



ESC - C063 Independent Living Facility Allocations Policy & Allocation Plan

Independent Living Complex at Lot 5 Forsayth Road, Georgetown

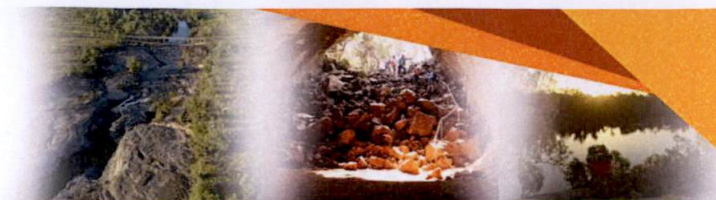
POLICY VERSION AND REVISION

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1. BACKGROUND & CONTEXT

Etheridge Shire Council is committed to delivering affordable housing for elderly residents in our community who struggle to access safe, secure, and suitable options in the private market. Our commitment to enhancing the quality of life for Shire residents includes the development of an Independent Living Complex at Lot 5 Forsayth Road, Georgetown for elderly residents over 65 years of age.

To support this initiative, Council has four two-bedroom dwellings within the Independent Living Complex available for rent to applicants that meet the eligibility criteria.

2. PURPOSE & SCOPE

Once applicants are deemed eligible under the Eligibility Policy, Council must allocate the service.

This policy applies to the Chief Executive Officer and any officer who is delegated decision-making responsibilities for matching eligible applicants to the four dwellings within the Independent Living Complex (Units 1A, 1B, 1C & 2A) located at Lot 5 Forsayth Road, Georgetown ("Decision-Maker").

This policy outlines the criteria and procedures for determining whether a person is eligible to receive the service and provides guidance to the Decision-Maker to ensure compliance with section 19L of the *Housing Regulation 2015* (Qld).

3. POLICY STATEMENT

3.1 Outcomes

This Policy requires the Decision-Maker to achieve the following outcomes:

- 3.1.1. Support eligible applicants who have been assessed as having the greatest housing need in alignment with the eligibility criteria.
- 3.1.2. Ensure all vacant dwellings are filled by making offers to applicants in a timely manner.
- 3.1.3. Match eligible applicants to dwellings that best meet their assessed needs at the time of allocation and when changes occur during the tenancy.

3.2 Allocations Plan

- 3.2.1. Council will provide housing to elderly, specifically those aged 65 years and older who meet the eligibility criteria contained in the Eligibility Policy.
- 3.2.2. The process for advertising vacant dwellings is as follows:
 - a. Vacancies will be advertised through Etheridge Shire Council's website, social media platforms and printed newsletters.
 - b. Applicants will be required to apply for tenancy and provide all requisite information as required under the Eligibility Policy.

3.3 Assessment

- 3.3.1. All applications will be assessed through the Decision-Maker.
- 3.3.2. The Decision-Maker must accept and assess all applications to determine which eligible applicant best matches the vacancy.
- 3.3.3. The Decision-Maker must identify the eligible applicant whose requirements, needs and circumstances best match the vacancy, taking into consideration the match to the local community and access to services that the eligible applicant may need.



- 3.3.4. The Decision-Maker must ensure that any decision made following the assessment of all applications is compatible with human rights.
- 3.3.5. The Decision-Maker must have in place a clearly documented decision-making process for matching eligible applicants and must keep records of their matching decisions

3.4 Offers

- 3.4.1. The Decision-Maker is responsible for the final allocation decision.
- 3.4.2. The Decision-Maker must make an offer of housing to the eligible applicant whose requirements, housing needs and circumstances best match the vacant dwelling.
- 3.4.3. All applicants must be notified of the allocation decision in writing and in accordance with Council's communications protocol.

4. RESPONSIBILITIES

Council must implement the Allocations Plan and the Allocations Policy consistently and fairly and operate within the requirements of this Policy and all relevant legislation, regulations, directives, information standards and/or policies at the time of publication.

When implementing this Allocations Policy, Council must make decisions fairly and transparently, using principles compatible with human rights as described in the *Human Rights Act 2019*.

5. TERM

This policy commences on the Effective Date and will remain in force until revoked. This policy must be reviewed with four years, or sooner if required.

6. RECORD KEEPING

All applications, decision-making processes, matching decisions and other relevant information and documents must be recorded and stored according to Council's records management policy and procedures.

7. NON-COMPLIANCE

Non-compliance with the provisions of this policy may result in disciplinary action being taken in accordance with Council's policies and procedures.

8. RELATED DOCUMENTATION

C062 - Independent Living Eligibility Policy
C064 - Independent Living Rent Policy
Georgetown Independent Living Application Pack

9. LEGISLATION & REGULATIONS

Housing Act 2003
Housing Regulation 2015
Human Rights Act 2019
Public Records Act 2002
Residential Tenancies and Rooming Accommodation Act 2008
Residential Tenancies and Rooming Accommodation Regulation 2009