

MODIFICATIONS POLICY

Providing affordable accommodation for low income
and disadvantaged single people

Purpose

The purpose of this policy is to ensure that St Kilda Community Housing (SCH) properties meet the needs of residents.

Scope

This policy applies to all properties owned and managed by SCH.

Communication

SCH will ensure this policy is readily available to all residents.

Policy Statement

SCH properties are owned by the Department of Health and Human Services (DHHS) and managed by SCH under a General Lease arrangement, with the exception of two properties owned by SCH. All properties managed by SCH are rooming houses and may not be suitable for modifying. All properties meet the rooming house standards.

Process

Residents can request minor modifications to their room by completing the “Director of Housing owned properties leased to Community Housing Agencies Internal/ External works permit application form for minor works”, with supporting documents. The works need to be endorsed by SCH and then approved by DHHS. Works may then be carried out by SCH Internal Maintenance Unit at the residents cost or costs may be shared, depending on the works.

For example, a resident may require and request an air conditioner in their room for health reasons. The resident must make the request to SCH with supporting documents from their Doctor. SCH will then consider the request. If approved, the resident is responsible for all costs. In the event of

vacating the property, the applicant agrees to meet the cost of removing the item and restoring the property to the rooming house standard condition. This may include any redecorating, if required.

Residents can't make any modifications to the properties without first making a request to SCH.

SCH has two fully disability modified bedsits in a rooming house and these rooms are prioritised for applicants who have a physical disability.

Legislation and standards

This policy implements the obligations of SCH under:

- Residential Tenancies Act 1997
- DHHS Internal/External Works Permit Application Form for minor works
- Performance Standards for Registered Housing Agencies

Transparency and accessibility

This policy will be available on the SCH website at www.stkch.org.au

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