1. **INTRODUCTION**

*Thank you for participating in the****Boarding House Good Practice Awards*.**

The Newtown Neighbourhood Centre’s Boarding House Outreach Service (BHOS) supports residents of General Boarding Houses in Sydney’s Inner West. Our staff support people who are homeless or at risk of being homeless to access and stay in safe, affordable and secure housing.  The BHOS also works to improve the management of boarding houses by operators and real estate agents, and to increase awareness of the needs of boarding house residents amongst relevant mainstream and specialist services.

As part of this work, BHOS has developed the inaugural **Boarding House Good Practice Awards** for the Inner West local government area.  The BHOS staff visit many boarding houses as part of their work and they see the real difference that staying in a boarding house and owner/ operators, real estate agents and/or staff can make in people’s lives.  In acknowledgement of this, the awards have been created to celebrate the important role that these people can play in creating affordable, safe and healthy environments.

**WHO CAN NOMINATE?**

Anyone with an interest in Boarding Houses in the Inner West Local Government Area may nominate. You can nominate your own boarding house if you wish. *NB Employees of Newtown Neighbourhood Centre are not eligible to nominate.* **WHO CAN NOMINATE?**

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**JUDGING THE AWARDS**

The awards will be judged by a panel of people who have experience in working with residents of boarding houses, people who have lived in boarding houses and those involved in providing social n community housing. The panel's decision will be final and no appeals are possible.

 *For further information on the judging process of the awards, go to page 8 of this form.*

 **CLOSING DATE:**  **9.00 am, MONDAY 10th JULY, 2017**

 Please complete this form and either:

* Email it to:  awards@newtowncentre.org
* Send it to: Deb Tipper, BHOS, NNC, PO Box 19, Newtown. 2042
* Collect a form from the front desk of Newtown Neighbourhood Centre, complete it and leave it there. *PS If you need assistance completing this form, you can take it to OneStop Shop at NNC on Thursdays 2-4pm*
* Or you can fill in a form directly through the website <http://www.newtowncentre.org/boarding-house-awards.html>

*For further Information contact Deb:*EMAIL awards@newtowncentre.org
PHONE: (02) 950 91807 Mobile 0438 964224

*These awards are kindly sponsored by the* ***Eastern Prudential Insurance Group.***

**General information about you and the person being nominated (Please fill in as much as you can)**

1. **Please provide your details** *(Please note: these details will be kept confidential)*

|  |  |
| --- | --- |
| Your name |  |
| Your phone number? |  |
| Your email? |  |
| Your Boarding House address (if a resident) |  |
| Your organisation (if you work for one) |  |

**2. What is your interest in Boarding Houses in the Inner West?**

* I am a resident of a boarding house in the inner west (or have lived in one in the last year)
* I am an owner/ operator of a boarding house in the Inner West
* I work with people living in boarding houses in the Inner West
* Other: *Please comment*

**3. Please nominate which category you are nominating the person for** (Please tick only one)

1. **Boarding House of the Year - Large**(13 or more residents)

This award will recognise a **boarding house** which is known to provide good standards in step with occupancy principles of the Boarding Houses Act 2012 and which reflects a commitment to professionalism, fairness, responsibility and responsiveness. ***GO TO PAGE 3***

1. **Boarding House of the Year- Small** (fewer than 13 residents)

This award will recognise a **boarding house** which is known to provide good standards in step with occupancy principles and the Boarding Houses Act 2012 and which reflects a commitment to professionalism, fairness, responsibility and responsiveness. ***GO TO PAGE 3***

1. **Community Connection**

This award recognises the **individual** within general boarding house environments (i.e. resident, owner/operator/ caretaker/ manager or staff member of an external agency) who shows a commitment to encouraging a sense of belonging amongst residents with the community, external services and/or between residents. ***GO TO PAGE* 6**

***CATEGORIES ONE & TWO*: BOARDING HOUSE OF THE YEAR**

This award will recognise the boarding house which is known to provide good standards in keeping with the occupancy principles and standards of the Boarding Houses Act 2012, and who shows a commitment to professionalism, fairness, responsibility and responsiveness.

At a minimum, this means the boarding house MUST be registered with NSW Fair Trading, and have an approved Development Application. If you are not sure whether the boarding house is registered, you can still nominate it as all nominated premises will be checked to verify this.

**GENERAL INFORMATION ABOUT THE BOARDING HOUSE BEING NOMINATEDGeneral** **information about you and the person being nominated** *(Please fill in as much as you can)***General** **information about you and the person being nominated** *(Please fill in as much as you can)***General** **information about you and the person being nominated** *(Please fill in as much as you can)*

**General information about you and the person being nominated (Please fill in as much as you can)1. Please provide the details of the boarding house being nominated**

|  |  |
| --- | --- |
| Address of Boarding House |  |
|  |  |
| Name of Contact Person *(if known)* |  |
|  |  |
| Phone Number Contact Person *(if known)* |  |
|  |  |
| Email contact of nominee *(if known)* |  |

1. **Which category does the boarding house fit into?**
* **LARGE** *(13 or more people live there)*
* **SMALL** *(Fewer than 13 people live there*
1. **Why are you nominating this boarding house?**
2. **SAFETY**

Please indicate your response to the following aspects of the building:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **COMPLETELY** | **MOSTLY** | **NOT AT ALL** | **DON’T KNOW** |
| The lighting works in common areas and pathways |  |  |  |  |
| Bedroom doors all have working locks |  |  |  |  |
| Front and back doors all have working locks |  |  |  |  |
| Showers and toilets are lockable |  |  |  |  |
| Fire safety measures are in place (e.g. signs, alarms, extinguishers) |  |  |  |  |

1. **GENERAL CONDITIONS**

 Please indicate the condition of the following areas of the boarding house:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **VERY GOOD** | **GOOD** | **POOR** | **NOT APPLICABLE** |
| Front yard and entrance area |  |  |  |  |
| Internal corridors and stairways |  |  |  |  |
| Backyards |  |  |  |  |
| Other common areas |  |  |  |  |

1. **REPAIRS AND MAINTENANCE**

How are requests for repairs and maintenance usually responded to?

* Very well- doesn’t take too long (under two weeks)
* Generally OK in most cases
* Takes too long to respond (more than three weeks)
* Unsure

Any comments?

1. **HEALTHY ENVIRONMENT**

*Cleanliness is maintained in the following ways:*

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | NO | SOMETIMES |
| Bathrooms are cleaned regularly |  |  |  |
| Kitchen facilities are clean and able to be used |  |  |  |
| Pest control is undertaken regularly and as needed. |  |  |  |

*Other (please specify)*

1. **Do you have anything else you’d like to say to support your nomination?**

*Thankyou – you are now finished filling in the nomination form for the*

*Operator of the Year award!*

**CATEGORY THREE: COMMUNITY CONNECTION AWARD**

This award recognises an individual within the boarding house environments (i.e. resident, operator, manager/ caretaker/ real estate agent or staff member of an external agency) who shows a commitment to encouraging a sense of community and belonging amongst residents: to the local area, external services and between residents. *(Please note: No staff of the Newtown Neighbourhood Centre can be nominated)*

**GENERAL INFORMATION ABOUT THE PERSON BEING NOMINATED**

1. **General** **information about you and the person being nominated** *(Please fill in as much as you can)***General** **information about you and the person being nominated** *(Please fill in as much as you can)***General** **information about you and the person being nominated** *(Please fill in as much as you can)* **Please provide the details of the person being nominatedGeneral information about you and the person being nominated (Please fill in as much as you can)**

|  |  |
| --- | --- |
| Name |  |
|  |  |
| Contact Number *(if known)* |  |
|  |  |
| Contact Email *(if known)* |  |
|  |  |
| How is this person connected to the Boarding House residents? *(e.g. lives there? Worker? Owner?)* |  |

1. **From your knowledge, how often does this person:**
2. This award recognises an individual within the boarding house environments (i.e. resident, operator, real estate agent or staff person) who shows a commitment to encouraging a sense of community and belonging amongst residents: to the local area, external services and between residents.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **MOSTLY** | **OCCASIONALLY** | **RARELY** |
| Assist residents to get to know each other |  |  |  |
| Work well with other people (e.g. service providers, neighbours) |  |  |  |
| Encourage residents to participate in social activities. |  |  |  |

*Please give an example*:

1. **How much do you think this person make a difference to the lives of residents?**

|  |  |  |
| --- | --- | --- |
| A lot of difference | A bit of a difference | Not much difference |
|  |  |  |

*Please give an example*:

1. **What is special about the person and the things they do?**
* Their kindness to residents
* They are good at reducing conflict between people
* They know lots of places to refer residents to
* They are great at linking people together
* Other (Please specify)
1. **Do you have anything else you’d like to say to support your nomination?**

*Thankyou – you are now finished filling in the nomination form for the*

*Community Connection Award*

***See next page for further information about the judging process***

**ABOUT THE AWARDS AND THE VERIFICATION PROCESS**

**About the verification process**

All nominated boarding houses will be checked to ensure that they are registered with NSW Fair Trading and that they have a valid Development Approval with the Inner West Council. Two people involved with the awards will seek permission to visit each nominated boarding house which meets the above two conditions, and to interview a representative of the boarding house. Nominees for the Community Connection award will be contacted for their input as well. A report of these visits will be provided to the judges, along with the information from the nomination form.

**About the Judging Panel**

The panel of judges represents a range of people who have experience working with residents of boarding houses, people who have lived in boarding houses and those involved in providing social and community housing.

**Prizes**

Vouchers, trophies and certificates will be provided to the winners of each award.

**Timeframe**

The timeframe is:

* + Nominations Open: Monday 5 June
	+ Nominations Close: MONDAY July 10, 9am.
	+ Winners Notified by SEPTEMBER 27
	+ Awards Ceremony: OCTOBER Date and venue to be announced.

**About the Awards' Ceremony**

In October, an Awards' Ceremony will be held on a date and at a venue to be announced. Nominees and winners will be acknowledged and celebrated, and recipients of awards will receive their prizes.

***Newtown Neighbourhood Centre acknowledges and thanks the following people and organisations for their support for these inaugural awards:***

All Saints Anglican Church, Australian Catholic University; Family and Community Services, South Eastern Sydney and Northern Sydney District; Homelessness NSW; Inner West Council; Inner West Sydney Partners in Recovery; Mental Health Carers NSW; Mental Health, Sydney & South Western Sydney Local Health District; Metro Housing.

***A special acknowledgement and thanks to Kris Mudd and Eastern Prudential Insurance Group for their financial sponsorship and overall support for the awards***



**Please send this nomination form to** **awards@newtowncentre.org** **or**

**drop it into Newtown Neighbourhood Centre.**