

# Williamstown Rental Housing Co-operative Policy Document

<b>Policy Number:</b>	<b>013</b>
<b>Policy Name:</b>	<b>Tenant Selection and Allocation</b>
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## 1. Introduction

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

As of June 2019: As per WRHC's contractual agreement with the Department of Families, Fairness and Housing, (DFFH):

- 75% of all applicants allocated to housing vacancies by WRHC will have an active Victorian Housing Register (VHR) Priority Application at the point of being made an offer of housing.
- 25% of all allocations for housing made by WRHC may be from the Register of Interest category of the (VHR) or from an alternative source.

WRHC aims to select tenant members in a fair and equitable manner.

## 2. Purpose

This policy establishes WRHC's approach 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:

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

## Approach to allocation

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

- is fair, transparent and equitable;
- relieves households from housing stress;
- matches individual housing needs with available properties;

- supports the financial and management viability of WRHC's housing program;
- promotes the culture of the Co-operative;
- supports sustainable and harmonious communities; and
- is in accordance with its contractual, legal and regulatory obligations

## **Eligibility and sourcing applicants for housing with WRHC**

### **1. 75% of all allocations made by WRHC must:**

- a) have an active priority housing application with the VHR at the point of being made an offer of housing; and
- b) have successfully completed the Housing Co-operative Ready training or where training was not made available to the applicant in the 12 months previous to selection, the applicant must agree to participate in the training as it becomes available.

### **2. 25% and alternative sourcing of applicants**

Where a suitable applicant cannot be chosen from within the VHR Priority Housing Category List, an applicant will be sourced elsewhere, including other categories within the VHR.

- a) the applicant will at a minimum fulfill the requirements of eligibility for a Register of Interest as prescribed by DFFH.
- b) the applicant will be required to complete an application through the VHR where one has not been completed, prior to an offer of housing being made; and
- c) have successfully completed the Housing Co-operative Ready training or where training was not made available to the applicant in the 12 months previous to selection, the applicant must agree to participate in the training as it becomes available.

## **Additional Eligibility and Allocation Requirements**

In addition to meeting the VHR eligibility criteria, before being made an offer of housing with WRHC, applicants will be required to:

- a. attend an interview as part of the process for allocation; and
- b. provide WRHC with the requested documents to validate the applicant's application including referees as required; and
- c. have no previous debt with WRHC, the Director of Housing or another registered housing agency that is unresolved.

## **Unsuccessful Applicants**

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:

- a. is the right size for the applicant's household;
- b. is in an area consistent with the applicant's needs;
- c. assists the applicant to access support services that they need;
- d. makes the best use of housing stock owned or managed by WRHC;
- e. encourages a sustainable tenancy; and
- f. 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 a carer/s.

**a) Responsibilities**

The Housing Administrator will 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 will interview and select the most suitable applicant.

**b) Definitions**

Applicant	means a person who has applied for housing via the VHR or, where permitted by this policy, directly to WRHC
DFFH	means the Victorian Department of Fairness, Family and (formerly known as the 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: Emergency Management Housing; Priority Transfers; Homeless with Support; Supported Housing; Temporary Absence; Special Housing Needs; and Special Housing Needs (Aged 55 years and over).
Register Of Interest	A general Application made through the DFFH VHR
VHR	The Victorian Housing Register, the state-wide common application for people seeking public housing and community housing

**c) 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

DFFH Victorian Housing Register Operational Guidelines.

#### **d) Transparency and accessibility**

This policy will be available on the WRHC website [www.williamstownhousingcoop.org.au](http://www.williamstownhousingcoop.org.au)