



# INDEPENDENT LIVING UNITS FOR OLDER PERSONS

## 1. POLICY PURPOSE

This document sets out Council's policy for the allocation of Independent Living Units (ILU) for older persons. This policy applies to the units located at the Julia Creek Seniors Living Precinct. Council aims to provide affordable independent living units for older persons residing in McKinlay Shire to enable them to continue living within the community with limited service support. The objective of this policy is to establish the necessary guidelines relating to application and approval for admittance to the ILU.

## 2. AUTHORITY (LEGISLATION OR OTHER)

Council will comply with all legislative requirements pertaining to the provision of independent living units including:

- *Residential Tenancies and Rooming Accommodation Act 2008.*
- *Aged Care Act 1997.*
- *Disabilities Services Act 2006.*
- *Anti-Discrimination Act 1991.*

## 3. SCOPE

Council has constructed Seniors Independent Living Units as a means to encourage long term residents of the Shire to remain in the community and continue living independently with the assistance of the Commonwealth Home Support Programme. Content listed within this policy will determine whether an applicant is eligible to obtain residency within the facility and also the roles and responsibilities of Council and the tenant/s.

## 4. POLICY CONTENT

The following outlines the process for applicants to undertake to obtain residency in the ILU as well as criteria for Council assessment and approval.

### **Roles and Responsibilities**

#### Community Services Team Leader

Responsible for distributing Application Forms and maintaining the waiting list of applicants.

Responsible for assessing the waiting list of applicants, in strict accordance with the Admittance Criteria and making application recommendations to the Chief Executive Officer/Director Corporate & Community Services in accordance with the Admittance Criteria.

#### Community Nurse/CHSP Coordinator

---

Date of Approval: 15<sup>th</sup> February 2022  
Approved By: Council Resolution TBC

Version: 2.0

Effective Date: 1<sup>st</sup> March 2022

Review Date: March 2023

Assist with the assessment process, by assessing the applicant to ensure ability to live independently with the services in place/or available.

Chief Executive Officer/Director of Corporate & Community Services

Approval of successful applicant.

**Eligibility**

To be eligible to reside in any of the Independent Living Units applicants must:

- Be at least 66 years of age
- **Not** be gainfully employed
- Be a McKinlay Shire Resident for a minimum of 2 years
- Be receiving or eligible to receive CHSP Services and/or Home Care Packages
- Capable of Independent Living
- Require support for housing based on financial, health, or other circumstances that make their current living arrangements insecure or unsuitable
- Have an Enduring Power of Attorney. A Power of Attorney is a document that gives a person nominated by you the power to act on your behalf. It allows the attorney to sign or do anything that you yourself can legally do, subject to any conditions or limitations stated in the document. A general Power of Attorney does not give your attorney the power to make personal, medical or lifestyle decisions for you. You must choose to execute an Enduring Power of Attorney or appoint an enduring guardian for this purpose.

Should a circumstance arise where all eligibility criteria is not met, Council may extend a short term lease under exceptional circumstances (subject to availability) which will need to be approved by the Chief Executive Officer.

**Other Conditions**

- Each twelve (12) months all tenants will undergo a review to assess current needs and requirements.
- Pets are permitted in accordance with Seniors Living Pet Policy. No dogs permitted.
- Two bedroom units are for couples only
- Must agree to not leave the property vacant for longer than 3 months each year
- Rental fees are detailed in Councils Fees & Charges Schedule and are reviewed each financial year.

**Application Procedure**

1. Applicants are required to complete and return the required Application Form (Appendix 1) which is available from Council Administration or Council's website
2. Subject to a unit being available, applicants must participate in an interview and an assessment process.

---

Date of Approval: February 2022  
Approved By: Council Resolution

Effective Date: 16<sup>th</sup> February 2022  
Version: 2.1  
Review Date: January 2024

3. Following approval from the Chief Executive Officer or Director Corporate & Community Services, the successful applicant will be issued with correspondence outlining the conditions of tenancy.
4. Successful applicants will be expected to sign and abide by the rules stated in the standard Rental Tenancy Agreement approved by the Residential Tenancy Authority. A Council Officer will go through this with the tenant prior to them signing the agreement. Tenants must seek approval for anyone staying at their unit for 7 nights or more, other than those permitted to stay there as part of the RTA.
5. Bond equal to four weeks rent must be paid in full prior to moving in or acquiring any keys. Rent must be paid two weeks in advance either directly to Reception at Council's Administration Office or direct debited into Council's bank account.



# Application for Julia Creek Independent Senior Living Units

Please note that completing this application does not guarantee placement.

<b>Applicant 1 Details</b> First Name / Last Name		
<b>Applicant 2 Details</b> First Name / Last Name		
<b>Date of birth:</b>	Applicant 1	Applicant 2
<b>Postal address:</b>		
<b>Residential address:</b>		
<b>Years at current address</b>		
<b>Phone:</b>	<b>Mobile:</b>	
<b>Email:</b>		
<b>Household Details</b>	<input type="checkbox"/> Live Alone <input type="checkbox"/> Share <input type="checkbox"/> Live with husband/wife/partner <input type="checkbox"/> Other (please describe)	
<b>Do you have any pets?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details. Noting Council have a Seniors Living Pet Policy which restricts pets at the facility.	

Date of Approval: February 2022  
 Approved By: Council Resolution

Effective Date: 16<sup>th</sup> February 2022  
 Version: 2.1  
 Review Date: January 2024

<b>Are you currently receiving Home Care Package Services?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure If yes, please list services currently receiving
<b>Are you currently receiving support through Commonwealth Home Support Programme?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure If yes, please list the services you are currently receiving. (e.g. Home Maintenance)
<b>Do you live, or have previously lived in McKinlay Shire?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No Please list dates or number of years:
<b>Do you have family currently residing in McKinlay Shire?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Do you have an enduring power of attorney?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In the process of appointing one. If yes, please attach evidence.
<b>Accommodation Sought</b>	<input type="checkbox"/> One bedroom <input type="checkbox"/> One bedroom with additional room <input type="checkbox"/> Two bedroom (note for couples only)
<b>Signature of Applicant:</b>	
<b>Date:</b>	
Privacy collection notice:	McKinlay Shire Council is collecting your name, residential address and phone number in accordance with the <i>Local Government Act 2009</i> in order to process your application. The information will only be accessed by employees and/or Councillors of McKinlay Shire Council for Council business related activities only. Your information will not be given to any other person or agency unless you have given us permission or we are required bylaw.

Please return the completed form to  
McKinlay Shire Council 29 Burke St Julia Creek QLD 4823 or via email [community@mckinlay.qld.gov.au](mailto:community@mckinlay.qld.gov.au)

Date of Approval: February 2022  
Approved By: Council Resolution

Effective Date: 16<sup>th</sup> February 2022  
Version: 2.1  
Review Date: January 2024