

PROGRAM POLICY: APPROPRIATE ALTERNATIVE ACCOMMODATION

Policy number	PPOL004	Version	v1.0
Drafted by	Program Director	Approved by Board on	28 September 2016
Responsible person	Program Director	Scheduled review date	28 September 2018

1. PURPOSE

1.1. The purpose of this policy is to:

- a. ensure alternative accommodation offers are appropriate, consistent and equitable where CEHL requires a tenant to relocate from existing accommodation
- b. specify the considerations that are relevant in determining appropriate alternative accommodation offers
- c. articulate the responsibilities of CEHL and the tenant when relocation is required.

2. POLICY CONTEXT

The Residential Tenancies Act provides for a landlord to give a tenant a notice to vacate a rented premises in a range of instances, including where the premises are deemed unfit for human habitation or unsafe, where the landlord intends to repair or renovate the premises, or where the landlord intends to sell the premises. These provisions must be considered in the context of the Performance Standards for Registered Housing Agencies, which require registered agencies to minimise enforced transfers and strive to sustain tenancies.

3. POLICY STATEMENT AND PRINCIPLES

3.1 STATEMENT

- a. Alternative accommodation will represent a balance between the tenant's reasonable needs and CEHL Program capacity.

3.2 PRINCIPLES

- a. CEHL will strive to minimise the need for a tenant to relocate.
- b. CEHL will determine what constitutes an appropriate offer of accommodation based on the current household composition, current property location, other amenity items required to meet household needs and determined to be of significance to the household, and the length of time the household is required to relocate for.
- c. CEHL will undertake a Relocation Needs Assessment in consultation with the tenant to ascertain the tenant's reasonable needs.

- d. The tenant will be required to provide sufficient evidence to support their statement of reasonable needs.
- e. Where a tenant is required to relocate on a permanent basis, any approved member-funded improvement will, as best as possible, be reflected in the alternative accommodation.
- f. The tenant will be provided with an offer of appropriate alternative accommodation before they are required to vacate a property.
- g. The timeline for alternative accommodation offers will reflect the urgency of the need for alternative accommodation.
- h. Where a permanent relocation is required and cannot be established in the necessary timeframe, temporary accommodation will be offered until permanent accommodation is secured.
- i. A tenant is permitted to make their own temporary arrangements. This will not affect their offer of permanent relocation and rent will not be charged while the tenant's own temporary arrangements are in place.
- j. Refusal by the tenant to accept an appropriate offer of permanent alternative accommodation will result in the termination of their tenancy.
- k. If the alternative accommodation is to be allocated to a co-op, CEHL will consult with that co-op about a permanent replacement.
- l. The tenant will not experience unreasonable financial detriment as a result of this policy being enacted.
- m. CEHL will pay for or reimburse any reasonable costs associated with the relocation.

4. SCOPE

4.1 This is Program Policy. It applies to all residential tenancies managed by CEHL or its member co-ops, where CEHL requires a tenant to relocate from existing accommodation.

5. DEFINITIONS

5.1 For all definitions relating to this policy, please refer to the Program Glossary.

6. LEGAL REQUIREMENTS

6.1 This policy adheres to and incorporates guidance from:

- a. [Residential Tenancies Act 1997: sections 245, 255, 256, 259.](#)
- b. [Performance Standards for Registered Housing Agencies: section 1 Tenant and Housing Services.](#)
- c. [Victorian Charter of Human Rights and Responsibilities 2006.](#)

7. PROGRAM REQUIREMENTS

7.1 This policy is consistent with:

- a. International Co-op Principles:
 - Open & Democratic Membership
 - Co-operation among Co-operatives
 - Concern for Community.
- b. Program Principles:
 - Security & Security of Tenure
 - Quality of Housing
 - Affordability
 - Financial Sustainability
 - Changing Needs.

8. RELATED PROGRAM POLICIES

8.1 This policy should be considered in conjunction with:

- a. Tenant Funded Modifications Policy (once finalised).
- b. Property Assets Disposals Policy.
- c. Property Assets Maintenance Policy.
- d. Property Assets Renewals Policy.
- e. Terminating a Tenancy (Landlord Initiated) Program Policy.
- f. Tenure Policy.

9. AUTHORISATION

Approved by	CEHL Board	Date of approval	28 / 09 / 2016
Position	CEHL Chair		Karren Walker
Position	Manager		Nicola Foxworthy