

## TERMS OF REFERENCE

### Southern Cross Housing Aboriginal and Torres Strait Islander Tenant Advisory Committee

The Southern Cross Housing Aboriginal and Torres Strait Islander Tenant Advisory Committee (referred to as ATAC) will be a forum for current Southern Cross Housing (SCH) Aboriginal and Torres Strait Islander tenants, to provide feedback on the organisations services, policies, procedures and provide tenant input into decision-making to raise the profile of Aboriginal and Torres Strait Islander people and communities.

Staff from within the Communities Assist Team will provide guidance and administrative support (by taking Minutes of the Meeting and organising Agenda's) to develop an Annual Action Plan that is specific for the ATAC. The Action plan will identify clear strategies and outcomes for each project, and these will be prioritised by members of the ATAC.

### Role

- Provide a platform for Aboriginal and Torres Strait Islander tenants of Southern Cross Housing to provide advice in relation to Southern Cross Housing policy, procedures, and service delivery.
- Assist in the development and implementation of community engagement activities including community events and workshops.
- Report on the business of the ATAC in quarterly tenant newsletters and through other relevant communication channels.
- On behalf of Southern Cross Housing ensure that the needs of Aboriginal and Torres Strait Islander tenants are considered and communicated to Southern Cross Housing.

### Membership

- Members must be current tenants that are living in a property that is managed by Southern Cross Housing.
- Membership is open to any Aboriginal or Torres Strait Islander tenant or registered household member that is 18 years of age or over and will be approved by the SCH NSW Housing Manager following recommendations made by the Manager Communities Assist.
- Membership shall not exceed 10 people and will be comprised of Aboriginal and Torres Strait Islander tenants. Members will be selected to ensure that the committee is comprised of a wide range of age groups life experience and geographic distribution.
- The Communities Assist Manager or their delegate will attend meetings as a non- voting member.
- Members of the ATAC must not have been issued with:
  - A Strike Notice.
  - A Notice of Termination from Southern Cross Housing in the previous 12 months.
- Membership is free
- A tenant will automatically cease being a ATAC member when they exit a tenancy and the Southern Cross Housing service.

All ATAC members are expected to demonstrate:

- A commitment to progressing outcomes that improve the lives of Aboriginal and Torres Strait Islander tenants that occupy properties that are managed or owned by SCH.
- A willingness to attend meetings, working groups, workshops and training.
- A willingness to make a positive contribution in meetings and to actively participate in the activities of the ATAC and abide by the Code of Meeting Conduct.
- A commitment to equal opportunity, equity and access, fairness and social justice.

## Meetings

- The ATAC will meet quarterly (every 3 months) at a time and day to be set by the members of the ATAC Committee. Meetings will not run longer than 1.5 hours.
- ATAC meetings will be held at 69 Kinghorne Street in Nowra and via MS Teams. The dates and times of all meetings for the following 12 months will be determined by members of the ATAC at the first meeting.
- The Chairperson, with the agreement of the Communities Assist Manager can invite guest speakers from Southern Cross Housing, external agencies, and the broader community to attend a meeting.
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## Officer Positions

Responsibilities and core attributes

### Chairperson will:

- Be elected for a one-year term.
- Be nominated via secret ballot at the ATAC meeting that is held in March of each year.
- Participate in elections coordinated by the Communities Assist Manager or their delegate
- Develop the meeting agenda in consultation with the Communities Assist Manager or their delegate.
- Chair the meetings.
- Follow the agenda.
- Enable all members to have their say.
- Know how to bring conversation back to business.
- Have a sense of justice and fair play.
- Ensure decisions are made and recorded in the minutes.
- Have knowledge of the ATAC Terms of Reference.

### Secretary

This role will be undertaken by the Communities Assist Manager or their delegate who will:

- Provide secretarial support duties for ATAC meetings and forums as required.
- Record minutes as a true and accurate version of discussion and decision making.

## Decision making

- A quorum of 50% of the total membership of the ATAC plus one member is required. Meetings that do not have a quorum will be abandoned and a subsequent meeting date and time will be scheduled.
- The ATAC will operate by consensus. Where consensus cannot be reached, then a 'one person, one vote system' is to be used. Only one person per household has a vote.
- In the event of a tie, the Chairperson has a casting vote.
- All recommendations that are made by the committee will be considered by Southern Cross Housing Executive who will make the final decision regarding adoption (or not) of the suggested committee recommendations.

## Code of Conduct

The Code of Conduct is a guide to appropriate behaviour of members. All ATAC members will treat one another with respect, dignity, and honesty in the spirit of co-responsibility. This will be achieved by:

### Respect

- Members will listen to one another's opinions in an unbiased and non-judgmental manner.
- Members will allow others to speak without interruption.
- When speaking, members will be mindful of time constraints and will speak of Southern Cross Housing staff and policies in a constructive manner.

### Confidentiality

- Some sensitive matters must remain strictly confidential and will be identified as strictly confidential by the Chairperson or SCH staff.
- It is recognised that on occasions, members may discuss ATAC events in general terms with a member of the community that is not a committee member. All discussions concerning the ATAC should be professional and constructive.
- Private and personal information about ATAC members is not to be circulated without the permission of the member/s concerned.

### Diversity

- Members will acknowledge and respect the diversity of views, beliefs, and culture within the ATAC.

### Efficiency

- Members will endeavour to contribute as much as possible, as required and as time allows.

### Breach of Code of Conduct

- Breaches of the code of conduct will be investigated and managed as appropriate by the Communities Assist Manager.
- If members are aware of breaches of the code of conduct, they should draw this to the attention of the Chairperson or Communities Assist Manager.