

## Williamstown Rental Housing Co-operative Policy Document

<b>Policy Number:</b>	<b>013</b>
<b>Policy Name:</b>	<b>Tenant Selection/Housing Allocation Policy</b>
<b>Version Number:</b>	<b>001</b>
<b>Date Approved by Board:</b>	<b>8/7/2008</b>
<b>Date reviewed by Board:</b>	<b>22<sup>nd</sup> September, 2014</b>
<b>Scheduled Review Date:</b>	<b>September 2016</b>

### **1. Introduction**

Williamstown Rental Housing Co-operative is committed to ensuring that the Tenant Selection Procedure is fair and transparent and adheres to the Office of Housing eligibility criteria and to the Rules of the WRHC

### **2. Purpose**

To document the eligibility criteria and the selection of new members/tenants that ensures a clear, open system.

### **3. Relevant Co-operative Objectives**

- To provide affordable low cost rental housing for all low income earners as an alternative to home ownership.
- To develop responsible tenant self-management
- To develop a structure that ensures collective decision making and is therefore sensitive to tenant members needs.
- To build a supportive community based on the principles of friendship, self help and skill sharing.

### **4. Policy**

WRHC will not discriminate unlawfully against people on the grounds of age, race, gender, marital, disability, religious or political belief. WRHC will ensure that the Tenant Selection/Housing allocation is based upon both housing need and a willingness to accept the responsibilities of membership.

### **5. Procedure**

***The procedure must begin with applications sent to people from the CEHL waiting list. Followed by a compulsory information session and conclude with an interview. All the committee must be involved with the entire procedure.***

**5.1** (a) When a property becomes available authorisation to conduct a Tenant Selection must come from the Board of Directors.

(b) The Office Housing Worker is to check the waiting list and write or telephone to all eligible persons to determine their continued interest in membership and that they still meet Office of Housing eligibility criteria.

© The Office Housing Worker is to send an application form to all eligible applicants expressing interest. If insufficient eligible applicants are available the Office Housing Worker in conjunction with the Tenant Selection Committee should endeavor to seek out other interested and eligible applicants by contacting

- Other RHC's
- Other Community Housing Agencies
- Related agencies; and/or
- Advertise in the local newspaper

## **5.2 The Tenant Selection Committee**

- (a) The Board shall seek members to form a Tenant Selection Committee. The Committee should comprise between **three (3) to four (4)** members of the Co-operative and include at least one (1) Director of the Board. At least two (2) members of the Committee must have had prior experience on the Tenant Selection Committee.
- (b) The Tenant Selection interview panel shall be comprised of two (2) experienced and one (1) inexperienced member.
- (c) Members of the interview panel and/or selection committee must not have a conflict of interest. No member/tenant is permitted to participate on the selection committee if they are related to or have any relationship with the applicant.
- (d) Each Tenant Selection Committee member remains on the Committee for a period of two years.

## **5.3 Application Form**

(a) The completed and signed application form should be returned to the registered office of the WRHC prior to the information session.

(b) Each application form is assessed by the entire Tenant Selection Committee based on housing need, income eligibility, the willingness to be actively involved in the Co-operative and the skills the applicant may have.

© Each applicant form should include a consent form to be signed by the applicant giving WRHC consent to confirm and clarify any details relevant to their application for housing with the Co-operative. This may be consent to speak with medical professionals, care givers and support workers.

**(d) All completed application forms to be kept in filing cabinet in the office for a period of two years**

**(e) The Housing Worker to check eligibility and to assess rents.**

## **5.4 Information Session.**

- (a) The Tenant Selection Committee will call an information session to be attended by all applicant.
- (b) The information session will detail the history and structure of the WRHC.
- (c) At the information session, interview appointments will be made with each applicant and the Tenant Selection Committee.

## 5.5 Assessment (score)

Each applicant will be assessed against the following criteria:

### Needs of Applicant

As all applicants meet the OoH criteria they are all equally eligible. However the personal and social circumstances of applicants will differ. The WRHC should strive to assist those in greatest need; and

### Ability to contribute (needs of Co-operative)

The long term survival of the Co-operative depends on having members who will contribute to the activities of the Co-operative whether at Board or Committee level; and

### Compatibility

Applicants should show a willingness and be able to co-operate and work with all the diverse groups within the Co-operative; and

### Rental History

As the Co-operative requires rental income to survive, where possible consider the rental history of each applicant; and

### Skills

Consider business skills, property management skills, trade skills and community involvement and willingness to participate as an “active member” **and consider any skill that might benefit the Co-op.**

## 5.6 Privacy

- The Tenant Selection Committee will abide with the Privacy Act and will act in a professional and ethical manner when dealing with personal and sensitive information.
- The Tenant Selection Committee will ensure all personal information collected is protected from misuse or the possibility of access by unauthorised persons;
- In Tenant Selection Committee reports to the Board or General Meeting personal and sensitive information is not disclosed.

## 5.7 Approval of Recommended Applicant

- Once a selection has been made the successful applicant is to be offered membership.
- Rule 8 of the WRHC rules “Membership and Shares” must be complied with.

## 5.8 Information Kit to New Members

All new members are to:

- Enter into a lease with the Co-operative
- Be provided with an induction kit including
  - A copy of WRHC Rules
  - The current Consumer Affairs Victoria booklet “Renting a Home - A guide to tenants and landlords”
  - A copy of the Co-operative Policy Manual.

### **5.9 Unsuccessful Applicants**

All unsuccessful applicants should be advised as soon as possible. No reason should be provided. Remember to have acceptance of preferred applicant before informing unsuccessful applicants.

A list of suitable but unsuccessful applicants should be retained with the permission of the applicant. If permission is not granted all forms should be destroyed.

All forms of unsuccessful/unsuitable applicants are to be destroyed.

#### **Hints and Tips**

- Interviews should be held at the Co-operative Office.
- The Tenant Selection Committee will utilize the services of translators and interpreters if needed.
- The Tenant Selection Committee review/amend the tenant selection procedures every two years. (In keeping with the continuous improvement objective).
- An Application Update Form which records change in applicants address, household members or income be kept on file.

## **6. Related Documents**

Rules of Williamstown Rental Housing Co-operative.  
Housing Provider Framework and Property Management Agreement January, 2007.  
Policy Manual of WRHC

