

.PROGRAM POLICY: PROPERTY ALLOCATION TO CO-OPS

Policy number	PPOL012	Version	v2.0
Drafted by	Program Development Manager	Approved by Board on	01 May 2019
Responsible Person	Program Director	Scheduled review date	01 May 2024

1. PURPOSE

1.1. The purpose of this policy is to:

- a. set out the criteria by which decisions to allocate properties within the CEHL Housing Program will be made.
- b. ensure the process for allocating properties is fair, transparent and considers the needs of co-ops and the broader Program.

2. POLICY CONTEXT

CEHL is responsible for managing a portfolio of properties for allocation within the Program. Co-op's should have a clear understanding of what criteria will be used to decide where the property will be allocated and how these criteria will be applied. This policy serves to provide a clear understanding as to how CEHL will allocate properties in such a way that both enables co-ops to meet the needs of their members and ensure the ongoing viability of the Program.

3. POLICY STATEMENT AND PRINCIPLES

3.1 STATEMENT

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

3.2 PRINCIPLES

- a. Where an allocation opportunity arises CEHL will attempt to meet any urgent allocation needs. Urgent allocation needs include:

- i. a household that is in temporary accommodation or is inappropriately housed
 - ii. an allocation that is required by CEHL’s regulatory obligations
 - iii. an allocation that is required to facilitate a required relocation.
- b. Where there is no urgent allocation need CEHL will consider the following criteria to identify eligible co-ops for the property allocation:
 - i. current co-op governance and the Co-op’s capacity to meet tenancy and maintenance performance standards
 - ii. whether the proposed allocation is consistent with the Co-op’s future aspirations in terms of location and property mix
 - iii. whether the proposed allocation is consistent with Program goals.
- c. CEHL will invite eligible co-ops to apply for the allocation. Decisions regarding the allocation of properties will be based on the following set of criteria:
 - i. there is an acknowledged outstanding property commitment to the co-op
 - ii. the co-op has handed back a vacant and low-rated property
 - iii. the co-op has handed back a property to facilitate a desired program outcome such as a redevelopment, property renewal or urgent allocation
 - iv. the co-op’s viability and/or property utilisation will benefit from the allocation
 - v. the length of time since the co-op was last allocated a property.
- d. The assessment process will balance the criteria in a way that reflects the Program priorities.
- e. The co-op will provide CEHL with proof that the affected members have given their consent to be moved/relocated to the new allocated property, before the property is allocated 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:

- a. [Performance Standards and evidence guidelines](#)
- 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. Property Assets Program Policy
- b. Acquisition and Development Program Policy
- c. Property Assets Maintenance Program Policy
- d. Property Assets Renewal Program Policy
- e. Property Disposals Program Policy
- f. Strategic Vacancies Program Policy (to be completed)

9. BOARD AUTHORISATION

Approved by	Karren Walker	Date of approval	01/05/2019
Position	CEHL Chair		