

Williamstown Rental Housing Co-operative Policy Document

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Policy Name:	Tenant Selection and Allocation
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1. Introduction

Williamstown Rental Housing Co-operative (WRHC) aims to provide long term, affordable quality housing to people on low incomes.

WRHC aims to be seen to select tenant members in a fair and equitable manner by adhering to this policy as follows.

2. Purpose

This policy establishes the approach of Williamstown Rental Housing Co-operative (WRHC) to:

- eligibility for its Co-operative Housing program;
- the prioritisation and allocation of tenants to vacant properties; and
- sustainable tenancies and communities through matching applicants to properties.

3. Scope

This policy applies to all rental properties managed by WRHC.

4. Relevant Co-op Objectives

To provide housing that supports sustainable and harmonious communities.

5. Policy

WRHC will:

- only allocate housing to eligible applicants;
- communicate clearly to applicants and the community as to who is eligible for housing with WRHC; and
- comply with its contractual, legal and regulatory obligations relating to eligibility housing.

Approach to allocation

WRHC will endeavor to allocate housing to eligible applicants and in a manner which:

- is fair, transparent and equitable;
- relieves households from housing stress;
- matches individual housing needs with available properties;
- supports the financial viability of WRHC's housing programs;
- promotes the culture of the Co-operative;
- supports sustainable and harmonious communities; and
- is in accordance with its contractual, legal and regulatory obligations.

Eligibility for housing

All applicants for housing managed by WRHC must:

- A. meet the eligibility criteria for Priority Access application as prescribed by the Victorian Housing Register (VHR);
- B. have an active application with the VHR at the point of being made an offer of housing; and
- C. have successfully completed the Housing Co-operative Ready training.

Additional Eligibility Requirements

In addition to meeting the VHR eligibility criteria, to be eligible for housing with WRHC, an applicant must:

- have selected the Co-operative Housing "Interested" Section on their VHR application;
- have successfully completed the Co-operative Housing Readiness training;
- attended an interview as part of the process for allocation; and
- have no previous debt with WRHC, the Director of Housing or another registered housing agency that has not been addressed.

Alternative sourcing of applicants

WRHC will, in the first instance, seek suitable applicants from the Victorian Housing Register (VHR).

Where a suitable applicant is not available through the VHR and one is sourced elsewhere, that applicant will need to complete an application through the VHR prior to an offer of housing is being made.

Unsuccessful Applicants Interviewed

All applicants who have been interviewed and have been unsuccessful in being allocated housing will be informed of the decision.

Matching households to the right house

WRHC will endeavour to match applicants to properties so that an allocation:

- is the right size for the applicant's household;
- is in an area consistent with the applicant's needs;
- assists the applicant to access support services that they need;
- makes the best use of housing stock owned or managed by WRHC;
- encourages a sustainable tenancy; and
- meets any particular expressed needs of the applicant including modifications for people with a physical disability or mobility impairment, availability of car parking or room for carers.

6. Responsibilities

The Housing Administrator is to access the VHR and screen suitable applicants. Applications will then be sent to the Tenant Selection Committee for consideration.

The Tenant Selection and Allocation Committee are to interview and select the most suitable applicant.

7. Definitions

Applicant	means a person who has applied for housing via the VHR or, where permitted by this policy, directly to WRHC
DHHS	means the Victorian Department of Health and Human Services
Director of Housing	means the Victorian government statutory authority that owns all public housing land in Victoria and which is the principal funding body for community housing
Priority Access	Applicants on the VHR who have been assessed as having a priority housing need. The Priority Access Categories are: <ul style="list-style-type: none">• Emergency Management Housing;• Priority Transfers;• Homeless with Support;• Supported Housing;• Temporary Absence;• Special Housing Needs; and• Special Housing Needs (Aged 55 years and over).
VHR	The Victorian Housing Register, the state-wide common application for people seeking public housing and community housing

8. Related Documentation

Legislation and standards

This policy implements WRHC obligations under:

Housing Act 1983 (Vic);
Performance Standards for Registered Housing Agencies;
Legal agreements between WRHC and the Director of Housing relating to the VHR; and
DHHS Victorian Housing Register Operational Guidelines.

Transparency and accessibility

This policy will be available on the WRHC website www.williamstownhousingcoop.org.au