

PROGRAM POLICY: PROPERTY ALLOCATION FOR UNHOUSED MEMBERS

Policy number	PPOL011	Version	v1.0
Drafted by	Program Development Coordinator	Endorsed by Board on	28 September 2018
Responsible person	Program Director	Scheduled review date	28 September 2023

1. PURPOSE

The purpose of this policy is to:

- a. clarify the use of Program properties to house co-op members not currently housed in the Program
- b. specify the circumstances in which CEHL will allocate additional properties to co-ops to meet the needs of an unhoused member.

2. POLICY CONTEXT

CEHL has an obligation to ensure co-ops are adequately resourced to provide their members with security of tenure, where Program Policy has been followed. This fundamental obligation needs to be considered in the context of the Performance Standards for Registered Housing Agencies, which require registered agencies to have policies that promote fair and equitable access and allocation of housing.

3. POLICY STATEMENT AND PRINCIPLES

3.1 STATEMENT

- a. CEHL will work with co-ops to enable them to meet their members' housing needs, where Program Policy has been followed.
- b. Where instances of unhoused membership occur, the expectations of and obligations to the unhoused member will be made clear to the member.

3.2 PRINCIPLES

- a. A Program obligation to resource a co-op to allow it to meet the housing needs of an unhoused member will be recognised where a co-op obtains CEHL's approval prior to the creation of the unhoused membership.
- b. The co-op will ensure that the unhoused member is aware of the Program obligations to them, including appropriate accommodation criteria and time period, prior to the creation of the unhoused membership.
- c. The co-op must demonstrate to CEHL that the unhoused member is meeting relevant membership requirements before a tenancy is established.

- d. An unhoused member must meet all Program eligibility requirements (income and asset limits and property ownership) at the establishment of their initial tenancy.
- e. For any periods of unhoused membership following an initial tenancy, Program eligibility remains intact. When returning to housing within the Program, an unhoused member must only meet the property ownership criteria.
- f. An unhoused member who refuses an appropriate accommodation offer has no automatic right to be offered further housing in the Program.
- g. Where an unhoused member has refused an appropriate offer, the co-op and CEHL will agree on and document the ongoing Program obligation to the member.
- h. Where there is no Program obligation to the unhoused member, decisions regarding their continuing membership are a matter for the co-op, in accordance with the Co-op Rules and the Co-operatives National Law Application Act.
- i. Where a co-op requires additional property allocation to meet the housing needs of an unhoused member, a co-op will need to demonstrate that:
 - i. options to meet the member's long-term needs within the co-op's current housing allocation have been exhausted
 - ii. the co-op's future planning incorporates an additional allocation to meet the member's long-term needs.

4. SCOPE

4.1 This is a Program Policy. It applies to all co-ops within the CEHL program.

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 [Co-operatives National Law Application Act 2013.](#)
- 6.1.2 [Performance Standards for Registered Housing Agencies: section 1 Tenant and Housing Services.](#)
- 6.1.3 [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
 - Members' Economic Participation.

- 7.1.2 Program Principles:
 - Security
 - Participation
 - Affordability & Financial Sustainability
 - Membership & Growth
 - Changing Needs
 - Working Together.

8. RELATED PROGRAM POLICIES

8.1 This policy should be considered in conjunction with:

- 8.1.1 Member Selection Program Policy.
- 8.1.2 Appropriate Alternative Accommodation Program Policy
- 8.1.3 Property Allocations to Co-ops Program Policy.

9. BOARD AUTHORISATION

Approved by ..CEHL Board.....

Date of approval 28 / 02 / 2018

Name Karren Walker