

PROGRAM POLICY: PROPERTY ALLOCATION TO CO-OPS

Policy number	PPOL012	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

The purpose of this policy is to:

- a. set out the criteria governing the allocation of properties to Co-ops within the CEHL Program
- b. ensure the process for allocating properties to Co-ops is fair, transparent and considers the needs of Co-ops and the broader Program.

2. POLICY CONTEXT

With fewer funding opportunities available to the CEHL Program, there is a significant responsibility on CEHL to use its finite resources in such a way to both enable Co-ops to meet the needs of their members and ensure the ongoing viability of the Program. Previously there has been no clear guidance on how existing or new properties in the CEHL portfolio will be allocated, which has been problematic for both Co-ops and CEHL.

3. POLICY STATEMENT AND PRINCIPLES

3.1 STATEMENT

- 3.1.1 The allocation of properties to Co-ops within the Program will be based on a set of criteria that reflects and supports:
 - a. the planning undertaken by Co-ops to meet the future needs of their members and agreed aspirations for growth
 - b. CEHL's strategic plan and Program obligations resulting from funding requirements, housing performance standards or other relevant regulatory requirements.
- 3.1.2 Decisions regarding the allocation of properties will balance the needs of Co-ops with those of the broader Program.

3.2 PRINCIPLES

- 3.2.1 CEHL is responsible for maintaining a portfolio of properties for allocation to Co-ops within the Program.
- 3.2.2 CEHL will support Co-ops to better meet the needs of their members within their existing allocation, in the first instance.
- 3.2.1 Before allocating properties to a Co-op, CEHL will consider:
 - a. current Co-op governance and the Co-op's capacity to meet tenancy and maintenance performance standards
 - b. whether the proposed allocation is consistent with the Co-op's future aspirations
 - c. whether the proposed allocation is consistent with Program goals.
- 3.2.2 Decisions regarding the allocation of properties will be based on the following set of criteria:
 - a. an urgent allocation is required to meet an existing member's household need
 - b. there is an outstanding property commitment to the Co-op
 - c. there is an urgent need for the Co-op to increase its membership
 - d. there is an urgent need for the Co-op to increase its rental income
 - e. the allocation will allow the Co-op to improve utilisation of land/property
 - f. the Co-op has handed back vacant and CEHL low-rated property
 - g. the Co-op has identified timing of property vacancy/ies.
 - h. the length of time since last allocation to the Co-op.

4. SCOPE

- 4.1 This is a Program Policy. It applies to all allocation of properties by CEHL to Co-ops within the Program.

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

7. PROGRAM REQUIREMENTS

7.1 This policy is consistent with:

- 7.1.1 International Co-op Principles:
 - Open & Voluntary Membership
 - Democratic Control by Members
 - Co-operation among Co-operatives
 - Concern for Community.
- 7.1.2 Program Principles:
 - Security
 - Affordability & Financial Sustainability
 - Participation
 - Membership & Growth
 - Changing Needs
 - Working Together.
- 7.1.3 CCA.

8. RELATED PROGRAM POLICIES

8.1 This policy should be considered in conjunction with:

- 8.1.1 Property Assets Program Policy.
- 8.1.2 Acquisition and Development Program Policy.
- 8.1.3 Property Assets Maintenance Program Policy.
- 8.1.4 Property Assets Renewal Program Policy.
- 8.1.5 Property Disposals Program Policy.
- 8.1.6 Strategic Vacancies Program Policy (to be completed).

9. BOARD AUTHORISATION

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