



Central Darling Shire Council

Title of Policy	Community Housing		
This applies to	All persons seeking inclusion as applicants for community housing units of Central Darling Shire Council		
Author	Michael Boyd	Date approved:	
Position of Author	General Manager	Authorised by:	
Legislation, Australian Standards, Code of Practice	<i>Local Government Act 1993, Local Government (General) Regulation 2005</i>		
Related Policies/Procedures	Nil.		

Objective

The purpose of this policy is to provide a selection process to be followed when a Community Housing Unit becomes available at Menindee.

The following selection process must be followed before vacant flats associated with the Menindee Community Housing, located in Darling Street Menindee, are allocated for rental to new tenants/tenant.

Selection Process

The process for selection of persons to take up available community housing units shall be as follows:

- Persons seeking to be included as an applicant for a community housing unit complete an application form, with part of the form to be filled by a medical practitioner
- Application form is returned to Council and applicant is sent a letter confirming receipt of the application with details of applicant being included on a waiting list.
- When a unit becomes available, a letter is sent to all persons on the waiting list, asking whether they still seek accommodation. Responses should be received within two weeks.
- When responses have been received, a panel is convened consisting of the General Manager (or General Manager's representative), a local doctor/trained medical staff (perhaps Health Service Manager), and a community person.

- The panel meets at a scheduled time and considers the applications of the responded candidates. The panel is required to rank the candidates to choose the most applicable candidate, signing off the panel decision. Issues considered by the panel consist of – whether the candidate is considered fit to live independently, how many years of residence has the candidate lived in the area, what is the candidate's genuine need at this time, are there any other issues to be considered. It should be noted that the next person on the list isn't always selected.
- Once a candidate is selected the successful and unsuccessful candidates are notified of the outcome.
- Tenancy agreements are to be for 3 years, with rentals calculated to market for the 1st year and to CPI for the 2nd and 3rd years. This provision is to be included in the Residential Tenancy Agreement.
- The selected candidate is sent relevant tenancy agreement papers. The tenancy agreement papers must be completed by the tenant and Council before occupancy can commence.
- Once tenancy agreement papers are signed, keys can be allocated for the premises; it is appropriate for a spare set of keys to be held by Council.
- Rental is to be paid weekly, and is to be paid in advance. This means that on the first day of occupancy, the tenant must pay a week in advance, and every week following.