

NGRHC GOVERNANCE MANUAL

NORTHERN GEELONG RENTAL HOUSING

CO-OPERATIVE LTD

GOVERNANCE MANUAL

VERSION 4



THIS VERSION OF THE NGRHC GOVERNANCE MANUAL WAS FORMALLY APPROVED BY THE COMMITTEE OF MANAGEMENT, NORTHERN GEELONG RENTAL HOUSING CO-OPERATIVE ON 8TH MARCH, 2022

THIS DOCUMENT IS SUITABLE FOR DISTRIBUTION TO ALL MEMBERS

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1. INTRODUCTION

The Northern Geelong Rental Housing Co-operative Ltd (NGRHC) was formed in 1983. The founding members of the Co-op were issued a share certificate for the cost of \$1 as a gesture of investment, rather than a legal obligation. A total of 58 shares were issued as the co-op developed and share capital of \$58.00 was raised. These shares were then sold back to the co-op when members left and again sold to new members as they joined. In 2012, the Committee of Management (CoM) halted the practice of issuing Share Certificates as the movement of members in and out of the co-op became problematic. NGRHC is a registered 'non distributing Co-operative without share capital', however, the original \$58.00 accumulated from shares remains on the balance sheet as share capital.

NGRHC was originally governed by 5 working groups and there were no paid staff. Members carried out most of the duties, conducting working bees and business was looked after 'inhouse' except for work that required qualified trades. At an intake and induction meeting, potential members would agree to attend weekly working groups and monthly special general meetings (SGM) for the time of their probationary membership, while they were on the waiting list for a property. This process could take up to 2 years before they were offered a property and membership, after which time they were still required to attend one working group and a monthly SGM.

In the 1990's the Committee of Management model was introduced, previously NGRHC used a 'governance by consensus' decision making model, however, with the ever increasing introduction of government regulation NGRHC was required to move to a more formalised and accountable governance structure.

This Governance Manual has been developed by Northern Geelong Rental Housing Co-operative (NGRHC) with the purpose of outlining the framework, standards and procedures required for the Co-operative to effectively govern as a Registered Housing Agency.

The manual seeks to provide an overview of the Co-operative, and its Committee and staffing structure. It also provides guidelines for the standards to be maintained by Committee members and staff in the performance of Co-op duties.

An appendix of relevant forms for the declaration of Conflict of Interest has been included within this manual.

The Governance Manual shall be read in conjunction with the

- NGRHC Business Plan
- NGRHC Committee Induction Manual
- NGRHC Rules/Constitution
- NGRHC Policies and Procedures Manual

And any other documents authored and approved by NGRHC which assist in the effective governance of the organisation.

2. ORGANISATIONAL STRUCTURE AND GUIDING PRINCIPLES

Northern Geelong Rental Housing Cooperative (NGRHC) was established in 1983 to enable low-income people eligible for community housing (under the social housing umbrella) to participate in the governance responsibilities of the Co-op.

NGRHC is a non-trading cooperative without shares and is overseen by a Committee of Management (CoM) who are responsible for the overall governance of the organisation.

NGRHC operations are assisted by its organisational documents. These documents are:

- Constitution/Rules
- Policy and Procedures
- Business Plan
- Financial Plan
- Governance Manual
- Induction Manual for members of the Committee of Management
- Information Package for New Members (as itemised in the new renter checklist)

2.1 NGRHC ORGANISATIONAL PRINCIPLES:

NGRHC operates in accordance with the principles of the International Co-operative Alliance, which are detailed as follows:

1st Principle: Voluntary and Open Membership

Co-operatives are voluntary organisations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political or religious discrimination.

2nd Principle: Democratic Member Control

Co-operatives are democratic organisations controlled by their members, who actively participate in setting their policies and making decisions. Men and women serving as elected representatives are accountable to the membership. In primary co-operatives members have equal voting rights (one member, one vote) and co-operatives at other levels are also organised in a democratic manner.

3rd Principle: Member Economic Participation

Members contribute equitably to, and democratically control, the capital of their co-operative. At least part of that capital is usually the common property of the co-operative. Members usually receive limited compensation, if any, on capital subscribed as a condition of membership. Members allocate surpluses for any or all of the following purposes: developing their co-operative, possibly by setting up reserves, part of which at least would be indivisible; benefiting members in proportion to their transactions with the co-operative; and supporting other activities approved by the membership.

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4th Principle: Autonomy and Independence

Co-operatives are autonomous, self-help organisations controlled by their members. If they enter to agreements with other organisations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their co-operative autonomy.

5th Principle: Education, Training and Information

Co-operatives provide education and training for their members, elected representatives, Managers, and employees so they can contribute effectively to the development of their co-operatives. They inform the general public - particularly young people and opinion leaders - about the nature and benefits of co-operation.

6th Principle: Co-operation among Co-operatives

Co-operatives serve their members most effectively and strengthen the co-operative movement by working together through local, national, regional and international structures.

7th Principle: Concern for Community

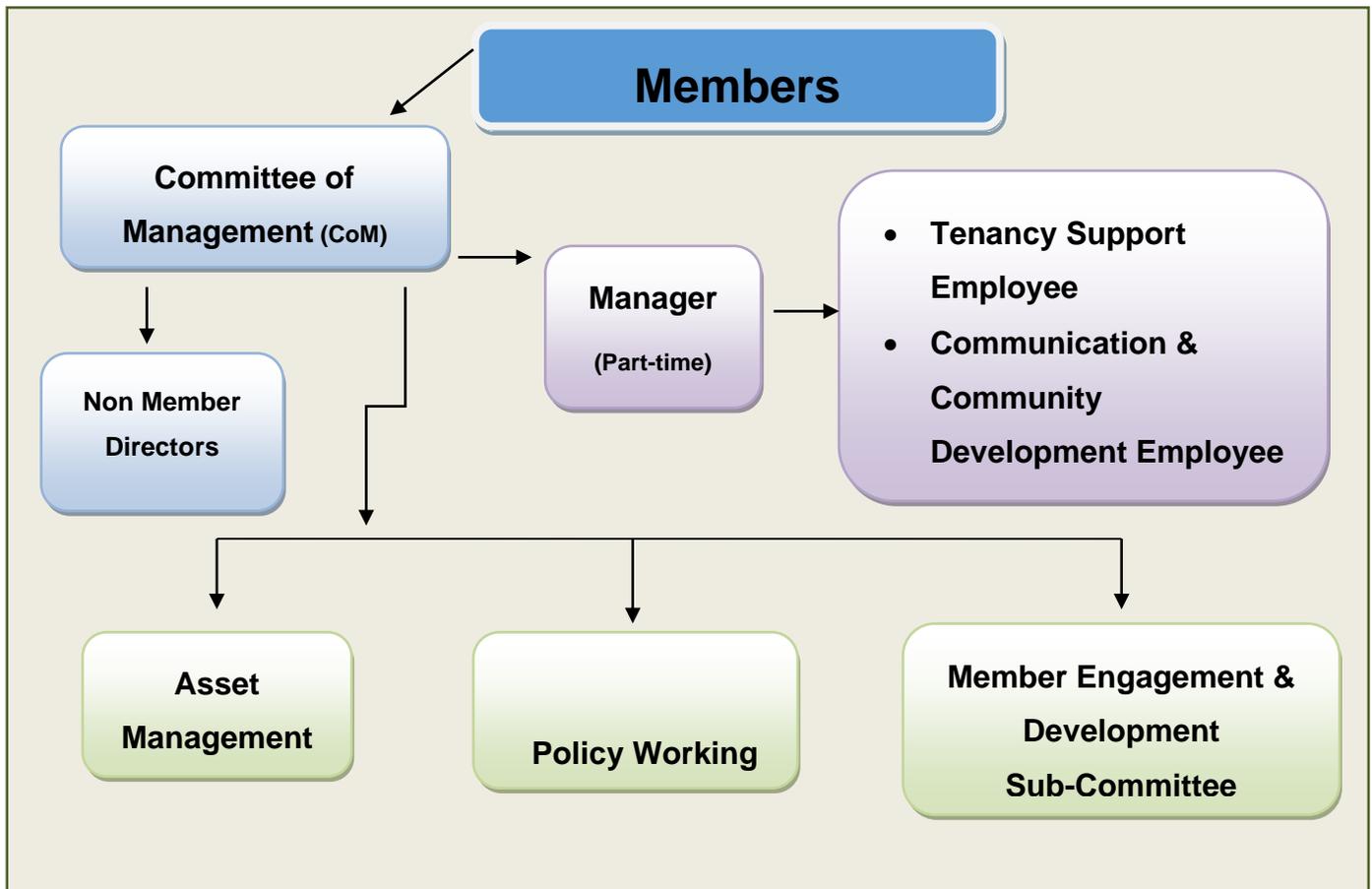
Co-operatives work for the sustainable development of their communities through policies approved by their members.

2.2 ORGANISATIONAL STRUCTURE:

As a Co-operative that is governed by its members, NGRHC's Organisational Structure has from its inception been designed and actuated such as that its members set policies and make decisions. Dependent upon the decisions to be made, such powers may be handed to representative parties, such as the Committee of Management, or its Sub-Committees, however the extent of such powers shall at all times be determined by the Co-operative members.

2.3 ORGANISATIONAL CHART:

The 2021 NGRHC Organisational Chart is as follows:



3. COMMITTEE - POSITION DESCRIPTIONS AND ROLES

NGRHC Committee of Management (CoM) seeks to operate as an effective governing body within the Co-operative. To achieve this aim, the Co-operative has outlined the following roles and duties, which together with the relevant policies and procedures of the Co-operative, shall be read and followed by all members of the NGRHC Committee and its Sub-Committees.

Nominations for positions on the CoM must be received by NGRHC at least 14 days before the annual general meeting (AGM). The nomination form must be signed by 2 or more members. Immediately after the AGM a special general meeting of the CoM will be held to decide office bearers and sub-committee's composition prior to regular scheduled CoM meetings.

The Committee of Management meets on the Second Tuesday of each month at 4pm or 10am, alternating each year, with a minimum of 10 meetings per year.

3.1 OVERVIEW - ROLE OF NGRHC COMMITTEE OF MANAGEMENT

1. The NGRHC Committee of Management is responsible for the formulation and implementation of the strategic direction and business plan of the business and will review and approve proposed strategies and business plans for the business. The business's objectives must be fully and clearly documented in 5year Business Plans up-dated annually.
2. The Committee of Management must approve budgets and key performance indicators (KPI's), review performance against KPI's and initiate corrective action when it is required.
3. The Committee of Management must ensure that the risks facing the business have been identified and assessed, and that management of them is being monitored.
4. The Committee of Management must ensure that policies on key issues are in place, are appropriate and are implemented.
5. The Committee of Management should adopt the most effective structure that best assists the governance process and review the structure regularly.
6. The Committee of Management is to approve and foster an organisation and culture in the business that matches its values and strategies.
7. The Committee of Management appoints Co-operative staff, and regularly evaluates performances against pre-determined criteria.

3.2 ROLE OF COMMITTEE OF MANAGEMENT Directors

Members who are elected to serve on the Committee of Management take on the role of Directors of the organisation. Directors within Northern Geelong Rental Housing Co-operative have the following roles:

1. To discharge their duties in good faith, honestly and diligently in the best interests of the business and with such skill as is demanded of them in their roles.
2. To ensure that:
 - a. the business follows the strategic vision and monitors progress towards the realisation of that vision.
 - b. there is compliance with all relevant legislation, and with the rules and policies of NGRHC.
 - c. the Committee of Management accounts to the membership fully, and in all matters that are the concern of the membership, and
 - d. management performs to the standards that are set for it.
3. To declare and respond appropriately to any actual or possible conflicts of interest.
4. To preserve the confidentiality of, and not to make improper use of, any information about or affecting the business and gained through their positions as Directors of it.
5. To make such inquiries as may be necessary to ensure that the business is operating actively in pursuit of its goals, and compliantly.
6. To serve on Committees as required.
7. To subscribe to, and preserve the confidentiality of, all Committee of Management decisions and discussions.
8. To attend training including governance training, Cultural Awareness and Gender Equity training when requested.

Directors shall:

- plan long-term business and financial strategies
- assess business performance
- research new opportunities
- appoint and monitor staff
- maintain good employee relations, and
- decide appropriate profit allocation as required for Co-operative growth.

To be eligible to be a director, the **member** must **not be**:

- under 18 years of age
- a member of the co-op for less than 12 months

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- an auditor of a co-operative or a partner, employee or employer of the auditor
- bankrupt
- persons prohibited from being a director or managing a company under the Corporations Act 2001
- convicted of an offence involving:
 - the promotion, formation or management of a body corporate;
 - fraud or dishonesty;
 - a breach of the Corporations Law

Responsibilities and Duties:

Responsibilities and duties of Directors are regulated by the Victorian Co-operatives Act 1996 and the Commonwealth Corporation Law. These duties include:

- Acting honestly
- Acting with care and diligence: including being adequately informed, seeking external advice, and regularly attending all required meetings

Newly elected Directors shall complete a Volunteers Police Check before commencing their term on the Committee of Management. Ongoing Directors shall complete an annual ACNC “declaration for responsible persons” to confirm they have not been disqualified from managing a corporation.

Training:

Directors must complete the follow training as soon as possible after their appointment to the CoM:

- Cultural Awareness
- Gender Equality

This training will be arranged by the Manager and training dates communicated to the Directors.

Disclosure:

A director must disclose any conflict between personal interest and duty as a director. If such a conflict of interest occurs, unless the CoM agrees otherwise, the Director must not be present when the matter is discussed and decided by the CoM. At any instance a Director must complete a conflict of personal interest declaration for the Committee.

Keeping proper books and records: It is an offence to falsify accounts, accounting records, prescribed documents, or registers. Directors are responsible for and shall not falsify all Co-operative records and registers.

Dealing with debt:

Directors should seek professional advice if the co-operative is finding itself in financial difficulty. Further debt must not be incurred if the directors have reason to believe the co-operative is already insolvent.

3.3 ROLE OF COMMITTEE OF MANAGEMENT Chairperson

(vice-chairperson shall, in the absence of the chairperson, undertake all duties of that position).

The Chairperson is to:

Provide the Committee of Management with leadership and ensure that:

- the business develops follows the vision and monitors progress towards realisation of that vision
- there is compliance with all relevant legislation, rules and policies
- the Committee of Management accounts to the membership fully, and in all matters that are the concern of the membership
- management performs to the standards that are set for it.
- Set meeting agenda in consultation with the Manager.
- Preside at Committee of Management meetings and direct Committee of Management discussions effectively to use the time available to address the critical issues that the Committee of Management faces.
- Ensure the Committee of Management minutes accurately reflect the Committee of Management's decisions.
- Ensure that the Committee of Management has before it the information that is necessary for it to undertake effective decision making and actions.
- Ensure that the Manager continues to keep the Chair informed about matters for which the Directors have responsibility and, in turn, to ensure that the Directors are kept informed about those matters.
- Annually, lead the Committee of Management in an evaluation of its performance over the preceding 12 months, and report the results of the evaluation to the members and the Housing Registrar.
- Represent the business to outside authorities and organisations, effectively and diplomatically.
- Sign the accounts of the business.
- Provide a report to the membership as part of the Co-operative's Annual Report.
- Preside over the Annual General Meeting.

The Co-operative may allow for 2 or more Directors to co-chair for the duration of their tenure within the Committee. Such decisions if required shall be made with the full consent and through a formal vote of the Committee of Management.

3.4 ROLE OF COMMITTEE OF MANAGEMENT Secretary

- With the Manager and the Chair, to develop Committee of Management agendas.
- With the Manager, to develop the papers with which the Committee of Management is to deal
- Co-ordinates, organises and attends meetings of the Committee of Management and of members, and ensures that correct procedures are followed.
- Ensures Committee of Management minutes are accurately and impartially taken and are circulated in a timely manner in accordance with established guidelines and policy, and that a minute book is maintained.
- In conjunction with the Manager, carries out and gives practical effect to the Committee of Management's decisions.
- Ensures the business meets statutory reporting requirements and maintains the register of members.
- Works with the Chair and the Co-ordinator to establish and deliver best practice governance.
- Ensures that the Chair is provided with copies of all correspondence and is informed of all matters coming to the Secretary's attention that affect the Directors in the exercise of their responsibilities.
- Signs the accounts of the business.

3.4 COMPOSITION

The Committee of Management (CoM) must consist of 7 renter-member Directors and 2 non-member Directors.

NGRHC aspires to achieve the target set by Homes Victoria to ensure a minimum composition of 50% (or at least 4) female Directors to maintain a level of gender equality on the CoM.

3.5 ROLE OF THE NON MEMBER COMMITTEE OF MANAGEMENT DIRECTORS

A Non-Member Director is not an active member but someone who possesses special skills in management or other technical areas of benefit to the Co-operative. The responsibilities of the Non-Member Directors are the same as the Member Directors with exception to management of tenancies and the selection process of new Members.

Non-member Directors are elected by the CoM and introduced to the renter-members at the AGM.

3.6 OVERVIEW: ROLE OF SUB-Committees

NGRHC recognises that the Committee of Management is responsible for governing the strategic direction of the Co-operative, including the approval of policy and decisions, and that such authority cannot be delegated.

It is recognised, however, that to enable the Committee of Management to focus on all its strategic and governance responsibilities, may require the establishment of standing and/or short-term committees established by the board to undertake detailed work and/or consider certain issues and functions requiring substantial time and/or energy commitments.

Committees established by the board will either be:

- An ongoing (standing) committee.
- A short-term committee that ceases when the activities of the committee are completed.

Each committee established by the Committee of Management operates within clear terms of reference which details its agenda, roles and powers, its meeting frequency and its anticipated lifespan.

Each Sub-Committee will be responsible for delegating a member to report to the Committee of Management on the Sub-Committee's work.

Only those members of the Sub-Committee nominated within the current Terms of Reference can vote.

The Sub-Committee will aim to reach decisions by consensus, and in accordance with the principles of the Co-operatives Act.

Each Registered Sub-Committee member is entitled to one vote.

3.8 ATTENDANCE BY NON-CO-OPERATIVE MEMBERS

The Sub-Committees may choose at its discretion to seek input and advice from other bodies at meetings, where such attendance is relevant and beneficial to the Sub-Committee.

Examples include attendance by representatives of DHHS, CHIA, and the Housing Registrar.

3.9 TERMS OF REFERENCE

Terms of reference have been developed for all Committees, Sub-Committees and Working Groups of Northern Geelong Rental Housing Co-operative.

Terms of Reference outline the purpose and function of the group, its decision making process, its responsibilities and its procedure for review.

3.10 ROLE OF The Policy Working Group

Purpose and Functions:

The Policy Working Group (PWG) is an ongoing (standing) group.

Composition:

Minimum total members 3

- 1 member of the CoM - minimum
- 2 members of the Co-op (no qualifying period).
- 2 staff members

Agenda:

The PWG meets monthly on **first** Tuesday of each month, commencing at 10am.

The manager facilitates this meeting and presents items for consideration and discussion.

Roll:

After debate and deliberation on policy development and currency, policies are submitted to the CoM for final approval.

It is the responsibility of the Sub Committee to ensure NGRHC policies and procedures are up to date and to bring to the attention of the Committee of Management any deficiencies in the Co-ops compliance to the Residential Tenancies Act 2006 or the Co-operatives Act 1996. (The Acts)

Powers:

To make submissions and report to the CoM

3.11 ROLE OF The Asset management sub-committee

Purpose and Functions:

The Asset Management Sub-Committee (ASC) is an ongoing (standing) committee.

Composition:

Total members 5

- Minimum of 3 current CoM members (minimum service of 1 year)
- Maximum of 2 previous CoM members (within the last 10 years).
- Maximum of 2 staff members

Agenda:

The ASC meets monthly on the **fourth** Tuesday of each month, commencing at 10am. The Chairperson of the Sub Committee is a member of the CoM. The minutes of the meeting are taken by the Tenancy Support staff member.

Long Term Objective:

Oversee suitable stock acquisition and management, increase opportunities for more flexible housing options which meet the changing personal and family needs of members.

ROLE: Oversee asset management, tenancy management and enhance the image of community housing by:

- Stock acquisition
- New member selection
- Maintenance management
- Members' upgrade requests
- Rental arrears and rent in advance management
- Members' transfers

Powers:

To make submissions and report to the CoM. The ASC together with the PWG should jointly support the direction of the CoM to further the objectives of the Northern Geelong Rental Housing Co-operative Ltd.

3.12 ROLE OF The Member Engagement Sub-Committee (Social Planning Group)

Purpose and Functions

The Member Engagement Sub-Committee (ME) is an ongoing (standing) committee.

Composition:

Participation in the ME is open to ALL Members of NGRHC (without the requirement of having been elected to the CoM or a qualifying period) and is compulsory for all new members joining the Co-op. There will be consideration to waiver this requirement for new members that are working or studying on days of scheduled meetings.

Agenda:

The ME Sub-Committee meets on the **third** Wednesday of each month commencing at 11am. The Chairperson of the Sub Committee is a member of the CoM. The minutes of the meeting are taken by the Communications and Member Engagement staff member.

Role:

Dual focus of this Sub-Committee is to promote member engagement and participation by:

- Communications via the Co-op Connections newsletter
- Social Media
- Events
- Training
- Create opportunities which encourage members to consider greater responsibilities within the Co-op
- Recruit new members for the CoM
- Mentor the members' professional and personal development

Powers:

To make submissions and report to the CoM.

3.13 ROLE OF The New Member Selection Sub-Committee

Purpose and Functions:

The New Member Selection Sub-Committee is an ongoing (standing) committee, convened by the Member Engagement staff member at the time of a vacancy. The volunteers will form a panel to score applicants during an interview process with the intent of choosing the best applicant to fill a vacancy and participation requirements of NGRHC.

Composition:

Total of 3 participants

- 2 CoM current members
- 1 Staff member

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Agenda:

Meets as required when a vacancy exists

Role:

This Sub-Committee is formed to select the most suitable applicant according to NGRHC's vision and mission and by eligibility according to the Victorian Housing Register (VHR).

POWERS: To choose an applicant from the pool of applicants applying for a housing vacancy and advise the Manager of their selection.

3.14 ROLE OF The New Employee Selection Sub-Committee

Purpose and Functions:

The New Employee Selection Sub-Committee is an ongoing (standing) committee, convened by the Manager at the time of a vacancy. The volunteers will form a panel to score applicants during an interview process with the intent of choosing the best applicant to fill a staff vacancy.

Composition:

Total of 4 participants

- 3 CoM current members
- 1 Manager

Agenda:

Meets as required when a staff vacancy exists

Role:

This Sub-Committee is formed to select the most suitable applicant according to NGRHC's Position Description and recruitment requirements

Powers:

To choose an applicant from the pool of applicants applying for a vacancy and advise the Manager of their selection.

3.15 ROLE OF The Reconciliation Action Plan Working Group

Purpose and Functions:

The Reconciliation Action Plan Working Group (RAP) is an ongoing (standing) group.

Composition:

Minimum total members 3

- 3 members of the Member Engagement – minimum (no qualifying period)
- 1 member of the Co-op with Aboriginal or Torres Strait Islander descent
- 1 staff member

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Agenda:

The RAPWG meets monthly on the **third** Wednesday of each month (preceding Member Engagement Sub-Committee meeting), commencing at 10am.

The member engagement employee facilitates this meeting and presents items for consideration and discussion.

Role:

After debate and deliberation on RAP development and currency, suggested actions and initiatives are submitted to the CoM for final approval.

It is the responsibility of the RAP Working Group to provide advice to the CoM on the implementation and continuing development of the RAP which demonstrates commitment to:

- Build relationships with Aboriginal and Torres Strait Islander peoples
- Encourage respect for Aboriginal and Torres Strait Islander peoples
- Take opportunities for reconciliation
- Track progress against intentions noted in the RAP
- Track and report on progress on current RAP
- Work towards developing the next RAP to continue the process of Reconciliation.

Powers:

To make submissions and report to the CoM

3.16 CONFLICT OF INTEREST

All members of the NGRHC Committee or any of its Sub-Committees have a duty to disclose any direct or indirect conflicts of interest, which may affect the decisions and judgements of the Co-operative. Policies and procedures regarding this issue are available within the NGRHC Policies and Procedures Manual. A pro-forma for members to use disclosing any conflicts of interest may be found in the Appendix of this manual.

3.17 REVIEW OF SUB-COMMITTEES

The existing Sub-Committees shall continue to operate in their present form until November 2022.

At this date, the Sub-Committee and its Terms of Reference shall be reviewed by the Committee of Management, which shall then make a decision regarding the future continuation of the Sub-Committees.

4. STAFF - POSITION DESCRIPTIONS AND ROLES

NGRHC presently employs four part-time staff, in the positions of:

- Manager
- Tenancy Support
- Communications and Member Engagement
- Administration.

The Position Descriptions for these positions are available from the Manager.

5. DATA COLLECTION, ANALYSIS AND REPORTING

Data collection refers to the gathering of data or information, often of Co-operative members, to be utilised in the effective governance and communication of information by the Co-operative. The following paragraphs outline the expected procedures for NGRHC to undertake in performing such data collection.

5.1 DATA COLLECTION

In the process of its business, NGRHC may aim to undertake data collection for one of several reasons, which include:

- Developing an understanding of members needs and issues eg. Member satisfaction levels
- Determining the effectiveness of systematic business approaches eg. Rent collection
- Providing data and figures to other organisations eg. Office of Housing
- Determining the success of past programs and procedures
- Determining potential future expenses and requirements

It is viewed as highly important by NGRHC that a number of practices and procedures are followed in such data collection.

It is of key importance that all data collection corresponds to the requirements of the Privacy Act. As such, NGRHC surveys will at all times remain anonymous, and the survey information will not be distributed to agencies external to NGRHC without justifiable reason.

It is of key importance that all data provision by members of NGRHC is of a voluntary nature, and that no discriminatory behaviour results from the nature of the data collected.

Where data is to be released within the public domain, signed approval from all members involved shall be required prior to such release.

It is of key importance that data requested be of relevance to the Co-operative's function and governance. No data of a personal or discriminatory nature shall be asked, unless it is of direct relevance, and is asked with the full consent of the person/s involved.

It is of key importance that persons involved in data requests understand the reason for such data request, and the manner in which any data obtained will be held and distributed.

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5.2 DATA ANALYSIS

After data is collected, it is then to be analysed. NGRHC shall undertake such analysis within the privacy requirements previously defined.

NGRHC seeks to analyse data collected through the following procedures:

- Collect data and input the data into a stable and workable format eg. Spreadsheet, etc.
- Determine statistics as required
- Compare new data with existing data
- Analyse new data in accordance with the stated methodology to be used
- Draw conclusions to individual data areas
- Draw conclusions based on overall data results
- Make recommendations based on conclusions
- Seek opinions from other staff, Committee etc. regarding conclusions and recommendations
- Act upon opinions as required, including redrawing conclusions and recommendations

5.3 DATA REPORTING

When data responses have been fully collated and analysed, and a written or verbal report with conclusions and recommendations had been developed where required, the report shall where required be presented to the Committee of Management for approval.

Once approved, the data report shall be presented where required to the members of the co-operative, and where required to any external agency, eg. Department of Families, Fairness and Housing (DFFH)

A full summary of reporting requirements have been compiled by the Manager and the dates when reports have been lodged are to be recorded on this summary and reviewed annually by the Committee at the end of the reporting cycle.

6. USE OF PROFORMAS FOR EFFECTIVE TENANCY MANAGEMENT

Within the duties of appropriate and effective Tenancy Management, the Co-operative and its staff must at various times communicate particular issues within a written format, to assist in ensuring legal compliance and to provide accurate transferable details of a particular issue. Such areas include property inspections, complaints and incident reports, and consent of members.

Staff are to use the pro forma letters developed in the Chintaro data base and record all correspondence (written or verbal) from renter- members in regards to their tenancy.

7. APPENDICES

APPENDIX 1: CONFLICT OF PERSONAL INTEREST FORM –
CO-OPERATIVE MEMBERS AND NON-MEMBER DIRECTORS

APPENDIX 2: CONFLICT OF PERSONAL INTEREST FORM –
CO-OPERATIVE STAFF

APPENDIX.3: DECLARATION FOR RESPONSIBLE PERSONS FORM

Appendix 1 **Northern Geelong Rental Housing Co-operative**

**CONFLICT OF PERSONAL INTEREST DECLARATION –
CO-OPERATIVE RENTER-MEMBERS and NON-MEMBER DIRECTORS**

CONFIDENTIAL

Governmental Performance Standards require that Northern Geelong Rental Housing Co-operative shall have *‘established or adopted a code of conduct which includes such matters as “Managing conflicts of personal interest in decision-making”.*

Conflict of personal interest refers to *“Any matter, circumstance, interest or activity relating to an interested person that may or may appear to impair the ability of the interested person to make decisions and judgments, or to act, in the best interests of the agency”*

A member of the NGRHC Committee of Management or any of its Sub-Committees or Working Groups must *disclose to the Committee of management any conflict of interests or duties.*

‘Conflict of Personal Interest’ includes, but is not limited to, direct or indirect interest in any business or organisation associated with or dealt with by the Co-operative, prior financial convictions, or the possession of any property which might cause a conflict of duties or interest. Members do not necessarily need to cease that interest, but should declare the relevant interests to the Committee of Management.

Name of Committee of Management Member: _____

Do you have any conflict of interests?

If yes, please complete SECTION A

If no, please complete SECTION B

SECTION A

I wish to place on record the following *relevant* interests which may include income sources, business or property interests, convictions for financial or taxation dealings such as bankruptcy, memberships of organisations and political affiliations:

Signed: _____

Dated _____

SECTION B

I, the above signed, hereby declare that I have no conflict of interest to declare at this time, however if this situation changes I intend to advise the organisation in writing immediately.

Signed: _____

Dated _____

Northern Geelong Rental Housing Co-operative

CONFLICT OF PERSONAL INTEREST FORM –

CO-OPERATIVE STAFF

CONFIDENTIAL

Governmental Performance Standards require that Northern Geelong Rental Housing Co-operative shall have *‘established or adopted a code of conduct which includes such matters as “Managing conflicts of personal interest in decision-making”.*

Conflict of personal interest refers to *“Any matter, circumstance, interest or activity relating to an interested person that may or may appear to impair the ability of the interested person to make decisions and judgments, or to act, in the best interests of the agency”*

Staff members of Northern Geelong Rental Housing Co-operative must *disclose to the Co-operative’s Committee of management any conflict of interests or duties.*

‘Conflict of Personal Interest’ includes, but is not limited to, direct or indirect interest in any business or organisation associated with or dealt with by the Co-operative, prior financial convictions, or the possession of any property which might cause a conflict of duties or interest. Staff do not necessarily need to cease that interest, but should declare the relevant interests to the Committee of Management.

Name of Staff Member: _____

Do you have any conflict of interests?

If yes, please complete SECTION A

If no, please complete SECTION B

SECTION A

I wish to place on record the following *relevant* interests which may include income sources, business or property interests, convictions for financial or taxation dealings such as bankruptcy, memberships of organisations and political affiliations:

Signed: _____

Dated _____

SECTION B

I, the above signed, hereby declare that I have no conflict of interest to declare at this time, however if this situation changes I intend to advise the organisation in writing immediately.

Signed: _____

Dated _____



DECLARATION FOR RESPONSIBLE PERSONS

Confirming they are not disqualified under Governance Standard 4: Suitability of Responsible Persons. (Australian Charities and Not for Profit Commission ACNC)

I, [name]

of [address]

.....

declare that:

- I am not disqualified from managing a corporation, within the meaning of the Corporations Act 2001 (Cth) and
- I have not been disqualified by the Australian Charities and Not-for-profits Commissioner at any time during the previous year from being a responsible person (what the ACNC Act calls a 'responsible entity') of a registered charity.

While I am a Responsible Person for Northern Geelong Rental Housing Co-operative Ltd, I agree to notify this charity as soon as possible if I do become disqualified from managing a corporation within the meaning of the Corporations Act 2001, or am disqualified by the Australian Charities and Not-for-profits Commissioner. Responsible persons are the members of a charity's governing body who share responsibility for the governance of the charity (called 'responsible entities' under the ACNC Act).

Declared at: [location]

.....

On: [date]

.....

Signature:

.....

Name:

Position:

.....

.....