

PROGRAM POLICY: NON-REFERRED RENTERS

Policy number	PPOL024	Version	v1.0
Drafted by	Program Development Coordinator	Approved by Board on	29 September 2020
Responsible Person	Program Development Manager	Scheduled review date	29 September 2025

1. PURPOSE

- 1.1. The purpose of this policy is to clarify tenancy arrangements for renters who have not been referred through a CEHL approved process.

2. POLICY CONTEXT

On rare occasions a tenancy may be offered to a person who has not come through the CEHL approved referral process and/or has not been a co-op member at any point. Eg: Where a person who has been an occupant of a CEHL property but has not been a party to the residential rental agreement, seeks approval to remain in the property temporarily following the death of the renter/member or where a tenancy order is made by VCAT.

3. POLICY STATEMENT AND PRINCIPLES

3.1 Statement

- a. Where a tenancy is established with a non-referred renter CEHL will meet all relevant legal and social housing requirements.

3.2 Principles

- a. Any new residential rental agreement offered to non-referred households will specify only the full market rent.
- b. If the program offers the renter a hardship rebate, in line with the *Hardship Program Policy*, this offer will be made separately to the residential rental agreement. The offer will specify the conditions, and length of the offer.
- c. Where there is a need to provide a tenancy to a non-referred renter or VCAT issues an order requiring a tenancy to be issued to a non-referred renter in a property currently allocated to a co-op, the property will be transferred to CEHL and the tenancy will be directly managed through the VicWide portfolio.
- d. Under the circumstances described in the previous clause, the affected co-op will receive priority in future property allocations processes until an additional property allocation has been made to the co-op.

4. SCOPE

This policy applies to the establishment of any tenancy where the renter has not previously been referred through a CEHL approved referral process.

5. DEFINITIONS

- 5.1 Non referred renter – a renter who has not come through the CEHL approved referral process and/or has not been a co-op member at any point.
- 5.2 For all other definitions relating to this policy, please refer to the Program Glossary.

6. LEGAL REQUIREMENTS

- 6.1 This policy incorporates guidance provided by:
 - a. [Performance Standards and evidence guidelines](#)
 - b. [Co-operatives National Law Application Act 2013](#)
 - c. [Victorian Charter of Human Rights and Responsibilities 2006.](#)
 - d. [Residential Tenancies Act 1997.](#)

7. PROGRAM REQUIREMENTS

- 7.1 This policy is consistent with:
 - a. International Co-operative Principles:
 - Voluntary and Open Membership
 - Democratic Member Control
 - Autonomy and Independence
 - Education, Training and Information
 - Co-operation among Co-operatives
 - Concern for Community
 - b. Program Principles:
 - Working Together
 - Changing Needs.

8. RELATED PROGRAM POLICIES

- 8.1 All Program Policies should be considered in conjunction with this policy.

9. BOARD AUTHORISATION

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