

**Policy Number: 1**

Policy Name: Policy Development and Management

(replaces Policy Development)

Version No. 03

Established: 2020

Present Version Passed: 14/2/23

Next Scheduled Review: 2024

## PURPOSE

Northern Geelong Rental Housing Co-operative (NGRHC) needs a clear process for creating, passing and implementing policy. Policy documents should be based on a uniform template, and policy documents should be compiled as a 'policy manual'.

This policy establishes the approach of NGRHC to:

- ensure an understanding of the appropriate procedure
- comply with current regulatory frameworks
- ensure policies remain up to date and relevant
- tracking changes

## SCOPE

This policy affects all staff, renter-members of the NGRHC and non-member Directors

## RELEVANT CO-OPERATIVE OBJECTIVES

Housing Registrar Performance Standards for Registered Housing Providers and The Residential Tenancies Act 1997 (the Act).

## POLICY STATEMENT

NGRHC will ensure policies keep similar design, structure, and layout. NGRHC understands policies are overarching statements which align with the Values, Vision and Mission of the organisation. All NGRHC policies are to be reviewed at least every 2 years and in accordance with its contractual, legal, and regulatory obligations as they change.

All NGRHC policies will include the following headings:

- Policy number
- Policy name
- Policy version number
- Date first established (if known)
- Date present version passed by the Committee of Management (CoM)
- Scheduled review date
- Purpose
- Relevant Co-op Objectives
- Scope
- Policy Statement
- Procedures or guidelines
- Definitions
- Related documents
- Legislation and standards

### Policy Development and update Procedure

- a. A Committee of Management, Sub-Committee or General Meeting of members will identify the need for a policy document or changes to an existing policy
- b. The Policy Working Group (PWG) will research and discuss what is required
- c. The PWG will consult with relevant Co-operative members, staff and Organisations
- d. The PWG will refer to the appropriate sections of the NGRHC Rules, Housing Registrar Victoria, the DFFH General Lease and the Residential Tenancies Act 1997, and any other relevant legislation to ensure that policy development meet such requirements
- e. The PWG will undertake any alterations required to achieve draft approval
- f. The final draft policy will be put to the Committee of Management for approval
- g. Members will be advised of new or updated policies by text (in the first instance), newsletter and SGM
- h. The approved policy will be available to all members in print form if requested and on the NGRHC website
- i. The date approved by the CoM shall be recorded on the policy
- j. The new or updated policy will be recorded in the policy manual (available in digital and paper format) with the date of approval.

### Tracking Changes

When changes are made to policies, they shall remain highlighted in yellow so renter-members can easily identify where changes are made. Changes come about firstly from review and recommendations made by the Policy Working Group (PWG). These changes are reviewed and approved by the Committee of Management.

Each new version of the policy shall only reflect the most recent changes in yellow highlights.

### RELATED DOCUMENTS

NGRHC Rules

NGRHC General Lease with DHHS

Policy Manual

### LEGISLATION AND STANDARDS

Housing Registrar Regulatory Framework

<http://www.housingregistrar.vic.gov.au/Publications>

Housing Registrar Performance Standards

<http://www.housingregistrar.vic.gov.au/Publications>

Victorian Housing Register

<https://www.housing.vic.gov.au/victorian-housing-register>

Consumer Affairs Victoria

<https://www.consumer.vic.gov.au/housing/renting>

### Transparency and accessibility

This policy will be available on the NGRHC website [www.ngrhc.org.au/policy](http://www.ngrhc.org.au/policy)