



# **CONDITIONS OF REGISTRATION**

## **COMMUNITY HOUSING REGULATORY FRAMEWORK**

### **APPENDIX C**



## Conditions of Registration

A registered Community Housing Provider (Provider) must comply with the conditions to which its registration is subject. The following are the Conditions of Registration:

- (a) The Provider must comply with the Code as contained in the Community Housing Provider Regulatory Framework;
- (b) the Provider must have provision in its constitution for all its remaining community housing assets on its winding up to be transferred to another registered Provider in Western Australia or to the Housing Authority;
- (c) the Provider must, at the times and in a manner approved by the Community Housing Registration Office for the Provider, provide any information required by the Community Housing Registration Office with respect to the exercise of the Provider's functions, including arrangements with other persons with respect to the exercise of the Provider's functions;
- (d) the Provider must, after receiving a written request for information from the Community Housing Registration Office in relation to the affairs of the Provider, provide within 14 days (or a longer period as permitted by the Community Housing Registration Office) the Community Housing Registration Office with the information requested including a copy of any document or record specified in the request;
- (e) the Provider must, if requested to do so in writing by the Community Housing Registration Office, ensure that a suitably qualified officer of the Provider attends, at such times as the Community Housing Registration Office may direct, a meeting with the Community Housing Registration Office in order to answer questions about the affairs of the Provider;
- (f) the Provider must allow the Community Housing Registration Office to carry out compliance reviews or inspections at any reasonable time of the Provider's premises or records;
- (g) the Provider must notify the Community Housing Registration Office of the occurrence of any of the following within the time specified:
  - I. a decision to appoint a voluntary administrator to the Provider or a decision to wind-up the Provider – as soon as practicable after the decision;
  - II. the appointment of a receiver to the Provider – as soon as practicable after the decision;



- III. a decision to apply for the cancellation of the Provider’s registration – as soon as practicable after the decision and at least 28 days before the application is made;
  - IV. a decision to conduct a vote at a meeting on a matter that could affect the Provider’s eligibility to be registered or its category of registration – as soon as practicable after the decision and at least 28 days before the meeting is held;
  - V. a change in the affairs of the Provider that may have an adverse impact on its compliance with the Community Housing Provider Regulatory Framework – before or no later than 72 hours after the change; and
  - VI. any other occurrence notified in writing to the Provider by the Community Housing Registration Office – within the time specified in that notice.
- (h) the Provider must keep a list of all of the organisation’s community housing assets in a form Approved by the Community Housing Registration Office and must make the list available to the Community Housing Registration Office on request.

For further information, please visit Community Housing Regulation website at [Housing investors and partners - Community Housing Organisations \(www.wa.gov.au\)](http://www.wa.gov.au) or please contact the Community Housing Registration Office via email [registrar@communities.wa.gov.au](mailto:registrar@communities.wa.gov.au)

## Document Control

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**Associated Documents**

- Community Housing Regulatory Framework
- Appendix A – Tier Guidelines
- Appendix B - National Regulatory Code
- Appendix D - Evidence Guidelines (for guidance only on assessing evidence, recognising evidence from other assurance systems and obtaining evidence from other sources)
- Enforcement Guidelines
- Affiliated Entity Arrangements Guidance Note