

Tharawal Housing Aboriginal Corporation

Allocation Policy Affordable Housing Properties

Version Number:	2
Applies to:	Tharawal Housing Aboriginal Corporation Affordable Housing Properties
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Scope:

This policy applies to applicants who are allocated housing with Tharawal Housing Aboriginal Corporation.

Purpose:

- Ensure fair and equitable access to eligible people who are seeking social housing assistance.
- Open and transparent allocation process that is based on the needs of the applicants.
- Appropriate allocation of affordable housing resources in accordance with individual needs and government legislation.
- Provide a wrap around housing service to Aboriginal People. This includes and is not limited to; medical, education, support, and social and emotion well-being.

Waiting list:

Tharawal Housing Aboriginal Corporation manages its own waiting list for applicants for affordable housing properties.

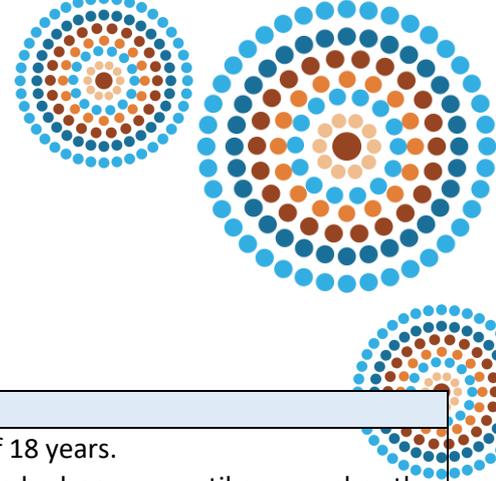
Housing Need:

Applicants will need to demonstrate a need for Affordable Housing and be unable to resolve their housing needs in the medium to long term without assistance. Some factors include but are not limited to; currently living in unaffordable and/or unsuitable housing or needing to relocate for employment or family reasons.

The number of people residing in the property that live must be appropriate to the size of the home.

The below tables outlines bedroom entitlements based on household compliments:

Household Compliment	Minimum bedroom entitlement
Single person	Studio, one to two bedrooms
Couples	One or two bedrooms
Single person or couple with one additional person residing with them	Two or three bedrooms
Single person or couple with two or more persons residing with them	Two or three bedrooms
Single person or couple with three or more persons residing with them	Three or four bedrooms
Single person or couple with four or more persons residing with them	Three or four bedrooms
Single person or couples with five or more additional persons residing with them	Four bedrooms, if available five bedrooms. However, due to the limited five bedroom stock, more than likely a four-bedroom dwelling will be offered.



The below table outlines bedroom entitlement based on children:

Situation	Tharawal response
Shared bedrooms	<ul style="list-style-type: none"> • Same sex children up until the age of 18 years. • Male and female children can share a bedroom up until one reaches the age of 10 years.
Children who can't share a bedroom	An additional bedroom can be allocated in circumstances where there is evidence that children are unable to share a bedroom due to either medical reasons or a significant age gap.
Share custody of children	An additional bedroom can be allocated in circumstances where there is evidence the client has shared custody of children for 3 or more days a week.
Access visits from children	An additional bedroom is generally not allocated in situations where the client has less than 3 days access with children. Unless the client is able to demonstrate a need for an extra bedroom for access.
Children were there may be a need for a separate bedroom within 2-3 years	Consideration is given to the future needs of children on a case-by-case basis according to stock and location at the time.

Offers:

All applicants approved for affordable housing will be made a reasonable offer of accommodation. Offers are made based on information provided by applicants and when properties became available. All clients are responsible for providing up to date information to their housing provider. If a client provides false or misleading information, it is reasonable to withdraw any offers of affordable housing.

Offers can be made to clients who have a live application on the NSW Housing Register. If an applicant is selected from the NSW Housing Register their application for social housing will be closed. If an applicant declines the offer there will be no impact or change to their social housing status.

In allocating properties to applicants, Tharawal Housing Aboriginal Corporation will consider all aspects of the client's application and the property elements to ensure the most appropriate offer of housing is made.

Before an offer is made, Tharawal Housing Aboriginal Corporation will ensure that:

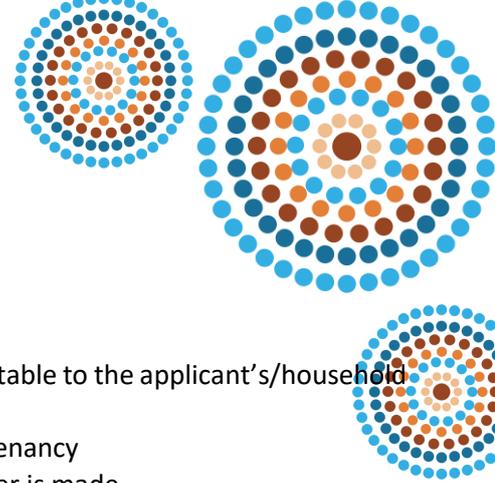
- Confirmation of Aboriginality on file in accordance with the Aboriginal Housing Office (AHO) Confirmation of Aboriginality Policy
- The property size and type meets the applicant's needs
- The location of the property
- Medical needs and any modifications that may be required
- Social impacts on the applicant and current tenants
- Any future redevelopment or sales

Tharawal Housing Aboriginal Corporation will not make an offer of housing to an applicant if:

- The confirmation on file does not meet AHO Confirmation of Aboriginality Policy
- The offer will adversely affect the applicants or household member's medical conditions
- The offer will place the applicant or household member at risk of harm
- The offer is going to have a negative impact on the applicants/household members and/or current tenant's social and emotional well-being.

If a decision is made not to allocate a property to a particular applicant, all information is clearly documented on the applicant's file. Tharawal Housing Aboriginal Corporation will ensure the following:

- Undertaken a pre-selection of applicant's needs to ensure appropriate allocation of housing



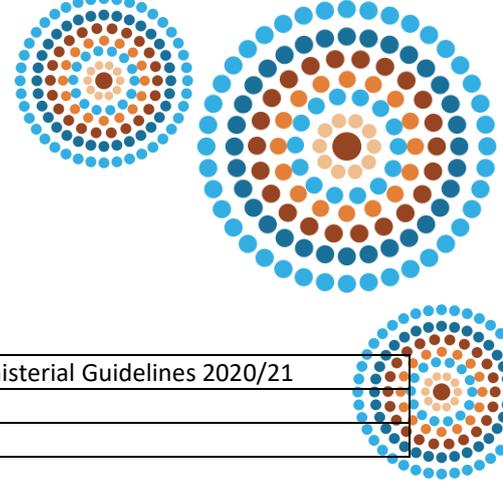
- Review any previous offers to ensure the current offer is reasonable and suitable to the applicant's/household needs
- Confirm any supports or case plans are still active to ensure a sustainable tenancy
- Confirm any medical or modifications needs to ensure the best suitable offer is made
- Explain the offer process to all applicants and the impacts on not accepting an offer
- Provide applicants with all information they may need to provide before an offer can be made
- Provide applicants with access to view the property being offered
- Give applicants 48 hours to determine if they are going to accept or decline the offer
- Withdraw any offers made to applicants if it is determined that the offer made did not suit their needs. (This is determined at the discretion of Tharawal Housing Aboriginal Corporation, refer to reasonable rejections)
- Culturally appropriate allocations
- Disclosure of information pertaining to the property in accordance with the *Residential Tenancies Act 2010* when offering a property.

Responsibility:

Housing and Compliance Project Officer	<p>Maintain and review Affordable Housing waitlist.</p> <p>Ensure applicants are still eligible at the time of offer.</p> <p>Liaise and raise any concerns surrounding allocations with the AHO.</p> <p>Manage the allocation of vacate properties in a timely manner</p> <p>Monitor and review the allocation of properties to ensure policies are being adhered to.</p> <p>Conduct annual reviews of policies and make any necessary changes in accordance with policy and legislation changes.</p>
Housing Manager	<p>Ensure policies and procedures are being applied.</p> <p>Provide training to staff where applicable.</p> <p>Report to CEO any issues or matters that need to be escalated.</p> <p>Provide reports to the board on the allocation of properties including void and vacancy rate.</p>
Board	<p>Monitor the policies efficiency and effectiveness to ensure improve practice and positive outcomes for Aboriginal people.</p> <p>Report any findings and recommendation within its annual report.</p>

Reference:

Legislation:	Related Policy
<i>Residential Tenancies Act 2010</i>	AHO Confirmation Policy
<i>Aboriginal Housing Act 1998</i>	THAC Affordable Housing Eligibility Policy



<i>Residential Tenancies Regulation 2010</i>	NSW Affordable Housing Ministerial Guidelines 2020/21

Tharawal Housing Aboriginal Corporation staff must always adhere to the Confidentially Policy and Privacy Policy.