

## POLICY

# Victorian Housing Register (VHR) Allocation Process

### RECORD DETAILS

<b>Policy</b>	Victorian Housing Register (VHR) Allocation Process
<b>Date authorised by Executive</b>	April 2020
<b>Review responsibility</b>	Chief Operations Officer
<b>Date last reviewed</b>	April 2021
<b>Next review date</b>	April 2021
<b>Version</b>	V 2

### PURPOSE

Procedure for utilising the Victorian Housing Register (VHR) to allocate Long Term Housing as per agreement between HHS and DFFH. Develop consistent allocations and data control processes across all offices to ensure business targets and objectives set by DFFH and HHS, are met.

### SCOPE

This document applies to all staff responsible for the allocation of Long Term Housing across HHS. This process is applicable to AHA, and General Lease properties. These properties constitute our agreed Social Housing List.

This process **does not** apply to Supported Disability Accommodation, THM, and Crisis Accommodation.

### POLICY

The following definitions apply:

- Household Income = the total income from all sources except
- Statutory payments listed in AHA Eligibility and Allocations Policy
- Income of dependent children under 18 and
- Commonwealth Rent Assistance.
- If a tenant is self employed or a sub contractor we will base calculation on gross income

**Local Market Rent** = the rent payable for an equivalent property in a similar location as independently assessed by a qualified valuer or property professional.

**ATO Market Rent** = the market rent as published by the Australian Tax Office and updated annually.