

H41. DECISION MAKING

Content:	Illawarra Aboriginal Corporation Policies and Procedures
Version:	2.0
Section:	Housing
Applies To:	Board, Management and Staff of all IAC Services
Date:	October 2015 (Review October 2018)

Background and Purpose

The IAC's Housing policies articulate our aims, goals and philosophies in providing housing services for Aboriginal tenants and their families. They explain how the Illawarra Aboriginal Corporation works with its staff and other agencies to ensure that our tenants are afforded the best and most appropriate services and that we meet all of the requirements of the Aboriginal Housing Office and the Office of Community Housing.

Principle

The Illawarra Aboriginal Corporation recognises and understands that the Board and Management need to have a clear separation of roles so that our decision making is fair, transparent and consistent, and so that we have appropriate checks and balances to review our decision making.

This policy details the roles and delegations of IAC Board members, Board Sub Committees and IAC Management in our decision making process.

The Role of the Board

The Directors of the Board of the IAC will:

- define organisational policies that are consistent with our Mission Statement, Values and Strategic Plans
- approve additions and changes to our existing policies
- monitor compliance with organisational policies and reporting against agreed performance standards
- approve all Funding Applications and Funding Agreements to ensure that they are consistent with our Values and Plans for Growth
- approve all Contracts (including program contracts and lease agreements)
- approve Audited Financial Statements and Certifications
- receive and Review Management reports on Budgets, Financial Results, Financial Transaction, Human Resource issues and Asset Management
- approve all new employment positions and selected candidates based on recommendations of the relevant Employment Panel
- approve media commentary
- approve auspiced programs
- approve Director or Management involvement on other Boards, Committees and Forums
- approve Director or Management representation of the IAC on other Boards, Committees and Forums
- approve Director or Management involvement in delegations to government departs or politicians
- attend Monthly Board meetings and the Annual General Meeting as often as able to
- govern the IAC in accordance with our Rule Book, relevant legislation and governance requirements of funding bodies

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The Role of the Housing Sub Committee

The Housing Sub Committee:

- reviews maintenance expenditure against budgeted expenditure
- reviews and approves large repairs maintenance or capital improvements (over \$2,000) that are outside of the original budget or cyclical maintenance program or that will be incurred in an earlier period than originally planned
- monitors and makes recommendations to the Board on tenant water usage and charges
- monitors rent setting and rental increases in accordance with our Housing policies
- reviews and selects de-identified Waiting List clients for recommendation to the Board in accordance with our Housing policies
- hears and makes recommendations on housing issues such as tenant complaints and disputes
- liaises with Government and NGOs on issues that impact on our Housing Program
- will advise the full Board meeting each month of all actions and decisions.
- is comprised (ex officio) of the Chairperson, the Treasurer, the Secretary and two nominated Board members
- has a quorum of three of the above

The Role of the Housing Manager

The Housing Manager:

- ensures that the Housing program meets the defined objectives, service responses and performance measures
- ensure that the Housing program is accessible to individuals, families and the local community
- plans, coordinates and controls the day to day operations of the Housing program
- seeks and analyses stakeholder feedback
- ensures that all reporting requirements for the Housing Program are met
- prepares monthly reports for the IAC Board of Directors about program activities and outcomes including tenant issues and repairs and maintenance
- reports to the Housing sub committee on waiting list applicants, offers of tenancy, maintenance and other tenant issues
- makes recommendations to the IAC Board about amending existing IAC Policies to match FACs, AHO and OCH requirements
- implements our communication strategy for clients, tenants, waiting list applicants and relevant organisations
- collaborates with other service providers and supports to assist tenants
- implements our Strategic Plan as it relates to the Housing program
- oversees financial management of the Housing program, including approving expenditure within delegation and budget

COMPLIANCE

This policy complies with:

- NSW Housing Act 2001
- NSW Residential Tenancies Act 2010
- Corporations (Aboriginal & Torres Strait Islander) Act 2006 (CATSI)
- Fair Work Australia Awards (FWA).
- NSW Occupational Health and Safety Act 2000

REFERENCES

This policy should be read with:

- **National Regulatory Code - 4. Governance**