

PPOL012 PROPERTY ALLOCATION POLICY

1. PURPOSE

This policy details how CEHL allocate properties to co-operatives using a criterion to ensure fairness and transparency.

2. SCOPE

This policy applies to CERCs, CMCs and CEHL. This policy does not apply to CEHL direct renters.

3. POLICY STATEMENT

CEHL and co-operatives have a clear understanding of the criteria and process for CEHL allocation of rental properties to rental housing co-operatives.

4. DEFINITIONS

CDC	Co-operative Development Coordinator
CERC	Common Equity Rental Housing Co-operative
CMC	Community Managed Co-operative
Co-operative	CERCs and CMCs

5. POLICY PRINCIPLES

CEHL provides appropriate, secure, and affordable housing and fosters rental housing co-operatives to thrive. This policy outlines:

- clear and transparent decision-making criteria for CEHL property allocation to rental housing co-operatives, and
- commitment to good governance and process for rental housing co-operatives.

The policy will apply for existing and new CEHL properties.

CEHL will initiate and actively promote new allocation opportunities with all co-operatives, and the CEHL CDC team will provide support to co-operatives to complete applications, as required.

CEHL maintains discretion for urgent allocation in response to matters for existing members and renters, such as relocations if the property is deemed unsafe or unfit for habitation, or if there are individual safety issues, such as family violence.

6. CEHL ALLOCATION CRITERIA

CEHL as the property owner will apply the decision-making criteria (outlined in Table 1) in the assessment of co-operatives' applications, to determine property allocation to the most suitable co-operative.

The successful co-operative will be the applicant that is best able to demonstrate alignment with the eligibility criteria.

The criteria will be reflected in procedure documents, including Expression of Interest applications tailored to the property. Co-operatives will be asked to provide supporting evidence on how they meet the criteria. CEHL retains the right to request further information in the assessment process to finalise the allocation.

Table 1: Allocation Criteria		
Category	Descriptor	Suggested Evidence
Governance	The co-operative has good governance systems in place	<ul style="list-style-type: none"> Co-operative has held its annual AGM, and board positions are filled in accordance with the co-operative's rules. Effective governance and culture demonstrated by meeting quorum, a clear decision-making process, and issues resolved. No active or formal allegations or investigations of fraud in the Co-operative. No formal breach notice issued from CEHL in the last 12 months.
Finance	The co-operative finances are well managed	<ul style="list-style-type: none"> Latest financial statements, audited with an unqualified audit report. Less than 5% arrears (total rent outstanding from current tenants ÷ rent charged in the financial year). Vacancy turnaround times are well managed (i.e. vacant maintenance complete within 48 days, vacancies filled within 21 days). No Company Rent or monies owed to CEHL, without payment plan established.
Compliance	The co-operative adheres to the relevant compliance standards	<ul style="list-style-type: none"> Compliance with CEHL and Co-operative Agreement (CCA) Compliance with the Housing Registrar Performance Standards and Key Performance Measures Compliance with Co-operatives National Law Application Act (2013) <i>For CERCs only</i> - compliance with Residential Tenancies Act (1997) and Residential Regulations (2021) (i.e. the required safety checks are current and compliant, and repairs are completed as per the RTA timeframes).
Co-operative planning	The co-operative plans for the future	<ul style="list-style-type: none"> Completion rate for Member and Renter Housing Plans. Evidence of co-operative business planning, such as a Co-op Housing Plan, or a Future Direction Plan that remains current.
Member Selection Process	The co-operative has a member selection process	<ul style="list-style-type: none"> Co-operative can demonstrate an agreed process on member selection and property allocation. In the case of new properties, member eligibility criteria may be set by the funding body, i.e. Victorian Government Social Housing Growth Fund requires VHR allocation.
Community and connection	The co-operative builds community and connection	<ul style="list-style-type: none"> Co-operative can demonstrate consideration to property location and how the co-operative will foster active member participation, community and connection, i.e. proximity of other co-operative properties, or co-operative engagement plans.
Other	Specific conditions may apply, depending on the properties and the site	<ul style="list-style-type: none"> Co-operative may wish to outline any history of CEHL/Co-operative negotiations that are of relevance to the application In the case of multiple properties on a site, preference will be given to co-operatives seeking allocation of all properties on the site. Specific conditions may be set by funding bodies, particularly in the case of new builds.

7. Implementation of property allocation

Successful co-operatives will be notified in writing and the transfer of property process will commence i.e., the allocated properties will be added to the First Schedule. The First Schedule is part of the Co-operative / CEHL Agreement (CCA). It lists the properties that the co-operative manages as the rental provider and the amount of 'Company Rent' they pay to CEHL.

If properties are not rented within a timeframe agreed between CEHL and the relevant co-operative, CEHL reserves the right to withdraw the allocation.

8. SUPPORTING DOCUMENTS

Legislation/Regulations	Residential Tenancies Act 1997 (Vic) Residential Tenancies Regulation 2021 (Vic) Co-operatives National Law Application Act 2013 (Federal)
Standards	Performance Standards (Housing Registrar - Victoria) International Co-operative Principles (International Cooperative Alliance)
Internal documents	Property Assets Policy Property Assets Maintenance Program Policy Property Assets Renewal Program Policy Property Disposals Program Policy
Resources	CEHL Rental Minimum Standards Checklist
Other documents	Co-operative/CEHL Agreement (CCA) CMC/CEHL Agreement (CCA) Interim Management Agreement

9. DOCUMENT CONTROL

Version	3	Identifier	PPOL012	Location	Policy Library
Policy Author	General Manager Asset and Housing Services			Policy Owner	Managing Director
Effective Date	11 January 2024			Next Review	11 January 2027
Approval Authority	CEHL Board			Approval Date	11 January 2024

10. CHANGE HISTORY

Change history			
3	11 January 2023	<ul style="list-style-type: none"> Title change from Property Allocation to Co-ops. Addition of expanded allocation criteria with suggested evidence for each criterion. Clarification of policy application on new and existing properties. 	