

PROGRAM POLICY: APPLICATIONS TO THE PROGRAM

Policy number	PM002	Version	v2.0
Drafted by	Program Development Manager	Approved by Board on	30 March 2021
Responsible Person	Program Director	Scheduled review date	30 March 2026

1. PURPOSE

1.1. The purpose of this policy is to:

- a. set out the process for applying to the CEHL Program (the Program)
- b. ensure that applications from previous Program participants are considered in a consistent and fair manner.

2. POLICY CONTEXT

CEHL is responsible for maintaining a centralised referral process. To be eligible for housing within the Program, applicants must meet all necessary Program eligibility requirements.

3. POLICY STATEMENT AND PRINCIPLES

3.1 STATEMENT

- a. Applications to the Program must apply through the Victorian Housing Registrar (VHR) and meet all published eligibility requirements.
- b. The application process will ensure that applications from previous Program participants are considered in a consistent and fair manner, in full knowledge of any relevant history of the applicant known within the Program.

3.2 PRINCIPLES

- a. CEHL maintains the Program application process through which a referral list of eligible applicants is identified. When a co-op has a vacancy, it is provided with a relevant and up to date list of names from the referral list, prioritised based on the date of application to the Program.
- b. CEHL will ensure that prospective applicants are made aware of the eligibility requirements and selection criteria for entry into the Program and the ongoing participation requirements for co-op members.
- c. Previous Program Participants who have held co-op membership within the past three years are not required to complete training activities.
- d. CEHL will only refer previous Program Participants to a co-op where the participant has given permission for relevant Program history to be supplied with their referral.
- e. Relevant Program information includes, where known, details of previous tenancies and/or co-op membership within the Program, including:
 - i. the name of the previous rental provider/co-op

- ii. whether the tenancy / membership ended as a result of:
 - a) voluntary departure by the participant
 - b) eviction by the rental provider (following a VCAT Order of Possession)
 - c) loss of membership of a co-op
 - iii. any debt owed or damage caused (evidenced by a VCAT order)
 - iv. any subsequent action by the applicant to repay a debt owed.
- f. Co-ops are required to consider all applications considering:
 - i. the Member Selection Program Policy and the Targeted Member Selection Program Policy as well as
 - a) any change of circumstances that may have occurred for the applicant since leaving the program, when the application is from a previous Program participant
 - b) action taken by the applicant to rectify any previous debt or damage, when the application is from a previous Program participant.
 - g. Previous program participants owing a debt to the Program will be asked to make arrangements to repay the debt prior to any further offer of tenancy within the Program.

4. SCOPE

4.1 This is a Program Policy. It applies to all selection processes managed by CEHL or its member co-ops.

5. DEFINITIONS

5.1. A Program Participant is:

an individual or joint member of a Member co-op who holds a CEHL approved tenancy of a CEHL Program property or has a CEHL approved temporary housing arrangement; or

a person who is not a member of a Member co-op but entered the Program through a CEHL approved referral process, who holds a CEHL approved tenancy of a CEHL Program property or has a CEHL approved temporary housing arrangement."

5.2. 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:

- i. [Performance Standards and evidence guidelines](#)
- ii. [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. Member Selection Program Policy.
- b. Targeted Member Selection Program Policy

9. BOARD AUTHORISATION

Approved by	CEHL Board	Date of approval	30 / 03 / 2021
Position	CEHL Chair	Heidi Lee	