

Housing Allocation

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PURPOSE

To ensure that YRHAC staffs adopt a uniform approach to allocating and vacating YRHAC properties.

SCOPE

All applicants in the waiting list of all forms of housing

POLICY

When a vacancy occurs:

- It will be offered to the applicant who has the greatest need according to the selection criteria.
- Preference will go to the applicant who has waited the longest, in the event of two or more applicant judged equally in need.
- Existing tenants will be eligible to transfer, dependent upon their entitlement and funding. They will be given priority.
- Existing tenants and applicants will be notified of vacancies and invited to express their interest by completing an application.
- Matching those applicants with the highest ranking to suitable and appropriate vacant properties.
- Information specific to the property being allocated – size, location, facilities and tenant mix.
- The application of the standard allocation selection criteria.
- Utilising the vacant properties in the best way possible by matching people appropriately to properties.
- Utilising modified properties for those applicants or tenants in need of disability modifications to assist them live independently. Such allocations will be approved by exception from normal allocation procedures if: the tenant has been approved for transfer on the basis they require disability modifications and have met the assessment criteria below or: the applicant has also been through a full assessment process and the modified property will meet their needs.
- Family size and composition will decide the type of property allocated to applicants as per the Bedroom Entitlement Policy

Providing the eligibility criteria are met, the following information will be taken into account when selecting and prioritizing an application for housing.

- Awareness of disadvantaged and cultural groups and their housing options. Priority will be given to ATSI household.
- Prioritize applicants with (more) underage children.
- Disadvantaged social environment condition in current dwelling.
- Good track record of previous tenancy reference.
- The applicant will have ties to the area (e.g. Darwin family/work/education or medical).
- The applicant is homeless, or imminently homeless.
- The applicant has medical or disability factors that impinge upon their continued use of current accommodation.
- The applicant's present accommodation is extremely sub-standard or grossly overcrowded.
- The applicant's present accommodation is insecure.
- The applicant's present accommodation costs are in excess of an acceptable level of net income.
- A household member is at risk.
- Cultural issues.

Although each priority stands alone, preference will be given to an applicant with multiple priorities.

Housing area

Applicants / transfers will be offered housing on an area basis and will only be offered housing on a suburb basis where:

- there is a verified and specific need for members of the applicant's household to be housed in a particular suburb/town or portion of streets within a particular suburb.
- YRHAC has initiated a tenant transfer (e.g. relocation or redevelopment)
- the supply/demand for housing stock permits.

Housing size

The size of housing to be offered to eligible applicants / transfers will be based on the total number of household members. When offering housing every effort must be made to minimise under-occupancy and over-crowding.

More specific house sizes may be offered where:

- there is a verified and specific need for particular house size related to the household's individual need
- the supply/demand for housing stock permits.

Property owners

Applications from households where one or more persons "*hold ownership in residential property*" (either jointly or individually) will not be accepted, registered, accrue benefit or be offered/allocated housing until the property is sold and documentary evidence (including a copy of the settlement statement) is provided to YRHAC confirming details of the sale EXCEPT where:

- there has been a marital/relationship breakdown and the applicant has left the jointly owned house and the other partner still occupies and the applicant has an urgent need to be housed.
 - there are medical, social or financial reasons for an individual or family to be housed away from their property and the equity in the property is too little to purchase or rent a "*reasonable dwelling*" in the area in which they need to live. However, the property should be listed for sale before allocation.
 - Note: "*Reasonable dwelling*" is taken to mean a dwelling which is not substandard, and meets the household's needs in terms of size and location, and is affordable for them).
 - there are medical, social, cultural or financial reasons for an individual or family to move temporarily away from their home and wish to eventually move back. (in such a situation where it is inappropriate for the applicant to sell the property, housing should be on a lease basis with three monthly reviews of eligibility)
- OR
- one partner in a jointly owned house leaves due to family violence and the other partner still occupies and where property settlement will be delayed.

Where an applicant is to be offered YRHAC housing before the property is sold, the applicant will be housed on a probationary lease with the sale of the property listed as a key review criterion for the lease.

Evictions / Termination of Probationary Leases

Tenants who have been evicted from YRHAC premises or have had their probationary lease terminated will not be offered housing during the six months immediately following an eviction or termination of a probationary lease

Community Council/ leaseholder approval for Community housing

The completed Housing Application List will be presented to the community Council. To determine housing allocation/wait list for acceptance or rejection based on set criteria.

When determining who shall be allocated to the vacant house/accommodation, the Council will use the following criteria:

- Family ties of the applicant
- Time that the applicants have been living at the community (long term residents will be given priority if in no housing or unsuitable housing)
- A comparison of the need for housing of each applicant
- If the vacancy is for a specific housing project, criteria for that target group will be considered (eg. aged, single, men/women)

Upon a house becoming vacant the waiting list will go before the Council meeting to determine the new tenants.

The Council decision will be final. Upon the council making their decision the family/individual shall be notified, both verbally and in writing of their Housing allocation and the date that the tenancy shall commence.