



Government of South Australia
SA Housing Trust



Community Housing Annual Certificate of Compliance Form Master Community Housing Agreement – *Volunteer Member Tenant Managed*

Please complete all sections and return by 31 October to:
SA Housing Trust, GPO Box 292 ADELAIDE 5001 or your Contract Manager via email.
For advice and assistance contact the Community Housing Partnerships team at HousingPartnerships@sa.gov.au

Year applies (eg 2024-25):

1. Community Housing Provider (CHP) name:

Address:

ABN/ACN:

2. Warranties

The CHP certifies that it has complied with all warranties listed at Clause 7 of the Master Agreement including that:

- All funding has been used in accordance with the Community Housing Providers (National Law) (South Australia) Act 2013, the Master Agreement, and Portfolio Management Requirements.¹
- It has at all times complied with the Act and the conditions of registration under the Act and has done nothing that may compromise its ongoing registration².

3. Compliance with legislation

The CHP certifies that it complies with all relevant laws in its performance of the Master Agreement³.

¹ Clause 7.2

² Clause 7.3 and 7.4

³ Clause 42

4. Compliance with core operating policies and procedures and reporting obligations

- The CHP certifies that it has complied in all respects with the [core operating policies and procedures](#) in its operations under the Master Agreement⁴.
- The CHP certifies that any and all [critical incidents](#) were reported as specified in the Master Agreement⁵.

5. Community Housing Disability Access and Inclusion Policy

- The CHP certifies that it complies in all respects with the [Community Housing Disability Access and Inclusion Policy](#), including having:
 - a publicly available disability procedure that aligns with the policy, with a process for providing disability modifications to customers to enable independent living in the community.
 - an accessible appeal process for disability-related decisions (eg modifications) as outlined in the policy.

6. Insurance

- The CHP certifies that Insurances have been maintained at the level specified in the Master Agreement^{6 7 8}.

7. Eligibility, Tenant Allocation and Rent Certification

- The CHP certifies that over the previous financial year it has met, at all times, the [Eligibility, Tenant Allocation and Rent requirements](#) as set out in the Master Agreement⁹.

⁴ Schedule 2 Clause 3.2

⁵ Clause 27.3

⁶ Clause 8

⁷ Schedule 2 Part B Clause 1.2

⁸ Annexure B

⁹ Schedule 2, clause 3.4, 3.5 and 3.6
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8. CH Managing the Single Housing Register procedure

- The CHP certifies that it abides by the [CH Managing the Single Housing Register procedure](#) including obtaining the required security checks and retaining completed [Single Housing Register Access Request Forms](#) for all Single Housing Register users.

9a. Asset Management and Maintenance Certification

The CHP certifies that over the previous financial year:

- All project properties have been used for residential purposes (unless otherwise expressly agreed in writing by the Trust)¹⁰;
- All habitable project properties meet [Community Housing Maintenance Accommodation Standards 2022](#) and have been maintained in accordance with all relevant legislation and standards¹¹.
- All project properties are included in an [Annual Asset Management Plan](#) including planning, budgeting and forecasting of funds for maintenance that has been provided to the SA Housing Trust annually [Tier 3 required biennially]¹².
- The CHP held sufficient funds to undertake all maintenance required.¹³

9b. Property inspections¹⁴

- The CHP certifies that a suitably qualified person has undertaken a full asset property inspection of each project property at least once in the past three (3) years.

10. Assignment

- The CHP certifies that it has not assigned any of its rights or novated any of its rights or obligations without the prior written consent of the Trust ¹⁵.

¹⁰ Schedule 2 Part A Clause 3.1

¹¹ Schedule 2 Part A Clause 3.7.1 and 3.7.2

¹² Schedule 2 Part A Clause 3.7.7

¹³ Schedule 2 Part A Clause 3.7.5

¹⁴ Schedule 2 Part A Clause 3.7.3

¹⁵ Clause 38

11. Non-Compliance and Pre-Existing Agreements

During the course of this reporting period were there any instances where the CHP was non-compliant under the Master Agreement?

Yes No

If yes, please provide details of non-compliance and any remedies actioned as a result.

Is the CHP currently applying any contractual rights or obligations from Pre-existing Agreements that are inconsistent with general Master Agreement clauses?

Yes No

If yes, please provide details of properties and relevant Pre-existing Agreement clauses. This information will assist towards incorporating all Pre-existing Agreements under the Master Agreement.¹⁶

12. Anecdotal information you wish to share towards your annual performance report (optional).

For example, good news stories, success with tenant engagement activities, development projects, challenges the organisation has been facing, any barriers or issues that can be addressed in conjunction with the SA Housing Trust.

Additional information attached

13. Contact Personnel

Please advise of any changes in the contact details or relevant key contact personnel within your organisation, specifically any changes to the contacts listed in Schedule 1 of the Master Agreement.¹⁷

This certification is made with the knowledge that this information forms part of the requirements of the Master Agreement and any false or misleading information is a breach of that Agreement.¹⁸

Name of Authorised

Office Bearer

Signature

Date

Office use only

Date received by SA Housing Trust

Name of Contract Manager

Date checked by Contract Manager

¹⁷ Clause 28 and Schedule 1

¹⁸ Clause 21