



# Social Housing Tenancy Management POLICY

**Policy Version 1.0**

**Category: Administrative** *(Required by Legislation)*

**Adopted: January 2024**



# Social Housing Tenancy Management Policy

## Purpose

Winton Shire Council (Council) recognises the value and importance of contributions made by youth and our aged persons in the community through ongoing economic and social involvement.

Council has a long association with providing and supporting aged accommodation in Winton. Support in terms of infrastructure includes the Diamantina Gardens accommodation facility in Blomfield Street Winton.

Council also provides housing for the young people within the community who are in need of accommodation.

The purpose of this Social Housing Tenancy Management Policy is to provide guidelines upon which Council will operate and manage Council's social housing accommodation facilities in a fair and equitable way.

## Scope

This policy applies to both the youth and aged accommodation facilities provided by Council, and to those persons within the community who eligible for accommodation.

This policy also applies to Council employees responsible for the management and maintenance of the accommodation facilities and other financial duties under the *Local Government Act 2009*.

## Definitions

Term	What it means / refers to
Council	Winton Shire Council (WSC)
Central West Queensland	Refers to the area north of South-West Queensland and south of the Gulf Country (North-West Queensland).
RAPAD	Remote Area Planning and Development Board which is an organisation of local governments who work collectively to support, facilitate, promote, deliver, and encourage the region's community, environmental and economic development.
Senior Citizen	A person over 65 years of age or an indigenous person over 50 years of age.
The Act	The <i>Local Government Act 2009</i> .
Youth	A young person between the aged of 15 and 25 years

## Policy statement

The objective of the housing tenancy service is to establish certainty and guarantee standards of living for youth and aging persons within the community, now and into the future.

Council acknowledges the benefits from the presence of young people in the community. A thriving young population can enhance social and cultural life, boost the economy, and strengthen the community's sustainability. Council is committed to supporting young people requiring accommodation in the community through the provision of youth housing.

Older community members have contributed significantly to the prosperity and social fabric of the Shire, and Council recognises the value of ensuring people are able to age in place for as long as possible, for the welfare of individuals and the community.



The aim of social housing is to support those community members to sustain and where possible improve quality of life in what is a challenging economic environment.

## Eligibility

### Aged housing

For a person/s to be eligible to live in the Aged housing facility, applicants must:

- Be a senior citizen.
- Have an association with Winton and / or the RAPAD shires.
- Require support for housing (financial, health or other circumstances make their current living arrangements insecure or unsuitable).
- The person/s must be able to live independently.
- The residence is the sole residence of the tenant (the tenant occupies the premises on a permanent full-time basis).

### Youth housing

For a young person to be eligible to live in the Youth housing facility, applicants must:

- Be between the ages of 15-25 years.
- Have an association with Winton and/or the RAPAD shires.
- Require support for housing (financial or other circumstances make their current living arrangements insecure or unsuitable).
- Not own or retain interest in other property in Winton or elsewhere.
- Agree to sign upon a six-monthly lease basis upon the terms and conditions of the Residential Tenancy Authorities – the lease will be reviewed prior to being extended

## Access

Following an application process and if the applicant is successful, the rental agreement will be in accordance with the General Tenancy Agreement terms and conditions, for periods on a twelve-month basis that will be reviewed prior to being extended, and if mutually agreed upon.

### Aged housing – single unit

In order for a senior citizen to gain access to single unit accommodation, the following must occur:

- Complete and sign an Application Form.
- Agree to an assessment interview.
- Approval is granted by Council (This process will assess tenant suitability and financial capability to meet rental costs etc.)
- Acceptance of a General Tenancy Agreement.
- Agree to not leave the property vacant for longer than a cumulative total of 3-months each year, unless there is extenuating circumstances i.e., illness that requires going away for treatment.

### Aged housing – married couple unit

In order for senior citizens to gain access to married couple accommodation, the following must occur:



- Complete and sign an Application Form.
- Agree to an assessment interview.
- Approval from Council (This process will assess tenant suitability and financial capability to meet rental costs etc.
- Acceptance of a General Tenancy Agreement.
- Agree to not leave the property vacant for longer than a cumulative total of 3-months each year, unless there is extenuating circumstances i.e., illness that requires going away for treatment.
- The couple must be lawfully married or legally de facto and qualify as aged pensioners.
- Agreement that in the event of losing or parting ways with the respective partner, the remaining occupier of the unit is to vacate the premises or transfer to a single unit within the Diamantina Gardens facility no later than nine-months following the event or when a unit becomes available.

A single person can be transitioned into aged accommodation through a couple's unit where there is one available. This is on the condition that they relocate to a single unit when a single unit becomes available.

## Youth housing

In order for young person/s to gain access to Youth housing accommodation, the following must occur:

- Complete and sign an Application Form.
- Agree to an assessment interview.
- Approval is granted by Council (This process will assess tenant suitability and financial capability to meet rental costs etc.)
- Acceptance of a General Tenancy Agreement.

## Communication

Council's management team will ensure that:

The Winton Community, Councillors and Council employees have access to this policy and that they be provided with the opportunity to be involved in the review of this policy.

Changes and / or amendments made to this policy are communicated to the Winton Community, Councillors and Council employees.

## Related Council documentation

- Social Housing Tenancy Management Procedure WSC-HSQF-PRO-001
- Social Housing Tenancy Application Form WSC-HSQF-FRM-005
- Tenant Maintenance Request Form WSC-HSQF-FRM-006
- Property Unseen Acknowledgement Form WSC-HSQF-FRM-007

## Legislation, Recognised Authorities and Other Sources

- Residential Tenancy Authority (RTA) Form 18a General Tenancy Agreement
- *Residential Tenancies and Rooming Accommodation Act 2008*
- Tenancy Fact Sheets <http://tenantsqld.org.au>



- Queensland Government Residential Tenancies Authority
- REIQ of Queensland <http://www.reiq.com.au/>
- *Guardianship and Administration Act 2000*
- *Powers of Attorney Act 1998*
- *Local Government Act 2009* (Qld)
- *Local Government Regulation 2012* (Qld)

## Review of Policy / Procedure / other

This document will be reviewed every two years and when associated legislation or standards change and remains in force until amended or repealed by resolution of Council.

## Record of amendments and adoptions

Date	Revision No	Reason for amendment	Date adopted by Council
December 2011	Version 1.0	Policy Adoption	16 December 2011
February 2017	Version 2.0	Reviewed by Council	20 February 2017
October 201	Version 3.0	Reviewed by Council	21 October 2021
June 2022	Version 4.0	Reviewed by Council	August 2022
August 2022	Version 4.1	Incorporate Youth Housing into Policy	September 2022
December 2023	Version 5.0	Review of Policy	18 January 2024

