



Community Housing Council of SA Inc. (CHCSA)

"The Peak Body for Community Housing Organisations in South Australia"

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Weekly E-Bulletin 02/08 ~ Friday 8th February 2008

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Condolences ~ Mr Roger McTavish-Cooke

It is with deepest sadness that the Board and Staff of the CHCSA extend its sympathies to family and friends of **Roger McTavish-Cooke** who passed away early yesterday morning.

Roger commenced his interest in Community Housing as an active member of a Housing Co-operative many years ago. Roger has been a huge supporter of Housing Co-operatives and has always strived to engage a high level of training and education initiatives to assist Co-operatives to become better skilled and confident. Through his dedication and skill, Roger became involved as an Educator and Trainer initially through the CHCSA (and its predecessor CHASSA) Training Program, and later with the Office for Community Housing.

Over the last few years, Roger along with his wife Kay, have been Service Providers to a number of Community Housing Organisations in the Sector offering varying levels of support, through finance and administration to tenancy management.

Roger will always be fondly remembered for his dedication and support to Housing Co-operatives and for his tenacity and his unique training style.

CHCSA Business Planning Kit and Cash Flow Spreadsheet

The CHCSA was funded by **HomeStart Finance Ltd** in 2007 to develop a **Business Planning Kit and Cashflow Spreadsheet for Not-for-Profit Housing Providers**.

The Business Planning Kit is designed to assist providers to develop and maintain a business plan as a key tool in managing their organisations. While it is primarily designed to assist Not-For-Profit Providers, it may be of benefit to any housing provider, which wishes to improve its business practices.

The Cashflow Spreadsheet allows users to input a range of data about housing projects and then receive a 20-year cashflow projection, which will allow them to assess the financial viability of the project. By entering various combinations of inputs, it is possible to assess different scenarios.

Please view or download the current version of the CHCSA's Business Planning Kit, in PDF format from our <http://www.chcsa.org.au>.

The Cashflow Spreadsheet can be accessed either at our <http://www.chcsa.org.au> or by e-mail, on request. **However** as the file is 2.342 megabytes in size, it is only suitable for e-mailing to users with a broadband connection.

There will be a meeting on Friday 7th March 2008 at 12noon in the CHCSA meeting room at 283-285 Payneham Rd Royston Park, to provide an opportunity for interested people to provide feedback to CHCSA about the Business Planning Kit and Cashflow Spreadsheet.

The meeting will follow on directly from the March Housing Associations' Forum. It is **open** to anyone with an interest in the Kit or the Spreadsheet.

If you are unable to attend this meeting, you are welcome to provide feedback direct to David Kilner, Senior Policy Officer (Telephone 8362 1022 or <mailto:david.kilner@chcsa.org.au>).

Feedback will be utilised to develop further versions.

Community Housing Organisation Description and Listing ~ Office for Community Housing

Last year Office for Community Housing wrote asking Community Housing Organisations to review the description of their Group provided in the listing of Housing Co-operatives and Associations that is made available to members of the public enquiring about Community Housing. Office for Community Housing asked that your description be broadened to include any specific eligibility criteria, stock location and type.

The additional information included in this new listing will assist Registrants to make an informed choice about the Organisation/s that best suit their needs. Those registering an interest in your group will not only be eligible for Community Housing but will also identify with your Organisation's requirements, match any specific eligibility criteria and have an understanding of the type/location of your properties.

Those Community Housing Organisations that have responded to this request from Office for Community Housing have had their information updated and included in the new Listing. For those groups yet to respond, Office for Community Housing have ensured that the description/eligibility criteria included for your group has been framed using information extracted from your Rules and By-laws.

Office for Community Housing have recently sent out to all Community Housing Organisations a letter and a copy of their proposed description/listing requesting any changes be made directly by contacting Lynley Street at Office for Community Housing.

Office for Community Housing wish to remind all Co-operatives and Associations that the new Listing will be made available to the General Public via their Website at the end of February. Please take a look at your listing, which was sent to your Organisation earlier this month. If you would like to make any amendments or request another copy, please contact Lynley on ph: 8207 0131 or e-mail your comments to <mailto:lynley.street@dfc.sa.gov.au>.

Memorandum of Understanding between Housing and Mental Health Services ~ Office for Community Housing

Last year (2007) the Ministers for Housing and Mental Health Services signed a Memorandum of Understanding (MOU) designed to ensure better housing outcomes for people with mental illness. The MOU focuses on early intervention and a proactive approach to tenancy management, and outlines the processes and procedures for agencies to work together collaboratively.

What this means for Co-operatives and Associations is that if they are seeking mental health support for a tenant, there are procedures in place to ensure that referrals can be made quickly and effectively.

Office for Community Housing recently posted information about this on the OCH website, please click <http://www.communityhousing.sa.gov.au/site/page.cfm?u=452>, where you will see The Memorandum of Understanding document signed off by the Ministers for Housing and Mental Health Services

- Fact Sheets, including a Q&A about the MOU, the referral pathways (for customers/workers seeking a mental health response), what to do if a tenant is detained or hospitalised, or if you wish to resolve a dispute about a mental health response.

Office for Community Housing will post more information about the MOU on their website soon. If you have any queries or comments please contact Liz Hodgman ph 82070233 or e-mail <mailto:Liz.Hodgman@dfc.sa.gov.au>.

Squalor Guidelines ~ Office for Community Housing

Guidelines for assisting people in severe domestic squalor were produced by the NSW government in 2007. They are an excellent resource and provide useful practical ideas and strategies eg. in relation to home visits, referrals, coordination of services, and development of action plans. They are well worth a look.

Click http://www.communityhousing.sa.gov.au/webdata/resources/files/Squalor_Guidelines_2007.pdf to access the guidelines.

Positions Vacant ~ Community Housing Association repeated item

The Frederic Ozanam Housing Association provides housing for the disadvantaged in South Australia through the management of housing stock, tenancy and maintenance, and is seeking registrations of interest from people to fill a current vacancy for **0.5FTE Finance Officer**.

Successful applicants will need to meet the following criteria:

- Experience in use of office technology including Microsoft Office and other business specific applications, principally MYOB
- Knowledge of the Community Housing Sector
- Excellent verbal and written communication skills
- Excellent organisational and administrative skills
- Ability to work independently and in a team
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Salary: Clerks Award Level 3- 4, Year 1. Salary sacrificing opportunities exist.

Applicants need to be willing to work within the philosophy of the St Vincent de Paul Society and will be required to undertake National Police Check and Medical Assessment.

For a Position Description contact HR on 08 8212 6332 or e-mail <mailto:hr@svdpsa.org.au> or post to St Vincent de Paul Society (SA) Inc, PO Box 1804, Adelaide SA 5001.

Applications close: Friday 15th February 2008

<p><u>STAFF</u> Executive Officer - Ciarán Synnott Manager, Admin/Finance/Communications - Maria Demasi Administration Officer - Ante Gajic Senior Policy Officers - Matt Fisher & David Kilner Sector Resource Worker - Philip Studt Spanish Speaking Worker - Domingo Garcia</p>	<p><u>CASUAL TRAINERS AND VOLUNTEERS</u> Casual Trainers – Liz McCarthy, Graeme Gow, Philip Studt, Kate Reynolds</p>
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DIARY DATES

Saturday 9th February	Spanish Speaking Forum
Monday 11th February	CHCSA Hills & Southern Forum
Wednesday 13th February	CHCSA Central Forum
Friday 7th March	CHCSA Associations' Forum

-Bulletin, please click on the following link and place the word "unsubscribe" in the Subject Header.
<mailto:info@chcsa.org.au>.

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