

***SUNSHINE/ST. ALBANS RENTAL  
HOUSING CO-OPERATIVE LTD***

**ALLOCATION OF LONG-TERM HOUSING POLICY (VHR)**

**Purpose**

This policy establishes the approach of Sunshine St. Albans Rental Housing Co-operative Ltd (SUNRHC) to:

- the prioritisation and allocation of vacant properties in its long-term rental housing portfolio; and
- successful and sustainable tenancies and communities through the matching of applicants to properties.

**Scope**

The policy applies to all long-term rental properties owned or managed by Sunshine St. Albans Rental Housing Co-operative. The Allocations Schedule attached to this policy provides more detail on these long-term rental housing programs.

**POLICY STATEMENT**

**Approach to allocation – guiding principles**

SUNRHC will allocate housing in a manner which:

- is fair, transparent and equitable;
- relieves households from housing stress;
- is in accordance with its contractual, legal and regulatory obligations; and
- supports the viability of SUNRHC's long term housing programs.

SUNRHC is committed to promoting a successful and sustainable tenancy when matching applicants to its properties. This means that SUNRHC will allocate housing in a way that:

- gives appropriate priority to households in need of housing assistance;
- considers the health, safety and support needs of applicants;
- matches individual housing needs with available properties; and
- supports sustainable and harmonious communities.

### **Victorian Housing Register**

SUNRHC participates in the Victorian Housing Register (VHR). The VHR is a common register for all applicants seeking public and community housing in Victoria. Under the VHR's allocations framework, SUNRHC is required to target 75% of allocations of true vacancies of social housing to Priority Access applicants.

### **Allocations Schedule**

SUNRHC has established an Allocations Schedule that establishes the following for its housing programs:

Program Description	Long term housing owned by the Director of Housing and leased to SUNRHC (General Lease)
Approach to allocation including any allocation targets	SUNRHC targets 75% of social housing allocations to applicants from the <b><u>Priority Access</u></b> category under the VHR.  SUNRHC targets 25% of social housing allocations to applicants from the <b><u>Register of Interest</u></b> category under the VHR.
Source of Applicants	Victorian Housing Register (VHR)
Eligibility Rules Description	As per VHR Eligibility Policy
Number of properties in the program	35

### **Dynamic portfolio management**

SUNRHC will apply dynamic portfolio management so that properties are not tied to a particular allocation category. Rather SUNRHC will take a whole-of-portfolio approach to allocation which seeks to maximise its utilisation.

## **Eligibility**

SUNRHC will ensure in making any allocation that it complies with legal requirements concerning eligibility for housing. The eligibility rules that apply to programs are specified in the VHR Allocations Framework.

VHR eligibility is determined by DFFH. See the Eligibility Policy for further details.

All applicants for SUNRHC must have been accredited on the VHR and meet General Eligibility for co-operative housing by:

- attending a co-operative housing information session/training(when/if available)
- submitting an application for general co-operative housing
- passing the SUNRHC interview process

## **Promoting successful and sustainable tenancies**

SUNRHC is committed to treating all applicants fairly and will not unlawfully discriminate against any potential applicant.

SUNRHC will assess all applicants before making an offer of housing to determine for suitability to a particular vacancy. If SUNRHC declines to offer an applicant housing, it will inform the applicant accordingly.

## **Matching households to the right house**

In allocating housing, SUNRHC will also have regard to the VHR operational guidelines. SUNRHC will ask applicants to provide evidence to substantiate any particular requirements, if this is not contained in a VHR application.

SUNRHC will match applicants to properties so that an allocation:

- is the right size for the applicant's household
- makes the best use of housing stock managed by SUNRHC

## **Definitions**

In this policy:

<b>Applicant</b>	means a person who has applied for housing via the VHR
<b>Community housing affordable housing program</b>	The housing program of Sunshine Rental Housing Co-operative Ltd described in further detail in the Allocations Schedule
<b>DFFH</b>	means the Victorian Department of Families, Fairness and Housing
<b>Director of Housing</b>	means the Victorian government statutory authority that owns all public housing land in Victoria and which is the principle funding body for community housing
<b>Priority Access</b>	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"><li>• Emergency Management Housing</li><li>• Priority Transfers</li><li>• Homeless with Support</li><li>• Supported Housing</li><li>• Temporary Absence</li><li>• Special Housing Needs</li><li>• Aged (55 years and over)</li></ul>
<b>Public Housing</b>	Housing owned and managed by the Director of Housing
<b>Social Housing</b>	The housing program of Sunshine/St. Albans Rental Housing Co-operative described in further detail in the Allocations Schedule
<b>True vacancy</b>	means all vacancies excluding: <ul style="list-style-type: none"><li>• renter to renter transfers and</li><li>• tenancies started by relocated renters that are returning</li></ul>

**VHR**

The Victorian Housing Register, the statewide common application for people seeking public housing and community housing

**Related policies**

- Privacy and Information Sharing Policy (VHR)
- Complaints and appeals Policy (VHR)
- Rent Setting Policy (VHR)

**Legislation and standards**

This policy implements Sunshine/St. Albans Rental Housing Co-operative Ltd obligations under:

- Housing Act 1983 (Vic)
- Performance Standards for Registered Housing Agencies
- DFFH Victorian Housing Register Operational Guidelines
- Residential Tenancies Amendment Act 2018 and Residential Tenancy Regulations 2021