

## **PROGRAM POLICY: BEDROOM ALLOCATION**

Policy number	PPOL021	Version	v1.0
Drafted by	Program Development Coordinator	Approved by Board on	28 April 2018
Responsible Person	Program Director	Scheduled Review Date	28 April 2020

### **1. PURPOSE**

The purpose of this Policy is to set out how bedrooms are allocated in the establishment of a new tenancy within the Program.

### **2. POLICY CONTEXT**

In order for the Program to provide quality housing, ensure affordability and financial sustainability, and respond to changing needs within the Program, it is important that bedrooms are utilised efficiently.

Every new tenancy needs to respond to the current needs of the household with bedroom allocations to ensure that co-ops can respond to changing needs, make best use of housing stock and ensure affordability and financial sustainability.

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

#### **3.1. STATEMENT**

- a. In the establishment of any new tenancy, landlords must ensure that a household's bedroom allocations reflect the current household composition, unless an exemption is granted.

#### **3.2. PRINCIPLES**

- a. All bedroom allocations will be based on information provided on the Household Information Form (HIF).
- b. Where a parent has part-time custody of a child, the household will be allocated a bedroom for the child, where they can evidence that the child lives with the parent at least 21% of the time.
- c. At the establishment of any new tenancy, a household will be allocated a maximum of one bedroom per person.
- d. A standard exemption to this allocation applies for:
  - i. a single person household, which is eligible for a two bedroom property
  - ii. a household which requests to be considered for a property with fewer bedrooms than the number of household occupants, provided that there are no more than two people sharing a bedroom.

- e. Any request for a bedroom allocation outside of the above criteria requires an exemption.

## **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 AND OTHER REQUIREMENTS**

- 6.1. This policy adheres to and incorporates guidance from:
  - a. Co-operatives National Law Application Act 2013
  - b. [Victorian Charter of Human Rights and Responsibilities 2006.](#)

## **7. PROGRAM REQUIREMENTS**

- 7.1. This policy is consistent with:
  - a. International Co-operative Principles:
    - Voluntary and Open Membership
    - Member Economic Participation
    - Co-operation among Co-operatives
    - Concern for Community
  - b. Program Principles:
    - Affordability and Financial Sustainability
    - Changing Needs
    - Quality of Housing
    - Security
    - Working Together
  - c. CCA

## **8. RELATED PROGRAM POLICIES**

- 8.1. This policy should be considered in conjunction with:
  - a. Applications to the Program
  - b. Property Allocation for Unhoused Members
  - c. Appropriate Alternative Accommodation
  - d. Exemptions

**9. AUTHORISATION**

Approved by	<u>CEHL Board</u>	Date of approval	28 / 04 / 2018
Position	CEHL Chair		Karren Walker