

PROGRAM POLICY: TRANSFER TO VICWIDE

Policy number	PPOL014	Version	v1.0
Drafted by	Program Development Manager	Approved by Board on	29 March 2017
Responsible Person	Program Director	Scheduled Review Date	29 March 2019

1. PURPOSE

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 tenant members. A portfolio of properties is managed directly by CEHL where it is no longer practical or reasonable for the tenant to remain in a Co-op. This portfolio is called VicWide.

3. POLICY STATEMENT AND PRINCIPLES

3.1 STATEMENT

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

3.2 PRINCIPLES

- 3.2.1 Decisions about eligibility to transfer a tenancy to VicWide will be made by CEHL.
- 3.2.2 A transfer of tenancy to VicWide may be possible when:
 - a. 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
 - b. 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.

- 3.2.3 In assessing an application to transfer a tenancy to VicWide, CEHL will consider the following criteria:
- a. the appropriateness of VicWide to the household's needs
 - b. the availability of suitable alternative housing
 - c. a successful previous rental history on behalf of the tenant
 - d. compliance with the tenancy and member agreements
 - e. demonstrated attempts to resolve the issue or issues prompting the application for transfer to VicWide by the landlord and tenant, where this is the cause of the transfer application.
- 3.2.4 VicWide tenancy offers will reflect the needs of the household at the time of offer, including bedroom allocation policy.
- 3.2.5 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.
- 3.2.6 Where agreement is unable to be reached or specific circumstances make staying in the property inappropriate, CEHL may offer alternative arrangements within the Program.

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:
- 6.1.1 [Performance Standards for Registered Housing Agencies: section 1 Tenant and Housing Services.](#)
 - 6.1.2 [Victorian Charter of Human Rights and Responsibilities 2006.](#)

7. PROGRAM REQUIREMENTS

- 7.1 This policy is consistent with:
- 7.1.1 International Co-op Principles:
 - Open & Voluntary Membership
 - Democratic Control by Members
 - Co-operation among Co-operatives
 - Concern for Community.
 - 7.1.2 Program Principles:

Security
Affordability & Financial Sustainability
Participation
Membership & Growth
Changing Needs
Working Together.

7.1.3 CCA.

8. RELATED PROGRAM POLICIES

8.1 This policy should be considered in conjunction with:

8.1.1 Referral to Support Agencies Program Policy

8.1.2 Internal Tenancy Transfer Program Policy.

9. BOARD AUTHORISATION

Approved by	CEHL Board	Date of approval	29 / 03 / 2017
Position	CEHL Chair		Karren Walker
Position	Manager		Nicola Foxworthy