

# Rooming House Standards Compliance Policy

Version date: November 2017  
Review date: November 2019  
Policy owner: Director Corporate Services

## Purpose

To ensure that all rooming houses managed by Unison comply with the Rooming House provisions of the Residential Tenancies Act (1997), Residential Tenancies (Rooming House Standards) Regulations 2012 and are registered with the Local Government Authority under the Public Health and Wellbeing Regulations 2009.

## Scope

This policy applies to all Unison owned and managed properties with shared bathrooms, toilets and cooking facilities (rooming houses). It also applies to Place Management and Asset Management Staff with responsibilities for tenancy management and maintenance of these properties.

## Principles

Rooming houses are regulated to ensure minimum standards of privacy, safety, security and amenity. Minimum standards for accommodation are outlined by the Residential Tenancies (Rooming House Standards) Regulations 2012.

Unison will regularly monitor the standard of rooming house accommodation and ensure it is compliant with the relevant standards and regulations.

Maintaining adequate standards of amenity, privacy, safety and security for rooming house residents is a shared responsibility of the Asset Management and Place Management teams.

## Application

### **Registration as Prescribed Accommodation**

Unison rooming houses are subject to the Public Health and Wellbeing Regulations 2009 and require registration as Prescribed Accommodation.

Registration is administered by the relevant Local Government Authority (LGA), requires payment of a fee and is renewed annually subject to satisfactory inspections of the property by the LGA. Annual renewal notices are issued by the LGA and are to be received and processed by the Director of Asset Management.

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## Compliance Monitoring

Unison has a range of systems and procedure that monitor the quality, amenity and safety of the properties under management. This includes:

- Six monthly property inspections for each tenancy by Place Management;
- Regular property inspections by Asset Management including building fabric, structure, grounds, boundaries and common areas;
- Schedule planned maintenance activities by Asset Management in accordance with regulatory requirements, including Essential Services safety checks (electricity, gas and fire), security and access maintenance;
- Three yearly independent condition assessments to inform Asset Planning;
- Regular scheduled building services by Asset Management including cleaning of common areas, preventative pest control, grounds maintenance and rubbish removal; and,
- Systems for reporting non-compliance and the subsequent undertaking of responsive maintenance works.

During property inspections the Place Manager and Facilities Advisor will use the Rooming House Inspection Form, which identifies the minimum standards for amenity in rooming house rooms and shared areas. Any rectification works identified are logged through the Unison Help Desk.

## Liaison with Local Government and Consumer Affairs

Local Government and Consumer Affairs Victoria (CAV) will notify Unison when a compliance inspection will be undertaken. Additional inspections may be undertaken at the discretion of the relevant authority.

For CAV inspections, the Director Operations will notify the relevant Manager Place Management and the Manager Facilities and Services of the upcoming compliance inspection. The relevant Managers will ensure that the relevant Place Manager and Facilities Advisors are informed. The Place Manager and Facilities Advisor will undertake a property inspection of all common areas and facilities within two days of being notified of the CAV inspection, and promptly lodge any required maintenance or cleaning works.

## Record Keeping

Records of all property inspections will be kept in the relevant Unison Property Management Database.

## Related policies and links

- Rooming House Inspection Form
- Property Inspection Policy
- Assets Facilities and Services Policy

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- Residential Tenancies Act (Victoria),
- Residential Tenancies (Rooming House Standards) Regulations 2012
- Public Health and Wellbeing Act 2009.
- Public Health and Wellbeing Regulations 2009

### Review of policy

This policy will be reviewed every two years as delegated by the responsible Director