



Housing Assessment System Policy

Access to Public Housing Process

The Housing Assessment System is Step 3 in the 4 Step process for Access to Public Housing, as below:

- Step 1:** Applying for Public Housing (*Managing Access and Applications Policy and Procedure*);
- Step 2:** Establishing eligibility (*Public Housing Eligibility Policy and Procedure*);
- Step 3:** **Assessing housing need, establishing entitlement and identifying category of need (*Housing Assessment System Policy and Procedure*);**
- Step 4:** Allocating an appropriate property (*Offer and Decline Policy and Procedure*).

Policy Intent

The Housing Assessment System **(HAS)** Policy provides a method for assessing the current level of need of applicants seeking access to Public Housing. This policy prioritises need and ensures that those with the highest level of need are housed first.

Applicants who are not eligible can be interviewed to discuss housing needs and options however an actual assessment is not required.

The circumstances of applicants are assessed individually and are assigned points against four factors that reflect the applicant's need to access adequate, affordable, and appropriate housing.

Once an assessment has been completed the applicant is placed in a category of need. These categories allow Housing Tasmania to determine which applicants from the waiting list should be allocated the next available and suitable property.

Benchmarks

This policy places benchmarks for processing applications:

- Applications should not be incomplete for greater than 30 days from date of initial assessment interview.
- Applications should not be suspended for greater than 60 days, without review, unless the suspension relates to outstanding charges;

Benchmarks are set to ensure Statewide consistency and a timely response by Housing Tasmania to clients.



Factors

The Housing Assessment System Policy is used to determine an applicant's housing need against a number of housing related factors. Points are awarded according to the current housing circumstances of the applicant.

The factors and sub factors are;

Factor 1 – Adequacy

- Tenure Form
- Bedrooms Short

Factor 2 – Affordability

- Rent to Income
- Low Income
- Cost of Buying Basic Facilities

Factor 3 – Appropriateness

- Establishing housing stability following Family Violence
- Establishing housing stability following Sexual Assault
- Establishing housing stability following Community Violence
- Requirement for a Modified Environment
- Ill Health
- Requirement for a Stable Environment
- Locational Disadvantage

Factor 4 - Offer Rejection

Negative points accrued for unreasonable rejection of suitable offers

Responsibilities

Housing Access Officers are responsible for the Level 1 assessment of the applicant's current circumstances and the allocation of points and entitlements.

Access and Support Planning Officers are responsible for [the Level 2 Expanded Assessment, Coordination Planning and](#) the confirmation of points allocation, category of need and bedroom entitlements to ensure the assessment is correct, fair and equitable.

For further information relating to this policy please email the helpdesk housing.policyhelpdesk@dhhs.tas.gov.au

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