINCIPLES

3.1 STATEMENT

- a. CEHL will manage the portfolio of properties in a way that realises asset value while meeting co-op, CEHL and Program objectives.
- b. CEHL will align its practices to the ISO 55001 Asset Management Standard.
- c. CEHL will work with co-ops to ensure a consistent approach to asset management across the entire portfolio, in line with the Program Principles of Quality of Housing and Affordability and Financial Security.

3.2 PRINCIPLES

CEHL will:

- a. **Governance:**

- i. Establish and maintain a governance oversight function for property asset management.
 - ii. Enable CEHL managers to carry out defined responsibilities for planning, resourcing, and implementing asset management programs, as well as performance monitoring and review, to ensure continual improvement and maintained governance oversight.
 - iii. Ensure that co-ops and other stakeholders are appropriately informed about property related risks, as well as financial and technical performance.
 - b. **Leadership:**
 - i. Work with co-ops to drive consistent application of practice and process across the Program.
 - ii. Promote unity of direction in asset management functions.
 - iii. Define responsibility and accountability.
 - iv. Reconcile resourcing and plans.
 - v. Maintain capability of asset management.
 - vi. Ensure that co-ops and other stakeholders are informed to support reliable decisions.
 - vii. Ensure effective communication within CEHL and with co-ops.
 - c. **Planning:**
 - i. Adopt lifecycle costing for asset related decision making.
 - ii. Commit to appropriate levels of forecasting and planning to meet organisational objectives and stakeholder requirements.
 - iii. Effectively account for risk in all decision-making processes.
 - iv. Ensure decision making is robust, documented and consistent with CEHL and Program objectives.
 - d. **Support:**
 - i. Utilise appropriate knowledge, systems and skilled people within CEHL.
 - ii. Enable asset management capability within co-ops with maintenance responsibilities.
 - e. **Operation:**
 - i. Align operational financial and management decisions with required housing obligations, defined service levels and asset life expectations.
 - ii. Ensure decision making appropriately balances financial, environmental, social costs and benefits; risks; and quality of service needs of co-ops, other stakeholders, and CEHL.
 - f. **Performance Evaluation:**
 - i. Adopt effective and efficient knowledge and data management in order to:

- a. facilitate continual monitoring, analysis and evaluation of asset performance,
 - b. inform and monitor decision making, and
 - c. ensure alignment with CEHL and Program objectives.
- g. **Improvement:**
- i. Apply continual improvement practices and innovation within the context of sound performance monitoring and review processes.

4. SCOPE

4.1 This policy is the overarching policy for all asset management activities relating to CEHL assets.

5. DEFINITIONS

“Value” can be tangible or intangible, financial or non-financial, and includes consideration of risks and liabilities. It can be positive or negative at different stages of the asset life (*description of value from ISO55000, Note 1 to Clause 3.2.1*)

“Asset Management” is understood to include all stages of the asset life cycle, commonly known as acquisition, development, maintenance, upgrade or renewal, and divestment.

“Unity of Direction” Management principal based on the concept that all team members involved in the same activities must share the same objective. Team members all work toward a common goal using the same plan to reach the shared objective.

6. LEGAL AND OTHER REQUIREMENTS

This policy incorporates guidance provided by:

- a. *Residential Tenancies Act 1997 (Vic) (Amended 2021)*
- b. *Housing Act 1983 (Vic) (Amended 2005)*
- c. *Occupational Health and Safety Act (2004) (VIC)*

7. PROGRAM REQUIREMENTS

7.1 This policy is consistent with:

- a. International Co-operative Principles:
 - Members Economic Participation
 - Autonomy and Independence
 - Education, Training and Information
 - Cooperation Among Cooperatives
 - Concern for Community
- b. Program Principles:
 - Affordability and Financial Security
 - Quality of Housing
 - Security

8. RELATED PROGRAM POLICIES

- a. Property Assets Maintenance Policy
- b. Property Assets Renewals Policy
- c. Property Assets Disposals Policy
- d. Property Assets Member Home Purchase Policy
- e. Acquisition and Development Policy
- f. Appropriate Alternative Accommodation Policy
- g. [CERC Maintenance Guide](#)

9. BOARD AUTHORISATION

Signature CEHL Board Date of approval 30 / 06 / 2020

Name CEHL Chair