

POLICY	TENANT SELECTION AND ALLOCATION
---------------	--

PURPOSE	The purpose of this policy is to provide a guideline for the selection of tenants and allocation of accommodation in the proposed Bend Housing Group
----------------	--

POLICY STATEMENT:

The Bend Housing Group will make fair and consistent decisions about selection and allocations in line with requirements of:

- NSW Co-operative Housing Program Operational Guidelines
- Anti Discrimination Act
- National Community Housing Standards
- The NSW Residential Tenancy Act 1987
- Relevant contractual obligations

The Bend Housing Group will ensure the following, that:

- Vacancies are filled as quickly and efficiently as possible to ensure housing is fully occupied.
- The Group's eligibility criteria will be promoted to target groups identified in the Group's planning processes and will include information on eligibility criteria; including skills and understanding of a co-op model and a willingness and ability to participate; and compatibility with other members. It will also include information on the expectation of members to attend general meetings and training sessions
- The Group will have a written tenant/member selection procedure.
- The Group will ensure when taking in new members that if there are more than 35% of existing tenants whose income is above the Department of Housing income eligibility criteria, that new tenants are eligible for public housing.
- Housing need is a key consideration.
- Factors such as matching the number of bedrooms and dwelling size with household size will be taken into consideration.
- Selection is fair, transparent and equitable and determined on the basis of set eligibility, selection and ranking criteria.
- The Group will use a standard application form to determine eligibility.
- Applicants will be given assistance to complete the form and given a copy of their application.
- All applicants should be personally interviewed and with the use of interpreters and/or support people as appropriate.
- The Group will have a system for recording, updating and retaining applications.
- Applicants' housing preferences are considered and met as far as possible when there are choices available.
- Privacy and confidentiality is respected at all times

- The Tenant Selection Committee members have signed disclosures of any potential conflict of interest and this has been assessed in line with the conflict of interest policy.
- Applicants who are dissatisfied with the Group's decisions are given the opportunity to request an internal review and if necessary, an external review.
- The Bend Housing Group will ensure equitable access regardless of: racial or cultural identity, gender, disability, sexual orientation, marital status, adult age or household composition, unless the Group has adopted a positive discrimination policy.
- Applicants are given information about the Group including information about: the assessment process, when they will get a decision, and how long they can realistically expect to wait for housing.
- An applicant will be properly notified of an offer and given adequate opportunity to make an informed choice about whether to accept it.
- Applicants will be given the opportunity to ask any questions, visit the property, refuse the offer, or request modifications and repairs to the property.
- Applicants are informed about other housing options.
- The Group will have clear policies on withdrawal and refusal of housing offers, which include the grounds for refusal/withdrawal, and implications of refusal/withdrawal.
- Applicants who are unsuccessful will be told of the decision in writing and have an opportunity to discuss with a member of the selection panel why they were not successful.

Eligibility criteria used by the Group are:

- Be a citizen or permanent resident of Australia
- Be older than 18 years
- Meet income requirements, as proscribed by government.
- Want to live in the dwelling type and location offered

Selection criteria used by the Group are:

- Selection is based on meeting the above specified eligibility criteria and taking into account the needs of the applicant and the current needs of the Group at the time of the allocation for its ongoing viability
- Is committed to principles of cooperation and demonstrates skills and understanding of a co-operative model and a willingness and ability to actively participate
- Demonstrates a willingness to actively live in an environmentally and socially sustainable manner
- Is aware of, and committed to, the responsibilities of Group membership including regular attendance at Meetings
- Is aware of, and committed to, the responsibilities of Group membership including active participation in the Neighbourhood Association
- Is willing to attend training and education workshops for co-ops.

Offer of accommodation

An offer of accommodation will be made taking into account the eligibility criteria, selection criteria and ranking criteria. All applicants will be notified in writing of the outcome of their application.

If the prospective tenant refuses the offer on reasonable grounds their name will remain on the Waiting List and, when accommodation next becomes available, they will not be discriminated against because of their earlier refusal.

An offer of accommodation may be withdrawn if any of the following applies:

- The prospective tenant is no longer eligible for housing
 - The information on which the offer is based has significantly changed so as to place the prospective tenant lower on the ranking list
 - The household of the prospective tenant changes so that the accommodation is no longer suitable due to over- or under-occupancy
- Or
- There is good reason to believe the prospective tenant unduly influenced their selection as the successful applicant.

Date adopted by Group	
Signed by Director	
Date of next policy review	