

Upgrades and provider upgrades to community housing (including crisis accommodation) properties

This fact sheet details how to seek approval from the department to undertake:

- upgrades to a department-owned community housing (including crisis accommodation) property under a lease agreement
- provider upgrades to a non-department owned community housing (including crisis accommodation) property under a capital funding agreement.

In general, prior approval from the department is required before undertaking upgrades to a department-owned and provider upgrades to a non-department owned community housing (including crisis accommodation) property. Funded providers should refer to the executed funding agreement for the property to determine contractual obligations for seeking departmental approval to complete upgrades or provider upgrades.

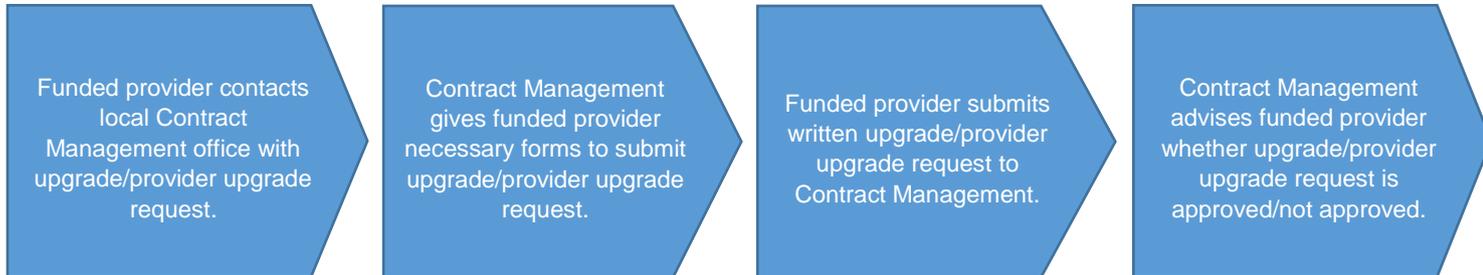
What are upgrades and provider upgrades?

The definitions of upgrades and provider upgrades in the table below are from the *standard Lease Schedule Form 20 – Version 2* and *Capital Funding Agreement Standard Terms – approved September 2009*.

Upgrades to department-owned properties under a lease agreement	Provider upgrades to non-department owned properties under a capital funding agreement
<p>Upgrades mean improvements, alterations, renovations or additions that can improve the amenity and functionality within the Premises and optimise the remaining useful life of the dwelling. General upgrades can also be undertaken to meet requirements of special needs clients, and includes but is not limited to:</p> <ul style="list-style-type: none"> • kitchen, bathroom, laundry upgrades • security screens and fitting • roof replacements • new fencing • full stump replacement • sewerage installation – where none previously existed • additions/alterations • minor and major refurbishments • driveways and paths • foster care modifications • disability modification <p>Note: The department will carry out Upgrades it considers necessary at its absolute discretion under Clause 7.2(a)(ii) of the lease agreement.</p>	<p>Means any works that improve the property where, at the time such works carried out (the Provider Upgrade Date), the works cost or are valued at the greater of:</p> <ul style="list-style-type: none"> (i) \$10,000; or (ii) \$10,000 x A/B <p>Where:</p> <p>A is the latest consumer price index (CPI) published by the Australian Bureau of Statistics (ABS) (All Groups Brisbane)(or an equivalent index("other index) if the CPI is no longer a recognised index before the Provider Upgrade Date and</p> <p>B is the last CPI published by the ABS (All Groups Brisbane)(or other index) before the commencement of the Agreement.</p>

What is the process for requesting permission to undertake upgrades or provider upgrades?

The process is outlined in the basic flowchart below:



The request form for upgrades and provider upgrades collects relevant information and lists necessary supporting documentation required by the department to consider the application. For example, a scope of works, funding source, occupational therapist report (for disability modifications), photos and quotes. Your Contract Officer may seek further information or documentation after the initial request has been received.

What happens after the request is approved/not approved?

This information is not included in the fact sheet as this may vary depending on several factors, such as the:

- type of work being undertaken
- funding source – the department, the funded provider or another entity (e.g. National Disability Insurance Agency)
- request is approved or not approved.

Contract Management will include advice of the “next steps” with the decision outcome.

Where can I get more information?

Your local Contract Management office can assist you with any queries.