

## **PROGRAM POLICY: APPROPRIATE USE OF PROPERTY**

Policy number	PPOL015	Version	v1.0
Drafted by	Program Development Coordinator	Approved by Board on	26 July 2017
Responsible Person	Program Director	Scheduled Review Date	26 July 2019

### **1. PURPOSE**

The purpose of this policy is to clarify the acceptable use of residential properties within the CEHL Program.

### **2. POLICY CONTEXT**

The CCA states that properties within the CEHL Program are solely for the purpose of providing residential accommodation to the members of the Co-operative; and, without the approval of CEHL, may not be sub-let or assigned.

### **3. POLICY STATEMENT AND PRINCIPLES**

#### **3.1 STATEMENT**

- 3.1.1 The primary purpose of CEHL properties is for the provision of housing of tenants and identified household members.

#### **3.2 PRINCIPLES**

- 3.2.1 Tenants may not receive financial payment from any visitor/guest staying on the tenant's property.
- 3.2.2 Tenants may have a visitor reside in or on any part of the property for three days a week or for up to a total of four weeks. Arrangements that extend beyond this require agreement from the landlord.
- 3.2.3 Tenants may conduct a business or commercial enterprise in or on any part of a CEHL property. Tenants are required to seek approval from the landlord and/or CEHL where the activity:
- requires tenant-funded improvements, including changes to electrical or plumbing or the structure of the property
  - requires Council permission or permission from any other legal body other than CEHL
  - poses potential damage to the property
  - may negatively impact on the neighbours' quiet enjoyment of their properties
  - has the potential to bring the co-op or Program into disrepute

- 3.2.4 Sub-letting or assignment of any part of a CEHL property by a tenant or Co-op is prohibited, unless specific permission is obtained from CEHL.
- 3.2.5 Any sub-letting or assignment permitted by CEHL must not pose any danger to the continued operation of the premises, Co-op or Program.

## 4. SCOPE

4.1 This is a Program Policy. It applies to all residential tenancies managed by CEHL or its member co-ops.

## 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 [Residential Tenancies Act 1997.](#)
- 6.1.2 [Performance Standards for Registered Housing Agencies: section 1 Tenant and Housing Services.](#)
- 6.1.3 [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
  - Quality of Housing
  - Working Together.
- 7.1.3 CCA.

## 8. BOARD AUTHORISATION

Approved by	CEHL Board	Date of approval	26 July 2017
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Position	CEHL Chair		Karren Walker