



<b>Title: Procedures - Allocation of Housing</b>		
<b>Policy Area: Social Programs - Housing</b>		
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### Principles:

- Woomera Aboriginal Corporation (WAC) staff will apply the Housing Policy and Procedures approved by the Management Board
- Staff will allocate housing in accordance with set criteria listed below
- The Property Officer will brief the Management Board regarding the allocation of houses at the next scheduled meeting

### Criteria for Allocation of Houses by the Management Board:

When vacancies occur, or opportunities arise for the WAC to acquire more houses the Manager should consider the information contained in the briefing by the Property Officer and whether he/she is satisfied that:

- The size of the house matches the correct bedroom categories for the people to be housed and the needs of the applicant
- The applicant can demonstrate they have maintained a previous tenancy (where applicable) satisfactorily; and if
- There are extenuating circumstances (documented and verified) which justifies an applicant being prioritised above another applicant who has been on the waiting list for a longer period

The extenuating circumstances could be where applicants:

- Are living in sub-standard accommodation;
- Are homeless and have made every possible attempt to secure or maintain appropriate housing;
- Have serious health problems or a disability which is adversely affected by their current accommodation;
- Are subject to violence or serious harassment where they currently live;
- Are the victim of domestic violence (with proof);
- Are isolated from their family or community; and
- Have no alternative options for housing

The Property Officer should recommend that the Manager select a minimum of two suitable applicants in priority order per house in case the offer of housing is declined by the first ranked applicant.

**Advising the Selected Applicant (s):**

- A formal offer of the available property will be made in writing
- The letter is to be prepared by the Property Officer and signed by the Manager
- The offer of housing should be made for a maximum of ten (10) business days from the date of the letter
- If the offer is not taken up by the first ranked applicant within ten (10) business days from the date of the letter the offer is to be made to the second ranked applicant

**AHO Applicants:**

The AHO provides WAC with a list of three potential applicants. The procedures for processing the applications from the AHO are the same as for WAC properties.

**Related Policy:**

Housing Policy

**Related Procedures:**

Procedure - Processing Housing Applications

Procedures - Waiting List

**Forms:**

Housing Application form

Confirmation of Aboriginality form

Update of Housing Applicant's Information form