

POH1911

BUILDING MODIFICATION POLICY

1. PURPOSE

The purpose of this policy is to ensure that Women's Property Initiatives (WPI) properties meet the needs of renters and that any building modifications to WPI properties are undertaken to an acceptable standard.

2. POLICY SCOPE

This policy applies to all WPI owned properties.

3. POLICY STATEMENT

Requests for property modifications can be made using an *Application to Carry out Works Form*. These are assessed by the Tenancy and Property Manager of WPI on a case-by-case basis.

The Tenancy and Property Manager will respond to all requests for property modifications in writing within 28 days of receiving a request that includes relevant supporting documentation.

3.1 General modifications

Renters can request improvements or additional features to their housing, for example extensions to fencing, awnings, air conditioning, skylights etc. If the works are approved, in most cases the renter will be required to cover the costs of the works. In some circumstances the expenses may be shared between WPI and the renter.

3.2 Disability modifications

Where renters are ineligible for NDIS funding for any building modification they can request, either for themselves or a household member, maintenance works that will improve the access and/or amenities of their property. Modifications could include, for example: adding grab rails, changing to lever style taps. These works are generally requested because the existing housing presents a health and/or safety risk to a household member.

In order to determine the urgency of the request, WPI requires supporting information from a qualified allied health professional. This information must confirm the need and urgency for the modifications and detail the type of modifications required.

Where the health and safety of renters or household members are placed at serious risk, works are completed as urgent works.

4. DEFINITIONS

Alteration *The installation of fixtures, or any alteration, renovation, addition to or removal of any part of the existing premises.*

Premises *Any buildings, fixtures and fittings within the title boundary of the rented premises*

including fencing and gates.

Minor Modification *Items that do not require structural changes to a property.*

Major Modification *Items that require structural changes to a property.*

5. RELEVANT DOCUMENTATION

POH1801 Renters' Rights and Participation Policy

POH1803 Housing Allocation and Eligibility Policy

POH1913 Bond Management Policy

Application to Carry Out Works Form

6. RELEVANT LEGISLATION AND STANDARDS

Residential Tenancies Act 1997 (Vic)

Housing Act 1983 (Vic)

DFFH Service Standards for Registered Agencies

Victorian Housing Registrar Performance Standards

Charter of Human Rights and Responsibilities Act 2006 (Vic)

Building Code of Australia (BCA)

Disability Discrimination Act 2015 (DDA)

Equal Opportunity Act 2010 (Vic)

7. POLICY REVIEW AND VERSION CONTROL

Policy number	POH1901	Version	3
Approved by Board on	13 September 2021	Circular Resolution Number	10/21 1.4.7
Responsible person	CEO	Person responsible for review	Operations Manager
Reviewed completed on	16 August 2021	Scheduled review date	12 September 2023