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Allocation Policy

Purpose

Advance Housing Limited (AHL) is responsible for managing the allocation of tenancies across a variety of programs including social housing, affordable housing and supported housing. This document outlines AHL's policy in relation to the prioritisation and allocation of tenancies across all program types.

Scope

This policy applies to all applicants and tenants housed by AHL in both social and affordable housing and Non-regulated Housing.

Policy Statement

AHL is responsible for managing a range of programs in line with contractual and regulatory requirements. AHL is committed to allocating properties within the relevant contractual and regulatory frameworks.

Types of Housing for Allocation

Social and Affordable Housing

AHL prioritises the allocation of properties within its general social housing portfolio as per the terms of the WA Government's Community Housing Allocations Policy (CHAP) and program specific requirements where they exist such as Community Disability Housing Program (CDHP) or Mental Health specific properties.

Non-Regulated Housing

AHL will allocate non-regulated housing, that is housing not subject to government contracts or regulation, based on determined tenant need and tenant capacity to meet the requirements of a lease under the terms of the Residential Tenancy Act 1987.

Environmental Considerations

When allocating a property or properties, AHL needs to consider the need to support the peace and enjoyment of existing tenants and communities as well as any particular characteristic of a property, for example whether it is disability accessible, level of remoteness, or is difficult to tenant.

Bedroom Allocation Considerations

The tables below outline the standard bedroom ratios for bedrooms including where children are to be housed and the evidence required to substantiate a particular bedroom ratio requirement. These apply to all AHL properties.

Table 1: Standard bedroom entitlements for AHL

Household Type	Standard Bedroom Entitlement
Single people	Studio or one bedroom
Couples	One bedroom
Couples and sharers (no children)	One or two bedrooms
Family, single parent, one child	Two bedrooms
Family, single parent, two children	Three bedrooms
Family, single parent, three children	Three bedrooms
Family, single parent, four children and above (bedroom allocation will depend upon gender of children)	Four bedrooms, or if available five or more bedrooms. Applications who have a five-bedroom household complement will generally be offered a four-bedroom property unless a five-bedroom property is vacant when the applicant's turn is reached. This is because of the limited availability of five-bedroom accommodation.
	Where there is limited or no demand, applicants may be allocated accommodation in excess of their entitlement and general eligibility.

Table 2: Bedroom entitlements related to accommodating children

Situation	AHL Response
Child is over 18 years of age	The person is considered to be an adult when calculating the minimum bedroom entitlement.
Shared bedrooms	Same sex children up to 18 years of age are expected to share a bedroom. Male and female children are expected to share a bedroom until one of the children reaches 10 years of age. Special consideration may be given to an allocation where there is considerable age difference between children of the same gender and an extra bedroom allocated, depending upon housing stock/demand and the willingness of the applicant to wait longer if necessary.
Children can't share a bedroom	AHL will allocate an additional bedroom where the applicant has demonstrated a need for same sex children, or children under 10 years of age, to have separate bedrooms.

	Examples of situations where an extra bedroom could be appropriate include where there is a large age gap between the children or behavioural factors.
Shared custody	The child/children are considered to be part of the household if the applicant has 50% shared custody. Normal bedroom entitlements apply.
Future needs of children who may need separate bedrooms in the near future	AHL will take this into account when matching the applicant to a property if it can. AHL will make this decision on a case-by-case basis according to the size and type of housing that is available in the area.

Table 3: Information required substantiating the need for an extra bedroom

If an applicant has a requirement for an extra bedroom for medical or family reasons, they must substantiate this need.

Situation	Information Required
Extra bedroom due to medical condition or disability	<ul style="list-style-type: none"> • Documentation from the applicant's health care professional (e.g. specialist, physiotherapist, occupational therapist or psychiatrist) that supports the need for an extra bedroom. • Evidence of the need for a separate room for a partner if a disability (or routines associated with a disability) requires the couple to sleep separately. • Evidence of the need for an extra bedroom for a family member, carer or support worker to stay when providing regular short-term periods of support, e.g. minimum 2 nights per week or equivalent weeks over multiple times for the duration of the tenancy. • Evidence that the temporary carer resides in another permanent tenancy.

Other Built Form Characteristics to Be Considered:

In general, a new applicant for AHL cannot specify the built form housing that they would prefer, unless they have documentation to support a specific need.

When allocating properties, AHL will consider the needs of a household subject to availability of appropriate housing stock. Where applicants have special needs, they must substantiate their need for certain requirements such as medical, social or other factors. If an applicant can substantiate these needs, AHL may approve them for the following specific types of accommodation:

- Ground floor
- Modified property
- Property with wheelchair access
- Property with a certain number of steps

Applicants may specify a preference to be housed in a property targeted to seniors and managed by AHL where they are:

- 55 years of age or over
- Two-person adult households, where at least one person is 55 years or over.

Table 1: Information required to substantiate housing needs

The table outlines the information required by AHL to substantiate specific housing needs.

Situation	Information Required
Location within allocation area – need for a property located within a specific part of an allocation area. For example, for access to cultural supports, a specific medical practitioner, a special school or neighborhood supports for people with a disability etc.	Documentation substantiating the need for the specific location.
Share custody – need for a larger property to accommodate children. Minimum care 50%.	Substantiation of the shared custody arrangement through information such as one or more of the following: <ul style="list-style-type: none"> • Documentation from the Family Court • Centrelink Income Statement
A studio unit is unsuitable due to: <ul style="list-style-type: none"> • Medical condition or disability • Requires a carer • Family complement including households with more than one person, pregnancy, shared custody or child restoration. 	Documentation that demonstrates that this type of property will adversely affect the applicant's health (e.g. due to claustrophobia) including: <ul style="list-style-type: none"> • Medical Assessment from the applicant's health care professional • Report or letter from a health care worker or a support agency • Only single person households will be offered a studio unit. An applicant with family reasons or carer requirements needs to provide documentation to demonstrate their need for additional bedrooms as outlined above.
A multi-storey unit is unsuitable due to: <ul style="list-style-type: none"> • Medical condition or disability • A child or young person at risk 	Documentation that demonstrates that this type of property will adversely affect the applicant's health (e.g. not able to use stairs) including: <ul style="list-style-type: none"> • Medical Assessment from the applicant's health care professional • Report or letter from a health care worker or a support agency

Related Agreements, Policies & Legislation

Community Housing Allocations Policy

Community Housing Eligibility Policy

AHL.178 Tenancy Transfer Policy

Equal Opportunity Act 1984

Responsibilities

It is the responsibility of:

Employees to ensure they comply with this policy.

Employees to identify and report potential issues to Management.

Employees with related tasks to ensure they have a comprehensive understanding of this Policy, related Legislation and Documents as it relates to their roles.

Team Leaders and Management to oversee compliance, monitoring and review of this Policy.

Approval and Review Details

Approval and Review	Details
Approval Authority	CEO
Administrator(s) – overall responsibility for compliance, monitoring & review	Housing Services Manager
Next Review Date	October 2027

Policy History

Review Date	Doc. Version	Details	Reviewed by	Date Approved
2/5/2018	1.0	INCEPTION	TAMARA BELFIELD HSM	MAY 2018
MAY 2020	1.0	REVIEW AND UPDATE	TAMARA BELFIELD HSM	May 2020
December 2021	1.0	REVIEW – NO CHANGE	T Belfield and J Lysaught	December 2021
December 2023	1.0	REVIEW – NO CHANGE	CEO	December 2023
November 2025	2.0	REVIEW – CHANGES IN LINE WITH WA STATE GOVERNMENT REQUIREMENTS	John McKeon – HSM & Lysaught CEO	December 2025