

Allocations Policy

1. Purpose & Scope

The purpose of this policy is to detail how Unison makes allocations to vacant properties. This policy applies to all Unison owned or managed properties.

2. Policy Statement

2.1 Principles

In applying this policy, Unison will ensure that:

- we provide clear, consistent and reliable information for applicants
- applicants are matched with properties that meet their VHR housing eligibility, needs and preference
- vacancies are allocated in a timely manner
- allocations are chosen on the suitability of the applicant to achieve Unisons purpose of communities that thrive
- it considers the health, safety and support needs of applicants
- allocations support Unison's financial viability
- all contractual, legal and regulatory duties are met

2.2 Checking eligibility

Unison determines eligibility for its properties in accordance with the *Unison Eligibility Policy*.

Unison requires the independent collection of information on each applicant for its regulatory and funding requirements, and internal use. Providing this information is a requirement for allocation to a Unison property.

2.3 Allocating from the Victorian Housing Register (VHR)

Under the VHR's allocations framework, Unison is required to meet an annual Priority Allocations Target. This requires Unison to allocate 30% of vacancies in Targeted Social Housing to Priority Access applicants in each financial year.

2.4 Nomination access

Unison has Memoranda of Understanding (MoU) with various Support Agencies. Where a vacancy becomes available for these nominated access properties, Unison allocates the property through the arrangement stipulated by the MoU.

2.5 MakeRoom and Buckley Street Supportive Housing

Where a vacancy becomes available in these supportive housing buildings, Unison allocates the property as per the funded program requirements.

2.6 Affordable housing

Unison's affordable properties are advertised publicly and open to all who meet the eligibility criteria. Allocation is based on suitability. Additionally, Unison may search for suitable applicants via the VHR Register of Interest category.

2.7 Matching households to the right house

Unison matches applicants to the properties so that an allocation makes the best use of housing stock owned or managed by Unison and encourages a sustainable tenancy.

Additionally, Unison aims to make sure that properties with specific features that are in high demand and short supply are only allocated to those applicants who need them, including:

- Properties that are suitable for older people.
- Properties that have been built or modified to meet the needs of people with disabilities.
- Properties on the ground floor.
- Properties with level access.
- Properties with a yard/garden.
- Properties that are suitable for pets.
- Properties that met the applicants' cultural needs

Unison asks applicants to provide reasonable evidence to substantiate any particular requirements if this is not contained in a VHR or referral application.

2.8 Supporting sustainable communities that thrive

Unison may, to the extent necessary, adopt different strategies in allocation in response to:

- A high concentration of public and community housing stock in a particular area.
- A high concentration of renters with multiple health, social or economic issues in a particular area or building.
- Existing tenancy management issues (or the potential for them to develop).
- Existing neighbourhood tensions or disputes which may be exacerbated if allocations are not sensitively handled.
- A mismatch of supply and demand making the property hard to let.

2.9 Former renters with Unison

Applicants with a former renter debt are not considered for re-housing unless by exception by the Director Housing or Director Homelessness and Supports.

Applicants with a former history of anti-social behavior or eviction may not be considered for rehousing. Rehousing is determined at the discretion of the Director Housing or the Director Homelessness & Supports.

2.10 Transfer of existing renters

Unison determines eligibility for transfer for its existing renters to vacant properties in accordance with the *Tenancy Transfer Procedure*.

3. Definitions

MOU: Memoranda of Understanding also known as a Service Agreement.

VHR: Victorian Housing Register

4. Related Information

- *Victorian Housing Register*