



**nsw Federation of  
Housing Associations Inc**

**ABN 86 488 945 663**

## **Minutes Board of Directors Meeting**

**Held 13<sup>th</sup> June 2008**

at Level 5, 74-84 Kippax Street, Surry Hills NSW 2010

*Meeting opened 9:20am*

### **Welcome**

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**Present:** Nazha Saad, Nick Sabel, Beverley Wiggins, Greg Budworth, Patrick Yeung (9:50am)

**Apologies:** Kelvin Allen, Mohamed Ibrahim, Bobbie Townsend, Coral Garratt

**In Attendance:** Adam Farrar, Wendy Rockwell

### **1. Declaration of Conflicts of Interest**

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None

### **2. Minutes of the last meetings**

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**Motion:** That the board accepts the minutes of the meeting held 11th April 2008 as presented.

**Moved:** Nazha

**Seconded:** Nick Sabel

Accepted

**Motion:** That the board accepts the minutes of the Teleconference held 26th May 2008, with the changes as follows:

The words: "reduced rent" in 4<sup>th</sup> paragraph from bottom of second page\* should actually reflect the fact that "rents would not increase".

(\*and any other occurrences of 'reduced rent')

**Moved:** Greg Budworth

**Seconded:** Nick Sabel

**ACTION: Invite Maura Boland to attend a board meeting.**

Signed in accordance with s(28) of the Associations Incorporation Act

President:

Date:

### 3. Business Arising

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#### CRA Optimisation

**ACTION:** The Federation to send a positive letter to the Minister, noting that in principle we agree with CRA maximisation and are working together with OCH on this, but highlighting the issues that still need work: ie: not yet having a calculator, or methodology for calculating rent for existing tenants; issues with associations being able to sign tenants up directly with Centrelink. cc this letter to Maura Boland. Board to approve letter before it goes out.

#### HAM discussion of new entrants

In general the sector was relaxed about providing services to new entrants.

Other items will be dealt with later in this meeting.

### 4. Correspondence

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For noting.

### 5. Financial Monitoring

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**Motion:** That the board accepts the financial reports as presented for the period ending 31 May 2008. Including noting of the contracts table.

**Moved:** Patrick Yeung                      **Seconded:** Beverley Wiggins      Accepted.

### 6. Business Plan Monitoring – exceptions report

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Noted

### 7. Summary of service evaluations

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Note: This does not include the Housing NSW training results because their trainers have not been using evaluations.

Apart from the general high level of satisfaction – there have been specific complaints regarding presentation skills in one instance. This is being dealt with.

It would be helpful to have a record of retention, or return business, by particular customer(s).

### 8. Community Housing Advisory Committee

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Bobbie Townsend is absent - No report.

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President:

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## 9. Executive Director Report

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State Budget – did not have anything we didn't already know. This means a continuing net loss of community housing.

NRAS Technical paper – has been released and the Federation has made a submission. It looks as though some other states will be making a cash contribution.

Affordable Housing Agreement – ongoing

Commonwealth's Green Paper on Homelessness – Adam attended a meeting of the peaks, with Treasury, Premier's, DoCs, Housing. The Federation should make a submission in response to the Green Paper.

Accreditation service is due to wind up. There has been no progress regarding EOI's to establish an alternative. It is with the Minister's office. If the Federation tendered, it might be better to do it in partnership. Would there be enough market need?

AHO – still awaiting a response from AHO on areas of cooperative work.

*(Greg Budworth – departed meeting 10:50am)*

Common Access Strategy – The board will need to have a discussion soon because this will have a very big impact on the sector. Nick Sabel is on the steering committee

**ACTION: discussion on Common Access Strategy for next Board meeting (Aug).**

Deborah Georgiou – has replaced Andrew Larkin as head of Policy and Planning in OCH and met with the Federation staff.

*The meeting moved into committee for a matter arising from report on IT*

## 10. Strategic plan review process

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The board approves, in principle, the proposal for strategic planning, but will approach the consultant regarding the cost. Also, continue to pursue the pro bono avenue.

## 11. 2008-09 Draft Business Plan

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The board agreed the Federation trial contracting a media/publications person, with a 6 month review built into any arrangement.

Concern that members survey did not recognize the leadership role that the Federation has.

**ACTION: Use the members' brochure to highlight work done in this area.**

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The policy team prioritised *Planning for the future* actions in line with the Federation work areas. The board gave their opinion on what they see as priority areas.

The board sees point 5.8 and 5.11 as more important than second level priority. 1.18 and 5.8, along with private affordable housing development, really has the opportunity for community development approach.

Federation could play more of an advocacy role, for example in redevelopment, or sell-off of public housing for private redevelopment, creating partnerships.

Overall: Sustainability, opportunities with AHO, and risk re; remaining relevant. All depending on the federation's capacity and capability to deliver.

## **12. CRA Optimisation and other issues to be raised by directors**

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For noting.

## **13. Audit & risk management committee minutes**

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Recommendation – That the Federation considers a change of auditor to provide a fresh perspective. The committee recommended that Haywards be retained again this year, and that this be reviewed annually.

The committee agreed that this year the Federation should again request an audit that includes advice on controls, and will meet with the auditor at its next meeting to further discuss the possible scope of the 07/08 audit.

**Moved:** Patrick Yeung      **Seconded:** Nazha Saad      **Accepted**

## **14. Members survey results**

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For noting.

## **15. Full year and Quarterly reports to OCH**

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For noting.

## **16. Policy review**

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**Motion: That the board accepts the new Loaning policy**

**Moved:** Nazha Saad      **Seconded:** Patrick Yeung      **Accepted**

## **17. EO performance evaluation**

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Reported back on appraisal discussed:

- Board and staff feedback was overwhelmingly positive regarding Adam's performance and management/ leadership of the Federation over the past year.
- The Board agreed that the 'generalist appraisal tool' required some amendment to tailor it to the position and sector. The Board would review this during 08/09.

Signed in accordance with s(28) of the Associations Incorporation Act

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- The Board acknowledged that it needed to regularly revisit the vision & future direction of the Federation to ensure a unified understanding & approach. The current strategic planning process would assist with this.
- The Board agreed that a review of salary structures should occur for senior management positions within the Federation in light of market/ sector developments.
- The Board agreed that a remuneration committee (Patrick, Narzha and Nick) be established to review senior management salary structures within the Fed
- The Board agreed to a one-off bonus for Adam of \$5,000 in light of excellent performance

## **18. Options for Federation Workplace Agreement**

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Seek advice from Jobs Australia regarding renewing the Enterprise Agreement with the State.

## **19. Membership**

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No report.

## **20. Code of practice**

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For noting.

## **21. Other business**

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Tenant Network – Nick Sabel attended their recent committee meeting. They asked how the Federation can assist them to raise their profile amongst providers. Presented Nick with Strategic Plan.

Nick Sabel agreed to write about the Network in the President's column of the Housing matters Newsletter. It might also merit an article in HM.

Ask associations to promote and if possible, provide reimbursement of costs for tenants to attend.

In coming year, if the Federation employs a media consultant, they can offer assistance regarding the Tenant Network.

Can OCH provide any resources?

What relationship should this committee have with the existing "social housing tenants" group(s)? Nick reported that one member gave feedback that the Federation's tenant network seemed more inclusive. It seems the social housing group is perceived as still for public tenants only.

Adam reported that there is an action in the Planning for the Future to include this.

## **22. Next meetings**

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8<sup>th</sup> August

10<sup>th</sup> October

**21<sup>st</sup> November - AGM**

12<sup>th</sup> December

*Meeting closed 1.07pm*

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President:	Date: