

Pre-existing and Improvised Dwellings

Policy

Date effective: 15 December 2016

1. Policy statement

Pre-existing and improvised dwellings in Remote Communities, Town Camps and Community Living Areas (CLA) are not managed in the same way as other public housing stock.

2. Purpose

This policy provides clarity around tenancy agreements, property and tenancy management for existing and improvised dwellings in Remote Communities, Town Camps and CLA.

3. References

Disposal of Housing Properties policy
Property Management policy
Remote Housing Leases policy
Tenancy Agreements for Public Housing policy

4. Scope

This policy applies to tenants and dwellings in Remote Communities, Town Camps and CLA transferred to the Department of Housing and Community Development ('the Department') for management as at 1 July 2009.

5. Roles and Responsibilities

Role	Responsibility
Front line staff	Accept applications for public housing from occupants of improvised dwellings
Property Contract Officer	Makes a determination as to whether a structure is an improvised dwelling
Executive Director	Is responsible for consulting with the Australian Government regarding the future use or demolition of an improvised dwelling

6. Policy details

The Department does not collect rent or other occupancy charges and will not conduct maintenance on improvised dwellings. Occupants of improvised dwellings are encouraged to lodge an application for public housing and be allocated a dwelling more appropriate to their family and household circumstances.

Occupants, who occupied an existing dwelling as at 1 July 2009 maintain a pre-existing occupancy right unless the Department deems the property unsafe for continued occupancy.

The occupant will be required to acknowledge their rights, responsibilities and obligations as occupants of public housing. Under this arrangement:

- no security deposit (bond) is payable by the tenant;
- the Department will conduct ongoing repairs and maintenance necessary to ensure the property remains safe to occupy;
- occupants are required to keep the dwelling clean, tidy and to a reasonable standard; and
- the tenant will be held responsible for rectifying any damage to the property that is caused by occupants or visitors, either intentionally or negligently.

Occupants of existing dwellings may apply for alternative housing or be placed on the public housing wait list.

7. Document change control table

Release Date	Version Number	Approved by (position)	Section amended	Category
15/12/2016	1.01	Director Policy	all	Editorial amendments
26/06/2013	1.00	Executive Director, Housing Operational Client Support	all	New separate policy derived from Remote Public Housing Operational Policy Manual, Chapter 14 and 15