

Policy No: BAYSA 02

Policy Title: Eligibility, Allocation, Tenant Transfer & Succession

Review Date: April 2022

1. Purpose

BAYSA Housing is responsible for managing properties which provide access to independent living options for young people aged 15-25. Target groups include young people who are homeless or at risk of homelessness and low income earners at risk of being unable to maintain accommodation in the private rental market.

This document outlines BAYSA Housing's policy pertaining to the eligibility, prioritisation and allocation of BAYSA properties to prospective residents, as well as the scope for tenant transfer and succession.

2. Scope

This policy applies to all BAYSA properties, tenants, and prospective tenants.

3. Policy

BAYSA Housing:

- provides housing assistance to individuals and families in crisis as a result of homelessness or impending homelessness; and
- assists individuals and families in housing crisis to establish and/or maintain appropriate, secure and sustainable housing through the provision of transitional housing, initial assessment and planning, and support.
- provides general transitional housing and Joined-Up Initiative housing in accordance with formalised allocation referral pathways, and through collaboration with Local Area Service Networks (LASNs).

3.1 Eligibility

BAYSA housing is available to young people between the ages of 15 and 24 years who are homeless, at risk of homelessness or escaping family violence.

3.2 Allocation

Access to all BAYSA properties are through either a local Entry Point or a support agency with Nomination Rights.

Allocation of transitional housing is co-ordinated with support vacancies through Local Area Service Networks (LASNs) and Entry Points and/or specialist support providers, either through first access or formal joined-up housing and support pathways initiatives, or via inter-service housing and support protocol agreements setting out roles and responsibilities of housing and support workers.

3.3 Tenant Transfer & Succession

Given the nature of the Transitional Housing Management program, and the allocations process by which young people are selected for entry into the THM program, tenant transfer and succession would typically only occur in special circumstances, and would require a written request by the young person via their support worker.

4. Definitions

Entry Point – local Service which acts as first point of contact for access to homelessness assistance

Nomination Rights – the designation of a number of properties to particular support services to hold the right to both nominate into those properties and support the young people residing within
Tenant – a tenant, occupant or resident legally residing in a BAYSA property

5. Responsibilities

BAYSA Housing Management is responsible for:

- The development, implementation and review of this Policy.

Workplace Participants are responsible for:

- Complying with this policy.

6. Policy Application

This policy will be applied in line with BAYSA Housing Funding and Service Agreement and program level procedures.

7. Legislation, Acts, Standards

[Residential Tenancies Act 1997](#)

[Homelessness Services Guidelines and Conditions of Funding \(section 4\)](#)

QIC Health & Community Services Standards 7th Ed

Human Services Standards (HSS)

8. Related Documents

NIL

9. Appendices

NIL

10. Document History

Version Number	Approval Date	Approved By	Brief Description
V1	April 2019	ED Client Services	New BAYSA Policy.
Custodian	Manager Youth Services		