

Policy No: BAYSA 01

Policy Title: Transitional Housing Management

Review Date: April 2022

1. Purpose

BAYSA Housing is responsible for managing properties which provide access to independent living options for young people aged 15-25. Target groups include young people who are homeless or at risk of homelessness and low income earners at risk of being unable to maintain accommodation in the private rental market.

This Policy outlines BAYSA Housing's purpose and operations.

2. Scope

This policy applies to all BAYSA properties, tenants, and prospective tenants.

3. Policy

BAYSA Housing, a subsidiary of Barwon Child, Youth & Family (BCYF), is committed to the provision of housing services for disadvantaged young people across the Barwon and South-Western Region of Victoria. BAYSA Housing provides access to independent living options for young people aged 15-25.

Target groups include young people who are homeless or at risk of homelessness and low income earners at risk of being unable to maintain accommodation in the private rental market.

BAYSA Housing:

- provides housing assistance to individuals and families in crisis as a result of homelessness or impending homelessness; and
- assists individuals and families in housing crisis to establish and/or maintain appropriate, secure and sustainable housing through the provision of transitional housing
- provides general transitional housing and Joined-Up Initiative housing in accordance with formalised allocation referral pathways, and through collaboration with Local Area Service Networks (LASNs).

BAYSA Housing is committed to operate in a manner which seeks to:

- Abide by relevant legislation and regulatory requirements
- Adhere to Guidelines and Conditions of Funding.
- Respect the Policies and Procedures of BAYSA Housing and Nomination Rights agencies.
- Assist the exchange of required information.
- Ensure accessibility to housing for service users.
- Work collaboratively with young people, supporting agencies and other relevant parties.
- Ensure client confidentiality.
- Ensure housing stock is maintained in a safe, secure, and habitable manner.

3.1 Eligibility

Support is provided to young people aged 15 – 25 who are homeless or at risk of homelessness.

Further details on the Transitional Housing Management Program can be found in [Homelessness Services Guidelines and Conditions of Funding \(section 4\)](#)

4. Definitions

Nomination Rights – the designation of a number of properties to particular support services to hold the right to both nominate into those properties and support the young people residing within
Tenant – a tenant, occupant or resident legally residing in a BAYSA property

5. Responsibilities

BAYSA Housing Management is responsible for:

- The development, implementation and review of this Policy.

Workplace Participants are responsible for:

- Complying with this policy.

6. Policy Application

This policy will be applied in line with BAYSA Housing Funding and Service Agreement and program level procedures.

7. Legislation, Acts, Standards

[Residential Tenancies Act 1997](#)

[Homelessness Services Guidelines and Conditions of Funding \(section 4\)](#)

QIC Health & Community Services Standards 7th Ed

Human Services Standards (HSS)

8. Related Documents

NIL

9. Appendices

NIL

10. Document History

Version Number	Approval Date	Approved By	Brief Description
V1	April 2019	ED Client Services	New BAYSA Policy.
Custodian	Manager Youth Services		