

## **PROGRAM POLICY: TRANSFER TO VICWIDE**

Policy number	PPOL014	Version	v1.0
Drafted by	Program Development Manager	Approved by Board on	29 September 2020
Responsible Person	Program Director	Scheduled review date	29 September 2025

### **1. PURPOSE**

1.1. The purpose of this policy is to:

- a. specify the circumstances in which transferring the management of a tenancy from a co-op to VicWide will be considered
- b. specify the criteria against which an application for transfer to VicWide will be assessed.

### **2. POLICY CONTEXT**

The CEHL Program primarily delivers housing via co-ops comprised of Program Participants. A portfolio of properties is managed directly by CEHL where it is no longer practical or reasonable for the renter (tenant) to remain in a co-op. This portfolio is called VicWide.

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

#### **3.1 STATEMENT**

- a. The Program will strive to deliver housing, wherever possibly, by housing co-ops.
- b. A transfer to VicWide will be considered where a renter's circumstances are such that it is no longer appropriate for them to remain in the co-op housing program.

#### **3.2 PRINCIPLES**

- a. Decisions about eligibility to transfer a tenancy to VicWide will be made by CEHL.
- b. A transfer of tenancy to VicWide may be possible when:
  - i. a co-op is not able to manage a specific member and there are no other co-op housing options available to the existing member
  - ii. it is no longer appropriate for an individual member to remain in a co-op and there has been a demonstrated attempt by the co-op and member to resolve the issue or issues that has led to this situation.

- c. In assessing an application to transfer a tenancy to VicWide, CEHL will consider the following criteria:
  - i. the appropriateness of VicWide to the household's needs
  - ii. the availability of suitable alternative housing
  - iii. a successful previous rental history on behalf of the renter
  - iv. compliance with the Residential Tenancies Act (RTA) residential rental agreement, and member agreements
  - v. demonstrated attempts to resolve the issue or issues prompting the application for transfer to VicWide by the residential rental provider and renter where this is the cause of the transfer application.
- d. VicWide tenancy offers will reflect the needs of the household at the time of offer, including bedroom allocation policy.
- e. Where the existing property meets current household and allocation requirements and agreement can be reached between the co-op, member and CEHL, the member can remain in the property and the tenancy will be managed directly by CEHL.
- f. Where agreement is unable to be reached or specific circumstances make staying in the property inappropriate, CEHL may offer alternative arrangements within the Program.
- g. Where CEHL makes an offer of alternative accommodation the renter must give permission for personal data to be recorded on the Victorian Housing Register (VHR) database.

## 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:
  - a. [Performance Standards and evidence guidelines](https://www.vic.gov.au/performance-standards-and-evidence-guidelines)  
<https://www.vic.gov.au/performance-standards-and-evidence-guidelines>
  - b. [Victorian Charter of Human Rights and Responsibilities 2006.](#)
  - c. [Residential Tenancies Act 1997](#)

## 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. Referral to Support Agencies Program Policy
- b. Internal Tenancy Transfer Program Policy.

## 9. BOARD AUTHORISATION

Position	CEHL Chair	Date of approval	29 / 09 / 2020
Approved by	Heidi Lee		