



PRESCRIBED ACCOMMODATION GUIDELINES



1. Introduction

Under the **Public Health and Wellbeing Act 2008 (PHWA)** the proprietor of prescribed accommodation must register that accommodation with the Council in whose municipal district the prescribed accommodation is located.

The **Public Health and Wellbeing Regulations 2009** provide requirements for accommodation premises on how to comply with the **Public Health and Wellbeing Act 2008**. The regulations make requirements to prevent overcrowding and ensure that basic health and hygiene requirements to protect public health. Premises are inspected at least annually to ensure that appropriate standards are maintained. Follow up inspections may be required depending on the outcome of the annual inspection or as a result of Council receiving a complaint.

Prescribed accommodation applies to such accommodation facilities as residential accommodation, hotels & motels, hostels, student dormitories, holiday camps and rooming houses.

The definition of “prescribed accommodation” in the PHWA has been expanded to include accommodation provided to an employee in the course of employment. An example of this would be accommodation provided for shearers or fruit pickers.

These guidelines are to provide businesses with a clearer direction in achieving the legislative requirements.

2. Building Requirements and Fire Safety

The safety of both customers and employees is important. Safety issues include a basic evaluation of the **current** maintenance standards of fire safety equipment, eg exits, paths of travel to exits, fire extinguishers, etc.

➤ **Fire Exit Doors**

All fire exit doors are to be in a state of good repair and are to be capable of being opened from the inside, without a key. Paths of travel (passage ways) to exits are not to be obstructed.

➤ **Fire Equipment**

Where installed, fire safety equipment, comprising of fire extinguishers, fire hose reels, smoke detectors and illuminated exit signs, are to be maintained in a good working order and operational.

In addition to this monitoring program, Council’s Building Surveyor has a detailed fire safety program, as specified in the building regulations. For more information regarding your fire safety requirements, please contact Council’s Building Surveyor on (03) 5261 0600.

3. Public Health and Wellbeing Regulations 2009 Requirements

This section looks at overcrowding, structural and cleanliness issues that may impact on the health and hygiene of the premises. The maintenance of furnishings

and equipment is also assessed to ensure that the premise is clean and maintained to a satisfactory condition.

3.1 Overcrowding in Prescribed Accommodation

A proprietor must not permit a room in the prescribed accommodation to be used as a bedroom if it has a floor area of less than **7.5 square metres**.

Persons who are accommodated in prescribed accommodation for a period of more than 31 days:

Floor area of bedroom	Maximum number of persons/bedroom
Less than 12 square metres	1
Over 12 square meters	2 persons and an additional person for every 4 square metres of floor area that exceeds 12 square metres.

Persons who are accommodated in prescribed accommodation (other than holiday camps) for a period of 31 days or less:

Floor area of bedroom	Maximum number of persons/bedroom
Less than 10 square metres	2
10 square metres or more	3 persons and an additional person for every 2 square metres of floor area that exceeds 10 square metres

A holiday camp must have at least 2 square metres of floor area in a bedroom for each person who is accommodated for a period of 31 days or less.

3.2 Maintenance

A proprietor of prescribed accommodation must maintain the prescribed accommodation and all bedrooms, toilets, bathrooms, laundries, kitchens, living rooms and any common areas provided with the accommodation: -

- (a) in good working order; and
- (b) in a clean, sanitary and hygienic condition; and
- (c) in a good state of repair.

3.3 Cleanliness

A proprietor of prescribed accommodation must ensure that each bedroom and any toilet or bathroom attached to the bedroom is cleaned after the bedroom is vacated and before its re-use by another occupier.

A proprietor of prescribed accommodation must ensure that all bed linen provided with the accommodation is changed with clean linen: -

- (a) at least weekly; and
- (b) after the accommodation is vacated and before its re-use by another occupier.

3.4 Water supply

A proprietor of prescribed accommodation must provide a continuous and adequate supply of water to all toilet, bathing, kitchen, laundry and drinking water facilities.

A proprietor of prescribed accommodation must provide a continuous and adequate supply of hot water to all bathing, laundry and kitchen facilities.

3.5 Drinking water

A proprietor of prescribed accommodation must ensure that drinking water supplied by the proprietor to another person is fit for human consumption if the drinking water was not supplied to the proprietor by a water supplier.

3.6 Discharge of sewerage and wastewater

A proprietor of prescribed accommodation must ensure that all sewage and waste water is discharged: -

- (a) to a reticulated sewerage system; or
- (b) to a wastewater treatment system permitted under the **Environment Protection Act 1970** i.e. a septic tank system

3.7 Refuse receptacles

A proprietor of prescribed accommodation must: -

- (a) provide sufficient vermin-proof receptacles at the prescribed accommodation for the collection and storage of all rubbish; and
- (b) ensure that the receptacles are regularly cleaned.

3.8 Refuse disposal

A proprietor of prescribed accommodation must ensure that all refuse at the accommodation is regularly removed by means of a refuse collection service provided by the local Council or a private contractor engaged by the proprietor.

3.9 Toilet and bathing facilities

A proprietor of prescribed accommodation must provide at least one toilet, one bath or shower and one wash basin for every 10 persons or fraction of that number of persons occupying the accommodation.

3.10 Register of occupants

A proprietor of prescribed accommodation must keep a register recording: -

- (a) the names and addresses of persons occupying the accommodation; and
- (b) the dates of their arrival and departure.

The proprietor must retain the register for at least 12 months after the date of the last entry in the register and must take all reasonable steps to protect the information in the register.

3.11 Advertising and prescribed accommodation

A proprietor of prescribed accommodation must not state or cause to be stated in any advertisement, notice or sign issued or put up in relation to the accommodation, that the premises were registered or approved for any class of accommodation other than that set out on the certificate of registration.

Contacts

If you have any further enquires regarding these guidelines please contact the Environmental Health Unit on (03) 5261 0600 to speak to an Environmental Health Officer.