



Transfer Policy

Purpose

This policy outlines how the Department of Communities (Housing) will manage a:

Priority Transfer: Where a tenant with a demonstrated priority housing need requests to be transferred to an alternative public housing property.

Housing Initiated Transfer: Where the Department of Communities (Housing) requests that a tenant be transferred to an alternative public housing property.

Scope

This policy relates to public housing tenancies managed by the Department of Communities (Housing) in Western Australia.

Policy statements

1. General Eligibility

To be eligible for a transfer to an alternative public housing property the applicant must be:

- a. A current tenant, and
- b. Eligible for public housing in accordance with the *Eligibility Policy*.

2. Priority Transfer

Applicants must demonstrate their priority need in accordance with the Department of Communities (Housing) *Priority Housing Need Policy*.

Other factors include:

- a. The Department of Communities (Housing) will consider the appropriateness of approving a transfer if the tenant is subject to court action to terminate the tenancy.
- b. A client who has been approved for a priority transfer, but vacates their tenancy prior to the transfer, may be listed for a priority application, subject to reassessment of eligibility and priority housing need.
- c. Clients' current history with the Department of Communities (Housing) will be reviewed.

3. Housing Initiated Transfer

The Department of Communities (Housing) may require a tenant to transfer to an alternative public housing property where the property they currently occupy:

- a. No longer meets the demonstrated housing need of the tenant including bedroom entitlement under the *Allocations Policy*,
- b. Is required by the Department of Communities (Housing) for the purpose of redevelopment and/or refurbishment as outlined in the *Refurbishment of Occupied Properties Policy*,
- c. The property is purpose-built or modified for a person with a disability and the modifications are no longer required by any member of the household,
- d. Is otherwise required by the Department of Communities (Housing).

The Department of Communities (Housing) may incentivise and/or contribute to the reasonable costs associated to relocate a client.

Tenants offered an alternative public housing property may have their existing tenancy agreement terminated.

Related legislation

- Housing Act 1980
- Residential Tenancies Act 1987
- Residential Tenancies Regulations 1989

Related policies

- Allocation Policy
- Eligibility Policies (Rental Policy Manual)
- Priority Housing Need Policy
- Refurbishment of Occupied Properties Policy
- Tenancy Management Policy
- Applicants with Adverse History Policy

Definitions

Public Housing	Subsidised rental housing managed by the Department of Communities (Housing).
Tenant	Refers to any person who is granted the right of occupancy of a public housing property and are a signatory to the Tenancy Agreement (TA).

Document control

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Owner	Community Services - Service Design & Operational Improvement

Version history

Version	Effective	Amended section	Description	Reference number
2	January 2022	Section 1 Section 3	Amendments to section 1 & 3 to align with directional shift and terminology changes as part of Housing Ministers rapid response deliverables.	
1	October 2020		Removal of Transfer Policy from the Rental Policy Manual to a standalone document and removal of New Living Programs Policy to align with the amended Transfer Policy.	