

# South Australian Housing Trust

## Specialised housing programs policy



Confidentiality level: Public

The South Australia Housing Trust (SAHT) partners with government, non-government organisations and Community Housing Providers registered under the [National Regulatory System for Community Housing](#).

Specialised housing programs address the needs of people who are homeless, have disabilities or are disadvantaged.

SAHT leases properties to organisations under the below programs:

- Boarding House Program
- Community Lease Program
- Crisis Housing Program
- Disability Housing Program
- Specialised Lease Program
- Transitional Housing Program.

There are a limited number of properties available. Clients who rent the properties are tenants of the organisation to which SAHT leases the properties.

### 1. Organisation responsibilities

Organisations must be able to demonstrate that:

- the property will only be used for the purpose for which it has been leased
- they provide quality services with appropriate management and governance
- their tenants are eligible, and have correct rent and tenure
- they exercise their duty of care to tenants and other property users
- they will not sublease properties without SAHT's written permission
- they will not change the use of the property without SAHT's written permission
- they can meet ongoing compliance requirements.

Organisations are responsible for:

- complying with all relevant policies, procedures and guidelines
- complying with the conditions of their lease agreement with SAHT
- establishing productive working relationships with other organisations that provide support, if required
- reporting critical incidents in accordance with the critical client incidents policy
- managing responsive maintenance and ensuring the property complies with SAHT's maintenance accommodation standards.

Organisations comply with the [Residential Tenancies Act 1995](#) when properties are used for residential purposes in the following programs:

- Boarding Houses Program
- Disability Housing Program
- Specialised Lease Program
- Transitional Housing Program.

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### 2. SAHT responsibilities

SAHT is responsible for:

- allocating properties to organisations in line with SAHT's strategic priorities
- assessing organisations and managing the risks of leasing the properties
- managing competitive leasing processes - eg expressions of interest
- determining the terms and conditions of lease agreements
- preparing lease agreements and property schedules
- setting, reviewing and charging the organisations rent
- determining the maximum amount of rent a tenant can be charged
- determining other charges tenants may be asked to pay in line with SAHT financial delegations
- contract management of lease agreements
- developing policy, guidelines and procedures binding to the organisations renting SAHT properties under this program.

Organisations may return properties that no longer meet their needs because of location, neighbourhood issues or suitability of property for the program. SAHT is not required to provide a replacement property but may do so if a suitable property is available.

SAHT may ask an organisation to return properties for asset management or redevelopment requirements. SAHT is likely to provide replacement properties in these circumstances.

### 3. Boarding House Program

Properties are leased to organisations to provide low rent accommodation to unrelated people who are homeless or at risk of becoming homeless.

Clients are eligible for this program if they:

- are homeless or at risk of becoming homeless
- are transient
- have a housing disadvantage, or
- need support services.

Lease agreement terms may initially be for 12 months up to 2 years but may be renewed for longer terms. Lease agreement terms match funding agreement periods, if applicable.

The organisation manages the boarding house's day-to-day activities, including:

- selecting occupants
- allocating rooms
- managing tenancy agreements
- providing other services and facilities - eg meals, laundry, personal care.

Tenants may rent single or shared rooms, and use common facilities - eg bathrooms, kitchen, laundry.

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Rents are set, reviewed and charged in line with any applicable rent policies or as specified on the schedule to the lease agreement.

### 4. Community Lease Program

Properties are leased to organisations to improve the social, economic or environmental opportunities of the community and support people participating in community activities - eg community centres, community development services.

Properties leased under this program may be used for non-residential purposes.

Residential housing has a higher priority than leasing for community purposes, but if a property isn't suitable for residential purposes, or if demand for residential properties are low, SAHT may offer properties under this program.

Rents are set, reviewed and charged in line with any applicable rent policies or as specified on the schedule to the lease agreement.

### 5. Crisis Housing Program

Properties are leased to organisations that provide appropriate and affordable specialist accommodation and support services to homeless people - eg crisis or very short term accommodation.

Clients are eligible to rent properties under this program if they are:

- homeless or at risk of becoming homeless, or
- experiencing domestic or family violence/abuse.

The organisation provides integrated tenancy and support services to help tenants find more permanent accommodation.

Lease agreement terms will match funding agreement periods, if applicable.

Rents are set, reviewed and charged in line with any applicable rent policies or as specified on the schedule to the lease agreement.

The lessee provides integrated tenancy and support services to help tenants find more permanent accommodation. Further information on the roles of the parties providing crisis housing are described in the Crisis Housing Program Guidelines.

### 6. Disability Housing Program

Properties are leased to Community Housing Providers that provide accommodation to people with a diagnosed disability.

The Disability Housing Program is for clients with a greater level of disability than tenants in public housing or general community housing. They would normally require support services to varying degrees.

Clients are eligible for this program if they meet the eligibility criteria, income and assets tests as set out in the Community Housing Eligibility Policy and have a diagnosed disability and are unable to live independently in the community.

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The Community Housing Rent Policy, Addendum 2, Community Housing Rent Procedures for Supported Tenancies or if applicable, Addendum 4, Community Housing Rent Procedures for NDIS-SDA Tenancies must be followed as specified on the schedule to the lease agreement.

### 7. Specialised Leasing Program

Properties are leased to organisations for residential purposes to either:

- establish innovative projects
- support intergovernmental arrangements
- house and support people with high and complex needs while they participate in special programs - eg while transitioning out of institutional care
- use assets for which SAHT has no current use due to their Future Planning Intent.

Clients must meet the community housing eligibility criteria, excluding income and assets tests, as set out in the Community Housing Eligibility Policy unless otherwise indicated schedule 1 of the lease.

The Community Housing Rent Policy, Addendum 3, Community Housing Rent Procedures for Affordable Tenancies must be followed as specified on the schedule to the lease agreement.

### 8. Transitional Housing Program

Properties are leased to high capacity registered Community Housing Providers to provide affordable and appropriate housing to people who:

- need support establishing and maintaining a tenancy, and
- are homeless or at risk of becoming homeless.

Clients must also meet the eligibility criteria, income and assets tests as set out in the Community Housing Eligibility Policy.

Tenants in these properties:

- receive support from designated specialist Service Providers and other organisations funded by SAHT
- receive separated tenancy and support services to help them maintain their tenancy
- are helped to transition to long-term accommodation.

The Community Housing Rent Policy, Addendum 3, Community Housing Rent Procedures for Affordable Tenancies must be followed as specified on the schedule to the lease agreement.

Tenant allocations must be made in line with the Registering Community Housing Customers and Managing Vacancies Procedure and Tenant Allocations and Tenure Policy.

### Related information

#### Controlling documents

This policy is based on and complies with:

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Government  
of South Australia

- [South Australian Housing Trust Act 1995](#)
- [Residential Tenancies Act 1995](#)
- Lease agreements

### Supporting documents

- Specialised Housing programs procedures v1
- Specialised Housing programs maintenance guideline v2
- Boarding Housing Program guideline v2
- Community Lease Program guideline v2
- Crisis Housing Program guideline v2
- Disability Housing Program guideline v1
- Specialised Lease Program guideline v2
- Transitional Housing Program guideline v2
- Transitional Housing Program maintenance guideline v3
- Housing SA Accommodation standards

### Related policies and other documents

- Managing critical client incidents policy
- Community Housing Rent Policy
- Addendum 2 Rent Procedures for Supported Tenancies
- Addendum 3 Rent Procedures for Affordable Tenancies
- Addendum 4, Community Housing Rent Procedures for NDIS-SDA Tenancies
- Registering Community Housing Customers and Managing Vacancies Procedure
- Tenant Allocations and Tenure Policy
- Community Housing Eligibility Policy

### Date this policy applies from

28 May 2019

### Version number

2

The online version of the policy is the approved and current version. There is no guarantee any printed copies are current.