

Housing Application Review Policy

Responsible Manager	Manager, Housing
Head of power	<i>Local Government Act 2009 Local Government Regulation 2012 Housing Act 2003 Housing Regulation 2003 Residential Tenancies and Rooming Accommodation Act 2008 Social Housing Policy</i>
Authorised by	Council
Authorised on	30 June 2021
Implemented from	July 2021
Last reviewed	2021
Review history	2018
To be reviewed on	June 2023
Corporate Plan	People, Sustainability and Prosperity

1. Purpose

Council is strongly committed to ensuring that the local government principles are reflected in the *Housing Application Review Policy*.

1.1. Overview

This policy sets out the principles to be followed when reviewing application for social housing. Council is to ensure the Register of Need is kept up-to-date and all applicants have a review of their approved application for housing completed every 12 months. Council aims to ensure:

- a) All information is up-to-date and accurate.
- b) Needs register is reviewed regularly to capture those in need of social housing assistance.

2. Application

This policy applies to all tenants, staff, Councillors, contractors, agents and assigns of Council.

3. Legislation/Policies

This policy is established with reference to obligations specified in the *Housing Act 2003*. This policy is to be applied in conjunction with *Social Housing Application Procedure and Housing Application Review Procedure*.

4. Provisions

- a) As a social housing provider under the *Residential Tenancies and Rooming Accommodation Act 2008*, Torres Strait Island Regional Council (Council) is committed to making decisions on social housing allocation based on current and correct information.
- b) keeping applicants' information up to date Council will ensure that allocations accurately reflect the current housing need of each Council division and that allocations are made to those applicants in the highest need.
- c) Each applicant for social housing will be required to update their household details and circumstances within 30 days of the Council review being implemented.
- d) An applicant may only be removed from the Register of Need:
 - i) if the applicant no longer requires housing; or
 - ii) after being advised in writing and given 14 days' notice.

Manager Responsible for Review:

Manager, Housing



Adoption: 30 June 2021

Due for Revision: 30 June 2023

Hollie Faithfull
A/Chief Executive Officer