



Department of Housing and Works
Government of Western Australia

**COMMUNITY HOUSING PROGRAMS
POLICY AND PROCEDURES DOCUMENT**

February 2005

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COMMUNITY HOUSING POLICY AND PROCEDURES MANUAL

INTRODUCTION

The Department of Housing and Works (DHW), through the State Government, is party to the Commonwealth State Housing Agreement 1999 (CSHA), which is the framework by which Commonwealth funds are provided to the States/Territories for housing assistance to people on low and moderate incomes. The overriding aim of the CSHA is the following:

To ensure that every person in Australia has access to secure adequate and appropriate housing at a price within his or her capacity to pay by seeking to:

- alleviate housing-related poverty; and
- ensure that housing assistance is, as far as possible, delivered equitably to persons resident in different forms of housing tenure.

The CSHA also sets out a number of principles, which must be followed by the States/Territories when managing their housing programs.

COMMUNITY HOUSING

Community Housing means rental housing, which is provided or managed by local government or non-government not-for-profit organisations. Community Housing aims to offer security of tenure, quality housing which is affordable, appropriate and responsive to local needs, opportunities for tenants to be involved in the management of their housing and high standards in the management design and location of housing stock.

DHW currently promotes four separate community housing programs:

Crisis Accommodation Program which provides capital funds for short to medium term rental accommodation for people who are homeless and in crisis.

Community Housing Program which provides capital funds for community managed long term rental accommodation for people on low to moderate incomes.

Community Disability Housing Program which provides capital funds for rental housing for people with disabilities who require support in order to live independently in the community

Joint Venture Housing Program which involves a pooling of capital resources for the provision of long term community-managed low income rental housing.

A sub-committee of the Housing Advisory Committee - titled the Community Affordable and Sustainable Housing Committee - has been established with responsibility for developing the strategic and policy directions of community housing and homeownership in Western Australia.

CRISIS ACCOMMODATION PROGRAM

POLICY AND PROCEDURES

DESCRIPTION

The DHW Crisis Accommodation Program (CAP) is funded by the Commonwealth Government under the Commonwealth State Housing Agreement (CSHA). Funds are provided in accordance with Commonwealth Guidelines applying to the Program, for capital works for accommodation for people who are homeless and in crisis through the provision of dwellings to:

- Organisations subsidised by the Supported Accommodation Assistance Program (SAAP) through the provision of financial assistance for transitional supported accommodation and/or
- Other eligible organisations providing supported accommodation services for people who are homeless and in crisis.

The Commonwealth Guidelines to the Crisis Accommodation Program do not allow DHW to use funds to:

- Provide dwellings with a specialist clinical or treatment focus such as those which may be required by people suffering psychiatric or other illness or from substance abuse:
- Provide dwellings exclusively for veterans, people leaving prisons, students, people with disabilities, children under 16 years, the frail aged or other groups as agreed jointly by the Commonwealth and State Ministers:
- Replace or duplicate assistance already provided by, or which are the responsibility of, other government programs or services; and
- Provide dwellings for organisations where assistance depends upon the client undergoing rehabilitation.

ROLES AND RESPONSIBILITIES

Department of Family and Children's Services

The Department of Family and Children's Services (FCS) is responsible for the management of the Commonwealth/State Government funded Supported Accommodation Assistance Program in Western Australia. This Program is the major avenue of recurrent funding to organisations which provide support services for people who are homeless and in crisis.

- The Joint Officers' Group, comprising officers from DHW, FCS and the Commonwealth Department of Family and Community Services, is responsible for ensuring that there is co-ordination between the provision of both recurrent and capital funding for organisations providing accommodation services for people who are homeless and in crisis. The Joint Officers' Group:
- Assesses applications for CAP funding from organisations and makes recommendations to DHW
- Makes recommendations to DHW concerning the continued funding of organisations
- Provides input into the annual CAP planning process.

RESPONSIBILITIES

Department of Housing and Works

- Capital funding for the provision of housing for people who are homeless
- Monitoring of tenancy and property management by funded organisations
- Final ministerial approval of applications for funding

Department of Family and Children's Services

- Recurrent funding for support services for people who are homeless through SAAP
- Monitoring of standards of support services by funded organisations
- Assessment and recommendation regarding applications for CAP funding through JOG

Commonwealth Department of Family and Community Services

- Participation in the JOG

A CRISIS ACCOMMODATION PROGRAM - POLICIES AND PROCEDURES

<p>COMMONWEALTH GUIDELINES</p>	
<p>A.1 The Crisis Accommodation Program (CAP) is a 'tied' program under the CSHA. DHW and funded organisations are required to abide by the Commonwealth Government Guidelines for the Program. These Guidelines cover issues such as</p> <ul style="list-style-type: none"> • Program objectives • Approval process • Planning and Priorities • Use of Funds • Agreements with Agencies • These Commonwealth requirements have been incorporated into the Policy and Procedures which follow. 	
<p>ELIGIBILITY</p>	
<p>Organisations</p>	
<p>A.2 Eligible organisations means local government bodies established by or under a law of a State or an incorporated organisation or a constituted body taking reasonable steps towards incorporation which are non-profit and non-government (other than local government) bodies. Included are</p> <ul style="list-style-type: none"> • Religious organisations • Charitable organisations • Community organisations and Housing Associations 	

<p>A.3 Funds may be provided to</p>	
<p>(a) Organisations subsidised by the Supported Accommodation Assistance Program (SAAP) which assists people who are homeless and in crisis through the provision of financial assistance to eligible organisations for transitional supported accommodation services and related support services; and/or</p>	
<p>(b) Other eligible organisations providing supported accommodation services for people who are homeless and in crisis</p>	
<p>Projects</p>	
<p>A.4 Funds are primarily used for capital purposes in the establishment of new or expanded/upgraded dwellings providing crisis accommodation. Funds may be used to:</p> <ul style="list-style-type: none"> • Construct new dwellings • Purchase land and/or buildings • Headlease dwellings • Expand or upgrade dwellings • Maintain/renovate dwellings (restricted to major one-off works) excluding minor repairs and maintenance. 	<p>A.4.1 Wherever possible, DHW will exercise a preference to construct new dwellings rather than purchase existing dwellings.</p>
<p>A.5 Funds may not be used for:</p> <ul style="list-style-type: none"> • Provision of dwellings with a specialist clinical or treatment focus such as those which may be required by people suffering psychiatric or other illness or from substance abuse; • Provision of dwellings exclusively for veterans, people leaving prisons, students, people with disabilities, children under 16 years, the frail aged or other groups as agreed jointly by the Commonwealth and State Ministers; 	

<ul style="list-style-type: none"> • Replacement or duplication of assistance already provided by, or which are the responsibility of, other government programs or services: and • Provision of dwellings for organisations where assistance depends upon the client undergoing rehabilitation • non-housing capital items except to comply with normal DHW standards; • recurrent expenditure such as salaries and other service operating costs; and • program administration costs of DHW. 	
<p>Tenants</p>	
<p>A.6 Access to short-term emergency crisis accommodation provided with CAP funds is available to all persons who are homeless and in crisis. Access to medium term crisis accommodation is restricted to low-income people who meet DHW's eligibility criteria (<i>see DHW Rental Policy Section 2.</i>) and who are homeless and in crisis.</p>	<p>A.6.1 Short-term emergency crisis accommodation is usually of 1-3 months' duration and includes refuges and other accommodation where support is available on a 24-hour basis.</p> <p>A.6.2 Medium crisis accommodation is of up to 12 months' duration and includes independent accommodation where support is available on a regular basis.</p>
<p>APPLICATION AND APPROVAL PROCESS</p>	
<p>Applications</p>	
<p>A.7 Applications for CAP projects are received on a 'rolling' basis up to 31 December for funding in the following financial year.</p>	<p>A.7.1 Organisations are encouraged to contact Community Housing staff for assistance when developing proposals.</p>
<p>A.8 Applications must be completed on the approved Application Form available from Community Housing Branch.</p>	<p>A.8.1 Project Officers acknowledge and register applications, prepare Application Assessment Forms which ensure all required information is provided and contact organisations to fill in gaps.</p> <p>A.8.2 Applications are referred to the relevant DHW Regional Office and to support funding bodies as appropriate.</p>

<p>A.9 Applications received after 31 December will be assessed and held over for consideration in the following financial year, unless in the opinion of the Manager Community Housing, there are extenuating circumstances.</p>	<p>A.9.1 Organisations lodging late applications should provide written evidence of extenuating circumstances for consideration by the Manager Community Housing if they wish them to be included in the current year's program.</p> <p>A.9.2 Organisations who submit late applications are advised that they will be included in the following year's assessment.</p>
<p>Assessment</p>	
<p>A.10 All applications for CAP funding must be able to demonstrate that there is adequate funding and/or services available to support the needs of the people to be accommodated.</p>	<p>A.10.1 Evidence of support funding and/or services must be in writing from the provider.</p>
<p>A.11 Applications from organisations receiving funding through the Supported Accommodation Assistance Program (SAAP) managed by the Department of Children and Family Services are given priority consideration.</p>	
<p>A.12 Special consideration may be given to those project proposals which include a contribution from the organisation.</p>	
<p>A.13 All applications for CAP projects are assessed by:</p>	
<ul style="list-style-type: none"> • DHW Community Housing Assessment Panel 	<p>A.13.1 DHW Community Housing Assessment Panel consists of</p> <ul style="list-style-type: none"> • General Manager, DHW • Manager Community Housing • Co-ordinator Community Programs
<ul style="list-style-type: none"> • Joint Officers Group 	<p>A.13.1 Joint Officers' Group consists of:</p> <ul style="list-style-type: none"> • 2 Representatives from Community Housing Branch of DHW • 2 Representatives from Community Funding and Development Branch of Department of Family and Children's Services • 2 Representatives from Commonwealth Department of Family and Community Services.

<ul style="list-style-type: none"> • Other relevant government departments 	<p>A.13.2 Other relevant governments include:</p> <ul style="list-style-type: none"> • Health Department of WA • Disability Services Commission.
<p>Approval</p>	
<p>A.14 Recommendations, which take account of outcomes from the above assessment process are prepared by DHW Community Housing Assessment Panel for consideration by DHW Executive, DHW Board, and the State Minister for Housing.</p>	
<p>A.15 No information concerning the DHW recommendations is available until the final approval has been received from the Minister for Housing.</p>	<p>A.15.1 All successful applicants will be advised of the outcome of their applications in writing by the DHW. This would normally be in July of each year.</p> <p>A.15.2 Successful applicants will be required to sign and return an Approval Conditions document before the project can commence.</p> <p>A.15.3 Unsuccessful applicants will be advised of the outcome of their application in writing by the DHW within 14 days of the decision by the Minister. The letter will provide initial feedback on their application and invite the organisation to contact the Manager Community Housing to discuss their application further.</p>
<p>A.16 Projects must commence within three months of receipt of letter of approval unless DHW approval is obtained for extension. In the event a project does not commence within six months, the Minister reserves the right to reallocate the funds to other approved CAP projects.</p>	<p>A.16.1 Approval for extension will be considered in cases where delays are deemed to be outside the control of the organisation.</p>

RENTS	
Rent Payable By Organisations For Headleased Properties	
A.17 Properties provided under CAP will normally be headleased to the organisation on a 'peppercorn rent' arrangement (ie Nil rent) for a three-year period or such other period as deemed appropriate by the Manager Community Housing.	A.17.1 All leases for organisations linked to SAAP funding will be for the period of the SAAP funding commitment A.17.2 Shorter periods of less than three years may be deemed appropriate by the Manager Community Housing in the case of new and unproven services, or where the ability of the organisation to manage the property/properties has not been adequately demonstrated.
Rent Payable By Tenants To Organisation	
A.18 Tenants of all CAP properties should be charged rent according to DHW current rent-to-income policy (<i>see DHW Rental Policy Section 6.</i>).	A.18.1 Assistance in the calculation of rent-to-income is available from the Manager Rental Services at all DHW regional offices. A.18.2 In addition, the Organisation is able to include in their rental charge a sum equivalent to the tenants weekly entitlement for Commonwealth Rent Assistance, thus enabling organisations to charge a 'higher' rent than DHW without financially disadvantaging tenants relative to DHW tenants
A.19 Tenants of CAP properties funded by DHW are now eligible for DHW Bond Assistance and may be eligible for rent assistance from the Commonwealth Government and this should be taken into account when assessing rent.	A.19.1 Tenants of shared facilities such as Refuges and Youth Hostels are not eligible for Bond Assistance. Assistance is available to individual crisis units.
PROJECT MANAGEMENT	
A.20 All properties, whether new construction or spot purchase will be to DHW's standards except where prospective tenants have special needs associated with their day-to-day living requirements.	A.20.1 The amenity level of buildings will be comparable to prevailing DHW standards. A.20.2 If the organisation wishes to build or purchase beyond these standards then they will have to meet the extra costs of this higher level of amenity.

	A.20.3 DHW reserves the right to review and change the method of property provision (ie spot purchase, construction, allocation from DHW stock).
A.21 Extra amenities beyond DHW's standards and not directly related to tenants' special needs, must be paid for by the organisation prior to the project commencing.	<p>A.21.1 Extra amenities may include floor coverings, built-in furniture, air conditioning and fans.</p> <p>A.21.2 Funds to meet the cost of extra amenities are to be forwarded to DHW prior to the advertising of tenders or, in the case of spot purchase, prior to settlement.</p>
A.22 Organisations are responsible for obtaining local government approval for properties requiring this for special use.	A.22.1 DHW will assist in obtaining local government approval if requested to do so by the organisation.
A.23 Legal documentation must be signed and executed prior to the project going to tender or, in the case of spot purchase, prior to settlement.	
Spot Purchase	
A.24 Purchase of land or property will be subject to DHW's spot purchase policies, in particular in relation to:	
<ul style="list-style-type: none"> DHW presence in the area (1 in 9 policy) 	A.24.1 This policy refers to both 'lots' and 'houses' and refers to DHW presence across a suburb as well as within a particular sub-division.
<ul style="list-style-type: none"> Valuation 	<p>A.24.2 DHW has established purchase limits for rental housing within the various regions.</p> <p>A.24.3 DHW will obtain a sworn valuation from a licensed valuer for the property to be purchased.</p> <p>A.24.4 DHW will not purchase above valuation or the regional spot purchase limit.</p> <p>A.24.5 Valuation documentation is the property of DHW.</p>
<ul style="list-style-type: none"> Repairs and Maintenance 	A.24.6 DHW will arrange for the property to be inspected by an authorised building inspector who will provide a structural report and identify necessary maintenance and repairs.

	A.24.7 Cost of essential repairs and maintenance together with the agreed purchase price must not exceed valuation or the regional spot purchase limit.
<ul style="list-style-type: none"> Negotiations with Vendor 	A.24.8 All negotiations for the spot purchase of land or property will be carried out by DHW officers. Organisations should not contact the vendor or the vendor's agent without the express approval of DHW.
A.25 Managing Director DHW and Ministerial approval is required for all land and property spot purchases.	
Construction Projects	
A.26 DHW Select and Construct process will be utilised for all single unit or duplex projects where applicable.	<p>A.26.1 Select and Construct is a method of housing procurement where builders submit their house designs to DHW and are selected to construct houses on DHW land.</p> <p>A.26.2 Organisations are given the choice of a range of appropriate building designs.</p>
A.27 In other projects, DHW will provide architectural services or will select an architect after calling for fee proposals. DHW will prepare an architect's brief in consultation with the organisation. The Architect will be responsible for the design, development and preparation of tender documentation. DHW and the organisation will approve all documentation prior to tenders being called The Architect will be contracted by DHW and all instructions to the Architect will be issued exclusively by DHW.	<p>A.27.1 DHW will seek proposals from three architects, any or all of whom may be nominated by the organisation, subject to DHW approval.</p> <p>A.27.2 The design brief sets out guidelines for the design of the accommodation as well as siteworks.</p> <p>A.27.3 Contract documents are prepared in accordance with DHW requirements.</p> <p>A.27.4 The requirements of the design brief and related tendering procedures are incorporated into the specifications and working drawings.</p> <p>A.27.5 Organisations are involved in the tendering process and must approve and sign all plans prior to going to tender.</p>

<p>A.28 All cash contributions must be paid prior to going to tender except where otherwise approved by the Manager Community Housing.</p>	
<p>A.29 DHW will estimate the cost of the project prior to going to tender and tender prices must be consistent with this estimate to be considered.</p>	<p>A.29.1 Tender prices should normally fall within 10% of DHW estimate to be considered.</p>
<p>A.30 DHW will determine the successful tenderer.</p>	<p>A.30.1 DHW takes account of tenderers' past performance, current financial standing, workload and tender price.</p>
<p>A.31 The builder will be contracted by DHW and all instructions to the builder will be issued exclusively by the DHW Project Manager or the Architect acting for DHW</p>	<p>A.31.1 Organisations are not to approach the builder directly during the period of the building contract. Organisations must direct all queries or requests to the Project Officer.</p> <p>A.31.2 During the period of the building contract, the builder will have possession of the building site. For reasons of public safety, access to the building site will be restricted. Organisations must direct all requests for access to the Project Officer.</p> <p>A.30.3 . The Manager, Community Housing must approve any variations to the design and specifications.</p>
<p>Equity Projects</p>	
<p>A.32 Where organisations are making a contribution towards the project, whether it be land, cash or in-kind services, these will be reflected in the legal agreement.</p>	
<p>A.33 Contributions of land must be suitable for the project, and must be, or be able to be, appropriately zoned and fully serviced</p>	<p>A.33.1 Land must be well located with respect to public transport, shops, health and community facilities and any special support services required by tenants to be housed.</p> <p>A.33.2 Land must be zoned appropriately (and, if applicable, vested appropriately) for the type of housing proposed.</p>

	<p>A.33.3 The building site must be serviced with water, sewerage (where applicable) and power, adequate to cope with the number of units to be built.</p> <p>A.33.4 Land must be technically suitable in relation to soil type, drainage and servicing and organisations are required to provide both a Geotechnical Report and Feature Survey in this regard.</p> <p>A.33.5 Land must be free of encumbrances likely to impede development of the project.</p>
<p>A.34 The value of any in-kind services contributed by the organisation will be estimated by DHW at the commencement of the project and substantiated by provision of evidence of expenditure. The agreed value of in-kind services will be included in the organisation's project equity.</p>	<p>A.34.1 In-kind services may include site works, landscaping and fencing.</p> <p>A.34.2 Organisations must provide receipts and/or other documentation to substantiate their claims regarding in-kind services.</p> <p>A.34.3 The agreed value of in-kind services will be included in the organisation's project equity.</p>

<p>Allocation From Existing DHW Stock</p>	
<p>A.35 DHW may elect to meet the needs of the project by providing a property/properties from existing regional stock.</p>	<p>A.35.1 . Where DHW offers to headlease an existing property to an organisation, the organisation is required to respond within three working days otherwise DHW reserves the right to withdraw the offer.</p> <p>A.35.2 Where the organisation accepts an existing DHW property for lease, the organisation must ensure that the property is occupied within five working days of acceptance unless otherwise agreed by the Manager Community Housing.</p> <p>A.35.3 Where payment of rent by the organisation to DHW is a condition of the headlease, rent charges are to commence immediately upon acceptance by the organisation of allocated property unless otherwise agreed by the Manager Community Housing</p> <p>A.35.4 Rental payments are to be kept at least two weeks in advance at all times unless otherwise stated in the legal agreement</p>
<p>A.36 Organisations must provide valid reasons for decline of property offers (<i>see DHW Rental Policy Sections 4.8 and 4.9</i>).</p>	
<p>A.37 DHW reserves the right to withdraw an allocation where it considers the decline to be invalid.</p>	
<p>A.38 Properties provided from existing DHW stock will be headleased to organisations for a period of three years or such other period as deemed appropriate by the Manager Community Housing.</p>	<p>A.38.1 Keys from properties no longer required by organisations must be returned directly to the Community Housing Branch of DHW.</p>

<p>LEGAL AGREEMENTS</p>	
<p>A.39 All organisations funded under CAP are required to enter into either a Headlease Agreement or a Joint Venture Agreement which covers the following policy issues.</p> <ul style="list-style-type: none"> • Tenancy Management • Property Management • Equity arrangements • Warranty of Possession • Rates and Charges • Insurance • Indemnities and Compensation • Liability of Organisation for Wilful Damage • Strata Company Issues • Management and Administration • DHW access • Essential Support Services • Breach and Termination of Agreement. • Renegotiation of Agreement • Reporting Requirements • Project Surpluses • Disputes • Compliance 	
<p>Rollover of CAP Properties to Mainstream DH & W stock</p>	
<p>A.40 This may occur where a tenant residing in exit point accommodation provided under the Crisis Accommodation Program (CAP) has been assessed by the SAAP and CAP service providers to have attained the ability to manage their</p>	<p>A40.1 The SAAP service to identify the client’s exit point accommodation plan upon the client becoming a SAAP client or within 7 days of such.</p>

<p>own tenancy independently. In addition where the client has established strong support links in the community in relation to schools, education, employment and other social support networks.</p>	<ul style="list-style-type: none"> • Occupants of SAAP accommodation are considered Priority Rental Housing applicants. • SAAP Services to lodge preliminary application for public housing within 7 days of the client informing SAAP service of their requirement. • SAAP Service to document and verify applicant’s income, proof of identity and preferred accommodation zone and to forward to Regional Office as soon as is practicable after application is registered. • SAAP Services to provide a support letter for clients referred for priority assistance when considered appropriate that their tenant can manage their tenancy independently. • CAP provider to assist the tenant to lodge an application for public rental housing if they anticipate the tenant will require Homeswest assistance in the long term. • CAP provider to verify tenant has met the eligibility criteria that applies to applicants with outstanding debts to Homeswest. • CAP provider to verify that tenant is capable of independent living without the ongoing support of the CAP provider and if appropriate that future client support systems will be arranged and ongoing service commenced.
<p>A.41 In collaboration with the SAAP service provider, the CAP provider and designated officers of the DHW determine eligibility for priority assistance and the tenant continues to rent the property as a mainstream public housing tenant.</p>	<p>A.41.1 The Manger Customer Service in metropolitan regions and the Assistant Regional Manager in country regions are designated to liaise with SAAP Services and CAP providers in terms of approving priority status subject to normal DHW rules of eligibility.</p> <p>A.41.2 DHW undertakes to make an offer of accommodation within The current time frame of assisting priority clients i.e. 75</p>

	<p>days. If for whatever reason this cannot be met another reasonable location or type of accommodation may be offered in consultation between the SAAP client and the Manager Customer Service.</p> <p>A.41.3 The CAP provider will forward a formal written request to the Manager Customer Service or Assistant Regional Manager to ‘rollover’ the CAP property. Concurrently the Community Housing Project Officer for the CAP property in question will be notified by the CAP provider of this request.</p>
<p>A.42 Under these circumstances the CAP property will become part of mainstream Homeswest housing stock. The local Homeswest region will provide a replacement Homeswest property to the CAP provider. (This procedure does not apply to shared purpose built and communal facilities such as refuges).</p>	<p>A.42.1 The request to ‘rollover’ a property must demonstrate the tenant’s eligibility and provide an explanation for the request including why alternative private or Homeswest accommodation is not appropriate.</p> <p>A.42.2 If the DHW Regional Manager and the Manager Community Housing agree to the ‘rollover’ of the property, DHW regional staff will negotiate the replacement of the ‘rollover’ property directly with the CAP organisation.</p> <p>A.42.3 Unless otherwise agreed, the DHW will provide the CAP organisation with a property in the same region and of a similar type to the CAP property that is the subject of the rollover.</p> <p>A.42.4 The DHW Region staff will assess the request and carry out a property inspection of the CAP property in question. Where maintenance repairs are required to bring the property up to Homeswest standard and these are identified as provider or tenant responsibility, approval of the request will be held over until the CAP provider completes the necessary repairs.</p> <p>A.42.5 The CAP provider will carry out a property inspection of the replacement property offered by DHW. Where maintenance repairs are required to bring the property up to the Homeswest</p>

	<p>releatable standard, and these are identified as Homeswest’s responsibility the ‘rollover’ of the replacement property to the CAP provider management will be held over until such time as Homeswest complete the required work.</p> <p>A.42.7 Once a replacement property is identified the details must be provided to the Community Housing Project Officer for the CAP provider in question. This is so appropriate data system and lease changes and asset transfers can be processed.</p> <p>A.42.8 If the CAP provider has made improvements to the CAP property they are requesting to ‘rollover’ no reimbursement can be made by Homeswest. Providers must negotiate with the relevant Homeswest regional office to remove these improvements and ensure they make good to the property.</p>
<p>A.43 In circumstances where difficulties are encountered in the operation of this procedure there is scope to make adjustments and matters such as these should be raised with the Regional Manager or the Manager Community Housing. It is acknowledged that this ‘rollover’ procedure will not be appropriate for some CAP providers.</p>	<p>A.43.1 Where referrals are declined the Executive Director, Rental Services will review all referrals. If the decision is upheld the existing Homeswest Appeals Mechanism can be used.</p> <p>A.43.2 It is expected that flexibility and discretion will inform the practice and procedures of SAAP service providers, CAP providers and DHW staff with an overall aim to provide a more responsive approach to moving people through CAP/SAAP accommodation to free up resources for those in real crisis.</p>

REPORTING AND ACCOUNTABILITY	
Annual Reporting	
A.41 DHW will request information regarding the tenancy, property and financial management practices of the organisation on an annual basis. DHW will examine this information for compliance with the signed agreements and determine the need for further review of the organisation.	A.41.1 Organisations should refer to their Legal Agreements for details concerning Annual Reporting.
Organisational Review	
A.42 In conjunction with reporting requirements, DHW will also conduct organisational reviews which involve Annual inspections of tenancy and property registers, property visits, examination of financial documentation and discussions on future plans and directions of the organisation.	A.42.1 Organisations should refer to their Legal Agreements for details concerning Organisational Reviews.
Project Surpluses	
A.43 All accumulated surplus income generated from the operation of CAP properties must be identified in the annual audited accounts and must be returned to DHW within three months of the end of the financial year unless otherwise agreed by DHW.	A.43.1 Organisations should refer to their Legal Agreements for details concerning Project Surpluses.
	A.43.2 Purchase of Equity Organisations may be given the opportunity to use surplus funds to purchase equity in their existing projects
	A.42.3 Surplus Funds Agreement Organisations which have clearly demonstrated an ability to manage housing efficiently and effectively, may be allowed to enter into an Agreement with the DHW to use these funds for a range of options including major upgrades, refurbishments, redevelopment, new developments & purchase of land for further joint projects.

COMMUNITY HOUSING PROGRAM

POLICIES AND PROCEDURES

DESCRIPTION

The Community Housing Program is a DHW program through which funds are allocated to non-profit, non-government community organisations or local government authorities for the purchase or construction of rental housing for people on low to moderate incomes. Funds can also be used for extensions, conversions or upgrades. Capital contributions from groups are encouraged, but they are not a prerequisite for funding. Key features of the Community Housing Program include:

- providing opportunities for tenant involvement in the development and ongoing management of the housing stock
- organisations retain responsibility for tenancy and property management
- links to local community supports, particularly for people with special needs
- providing an alternative to public housing for people on low incomes
- equity partnerships offer organisations some of the benefits of home ownership
- tenants receive security of tenure and access to affordable accommodation.

A portion of Community Housing Program funds is also utilised for community housing sector infrastructure in the development and delivery of training and information resources and assisting the establishment of Regional Housing Associations.

B COMMUNITY HOUSING PROGRAM - POLICIES AND PROCEDURES

ELIGIBILITY	
Organisations	
<p>B.1 Eligible organisations means local government bodies established by or under a law of State or an incorporated organisation or a constituted body taking reasonable steps towards incorporation which are non-profit and non-government (other than local government) bodies. Included are</p> <ul style="list-style-type: none"> • Religious organisations • Charitable organisations • Local Government Bodies • Community organisations and Housing Associations 	
Projects	
<p>B.2 Funds from the Program may be allocated for:</p> <ul style="list-style-type: none"> • Purchase or construction of rental housing • Conversions, extension and upgrades of existing housing • Delivery of training and information resources and development of regional housing associations and other bodies, to assist in the development of the community housing sector. 	<p>B.2.1 Funding is provided to organisations, such as regional housing associations and the Community Housing Coalition of WA, to assist organisations develop and manage community housing projects</p> <p>B.2.2 Wherever possible, DHW will exercise a preference to construct new dwellings rather than purchase existing dwellings</p>
<p>B.3 Organisations must demonstrate demand and need for the project as well as their capacity and ability to manage the housing.</p>	<p>B.3.1 Evidence of demand and need may include:</p> <ul style="list-style-type: none"> • Waiting lists and details of applicants • Information from community agencies • Support from local government authority • Other statistical data.

	<p>B.3.2 Evidence of ability to manage housing may include:</p> <ul style="list-style-type: none"> • Previous housing management experience • Experience and skills of housing workers.
B.4 Guarantees must be provided for any essential support services required.	B.4.1 Evidence of support funding and/or services must be in writing from the provider.
Tenants	
B.5 All tenants must meet DHW's current eligibility criteria (<i>see DHW Rental Policy Section 2</i>) at application and allocation.	
B.6 Applicants with an existing debt to DHW must make satisfactory arrangements with DHW to repay the debt prior to becoming eligible for allocation of accommodation.	B.6.1 Organisations are required to advise DHW the names of tenants for confirmation of any debts to DHW.
APPLICATION AND APPROVAL PROCESS	
Applications	
B.7 Applications for CHP projects are received on a 'rolling' basis up to 31 December for funding in the following financial year.	B.7.1 Organisations are encouraged to contact Community Housing staff for assistance when developing proposals.
B.8 Applications must be completed on the approved Application Form available from the Community Housing Branch.	<p>B.8.1 Project Officers acknowledge and register applications and prepare Application Assessment Forms which ensure all required information is provided and contact organisations to fill in gaps.</p> <p>B.8.2 Applications are referred to the relevant DHW Regional Office for comment.</p>

<p>B.9 Applications received after 31 December will be assessed and held over for consideration in the following financial year, unless, in the opinion of the Manager Community Housing, there are extenuating circumstances.</p>	<p>B.9.1 Organisations lodging late applications should provide written evidence of extenuating circumstances for consideration by the Manager Community Housing if they wish it to be included in the current year's program.</p> <p>B.9.2 Organisations who submit late applications will be advised that they will be included in the following year's assessment.</p>
<p>Assessment</p>	
<p>B.10 All projects which meet the minimum eligibility requirements outlined in paragraphs B.1 - B.4. above, will be considered for funding.</p>	
<p>B.11 The following priority assessment criteria will be applied once minimum eligibility requirements have been met:</p>	
<ul style="list-style-type: none"> • Level of Contributions by Organisation 	<p>B.11.1 Contributions may be in the form of cash, land, and/or in-kind services.</p>
<ul style="list-style-type: none"> • Special Needs of Target Group 	<p>B.11.2 Target Groups include people in housing difficulty, people with disabilities and aboriginal people.</p>
<ul style="list-style-type: none"> • Status of any Land Contribution 	<p>B.11.3 Land should be suitable for the project and appropriately zoned (<i>refer Community Housing Policy B32</i>)</p>
<ul style="list-style-type: none"> • Regional Housing Focus 	<p>B.11.4 Organisations allied with regional housing associations</p>
<ul style="list-style-type: none"> • Proven Housing Management Experience 	<p>B.11.5 Level of skills and experience in housing management (<i>refer Community Housing Policy B3</i>)</p>
<ul style="list-style-type: none"> • Rural and Remote Areas 	<p>B.11.6 Special needs of rural and remote locations</p>
<ul style="list-style-type: none"> • Demonstrated Demand 	<p>B.11.7 (<i>refer Community Housing Policy B3</i>)</p>
<p>B.12 While some preference may be given to those projects which include a contribution, (either cash, land, in-kind or other) funds may be available for 100% Program funded projects.</p>	

Approval	
B.13 Recommendations, which take account of outcomes from the above assessment process are prepared by DHW Community Housing Assessment Panel for consideration by DHW Executive, DHW Board, and the State Minister for Housing.	<p>B.13.1 DHW Community Housing Assessment Panel consists of:</p> <ul style="list-style-type: none"> • General Manager, DHW • Manager Community Housing • Co-ordinator Community Programs
B.14 No information concerning the DHW recommendations is available until the final approval has been received from the Minister for Housing.	<p>B.14.1 All successful applicants will be advised of the outcome of their applications in writing by the DHW. This would normally be in July of each year.</p> <p>B.14.2 Successful applicants will be required to sign and return an Approval Conditions document before the project can commence.</p> <p>B.14.3 Unsuccessful applicants will be advised of the outcome of their application in writing by the DHW, within 14 days of the decision by the Minister. The letter will provide initial feedback on their application and invite the organisation to contact the Manager Community Housing to discuss their application further.</p>
B.15 Projects must commence within three months of receipt of letter of approval unless DHW approval is obtained for extension.	B.15.1 Approval for extension will be considered in cases where delays are deemed to be outside the control of the organisation.
B.16 In the event a project does not commence within six months the Minister reserves the right to reallocate the funds to other approved CHP projects.	

RENTS	
Payable To DHW By Organisations For Headleased Properties	
B.17 Properties provided under CHP headlease arrangements are normally on a 'peppercorn rent' (ie nil rent) basis for a three-year period or such other period as deemed appropriate by the Manager Community Housing.	B.17.1 Shorter periods may be deemed appropriate by the Manager Community Housing in the case of a new and/or unproven service or where the ability of the organisation to manage the property/properties has not been adequately demonstrated.
Payable By Tenants To Organisation	
B.18 Tenants are charged rent according to DHW's current rent-to-income policy (<i>see DHW Rental Policy Section 6</i>).	B.18.1 Assistance to organisations regarding the calculation of rent-to-income is available from the Manager Rental Services at all DHW regional offices. B.18.2 In addition, the Organisation is able to include in their rental charge a sum equivalent to the tenants weekly entitlement for Commonwealth Rent Assistance, thus enabling organisations to charge a 'higher' rent than DHW without financially disadvantaging tenants relative to DHW tenants
B.19 Tenants of CHP funded properties are not eligible for DHW Bond Assistance. However they may be eligible for Commonwealth Government rent assistance and, if so, this should be taken into account when assessing rent.	
PROJECT MANAGEMENT	
B.20 All properties, whether new construction or spot purchase will be to DHW's standards except where prospective tenants have special needs associated with their day-to-day living requirements.	B.20.1 The amenity level of the buildings are comparable to prevailing DHW standards. B.20.2 If the organisation wishes to build or purchase beyond these standards then they will have to meet the extra costs of this higher level of amenity.

<p>B.21 Extra amenities beyond DHW's standards and not directly associated with tenants' special needs, must be paid for by the organisation prior to the project commencing.</p>	<p>B.21.1 Extra amenities may include floor coverings, built-in furniture, air conditioning and fans. B.21.2 Funds to meet the cost of the extra amenities are to be forwarded to DHW prior to the advertising of tenders or, in the case of spot purchase, prior to settlement.</p>
<p>B.22 Organisations are responsible for obtaining local government approval for properties requiring this for special use.</p>	<p>B.22.1 DHW will assist in obtaining local government approval if requested to do so by the organisation.</p>
<p>B.23 Legal documentation must be signed and executed prior to the project going to tender or, in the case of spot purchases, prior to settlement.</p>	
<p>Spot Purchase</p>	
<p>B.24 Purchase of land or property by DHW will be subject to DHW's spot purchase policies in particular in relation to</p>	
<ul style="list-style-type: none"> • DHW presence in the area (1 in 9 policy) 	<p>B.24.1 This policy refers to both 'lots' and 'houses' and refers to DHW presence across a suburb as well as within a particular sub-division.</p>
<ul style="list-style-type: none"> • Valuation 	<p>B.24.2 DHW has established purchase limits for rental housing within the various regions. B.24.3 DHW will obtain a sworn valuation from a licensed valuer for the property to be purchased. B.24.4 DHW will not purchase above valuation or regional spot purchase limits. B.24.5 Valuation documentation is the property of DHW.</p>
<ul style="list-style-type: none"> • Repairs and Maintenance 	<p>B.24.6 DHW will arrange for the property to be inspected by an authorised building inspector who will provide a structural report and identify necessary maintenance and repairs.</p>

	B.24.7 Cost of essential repairs and maintenance, together with agreed purchase price must not exceed valuation or regional spot purchase limit.
<ul style="list-style-type: none"> Negotiations with Vendor 	B.24.8 All negotiations for the spot purchase of land or property will be carried out by DHW officers. Organisations should not contact the vendor or vendor's agent without the express approval of DHW.
B.25 Managing Director DHW and Ministerial approval is required for all land and property spot purchases.	
Construction Policies	
All Projects	
B.26 DHW Select and Construct process will be utilised for all single unit or duplex projects where applicable.	<p>B.26.1 Select and Construct is a method of housing procurement where builders submit their house designs to DHW and are selected to construct houses on DHW land.</p> <p>B.26.2 Organisations are given the choice of a range of appropriate building designs.</p>
B.27 In other projects, DHW will provide architectural services or will select an architect after calling for fee proposals. DHW will prepare an architect's brief in consultation with the organisation. The Architect will be responsible for the design, development and preparation of tender documentation. DHW and the organisation will approve all documentation prior to tenders being called The Architect will be contracted by DHW and all instructions to the Architect will be issued exclusively by DHW.	<p>B.27.1 DHW will seek proposals from three architects, any or all of whom may be nominated by the organisation, subject to DHW approval.</p> <p>B.27.2 The design brief sets out guidelines for the design of the accommodation as well as siteworks.</p> <p>B.27.3 Contract documents are prepared in accordance with DHW requirements.</p> <p>B.27.4 The requirements of the design brief and related tendering procedures are incorporated into the specifications and working drawings.</p> <p>B.27.5 Organisations are involved in the tendering process and must approve and sign all plans prior to going to tender.</p>

<p>B.28 All cash contributions must be paid prior to going to tender except where otherwise approved by the Manager Community Housing.</p>	
<p>B.29 DHW will estimate the cost of the project prior to going to tender and tender prices must be consistent with this estimate to be considered.</p>	<p>B.29.1 Tender prices should normally fall within 10% of DHW estimate to be considered.</p>
<p>B.30 DHW will determine the successful tenderer.</p>	<p>B.30.1 DHW takes account of the tenderers' past performance, current financial standing, workload and tender price.</p>
<p>B.31 The builder will be contracted by DHW and all instructions to the builder will be issued exclusively by the DHW Project Manager or the Architect acting for DHW</p>	<p>B.31.1 Organisations are not to approach the builder directly during the period of the building contract. Organisations must direct all queries or requests to the Project Officer.</p> <p>B.31.2 During the period of the building contract, the builder will have possession of the building site. For reasons of public safety, access to the building site will be restricted. Organisations must direct all requests for access to the Project Officer.</p> <p>B.31.3 The Manager, Community Housing must approve any variations to the design and specifications.</p>
<p>Equity Projects</p>	
<p>B.32 Where organisations are making a contribution towards the project, whether it be land, cash or in-kind services, these will be reflected in the legal agreement.</p>	

<p>B.33 Contributions of land must be suitable for the project, must be, or be able to be, appropriately zoned and fully serviced</p>	<p>B.33.1 Land must be well located with respect to public transport, shops, health and community facilities and any special support services required by tenants to be housed.</p> <p>B.33.2 Land must be zoned appropriately (and, if applicable, vested appropriately) for the type of housing proposed.</p> <p>B.33.3 The building site must be serviced with water, sewerage (where applicable) and power, adequate to cope with the number of units to be built.</p> <p>B.33.4 Land must be technically suitable in relation to soil type, drainage and servicing and organisations are required to provide both a geotechnical report and feature survey in this regard.</p> <p>B.33.5 Land must be free of encumbrances likely to impede development of the project.</p>
<p>B.34 The value of any in-kind services contributed by the organisation will be estimated by DHW at the commencement of the project and substantiated by provision of evidence of expenditure. The agreed value of in-kind services will be included in the organisation's project equity.</p>	<p>B.34.1 In-kind services may include site works, landscaping and fencing.</p> <p>B.34.2 Organisations must provide receipts and/or other documentation to substantiate their claims regarding in-kind services.</p> <p>B.34.3 The agreed value of in-kind services will be included in the organisation's project equity.</p>
<p>Allocation From Existing DHW Stock</p>	
<p>B.35 DHW may elect to meet the needs of the project by providing a property/properties from existing regional stock.</p>	<p>B.35.1 Where DHW offers to headlease an existing property to an organisation, the organisation is required to respond within three working days otherwise DHW reserves the right to withdraw the offer.</p>

	<p>B.35.2 Where the organisation accepts an existing DHW property for lease, the organisation must ensure that the property is occupied within five working days of acceptance unless otherwise agreed by the Manager Community Housing.</p> <p>B.35.3 Where payment of rent by the organisation to DHW is a condition of the headlease, rent charges are to commence immediately upon acceptance by the organisation of allocated property unless otherwise agreed by the Manager Community Housing</p> <p>B.35.4 Rental payments are to be kept at least two weeks in advance at all times unless otherwise stated in the legal agreement</p>
<p>B.36 Organisations must provide valid reasons for decline of property offers (<i>DHW Rental Policy Sections 4.8 and 4.9</i>).</p>	
<p>B.37 DHW reserves the right to withdraw an allocation where it considers the decline to be invalid.</p>	
<p>B.38 Properties provided from existing DHW stock will be headleased to organisations for three years or such other period as deemed appropriate by the Manager Community Housing.</p>	<p>B.38.1 Keys from properties no longer required by organisations must be returned directly to the Community Housing Branch.</p>

<p>LEGAL AGREEMENTS</p>	
<p>B.39 All organisations funded under CHP are required to enter into either a Headlease Agreement or a Joint Venture Agreement which covers the following policy issues.</p> <ul style="list-style-type: none"> • Tenancy Management • Property Management • Equity arrangements • Warranty of Possession • Rates and Charges • Insurance • Indemnities and Compensation • Liability of Organisation for Wilful Damage • Strata Company Issues • Management and Administration • DHW access • Essential Support Services • Breach and Termination of Agreement. • Renegotiation of Agreement • Reporting Requirements • Project Surpluses • Disputes • Compliance 	

REPORTING AND ACCOUNTABILITY	
Annual Reporting	
B.40 DHW will request information regarding the tenancy, property and financial management practices of the organisation on an annual basis. DHW will examine this information for compliance with the signed agreements and determine the need for further review of the organisation	B.40.1 Organisations should refer to their Legal Agreements for details concerning annual reporting requirements.
Organisational Review	
B.41 In conjunction with reporting requirements, DHW will also conduct organisational reviews which involve annual inspections of tenancy and property registers, property visits, examination of financial documentation and discussions on future plans and directions of the organisation.	B.41.1 Organisations should refer to their Legal Agreements for details concerning organisations reviews.
Project Surpluses	
B.42 All accumulated surplus income generated from the operation of CHP properties must be identified in the annual audited accounts and must be returned to DHW within three months of the end of the financial year unless otherwise agreed by DHW.	B.42.1 Organisations should refer to their Legal Agreements for details concerning the return of project surpluses.
	B.42.2 Organisations may be given the opportunity to use surplus funds to purchase equity in their existing projects
	B.42.3 Organisations which have clearly demonstrated an ability to manage housing efficiently and effectively, may be allowed to enter into an Agreement with the DHW to use these funds for a range of options including major upgrades, refurbishments redevelopment, new developments & purchase of land for further joint projects.

COMMUNITY DISABILITY HOUSING PROGRAM

POLICIES AND PROCEDURES

DESCRIPTION

The Community Disability Housing Program (CDHP) is a DHW initiative through which funds are allocated for the provision of rental housing for low-income people with disabilities who require support in order to live independently in the community. Properties are headleased to non-profit incorporated community groups or government agencies who are required to provide guarantees of the necessary support services.

DHW works closely with the two main government support funding agencies (Health Department of WA and the Disability Services Commission) to ensure that people being housed have adequate support arrangements in place and meet the priority criteria of the Health Department or the Disability Services Commission. Applications from agencies whose client obtain essential support services from other sources are also considered for funding.

ROLES AND RESPONSIBILITIES

Disability Services Commission

The Disability Services Commission (DSC) provides accommodation support services to people with disabilities to enable them to live independently within the community.

DSC provides DHW with information concerning those individuals and organisations who have been allocated support funding and prioritises these according to need. DSC also provides advice and recommendations to DHW concerning those applications for CDHP funding where accommodation support services are provided through other sources or where previously funded organisations wish to alter accommodation arrangements.

Health Department of WA

The Health Department of WA (HDWA) through the Independent Living Program (ILP) provides clinical and accommodation support services to people with psychiatric disabilities to enable them to live independently within the community.

HDWA provides DHW with information concerning organisations who have been allocated accommodation support funding for a specific number of people with psychiatric disabilities. These organisations must be acceptable to DHW with regard to their ability to manage the properties allocated under CDHP.

RESPONSIBILITIES

Department of Housing and Works

- Capital funding for the provision of housing for people with disabilities
- Monitoring of tenancy and property management by organisations
- Final decision on funding of applications

Disability Services Commission

- Recurrent funding for the provision of accommodation support services for people with disabilities
- Monitoring of standards of accommodation support services provided
- Provision of recommendations concerning individuals and organisations funded for disability support services who require DHW accommodation.

Health Department of WA

- Recurrent funding for the provision of accommodation support services for people with disabilities
- Provision of clinical services to people with psychiatric disabilities housed under CDHP
- Monitoring of standards of clinical and disability support services provided
- Co-ordination with DHW concerning organisations to be funded for the provision of accommodation support services
- Provision of details concerning funding provided to organisations including number of people to be housed.

C COMMUNITY DISABILITY HOUSING PROGRAM - POLICIES AND PROCEDURES

ELIGIBILITY	
Organisations	
<p>C.1 The following organisations are eligible to make application for accommodation under the Community Disability Housing Program (CDHP):</p> <ul style="list-style-type: none"> • Non profit incorporated community groups • Local government authorities • Housing Associations • Government departments • Private for profit organisations where these organisations have been funded to provide support services to people with disabilities.* 	<p>C.1.1 DHW's preference in these circumstances is to encourage the private organisation to approach a regional housing association to undertake the property management functions, particularly where the private organisation has limited property management experience.</p>
Projects	
<p>C.2 Funds are primarily used for capital purposes to provide accommodation for people with disabilities.</p>	<p>C.2.1 Funds may not be used for accommodation support services or other recurrent funding requirements.</p> <p>C.2.2 At the discretion of the DHW, funds may be used to construct respite house for people with disabilities.</p>
<p>C.3 Funds may be used to:</p> <ul style="list-style-type: none"> • construct new dwellings • purchase land and/or buildings • headlease dwellings • modify or upgrade dwellings 	<p>C.3.1 Wherever possible, DHW will exercise a preference to construct new dwellings rather than purchase existing dwellings</p>

Tenants	
C.4 All tenants must meet DHW's eligibility criteria (<i>DHW Rental Policy Section 2</i>) and also DHW's definition of people with a disability as follows:	C.4.1 DHW Disability Definition <i>Any person(s) with an intellectual, psychiatric, cognitive, neurological, HIV/AIDS, sensory or physical impairment that is permanent (or likely to be permanent) and impacts on their housing needs in terms of building design, or proximity to appropriate services or the need for support services</i>
C.5 Prospective tenants with an existing debt to DHW must make satisfactory arrangements with DHW to repay the debt prior to becoming eligible for allocation of accommodation.	C.5.1 Organisations are required to advise DHW the names of tenants for confirmation of any debt to DHW.
C.6 Priority will be given to eligible persons in most urgent housing need who, because of their disability, require support in order to maintain independent living.	C.6.1 Housing need will be assessed by DHW in consultation with the accommodation support funding body (eg DSC, HDWA).
APPLICATION AND APPROVAL PROCESS	
Applications	
C.7 Priority is given to people who are funded for disability support services through either the Health Department of WA (HDWA) or the Disability Services Commission (DSC) and applications for accommodation for these people must be made through the relevant department providing the support funding (ie HDWA or DSC).	C.7.1 Requests for accommodation where disability support funding is provided by either HDWA or DSC received by DHW, will be forwarded to the relevant department for their consideration
C.8 In addition, DHW reserves some allocations for special projects and for people with disabilities receiving support other than that provided by HDWA or DSC. Support guarantees are still required.	C.8.1 Requests for accommodation from organisations not receiving disability support funding from either DSC or HDWA should be discussed with Community Housing Branch staff.
C.9 There is no proforma application for these CDHP options and organisations should discuss their proposals with the Manager	

Community Housing Branch.	
Assessment	
C.10 Each year DHW negotiates separately with the HDWA and the DSC over the number of places to be provided under the CDHP for their priority clients.	C.10.1 Negotiations between DHW, and the HDWA and DHW and the DSC take into account demand, regional priorities, support funding and support service limitations, availability of community management groups and DHW program budget parameters.
C.11 No application will be considered under CDHP unless support service guarantees and/or agreements are in place.	C.11.1 Evidence of support funding and/or services must be in writing from the provider.
C.12 Priority is given to those applicants considered to be most in need of accommodation.	C.12.1 Assessment of housing need is carried out by DHW in consultation with the support funding body.
C.13 All applications are reviewed by DHW's Community Housing Assessment Panel.	C.13.1 The DHW Community Housing Assessment Panel consists of: <ul style="list-style-type: none"> • General Manager DHW • Manager Community Housing • Co-ordinator Community Programs
Approval	
C.14 Recommendations, which take account of outcomes from the above assessment process are forwarded for consideration by DHW Executive, DHW Board, and the State Minister for Housing.	
C.15 No information concerning the DHW recommendations is available until the final approval has been received from the Minister for Housing.	<p>C.15.1 All successful applicants will be advised of the outcome of their applications in writing by the DHW. This would normally be in July of each year.</p> <p>C.15.2 Successful applicants will be required to sign and return an Approval Conditions document before the project can commence.</p> <p>C.15.3 Unsuccessful applicants will be advised of the outcome of their application in writing by the DHW, within 14 days of</p>

	the decision by the Minister. The letter will provide initial feedback on their application and invite the organisation to contact the Manager Community Housing to discuss their application further
C.16 Projects must commence within six months of receipt of letter of approval unless DHW approval is obtained for extension.	C.16.1 Approval for extension will be considered in cases where delays are deemed to be outside the control of the organisation.
C.17 In the event a project does not commence within six months, the Minister reserves the right to reallocate the funds to other approved CDHP projects.	
RENTS	
Payable By Organisations To DHW For Headleased Properties	
C.18 There are four different types of headleasing arrangements available and the appropriate type is negotiated between DHW and the organisation, taking account of the circumstances and preferences of the organisation	
Payable By Tenants To Organisations	
C.19 Tenants of all CDHP properties should be charged rent according to DHW current rent-to-income policy (<i>DHW Rental Policy Section 6</i>). Tenants of CDHP properties funded by DHW are not eligible for Bond Assistance. However they may be eligible for Rent Assistance provided by the Commonwealth Government and this should be taken into account when assessing rent.	C.19.1 Assistance in the calculation of rent-to-income is available from the Manager Rental Services at all DHW regional offices. C.19.2 In addition, the Organisation is able to include in their rental charge a sum equivalent to the tenants weekly entitlement for Commonwealth Rent Assistance, thus enabling organisations to charge a ‘higher’ rent than DHW without financially disadvantaging tenants relative to DHW tenants

PROJECT MANAGEMENT	
C.20 All properties, whether new construction or spot purchase will be to DHW's standards except where prospective tenants have special needs associated with their day-to-day living requirements.	<p>C.20.1 The amenity level of buildings is comparable to prevailing DHW standards</p> <p>C.20.2 If the organisation wishes to build or purchase beyond these standards then they will have to meet the extra costs of this higher level of amenity.</p> <p>C.20.3 DHW reserves the right to review and change the method of property provision (ie spot purchase, construction, allocation from DHW stock).</p>
C.21 Extra amenities beyond DHW's standards and not directly associated with tenants' special needs, must be paid for by the organisation prior to the project commencing.	<p>C.21.1 Extra amenities may include floor coverings, built-in furniture, air conditioning and fans.</p> <p>C.21.2 Funds to meet the cost of the extra amenities are to be forwarded to DHW prior to the advertising of tenders or, in the case of spot purchase, prior to settlement.</p>
C.22 Organisations are responsible for obtaining local government approval for properties requiring this for special use.	C.22.1 DHW will assist in obtaining local government approval if requested to do so by the organisation.
C.23 Legal documentation must be signed and executed prior to the project going to tender or, in the case of spot purchases, prior to settlement.	
Spot Purchase	
C.24 Purchase of land or property by DHW will be subject to DHW's spot purchase limits policies in particular in relation to	
<ul style="list-style-type: none"> DHW presence in the area (1 in 9 policy) 	C.24.1 This policy refers to both 'lots' and 'houses' and refers to DHW presence across a suburb as well as within a particular sub-division.
<ul style="list-style-type: none"> Valuation 	C.24.2 DHW has established purchase limits for rental housing within the various regions.

	<p>C.24.3 DHW will obtain a sworn valuation from a licensed valuer for the property to be purchased.</p> <p>C.24.4 DHW will not purchase above valuation or regional spot purchase limits</p> <p>C.24.5 Valuation documentation is the property of DHW.</p>
<ul style="list-style-type: none"> Repairs and Maintenance 	<p>C.24.6 DHW will arrange for the property to be inspected by an authorised building inspector who will provide a structural report and identify necessary maintenance and repairs.</p> <p>C.24.7 Cost of essential repairs and maintenance together with agreed purchase price must not exceed valuation or relevant spot purchase limit.</p>
<ul style="list-style-type: none"> Negotiations with Vendor 	<p>C.24.8 All negotiations for the spot purchase of land or property will be carried out by DHW officers. Organisations should not contact the vendor without the express approval of DHW.</p>
<p>C.25 Managing Director DHW and Ministerial approval is required for all land and property spot purchases.</p>	
<p>Construction Projects</p>	
<p>All Projects</p>	

<p>C.26 DHW Select and Construct process will be utilised for all single unit or duplex projects.</p>	<p>C.26.1 Select and Construct is a method of housing procurement where builders submit their house designs to DHW and are selected to construct houses on DHW land.</p> <p>C.26.2 Organisations are given the choice of a range of appropriate building designs.</p>
<p>C.27 In other projects, DHW will provide architectural services or will select an architect after calling for fee proposals. DHW will prepare an architect's brief in consultation with the organisation. The Architect will be responsible for the design, development and preparation of tender documentation. DHW and the organisation will approve all documentation prior to tenders being called. The Architect will be contracted by DHW and all instructions to the Architect will be issued exclusively by DHW.</p>	<p>C.27.1 DHW will seek proposals from three architects, any or all of whom may be nominated by the organisation, subject to DHW approval.</p> <p>C.27.2 The design brief sets out guidelines for the design of the accommodation as well as siteworks.</p> <p>C.27.3 Contract documents are prepared in accordance with DHW requirements.</p> <p>C.27.4 The requirements of the design brief and related tendering procedures are incorporated into the specifications and working drawings.</p> <p>C.27.5 Organisations are involved in the tendering process and must approve and sign all plans prior to going to tender.</p>
<p>C.28 All cash contributions must be paid prior to going to tender except where otherwise approved by the Manager Community Housing.</p>	
<p>C.29 DHW will estimate the cost of the project prior to going to tender and tender prices must be consistent with this estimate to be considered.</p>	<p>C.29.1 Tender prices should normally fall within 10% of DHW estimate to be considered.</p>
<p>C.30 DHW will determine the successful tenderer.</p>	<p>C.30.1 DHW takes account of tenderers' past performance, current financial standing, workload and tender price.</p>
<p>C.31 The builder will be contracted by DHW and all instructions to the builder will be issued exclusively by the DHW Project Manager or the Architect acting for DHW.</p>	<p>C.31.1 Organisations are not to approach the builder directly during the period of the building contract. Organisations must direct all queries or requests to the Project Officer.</p>

	<p>C.31.2 During the period of the building contract, the builder will have possession of the building site. For reasons of public safety, access to the building site will be restricted. Organisations must direct all requests for access to the Project Officer.</p> <p>C.31.3 The manager, community housing must approve any variations to the design and specifications.</p>
<p>Equity Projects</p>	
<p>C.32 Where organisations are making a contribution towards the project, whether it be land, cash or in-kind services, these will be reflected in the legal agreement.</p>	
<p>C.33 Contributions of land must be suitably located for the project, must be, or be able to be, appropriately zoned and fully serviced</p>	<p>C.33.1 Land must be well located with respect to public transport, shops, health and community facilities and any special support services required by tenants to be housed.</p> <p>C.33.2 Land must be zoned appropriately (and, if applicable, vested appropriately) for the type of housing proposed.</p> <p>C.33.3 The building site must be serviced with water, sewerage (where applicable) and power, adequate to cope with the number of units to be built.</p> <p>C.33.4 Land must be technically suitable in relation to soil type, drainage and servicing and organisations are required to provide both a geophysical report and feature survey in this regard.</p> <p>C.33.5 Land must be free of encumbrances likely to impede development of the project.</p>

<p>C.34 The value of any in-kind services contributed by the organisation will be estimated by DHW at the commencement of the project and substantiated by provision of evidence of expenditure. The agreed value of in-kind services will be included in the organisation's project equity.</p>	<p>C.34.1 In-kind services may include site works, landscaping and fencing.</p> <p>C.34.2 Organisations must provide receipts and/or other documentation to substantiate their claims regarding in-kind services.</p> <p>C.34.3 The agreed value of in-kind services will be included in the organisation's project equity.</p>
<p>Allocation From Existing DHW Stock</p>	
<p>C.35 DHW may elect to meet the needs of the project by providing a property/properties from existing regional stock.</p>	<p>C.35.1 Where DHW offers to headlease an existing property to an organisation, the organisation is required to respond within three working days otherwise DHW reserves the right to withdraw the offer.</p> <p>C.35.2 Where the organisation accepts an existing DHW property for lease, the organisation must ensure that the property is occupied within five working days of acceptance unless otherwise agreed by the Manager Community Housing.</p> <p>C.35.3 Where payment of rent by the organisation to DHW is a condition of the headlease, rent charges are to commence immediately upon acceptance by the organisation of allocated property unless otherwise agreed by the Manager Community Housing</p> <p>C.35.4 Rental payments are to be kept at least two weeks in advance at all times unless otherwise stated in the legal agreement</p>
<p>C.36 Organisations must provide valid reasons for decline of property offers (<i>see DHW Rental Policy Sections 4.8 and 4.9</i>).</p>	
<p>C.37 DHW reserves the right to withdraw an allocation where it considers the decline to be invalid.</p>	

<p>C.38 Properties provided from existing DHW stock will be headleased to organisations.</p>	<p>C.38.1 Keys from properties no longer required by organisations must be returned directly to the Community Housing Branch.</p>
<p>LEGAL AGREEMENTS</p>	
<p>C.39 All organisations funded under CDHP are required to enter into either a Headlease Agreement or a Joint Venture Agreement which covers the following policy issues:</p> <ul style="list-style-type: none"> • Tenancy Management • Property Management • Equity arrangements • Warranty of Possession • Rates and Charges • Insurance • Indemnities and Compensation • Liability of Organisation for Wilful Damage • Strata Company Issues • Management and Administration • DHW access • Essential Support Services • Breach and Termination of Agreement. • Renegotiation of Agreement • Reporting Requirements • Project Surpluses • Disputes • Compliance 	

REPORTING AND ACCOUNTABILITY	
Annual Reporting	
C.40 DHW will request information regarding the tenancy, property and financial management practices of the organisation on an annual basis. DHW will examine this information for compliance with the signed agreements and determine the need for further review of the organisation.	C.40.1 Organisations should refer to their Legal Agreements for details concerning annual reporting requirements.
Organisational Review	
C.41 In conjunction with reporting requirements, DHW will also conduct organisation reviews which involve annual inspections of tenancy and property registers, property visits, examination of financial documentation and discussions on future plans and directions of the organisation.	C.41.1 Organisations should refer to their Legal Agreements for details concerning organisational reviews.
Project Surpluses	
C.42 All accumulated surplus income generated from the operation of CDHP properties must be identified in the annual audited accounts and must be returned to DHW within three months of the end of the financial year unless otherwise agreed by DHW.	C.42.1 Organisations should refer to their Legal Agreements for details concerning the return of project surpluses.
	C.42.2 Organisations may be given the opportunity to use surplus funds to purchase equity in their existing projects.
	C.42.3 Organisations which have clearly demonstrated an ability to manage housing efficiently and effectively, may be allowed to enter into an Agreement with the DHW to use these funds for a range of options including major upgrades, refurbishments redevelopment, new developments & purchase of land for further joint projects.

JOINT VENTURE HOUSING PROGRAM

POLICIES AND PROCEDURES

DESCRIPTION

The Joint Venture Housing Program is a DHW initiative which encourages non-profit community organisations and local government authorities to contribute resources for the provision of rental housing for people on low incomes. Each of the parties (DHW and the organisation or local authority) has a financial equity in the housing project which is managed and maintained by the organisation.

In a typical arrangement, the organisation contributes land, cash and/or in-kind services and DHW finances the cost of the construction of the housing. However other arrangements with regard to contributions will be considered. DHW is not involved in the direct management of the properties and all rental revenues are collected by the organisation for property and tenancy management expenses. Organisations are required to enter into a legal contract with DHW which outlines the terms of the project, the rights and responsibilities of both parties and the relative project equities of each party. The term of this agreement is 25 years.

D JOINT VENTURE HOUSING PROGRAM - POLICIES AND PROCEDURES

ELIGIBILITY	
Organisations	
<p>D.1 Eligible organisations means local government bodies established by or under a law of State or an incorporated organisation or a constituted body taking reasonable steps towards incorporation which are non-profit and non-government (other than local government bodies. Included are:</p> <ul style="list-style-type: none"> • Religious organisations • Charitable Organisations • Local Government Bodies • Community Organisations and Housing Associations 	
Projects	
D.2 The proposal must be for the development or acquisition of rental accommodation for people on low incomes where the organisation is able to make a contribution by way of land, cash and/or in-kind services towards the cost of the project.	
<p>D.3 Funds may be used to:</p> <ul style="list-style-type: none"> • Construct new dwellings • Purchase land and/or buildings • Headlease dwellings • Modify or upgrade dwellings 	D.3.1 Wherever possible, DHW will exercise a preference to construct new dwellings rather than purchase existing dwellings
D.4 Cash contributions must be a minimum of \$10,000 per bedroom unit unless in the opinion of the Manager Community Housing a lesser sum is warranted.	

Tenants	
D.5 All tenants must meet DHW eligibility criteria for rental housing (see <i>DHW Rental Policy Section 2</i>) at application and allocation.	<p>D.5.1 The organisation is required to establish a Tenant Allocations Panel in order to select the initial tenants for the units, and to fill vacancies as they arise. The panel is responsible for devising appropriate selection criteria.</p> <p>D.5.2 DHW Regional Managers retain the right to be involved on the Tenant Allocations Panel and may nominate one representative to the panel. DHW will have the right to refer eligible persons from DHW wait lists to the organisation for consideration for housing. Where these persons meet the agreed selection criteria the organisation must agree to wait listing them for the JV units.</p>
D.6 Tenants with an existing debt to DHW must make arrangements with DHW to repay the debt prior to becoming eligible for allocation of accommodation.	D.6.1 Organisations are required to advise DHW of the names of tenants for confirmation of any debts to DHW.
APPLICATION AND APPROVAL PROCESS	
Applications	
D.7 Applications for JV projects are received on a 'rolling' basis up to 31 December for funding in the following financial year.	D.7.1 Organisations are encouraged to contact Community Housing staff for assistance when developing proposals.
D.8 Applications must be completed on the approved Application Form available from the Community Housing Services Branch.	<p>D.8.1 Project Officers acknowledge and register applications, prepare Application Assessment Forms to ensure all required information is provided and contact organisations to fill in gaps.</p> <p>D.8.2 Applications will be referred to the relevant DHW Regional Office for comment.</p>

<p>D.9 Applications received after 31 December will be assessed and held over for consideration in the following financial year, unless, in the opinion of the Manager Community Housing, there are extenuating circumstances.</p>	<p>D.9.1 Organisations lodging late applications should provide written evidence of extenuating circumstances for consideration by the Manager Community Housing if they wish them to be included in the current year's program.</p> <p>D.9.2 Organisations who submit late applications will be advised that it will be included in the following year's assessment.</p>
<p>Assessment</p>	
<p>D.10 All projects which meet the minimum eligibility requirements (See D.1 - D.4 above) will be considered for funding.</p>	
<p>D.11 The following priority assessment criteria will be applied once minimum eligibility requirements have been met:</p>	
<ul style="list-style-type: none"> • Level of Contributions by Organisation 	<p>D.11.1 Contributions may be in the form of cash, land, and/or in-kind services.</p>
<ul style="list-style-type: none"> • Special Needs of Target Group 	<p>D.11.2 Target groups with special needs include people in housing difficulty, people with disabilities and aboriginal people.</p>
<ul style="list-style-type: none"> • Status of any Land Contribution 	<p>D.11.3 Land should be suitable for the project and appropriately zoned (<i>refer Community Housing Policy D29</i>).</p>
<ul style="list-style-type: none"> • Regional Housing Focus 	<p>D.11.4 Alliance with regional housing association.</p>
<ul style="list-style-type: none"> • Proven Housing Management Experience 	<p>D.11.5 Organisations should be able to demonstrate that they have the necessary skills and experience to manage the property/properties efficiently and effectively.</p>
<ul style="list-style-type: none"> • Rural and Remote Areas 	<p>D.11.6 Special needs of rural and remote locations.</p>
<ul style="list-style-type: none"> • Demonstrated Demand 	<p>D.11.7 Evidence of demand may include</p> <ul style="list-style-type: none"> • Waiting lists and details of applicants • Information from community agencies • Support from local government authorities • Other statistical data

<p>Approval</p>	
<p>D.12 Recommendations, which take account of outcomes from the above assessment process and strategic priorities set by the Community Housing Advisory Sub-Committee are prepared by DHW Community Housing Assessment Panel for consideration by DHW Executive, DHW Board, and the State Minister for Housing.</p>	
<p>D.13 No information concerning the DHW recommendations is available until the final approval has been received from the Minister for Housing.</p>	<p>D.13.1 All successful applicants will be advised of the outcome of their applications in writing by the DHW. This would normally be in July of each year.</p> <p>D.13.2 Successful applicants will be required to sign and return an Approval Conditions document before the project can commence.</p> <p>D.13.3 Unsuccessful applicants will be advised of the outcome of their application in writing by the DHW, within 14 days of the decision by the Minister. The letter will provide initial feedback on their application and invite the organisation to contact the Manager Community Housing to discuss their application further</p>

<p>D.14 Projects must commence within six months of receipt of letter of approval unless DHW approval is obtained for extension. In the event a project does not commence within six months then the Minister reserves the right to reallocate the funds to other approved Joint Venture projects.</p>	<p>D.14.1 Approval for extension will be considered in cases where delays are deemed to be outside the control of the organisation.</p>
<p>RENTS</p>	
<p>Payable By Tenants To Organisation</p>	
<p>D.15 Tenants are charged rent according to DHW's current rent-to-income policy (<i>see DHW Rental Policy Section 6</i>).</p>	<p>D.15.1 Assistance in the calculation of rent-to-income is available from the Manager Rental Services at all DHW regional offices.</p> <p>D.15.2 In addition, the Organisation is able to include in their rental charge a sum equivalent to the tenants weekly entitlement for Commonwealth Rent Assistance, thus enabling organisations to charge a 'higher' rent than DHW without financially disadvantaging tenants relative to DHW tenants</p>
<p>D.16 Tenants of JV funded properties are not eligible for DHW Bond Assistance. However they may be eligible for Commonwealth Government rent assistance and, if so, this should be taken into account when assessing rent.</p>	
<p>PROJECT MANAGEMENT</p>	
<p>D.17 All properties, whether new construction or spot purchase will be to DHW's standards except where prospective tenants have special needs associated with their day-to-day living requirements.</p>	<p>D.17.1 The amenity level of buildings is comparable to prevailing DHW standards.</p> <p>D.17.2 If the organisation wishes to build beyond these standards then they will have to meet the extra costs of this higher level of amenity.</p>

	D17.3 If the project is an Aged Person’s Units development, DHW standard is to construct 60% 2 bedroom units and 40% 1 bedroom units. Where JV partners wish to have a higher ratio of 2 bedroom units, they are required to meet the costs of these additional bedrooms. This additional contribution will be reflected in the Organisation’s project equity.
D.18 Extra amenities beyond DHW's standards and not directly associated with tenants' special needs, must be paid for by the organisation prior to the project commencing.	D.18.1 Extra amenities may include floor coverings, built-in furniture, air conditioning and fans as well as additional bedrooms. D.18.2 Funds to meet the cost of the extra amenities are to be forwarded to DHW prior to the advertising of tenders.
D.19 Organisations are responsible for obtaining local government approval for properties requiring this for special use.	D.19.1 DHW will assist in obtaining local government approval if requested to do so by the organisation
D.20 Legal documentation must be signed and executed prior to the project going to tender or, in the case of spot purchases, prior to settlement.	
Spot Purchase	
D.21 Purchase of land or property by DHW will be subject to DHW's spot purchase policies in particular in relation to	
<ul style="list-style-type: none"> DHW presence in the area (1 in 9 policy) 	D.21.1 This policy refers to both 'lots' and 'houses' and refers to DHW presence across a suburb as well as within a particular sub-division.
<ul style="list-style-type: none"> Valuation 	<p>D.21.2 DHW has established purchase limits for rental housing within the various regions.</p> <p>D.21.3 DHW will obtain a sworn valuation from a licensed valuer for the property to be purchased.</p> <p>D.21.4 DHW will not purchase above valuation or regional spot purchase limits.</p> <p>D.21.5 Valuation documentation is the property of DHW.</p>

<ul style="list-style-type: none"> Repairs and Maintenance 	<p>D.21.6 DHW will arrange for the property to be inspected by an authorised building inspector who will provide a structural report and identify necessary maintenance and repairs.</p> <p>D.21.7 Cost of essential repairs and maintenance together with agreed purchase price must not exceed valuation or regional spot purchase limit.</p>
<ul style="list-style-type: none"> Negotiations with Vendor 	<p>D.21.8 All negotiations for spot purchase of land or property will be carried out by DHW officers. Organisations should not contact the vendor or vendor's agent without the express approval of DHW.</p>
<p>D.22 Managing Director DHW and Ministerial approval is required for all land and property spot purchases.</p>	
<p>Construction Projects</p>	
<p>All Projects</p>	
<p>D.23 DHW Select and Construct process will be utilised for all single unit or duplex projects.</p>	
<p>D.24 In other projects, DHW will provide architectural services or will select an architect after calling for fee proposals. DHW will prepare an architect's brief in consultation with the organisation. The Architect will be responsible for the design, development and preparation of tender documentation. DHW and the organisation will approve all documentation prior to tenders being called The Architect will be contracted by DHW and all instructions to the Architect will be issued exclusively by DHW</p>	<p>D.24.1 DHW will seek proposals from three architects, any or all of whom may be nominated by the organisation, subject to DHW approval.</p> <p>D.24.2 The design brief sets out guidelines for the design of the accommodation as well as siteworks.</p> <p>D.24.3 Contract documents are prepared in accordance with DHW requirements.</p> <p>D.24.4 The requirements of the design brief and related tendering procedures are incorporated into the specifications and working drawings.</p> <p>D.24.5 Organisations are involved in the tendering process and must approve and sign all plans prior to going to tender.</p>

D.25 All cash contributions must be paid prior to going to tender except where otherwise approved by the Manager Community Housing.	
D.26 DHW will estimate the cost of the project prior to going to tender and tender prices must be consistent with this estimate to be considered.	D.26.1 Tenders should normally fall within 10% of DHW estimate to be considered.
D.27 DHW will determine the successful tenderer.	D.27.1 DHW takes account of tenderers' past performance, current financial standing, workload and tender price.
D.28 The builder will be contracted by DHW and all instructions to the builder will be issued exclusively by the DHW Project Manager or the Architect acting for DHW	<p>D.28.1 Organisations are not to approach the builder directly during the period of the building contract. Organisations must direct all queries or requests to the Project Officer.</p> <p>D.28.2 During the period of the building contract, the builder will have possession of the building site. For reasons of public safety, access to the building site will be restricted. Organisations must direct all requests for access to the Project Officer.</p> <p>D.28.3 The Manager, Community Housing must approve any variations to the design and specifications.</p>
Equity Projects	
D.29 Where organisations are making a contribution towards the project, whether it be land, cash or in-kind services, these will be reflected in the legal agreement.	
D.30 Contributions of land must be suitable for the project, and must be, or be able to be, appropriately zoned and fully serviced	<p>D.30.1 Land must be well located with respect to public transport, shops, health and community facilities and any special support services required by tenants to be housed.</p> <p>D.30.2 Site must be zoned appropriately (and, if applicable, vested appropriately) for the type of housing proposed.</p>

	<p>D.30.3 The building site must be serviced with water, sewerage (where applicable) and power, adequate to cope with the number of units to be built.</p> <p>D.30.4 Land must be technically suitable in relation to soil type, drainage and servicing and organisations are required to provide both a geophysical report and feature survey in this regard.</p> <p>D.30.5 Land must be free of encumbrances likely to impede development of the project.</p>
<p>D.31 The value of any in-kind services contributed by the organisation will be estimated by DHW at the commencement of the project and substantiated by provision of evidence of expenditure. The agreed value of in-kind services will be included in the organisation's project equity.</p>	<p>D.31.1 In-kind services may include site works, landscaping and fencing.</p> <p>D.31.2 Organisations must provide receipts and/or other documentation to substantiate their claims regarding in-kind services.</p> <p>D.31.3 The agreed value of in-kind services will be included in the organisation's project equity.</p>

<p>LEGAL AGREEMENTS</p>	
<p>D.32 All organisations funded under the Joint Venture Housing Program are required to enter into a Joint Venture Agreement which covers the following policy issues:</p> <ul style="list-style-type: none"> • Tenancy Management • Property Management • Equity arrangements • Warranty of Possession • Rates and Charges • Insurance • Indemnities and Compensation • Liability of Organisation for Wilful Damage • Strata Company Issues • Management and Administration • DHW access • Essential Support Services • Breach and Termination of Agreement. • Renegotiation of Agreement • Reporting Requirements • Project Surpluses • Disputes • Compliance 	

REPORTING AND ACCOUNTABILITY	
Annual Reporting	
D.33 DHW will request information regarding the tenancy, property and financial management practices of the organisation on an annual basis. DHW will examine this information for compliance with the signed agreements and determine the need for further review of the organisation.	D.33.1 Organisations should refer to their Legal Agreements for details concerning annual reporting requirements.
Organisational Review	
D.34 In conjunction with reporting requirements, DHW will also conduct organisational reviews which involve annual inspections of tenancy and property registers, property visits, examination of financial documentation and discussions on future plans and directions of the organisation.	D.34.1 Organisations should refer to their Legal Agreements for details concerning organisational reviews.
Project Surpluses	
D.34 All annual and accumulated surplus income generated from the operation of the JV units must be identified in the annual audited income and expenditure statements.	<p>D.34.1. Surpluses are the balance of funds remaining once all operational expenditures have been accounted for including provision for long term maintenance.</p> <p>D.34.2 Organisations may also be given the opportunity to use surplus funds to purchase equity in their existing projects.</p> <p>D.34.3 Organisations which have clearly demonstrated an ability to manage housing efficiently and effectively, may be allowed to enter into an Agreement with the DHW to use these funds for a range of options including major upgrades, refurbishments redevelopment, new developments & purchase of land for further joint projects.</p>