

## **PM 1.11 Tenant Funded Alterations**

### **1. Purpose**

- 1.1. This policy outline the processes and procedures tenants and Co-Op's must undertake to obtain permission to carryout tenant funded alterations.
- 1.2. This policy reflects the requirements imposed by the owner (Land and Housing Corporation) who own the majority of CENSW's portfolio.

### **2. Scope**

- 2.1. This policy applies to all CENSW Staff, Co-operatives and tenants under direct management.

### **3. Exceptions**

N/A

### **4. Definitions**

- 4.1. CENSW – Common Equity NSW Ltd – the Company
- 4.2. Co-Operative – Organisation formed under (Co-Operative National Law) who have a current signed CCA and occupy property owned by LAHC or the Company
- 4.3. LAHC – Land and Housing Corporation
- 4.4. CCA – Company Co-operative Agreement
- 4.5. NCC – National Code of Construction
- 4.6. MIT – Management Initiated Transfer

### **5. Responsibilities**

- 5.1. The Property Manager is responsible for this policy.
- 5.2. Co-Op Boards are responsible for ensuring that their tenants and the board committees abide by this policy.
- 5.3. Common Equity is responsible for obtaining LAHC and or Council Approvals as required.
- 5.4. Staff are responsible for adhering to the policy.

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### **6. Policy statement**

- 6.1. CENSW is commitment to ensure that any additions or alterations comply with NCC, Local Council planning and development requirements, is approved by LAHC when required, is in the best interest of the property and fits in with the Asset Management Policy.
- 6.2. The policy will outline areas where approval is not required but where the tenant is still responsible for reinstating the property back to acceptable standard.
- 6.3. CENSW will not automatically give consent to a tenant funded alteration or addition.
- 6.4. At the time of making application the tenant must not be in rent arrears or have an order or agreement in place to pay rent arrears.

### **7. Procedure**

- 7.1. There will be several attachments and forms that will need to be returned to CENSW
- 7.2. Tenants of Co-Operatives are required to: -
  - 7.2.1. Tenants need to discuss with your Co-Operative Board about your proposal to make a tenant funded addition or alterations.
  - 7.2.2. Written approval from your Co-Operative Board should be included in the documentation when making application for tenant funded addition or alteration.
  - 7.2.3. In all cases the alteration and additions cost and the running costs are the responsibility of the tenant.
  - 7.2.4. Complete the application forms attached to this policy.
  - 7.2.5. All work must be undertaken by current licenced trade persons, with appropriate insurances.
  - 7.2.6. Work must not start till written approval is received from CENSW.

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- 7.2.7. Alterations and additions are to be maintained (at the tenant's cost) in a safe, functioning, and reasonable condition.
- 7.2.8. At the completion of your tenancy (whether voluntary, court order or through MIT) the alteration or addition maybe required to be removed and repair building components to their original condition at the tenant's cost, or CENSW in consultation with the Co-Operative may elect to retain the item without reimbursement to the tenant.
- 7.2.9. If the alteration and Addition is retained, the Co-Operative will be responsible for all cost associated with maintaining the item. The removal of the item and any repair required to the building shall be borne by the Co-Operative.
- 7.3. Tenants of Direct Managed Properties are required to: -
  - 7.3.1. Discuss with Property Section of CENSW about your proposal to make tenant funded additions or alterations.
  - 7.3.2. In all cases the alteration and additions cost and the running costs are the responsibility of the tenant.
  - 7.3.3. Complete the application forms attached to this policy
  - 7.3.4. All work must be undertaken by current licenced trade persons, with appropriate insurances.
  - 7.3.5. Work must not start till written approval is received from CENSW.
  - 7.3.6. Alterations and additions are to be maintained (at the tenant's cost) in a safe, functioning, and reasonable condition.
  - 7.3.7. At the completion of your tenancy (whether voluntary, court order or through MIT) the alteration or addition maybe required to be removed and repair the building components to their original condition at the tenant's cost. CENSW has the option to retain the item without reimbursement to the tenant.

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### **8. Breach**

- 8.1. Making alterations without consent may be grounds in terminating your tenancy.
- 8.2. An order may be made to remove the alteration or addition and reinstate the building components to their original state.

### **9. Data Collection**

- 9.1. All applications for tenant funded alterations or additions will be recorded in Green Tree along with any correspondence (letters or email) related to the application. Application and correspondence will be attached to the Property Asset module of Green Tee.

### **10. External References**

- LAHC Home modification guidelines.  
<https://www.facs.nsw.gov.au/download?file=420244>
- LAHC Asset Management Framework – 2018
- Disability Inclusion Act
- Anti-Discrimination Act
- Privacy Act 1988
- Home Building Act 1989
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017
- Building Sustainability Index (BASIX)

### **11. Associated Documents**

- Tenant Handbook 2020
- CENSW Complaints Policy
- CENSW Appeals Policy
- CENSW Management Initiated Transfer Policy

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- Company Co-operative Agreement CCA

### 12. Forms

- Request for Tenant Funded Alterations Form

<b>Name, Designation and Signature of Approver</b>	<b>Corine Addison, Operations Manager</b>
<b>Contact/Responsible Delegation</b>	<b>Stephen Wardrop, Property Manager</b>
<b>Date</b>	<b>November 2020</b>
<b>Date Committee/Board Approved</b>	<b>n/a</b>
<b>Date Staff Informed</b>	<b>26 November 2020</b>
<b>Upload to Website and Date</b>	
<b>Review Date</b>	<b>November 2023</b>
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