

## H2. HOUSING WAITING LIST - ELIGIBILITY

Content:	Illawarra Aboriginal Corporation Policies and Procedures
Version:	2.0
Section:	Housing - Reviewing Applications (Condensed)
Applies To:	Board, Management and Staff of all IAC Services
Date:	October 2015 (Review October 2018)

### Background and Purpose

The IAC's Housing policies articulate our aims, goals and philosophies in providing housing services for Aboriginal tenants and their families. They explain how the Illawarra Aboriginal Corporation works with its staff and other agencies to ensure that our tenants are afforded the best and most appropriate services and that we meet all of the requirements of the Aboriginal Housing Office and the Office of Community Housing.

### Eligibility Criteria

The Illawarra Aboriginal Corporation maintains a Housing Waiting List for Aboriginal clients that meet and continue to meet the eligibility requirements. Aboriginal clients must meet our eligibility criteria to be added to our waiting list and must continue to meet the eligibility criteria to remain on the list and to be offered available housing.

Our eligibility criteria for the Housing Waiting List is based on the Housing Pathways criteria at [www.housingpathways.nsw.gov.au](http://www.housingpathways.nsw.gov.au)

*Waiting List applicants will need to:*

- Be Aboriginal
- Be resident, working or studying in New South Wales (NSW)
- Establish their identity
- Have a household income within the income eligibility limits
- Not own any assets or property which could reasonably be expected to resolve their housing need
- Be able to sustain a successful tenancy, with or without support
- Not already be a tenant in social housing
- If applicable, make repayments of any former debts to a social housing provider
- In general, be at least 18 years of age.

*Notwithstanding anything in our housing policies, a client may be ineligible for housing if:*

- He or she has a history of having committed registrable offences
- It is likely that the presence of that client in IAC housing will cause nuisance and annoyance, or present an unacceptable risk of harm to the client, to other IAC housing occupants or to neighbours.

### Eligibility Criteria (cont)

*Potential housing clients must meet the following eligibility criteria:*

#### Aboriginality

Only Aboriginal clients can be on the IAC's housing waiting list and on any lease granted to a property. Clients are required to have a valid Confirmation of Aboriginality from a recognised Aboriginal organisation.

#### Residency

Clients applying for IAC housing must live, work or study in NSW. Clients are required to provide proof of their NSW residency or demonstrate why they need to live in NSW. Accepted proof of residency documents are listed on the Housing Pathways website "Evidence Requirements Information Sheet" and include:

- Formal tenancy agreement or lease
- A recent utility account
- NSW Driver's Licence or NSW Photo Card

#### Proof of identification

Clients must establish their identity and provide proof of identity for each person over 18 years on their application. Two documents are required for proof of identity. Accepted proof of identity documents are listed on the Housing Pathways website "Evidence Requirements Information Sheet" and include:

- Birth certificate
- Marriage certificate
- Social Security or Pensioner Benefit Card
- Motor vehicle driver's licence
- A savings bank passbook for an account that is regularly used, or a current bank statement
- Evidence of rent repayments over a reasonable time
- Medicare card

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### Eligibility Criteria (cont)

*Potential housing clients must meet the following eligibility criteria:*

#### Income Eligibility

*To determine whether a household meets our income eligibility criteria, we will:*

- Assess income eligibility according to the applicant's household size, type and gross assessable household income.

#### Household Income

Household income means the total gross (before tax) income received by each person on the application who is aged 18 years and over (or received by the client and/or their partner if either is under 18 years of age). Household income includes Wages, Pensions or benefits, most government allowances, Interest on investments and child support and maintenance payments.

Our income eligibility limits are a range of income thresholds that specify the maximum income (before tax) that a household can earn and stay eligible for housing. Our eligibility limits and calculations are based on those of Housing Pathways and are available on their website by searching for "Social Housing Eligibility and Allocations Policy Supplement".

Members of a household who have an enduring (permanent, or likely to be permanent) disability, medical condition or permanent injury resulting in them incurring significant ongoing financial costs may qualify for a disability allowance. This allowance raises the income eligibility limit for each household member who demonstrates that they have an enduring disability, medical condition or injury.

Where a client can demonstrate significant ongoing financial costs that exceed the standard disability allowance, they may qualify for an exceptional disability allowance. We apply this allowance instead of, but not in addition to, the disability allowance a client may have already qualified for.

### Eligibility Criteria (cont)

*Potential housing clients must meet the following eligibility criteria:*

#### Assets and Property

If the applicant or their partner owns or has a share in property (including land) that could provide a viable alternative to social housing, they are not eligible for IAC housing if they are able to:

- Live in the property, or
- Sell their equity in the property

Clients are required to provide proof of property ownership based on the "Evidence Requirements Information Sheet" on the Housing Pathways website. The IAC may waive the property ownership rule in certain cases based on the "Waiving the property ownership rule" on the Housing Pathways website.

Owners of relocatable mobile homes, which are located on a leased site, are able to apply for housing. They must meet all eligibility criteria. We will consider the value of the relocatable home as a liquid asset similar to bank savings.

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### Eligibility Criteria (cont)

*Potential housing clients must meet the following eligibility criteria:*

### Sustaining a Successful Tenancy

To be eligible for IAC housing, the client must be able to sustain a successful tenancy. This means that they must be able to meet the obligations of their tenancy, with or without support. When determining whether our housing is the most appropriate option for an applicant, we will consider whether the applicant is able to:

- Pay their rent
- Look after their property
- Not create a nuisance and annoyance to their neighbours
- Live independently with, or without support
- Live in the property on an ongoing basis

Where the client needs support to maintain a tenancy, they must show that they have access to appropriate support services. Social housing providers will make appropriate referrals to other agencies in situations where the client has not accessed available support services.

If there are concerns about a client's ability to live independently, we will request permission from the applicant to obtain a living skills assessment from an external support agency, or an independent living skills report from their support worker.

*The independent living skills assessment must address the following areas:*

#### FINANCIAL MANAGEMENT:

- The person has the ability to manage their own finances, or
- Their finances are managed by the NSW Guardian, or
- They can demonstrate that a third party is managing their finances

#### PROPERTY CARE:

- The person has the ability to maintain their home in a satisfactory condition, and
- Not cause property damage

### Eligibility Criteria (cont)

*Potential housing clients must meet the following eligibility criteria:*

### Sustaining a Successful Tenancy (cont)

*The independent living skills assessment must also address the following areas:*

#### PERSONAL CARE

- The person has the ability to look after their basic day to day personal care needs, or
- They are supported in this function by a service provider such as Homecare, or
- They are supported in this function by a carer

#### SOCIAL INTERACTION

- The person is able to live in close contact with others without causing nuisance and annoyance, and
- Is able to be responsible for their own conduct as well as the conduct of their visitors.

The IAC will use the results of the living skills assessment or independent living skills report to determine whether the provision of support services and housing is the most appropriate response to the client's housing and care needs.

Where a client is unable to demonstrate an ability to maintain a successful tenancy, we will refer the client to appropriate support agencies.

*We will not consider requests for housing in cases where:*

- A person requiring support from a service provider refuses to access appropriate services, or
- A person has not demonstrated the ability to live independently and refuses permission for an external agency or their support worker to assess their living skills

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### Eligibility Criteria (cont)

*Potential housing clients must meet the following eligibility criteria:*

#### Already accessing Social Housing

Clients are unable to remain on the IAC's housing waiting list if they are already accessing social housing through Housing NSW or another social housing provider.

#### Former Tenants

Former tenants of the IAC (or other Social Housing Providers) with outstanding debts or a record of unsatisfactory tenancy will be assessed for eligibility based on Housing Pathways policies. More information on this is provided in our Ending a Tenancy policy.

### Eligibility Criteria (cont)

*Potential housing clients must meet the following eligibility criteria:*

#### Age of Applicant

*Generally, an applicant must be at least 18 years of age before we can consider them for housing. However, we will consider applicants under 18 if:*

- They meet all the general eligibility criteria for social housing
- They have an income
- Social housing is the best way to meet their accommodation needs
- We are satisfied that they are able to meet tenancy obligations.

#### Children and Young People

Under the Children and Young Persons (Care and Protection) Act 1998:

- ◊ A child is under 16 years of age.
- ◊ A young person is aged 16 years or over but under 18 years of age.

A child is not eligible for social housing. In these situations, we will make a referral to Community Services for alternative accommodation and support services for the child.

In situations where we have reasonable grounds to suspect that a child or young person is at risk of harm, we will act in accordance with the "Children and Young People At Risk Policy" on the Housing Pathways website.

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### COMPLIANCE

*This policy complies with:*

- NSW Housing Act 2001

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### REFERENCES

*This policy should be read with:*

- **Housing Pathways** "Eligibility for Social Housing Policy", Housing Pathways "Social Housing Eligibility and Allocations Policy Supplement", Housing Pathways "Children and Young People At Risk Policy"
- **National Regulatory Code** - 1. Tenant and housing services - (a) determining and managing eligibility, allocation, and termination of housing assistance