



Supported independent living services (SILS) DCP Property Governance Guide

Statement

As part of the DCP Strategic Plan 2019-2022 supported independent living services (SILS) are a placement option for young people in care to help them transition to independent living and adulthood. As part of our commitment to provide care arrangements for young people reaching adulthood, the SILS service model includes a portfolio of DCP leased properties;

- DCP leased houses used by SILS providers will remain within the DCP housing portfolio and will not transfer with young people.
- The DCP Assets & Facilities team under the Across Government Facilities Maintenance Agreement, AGFMA, maintains all DCP owned or leased sites.
- The SILS Service Provider is responsible for communication regarding any repairs or properties damage to the appropriate DCP Assets & Facilities team for repair and maintenance.

Summary

This guideline prescribes the DCP maintenance process for all SILS houses under the governance of DCP. Guidelines include:

- General maintenances requests
- Work priorities and response times
- Minor or new works approvals

Purpose

The objective of this guideline is to support the provision of Repairs and Maintenance for DCP OOHC accommodation that is;

- safe, healthy and legislatively compliant;
- functional and cost-effective;
- consistent, equitable and sustainable; and
- responsive and accountable.

Scope

This guideline forms part of the Assets and Facilities Framework suite of documents. The SILS DCP Property Governance Guide provides information to all Service Providers providing SILS child protection activities in DCP leased houses and services regarding the roles and responsibilities of various personnel, and the strategies and processes in relation to actioning repair and maintenance works on existing facilities.

Guideline

1.1 General

The objective of enabling decisions to be made by SILS Service Providers regarding maintenance aims to improve the overall service responsiveness. This will ensure any critical repairs or work health and safety (WHS) issues are authorised and actioned in an appropriate and timely manner.

1.2 Contact details and responsibilities

SILS houses owned or leased by DCP have assets numbers for repairs and maintenance in accordance with the Asset Services and the Facilities Management Service Providers (FMP). This is a part of the Across Government Facilities Maintenance Agreement (AGFMA).

The individual sites are required to contact the Assets & Facilities Services whenever there is repairs or maintenances request for a DCP house. The Supervisor of the Assets & Facilities team is responsible for providing contactors to undertake the works.

All maintenance / repairs and restocking to directly to the DCP OoHC Inbox DCPOoHCFacilities@sa.gov.au or call Assets & Facilities Supervisor on (08) 8226 6152.

1.3 Preventative Maintenance

All DCP owned or leased sites are maintained through a preventative maintenance (PM) program of works. The PM schedule of works is accounted for and actioned by the DCP Assets and Facilities team, prior to scheduled preventative maintenances works. The associated government contractor/technicians will contact the site/house directly prior to attending the site.

1.4 Minor works

All minor or new works require approval from the Manager Assets & Facilities team before it will be actioned. No minor works or new works will be processed without written approval.

1.5 Contractor Sign in

All contractor are required to sign in with date, time, company name and contractor's name. As well as a brief description of the works to be undertaken recorded.

Attachments

Attachment 1 – Contractor sign in sheet



Contractor sign in sheet

Date	Time In	Company/ Contact No	Print & Sign Name ** Note: Refer Safety Requirements	ID Number	ID Expiry Date	FAMIS No./ WMS No.	Description Of Job	Level of Risk 1 = Extreme 2 = Medium 5 = Insignificant ★	Time Out	Job Status / Follow-Up Date
29/07/16	10.45am	Green Gardens	Tom Thumb	242585	30/06/17	137264	Pruning Bushes	3	12.45 pm	Incomplete
		0542 126 197	Tom Thumb			9823465	Southern Garden			Return 02/08/16