MHL Housing Eligibility and Vacancy Management Policy

Contents

Minda Document: MHL Housing Eligibility and Vacancy Management Policy
Document Owner: Executive Director, Governance & Strategic Projects   Page 1 of 5
Date released: February 2023

1 Intention

Policy Purpose

This policy outlines the eligibility criteria applicable for Minda Housing Limited (MHL) housing to prospective tenants.

This policy is underpinned by the following principles:

Safety: tenancies appropriately support tenant safety and wellbeing.

Compatibility: tenancies support the physical, emotional, social and support needs of all tenants.

Equity: fairness, transparency and responsiveness in determining and managing eligibility and allocation of tenancies.

Consistency: justified and appropriate decision making based on appropriate information.

Sustainability: tenancy allocations support the financial viability of the Minda Group.

Policy Scope

This Policy applies to all MHL managed vacancies as a Registered Community Housing Provider and Registered NDIS SDA Provider.

Definitions

Word	Definition
Applicant	A person applying to be housed by Minda Housing Ltd
Vacancy Committee	The MHL Board Committee that considers the allocation of an Applicant to a MHL vacancy in accordance with its Terms of Reference.
Specialist Disability Accommodation (SDA)	Housing provided by a NDIS registered provider (such as MHL) to participants who require specialist housing solutions to assist with the delivery of their supports. SDA refers to the dwelling itself and not the support. Providers must be registered with the NDIS to provide SDA.
Supported Independent Living (SIL)	Supports provided to tenants by their appointed SIL provider including assistance with or supervision of the tasks of daily life.

2 Roles and Responsibilities

Role	Responsibilities
Minda Housing Ltd Board	The MHL Board has overall responsibility and accountability for: • Ensuring this policy is developed, implemented and monitored. • Ensuring MHL acts in accordance with relevant legislation, regulation, standards and initiatives relevant to vacancy management.

Role	Responsibilities

Minda Housing Ltd	MHL will
	
	• Ensure MHL staff receive adequate direction and support in fulfilling their responsibilities in relation to vacancy management.
	• Ensure assignment of workforce roles, responsibilities and accountabilities to individuals within MHL for:
	    o compliance with relevant legislation, policies, procedures and directives
	    o client safety and quality in the delivery of vacancy management.
	• Working with the Applicants to initiate and sustain successful tenancy outcomes.

Vacancy Management Committee	Vacancy Management Committee is responsible for: • Monitoring the vacancy management process and approving the allocation of tenancies within the scope of this policy.
SIL Provider	SIL Provider • The applicant's NDIS Support Provider may support the Applicant to apply for a suitable vacancy and provide support through the process to secure a vacancy of choice for their client. • The SIL provider works in collaboration with Housing Providers and Support Coordinators and in line with the requirements of the Disability Act and the NDIS Practice Standards and Quality Indicators 2020.

3 Legislative Requirements

Includes, but is not limited to:

• Community Housing Providers (National Law) (SA) Act 2013

• Disability Inclusion Act, South Australia 2018

• National Disability Insurance Act 2013 (NDIS Act)

• Residential Tenancies Act, South Australia, 1995

• Residential Tenancies Regulations 2010

• National Disability Insurance Scheme (Specialist Disability Accommodation) Rules 2020

• NDIS Practice standards and quality indicators 2020.

4 Context

4.1 Enquiries; Vacancy Type; Marketing and Offers

Tenancy enquiries are received by the Minda Client Support Unit (typically via applicants completing a Registration of Interest form.

MHL defines and categorises vacancies in accordance with the MHL Tenancy Management Policy.

MHL vacancies are advertised via the Minda website and other appropriate online platforms and electronic publications.

The MHL Tenancy Team assess referred Applicants from the CSU; make recommendations for the offer of a vacancy to an Applicant; and facilitate housing offers to approved Applicants.

Minda Document: MHL Housing Eligibility and Vacancy Management Policy
Document Owner: Executive Director, Governance & Strategic Projects   Page 3 of 5
Date released: February 2023

4.2   Eligibility Criteria

Applicants must be –

- Diagnosed with an intellectual disability; and
- For tenancies in MHL Master Community Housing Agreement properties - must meet South Australian Community Housing base eligibility criteria; and
- For tenancies enrolled in the National Rental Affordability Rental Scheme (NRAS) – must meet NRAS criteria; and
- For tenancies in the South Australian Housing Authority (SAHA) Disability Housing Program Lease properties - meet additional specialised housing program criteria; and
- For tenancies with third party nomination rights – must meet third party nominated criteria.

OR

- Be nominated as a tenant (Nominee Tenant) by an existing or potential applicant who is diagnosed with an intellectual disability (Nominated Tenant); and
- Be applying for a tenancy in shared setting with the Nominated Tenant; and
- For tenancies in MHL Master Community Housing Agreement properties - must meet South Australian Community Housing base eligibility criteria; and
- For tenancies in the National Rental Affordability Rental Scheme (NRAS) – must meet National Rental Affordability Scheme (NRAS) criteria; and
- For tenancies in the South Australian Housing Authority (SAHA) Disability Housing Program Lease properties – must meet additional specialised housing program requirements;
- For tenancies with third party nomination – must meet third party nominated criteria.

Where a property is SDA-enrolled whist preference for offers will be for Applicant's who have SDA funding; SDA funding is not a mandatory eligibility criteria.

4.3   Assessment of Application

MHL will assess and determine the application in accordance with the Eligibility Criteria and confirm:

- Where applicable; the applicant has sufficient supports in place to adequately sustain the tenancy; and
- the applicants' requirements are aligned to the vacancy; and
- In respect of shared accommodation settings - all existing tenants have been appropriately consulted and considered (peer matching process is undertaken).

With respect to Nominee Tenants MHL will assess and determine the application in accordance with the Eligibility Criteria and confirm:

- The applicant has capacity to pay rent and accommodation costs; and
- The applicant has appropriate rental history; and
- The applicant's character and lifestyle supports living in harmony with vulnerable tenants.

MHL make recommendations for housing offers to the MHL Vacancy Committee for determination.

The MHL Vacancy Committee act in accordance with their Terms of Reference to determine housing offers.

4.4   Offer of Housing

Once an offer of housing is made the Applicant will make the final decision to accept or decline the offer.

MHL will notify all Applicants of the outcome of an application for housing.

4.5   Conflict of Interest

Any actual or perceived conflicts of interest arising in relation to this policy and its application will be managed in accordance with the Conflict of Interest Policy (or other equivalent policy prevailing from time to time).

Minda Document: MHL Housing Eligibility and Vacancy Management Policy
Document Owner: Executive Director, Governance & Strategic Projects   Page 4 of 5
Date released: February 2023
© Property of Minda Incorporated. Uncontrolled when printed. Current version can be obtained from Minda's Document Management System.

Document Set ID: 376938
Version: 3, Version Date: 24/02/2023

4.6   Confidentiality

All personal information regarding Applicants collected during the assessment process is confidential and will be handled in accordance with the Privacy Policy (or other equivalent policy prevailing from time to time)

5   Supporting Documents

5.1   Internal resources

- Memorandum of Understanding between Minda Inc and Minda Housing Ltd
- Vacancy Committee TOR
- Accommodation Agreement
- Tenancy Management Policy
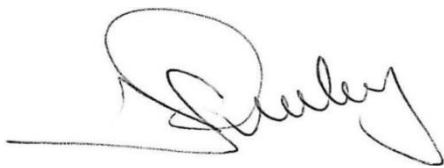- Registration of Interest for Housing.

5.2   External resources

- Master Community Housing Agreement
- Government of South Australia Community Housing Core Operating Policy
- National Housing Regulator web page http://www.nrsch.gov.au/
- Specialist Disability Accommodation Operational Guidelines
- SA Housing Authority Eligibility Policy.

6   Document Approval

Document Approved by: MHL Board on 22 Feb 2023

_____

Joanne Denley

Chair, Minda Housing Limited Board

Document Set ID: 376938
Version: 3, Version Date: 24/02/2023