

ELIGIBILITY & ALLOCATIONS POLICY

LODGING ACCOMMODATION

Introduction

Accordwest is a registered community housing provider. We provide accommodation for people on low incomes who are:

- homeless;
- at risk of homelessness; or
- living in sub-standard housing.

This policy tells you how we measure eligibility and allocate placements in our lodging houses.

Eligibility

- Some of our lodging houses/ rooms have age or gender requirements and are only suitable for single people. Bunyap House rooms are reserved for young people 15 to 19 years old, and we try to allocate half the available rooms to males and half to females, with some flexibility. Vasse House rooms are reserved for young people 17-25 years old, and again we try to allocate half the available rooms to males and half to females, with some flexibility.
- We do not discriminate between housing applicants, either directly or indirectly, based on:
 - Pregnancy;
 - Potential pregnancy;
 - Marital/domestic status (see proviso above);
 - Disability;
 - Race, colour, national extraction, social origin, descent, and ethnic, ethno-religious or national origin;
 - Age (see proviso above);
 - Family responsibilities, family status, status as a parent or carer (see proviso above);
 - Racial classification;
 - Sexuality;
 - HIV/AIDS diagnosis;
 - Religious belief or activity;
 - Political belief or activity;
 - Industrial activity;
 - Employer association activity;
 - Trade union activity;
 - Physical features;
 - Breastfeeding;
 - Transsexuality;
 - Transgender;
 - Profession, trade, occupation or calling;
 - Medical record; and

- Criminal record.
- We will not offer you a lodging room if you can pay for a suitable home for yourself (whether from income, savings or other assets, or a combination of these).
- To be eligible to apply for one of our lodging rooms, you must:
 - be over 16 years of age (15 years old and over for Bunyap House emergency accommodation in some cases)
 - have a regular source of income (e.g. Centrelink payment or wages)
 - meet the Community Housing Income and Assets eligibility criteria
 - be living in Western Australia when you apply for a room and when you are offered a room
 - be able to live independently (with support if necessary)
 - be willing to accept any support you need to meet your responsibilities
 - be willing to use share facilities
 - agree to keep to the License to Occupy and our House Rules
 - meet any additional eligibility criteria for specific properties
- If you need support to live independently you will need to provide evidence that this support is in place before we offer you a Lodging House room.
- If you owe us money, we will still accept your application, but you must enter into a payment plan to repay the debt. You must do this before we offer you a Lodging House room.
- If you have been a client of ours in the past, and you have a history of violence or anti-social behaviour, you will need to prove to us that your behaviour has changed before we will consider you for lodging.
- If you have been evicted from one of our properties for violence, or have previously acted in an anti-social way, we will only enter into a three-month lease with you until we are comfortable that the behaviour has changed.
- You must provide evidence of your financial circumstances so we can be sure that we are only providing accommodation to those who cannot afford to provide it for themselves.
- If we find out that you gave us false information in order to get a Lodging House room, we will end your License to Occupy.

We want everyone living in our Lodging Houses to feel comfortable and safe. To this end, we will try to avoid placing tenants together who create tension or have a general dislike for each other.

Allocation

- We allocate Lodging House rooms through a formal referral and assessment process.
- Referrals are accepted from our existing client base (clients of other Accordwest programs), other support organisations and individuals who approach us without the support of an organisation.

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- Each person referred is assessed as soon as practicable and placed on the wait list, usually in the order that the referral is received unless there is a higher priority. If there is a crisis situation, we will attempt to prioritise the individual, however, the reality is that often we have to facilitate accommodation through another provider because our housing stock is so limited. Sometimes we will pay for motel rooms for an interim period if we have a suitable vacancy coming up quickly and an applicant is in crisis or has nowhere else to stay.
- While our Lodging House room leases are either three, six or 12 months, our staff are committed to working with the clients to enable them to exit sooner (e.g. by obtaining more stable, longer-term accommodation).
- If we accept your application for a Lodging House room, we will take you off the waiting list for a period of six months. We will make every effort to contact you using the contact information you provide on your application.
- If, at any time, we cannot contact you using the contact details you provide on your application, or if you do not respond to our contact, we will take you off the waiting list for a period of six months. We will consider reinstating your application earlier if you contact us within 28 days of the date we took you off the waiting list. We will only do this once.

Transfers

To make sure we are making the best use of available Lodging House rooms and to meet the needs of all residents, we will support you in relocating to another room. However, although the ability to change rooms is important for existing residents, we also need to consider the needs of applicants waiting for accommodation.

Please refer to our *Transfer Policy*.

Appeals Process

If you do not agree with any of our decisions or actions, you can appeal using our *Appeals Policy (HHPP006)*.



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If you are deaf, or have difficulty speaking or hearing English,
we are committed to helping you to access our services.

Accordwest acknowledges the Australian Aboriginal and Torres
Strait Islander peoples as the first inhabitants of the nation and
traditional custodians of the land we live, learn and work.



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