

CODE OF MEETING PRACTICE

TENANT ADVISORY COMMITTEE

The Tenant Advisory Committee Code of Meeting Practice provides a set of meeting rules for Southern Cross Housing to help facilitate accessible, orderly, effective and efficient meetings of Tenant Advisory Committee's (TAC's).

As a Tenant Advisory Committee of Southern Cross Housing, all members are required to participate in accordance with the following meeting principles as outlined in the Southern Cross Housing Code of Meeting Practice.

MEETING PRINCIPLES

TAC meetings will be:

- **Transparent:** Decisions are made in a way that is open and accountable.
- **Informed:** Decisions are made based on relevant, quality information.
- **Inclusive:** Decisions respect the diverse needs and interests of tenants and the communities in which they live.
- **Trusted:** The community has confidence that Committee members and staff act ethically and make decisions in the interests of the whole community.
- **Respectful:** Committee members and staff and other meeting attendees treat each other with respect.
- **Effective:** Meetings are well organised, effectively run and skilfully chaired.
- **Orderly:** Committee members, staff and meeting attendees will participate in a manner that contributes to the orderly conduct of the meeting.

BEFORE THE MEETING

Timing of Committee meetings

Ordinary meetings of the Committee will be held 4 times a year on the 1st Wednesday of each March, June, September and December; commencing at 10am.

Notice to Committee members of meetings

The Communities Assist Manager will send to each committee member, at least five days prior to each meeting, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

The Communities Assist Manager will provide a Notice of Meeting and call for Agenda Items from Committee members 10 days prior to the meeting.

The notice and the agenda for, and the business papers relating to the meeting, may be given to Committee members in electronic form, but only if the Committee members have facilities to receive and access the notice, agenda and business papers in that method-

Giving notice of business for consideration at Committee meetings:

A Committee member may give notice of any business they wish to be considered by the Committee at its next ordinary meeting by way of a proposed item to be included on the agenda., The item requested for consideration must be in writing and must be submitted at least 3 days prior to the Agenda being issued to Committee members.

Agenda and business papers for meetings

The Communities Assist Manager must ensure that the agenda for a meeting states:

- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the Committee, and
- (b) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting.

COMING TOGETHER

Attendance by Committee members at meetings

All Committee members must make reasonable efforts to attend meetings of the Committee.

Where a Committee member is unable to attend one or more meetings, the committee member should notify of their leave of absence from those meetings. This does not prevent a Committee member from making an apology if they are unable to attend a meeting. However the acceptance of such an apology does not constitute the granting of a leave of absence.

A Committee member's request for leave of absence from meetings should, if practicable, identify (by date) the meetings from which the Committee member intends to be absent and the grounds upon which the leave of absence is being sought.

Attendance at committee meetings

A committee member ceases to be a member of a committee if the committee member:

- has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or

- Has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

The quorum for a meeting

The quorum for a meeting of the Committee is a majority of the Committee members of the Committee who hold office at that time.

A meeting of the Committee must be adjourned if a quorum is not present:

- at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
- within half an hour after the time designated for the holding of the meeting, or
- At any time during the meeting.

In either case, the meeting must be adjourned to a time, date and place fixed:

- by the chairperson, or
- in the chairperson's absence, by the majority of the Committee members present, or
- failing that, by the Communities Assist Manager

The Communities Assist Manager must record in the Committee minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) together with the names of the committee members present.

THE CHAIRPERSON

The nominated Chairperson will be determined by an open voting process annually to be held in December of each year.

If the Chairperson is absent, a Committee member who has been elected to act as chair in the absence of the chairperson will preside at the meeting of the Committee.

If the Chairperson/Acting Chairperson is not present at the commencement of a meeting of the Committee, the first business of the meeting must be the election of a chairperson to preside at the meeting.

The election of a chairperson must be conducted by the Communities Assist Manager or, in their absence, an employee of Southern Cross Housing designated by the Communities Assist manager to conduct the election.

Chairperson to have precedence

When the chairperson rises or speaks during a meeting of the Committee:

- any committee member currently speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
- every Committee member present must be silent to enable the chairperson to be heard without interruption.

ORDER OF BUSINESS

The general order of business for a Committee meeting shall be:

- Opening meeting/Welcome to Country
- Apologies
- Disclosures of interests
- Confirmation of minutes of the previous meeting
- Presentations
- Reports to Committee
- Conclusion of the meeting

Questions

A question must not be asked at a meeting of the Committee unless it concerns a matter on the agenda of the meeting or notice has been given of the question.

VOTING

Each Committee member is entitled to one (1) vote. Southern Cross Housing staff are not entitled to vote.

CONFLICTS OF INTEREST

All Committee members and where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the Committee.

All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

DECISIONS OF THE COMMITTEE

Committee decisions

The Nowra Tenants Advisory Committee does not have financial delegation to expend funds or carry out any activity without the approval of the Chief Executive Officer.

Recommendations that are made by Committee members and recorded in the minutes are recommendations and will be submitted to the Chief Executive Officer for consideration.

A decision supported by a majority of the votes at a meeting of the Committee at which a quorum is present is a decision of the Committee.

Decisions made by the Committee must be accurately recorded in the minutes of the meeting at which the decision is made.

TIME LIMITS ON COMMITTEE MEETINGS

Meetings of the committees are to conclude no later than **1.5 hours after the commencement of the meeting.**

If the business of the meeting is unfinished within 1.5 hours of commencement, the committee may, by resolution, extend the time of the meeting.

AFTER THE MEETING

Minutes of meetings

Southern Cross Housing is to keep full and accurate minutes of the proceedings of meetings of the Committee.

At a minimum, the Communities Assist Manager must ensure that the following matters are recorded in the Committees minutes:

- details of each motion moved at a Committee meeting and of any amendments moved to it,
- the names of the mover and seconder of the motion or amendment,
- whether the motion or amendment was passed or lost, and
- such other matters specifically required under this code.
- The minutes of a committee meeting must be confirmed at a subsequent meeting of the Committee
- minutes of the meeting will be provided to Chief Executive Officer or his delegate for endorsement and approval of recommended actions, and disseminated to members within 5 business days of the meeting.

ACKNOWLEDGEMENT

Iacknowledge that I have read the Southern Cross Housing Tenant Advisory Committee Code of Meeting Practice and agree to undertake my duties in accordance with principals that are outlined in the document.

Signed:

Date: