

SUCCESSION OF TENANCY POLICY

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Table of Contents

1	Purpose and Objective.....	2
2	Scope.....	2
3	References	2
3.1	Legislation	2
3.2	Policies	2
4	Definitions	2
5	Responsibilities	3
5.1	Executive	3
5.2	Management	3
5.3	Employees, Volunteers and other Stakeholders	4
6	Policy	4
7	Appeals and Reviews of Decisions	4
8	Document Control.....	4
8.1	Document History	4

1 Purpose and Objective

The purpose and objective of this policy is to consider the transfer of a Social Housing Tenancy from the tenant to a current eligible household member after an event requiring the tenant to no longer reside at the premises.

2 Scope

- a. This policy applies to all Housing Plus and its subsidiaries Employees, Management and Other Stakeholders including Volunteers.
- b. This policy describes the organisation's objectives and policies regarding Succession of a Tenancy.

3 References

3.1 Legislation

- NSW Housing Act 2001
- NSW Residential Tenancies Act 2010

3.2 Policies

- NSW Community Housing Access Policy
- Housing Plus Eligibility Policy
- Housing Plus Feedback, Appeals and Complaints Policy
- Housing Plus Transfer Policy

4 Definitions

Term: Company

Definition: Housing Plus, ABN 83 147 459 461, and all of its related and associated entities

Term: Employee

Definition: An individual who is directly engaged and paid by the Company as an Employee

Term: Manager

Definition: An Employee who has direct reports (includes Executive, Senior Management and Team Leaders). In situations involving volunteers, 'Manager' refers to the Volunteer Supervisor

Term: Executive

Definition: A member of the Executive team

Term: Volunteer or Other Stakeholders

Definition: Collectively refers to any individual(s) who is not an Employee but who carries out work (whether paid or unpaid) for the Company, including (but not limited to) work as a volunteer, contractor, secondee, consultant or subcontractor, labour hire company, an apprentice or trainee, and a student gaining work experience.

Term: Work Environment

Definition: Includes but is not limited to:

- During and outside normal working hours.
- All functions, events and places which are work related (e.g. Including working from home under the flexible work policy, work lunches, conferences, Christmas parties and client functions).
- During the recruitment process; any environment which has sufficient connection to employment; decisions about promotions and other career opportunities, or in the termination of employment. In the course of providing goods and services.

Term: Social housing

Definition: Properties made available to customers on low to moderate incomes and managed by Community Housing Providers or Homes NSW. Rent subsidies are available to customers to reduce their weekly rent payments.

Term: Tenancy agreement

Definition: An agreement in writing that grants the right of occupation of residential premises for the purpose of use as a residence.

5 Responsibilities

5.1 Executive

- a. Ensure adequate resources are provided to implement and support this policy.
- b. Manage the implementation of and adherence to this policy.
- c. Model appropriate standards of behaviour.

5.2 Management

- a. Ensure that all Employees and Other Stakeholders are aware this policy and understand their obligations.
- b. Ensure effective implementation of and adherence to this policy.
- c. Model appropriate standards of behaviour.

5.3 Employees, Volunteers and other Stakeholders

- a. Understand and comply with this policy.
- b. Model appropriate standards of behaviour.

6 Policy

Succession is when a social housing tenancy is transferred to another eligible member of the household. This transfer of the tenancy occurs when the tenant has left the property due to, health reasons (for example, has permanently entered a nursing home or an institutionalised care facility), has been imprisoned and will not be returning to the property or has died or the tenant has been excluded from the property due to a Final Apprehended Violence Order.

Housing Plus provides succession to an eligible member of the household to ensure they will not be made homeless or be faced with undue hardship because the tenant has left the property or died.

7 Appeals and Reviews of Decisions

Decisions made under this policy can be reviewed or appealed. For more information, refer to the *Customer Feedback, Appeals and Complaints Policy*.

8 Document Control

8.1 Document History

Action	Responsible Person	Date
Created draft	Lena Jenson Chris Maybin Harmony Meath Therese Short	August 2024
Reviewed by	Liz Stamatelos	December 2024
Approved by	Justin Cantelo	February 2025