

# PROGRAM POLICY: TRANSFER APPLICATIONS BY CURRENT PROGRAM PARTICIPANTS

Policy number	PPOL013	Version	v1.0
Drafted by	Program Development Manager	Approved by Board on	29 March 2017
Responsible Person	Program Director	Scheduled Review Date	29 March 2019

## 1. PURPOSE

1.1. The purpose of this policy is to:

- a. facilitate the ability for existing Program participants to transfer within the Program
- b. ensure that transfer applications from existing Program participants are considered in a fair, consistent and transparent manner.

## 2. POLICY CONTEXT

Through the Program Principles, the Program has a demonstrated commitment to facilitating transfers between Co-ops within the Program. The Changing Needs principle states that the Program will be flexible in accommodating the changing needs of Program participants, while the Security principle states that the Program will offer safe and secure long-term housing choices that are appropriate to the needs and requirements of Program participants.

## 3. POLICY STATEMENT AND PRINCIPLES

### 3.1 STATEMENT

- a. An existing Program participant who has been in the Program for two years and is seeking to transfer to another Co-op within the Program will have their application prioritised on the referral list and will not be subject to any further Program eligibility requirements. An existing Program participant who has been in the Program for less than two years is able to register for the referral list and have their application considered as part of the standard new applicant process.
- b. A transfer application from an existing Program participant will be considered in a consistent and fair manner, in full knowledge of any relevant history of the participant known within the Program.

### 3.2 PRINCIPLES

- a. An application to transfer to another Co-op from an existing Program participant will be managed by CEHL as part of the centralised referral list.

- b. An existing Program participant seeking to transfer to another Co-op within the Program is required to complete the standard application form but is not required to undergo a further income or assets eligibility assessment.
- c. A Program participant seeking a transfer within the Program must give permission for any prior history within the Program to be supplied with their referral for any future Co-op membership within the Program, before a referral can be made.
- d. Where a vacancy arises in another Co-op within the Program, CEHL will prioritise any existing Program participant applying for a transfer, where the participant meets the bedroom allocation criteria, as part of the referral list that is provided to the Co-op.
- e. CEHL will include with the existing Program participant's referral, details of their current and / or previous tenancy and Co-op membership within the Program, including:
  - i. the name of the current and / or previous landlord / Co-op
  - ii. any expulsion or cancellation of Co-op membership
  - iii. any debt owed or damage caused (evidenced by a VCAT order)
  - iv. any subsequent action by the applicant to repay a debt owed.
- f. Co-ops will consider a transfer application from an existing Co-op member in light of:
  - i. the co-operative's current selection criteria
  - ii. any change of circumstances that may have occurred for the applicant
  - iii. action taken by the applicant to rectify any previous debt or damage.

## 4. SCOPE

- 4.1 This is a Program Policy. It applies to all transfer applications and referrals of current Program participants.

## 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. [Performance Standards for Registered Housing Agencies: section 1 Tenant and Housing Services.](#)
  - b. [Victorian Charter of Human Rights and Responsibilities 2006.](#)

## 7. PROGRAM REQUIREMENTS

- 7.1 This policy is consistent with:
  - a. International Co-op Principles:
    - Open & Voluntary Membership

Democratic Control by Members  
Co-operation among Co-operatives  
Concern for Community.

- b. Program Principles:
  - Security
  - Affordability & Financial Sustainability
  - Participation
  - Membership & Growth
  - Changing Needs
  - Working Together.
- c. CCA.

## **8. RELATED PROGRAM POLICIES**

**8.1** This policy should be considered in conjunction with:

- a. Member Selection Program Policy.
- b. Internal Transfer Program Policy.

## **9. BOARD AUTHORISATION**

Approved by	CEHL Board .....	Date of approval	29 / 03 / 2017
Position	CEHL Chair		Karren Walker
Position	Manager		Nicola Foxworthy