

Housing Advisory Committee

Terms of Reference, December 2023

Lifestyle Capital of Victoria

1. Purpose

1.1 Role of the Committee

1.1.1 The Housing Advisory Committee (Committee) has been established to monitor, advocate and provide advice on local housing needs within the Frankston City municipality.

1.2 Functions of the Committee

1.2.1 To provide an important forum for discussion on matters relating to local housing challenges and opportunities within Frankston City.

1.2.2 To consider qualitative and quantitative evidence and emerging trends relating to current and future local housing needs.

1.2.3 Provide advice to Council on local housing needs at a strategic and policy level, as per the Council Plan Outcomes at Figure 1 below.

1.2.4 The Committee has no delegated decision-making power from Council.

Figure 1: Council Plan 2021-2025



2. Objectives

2.1 To assist with the monitoring of data on local housing needs, housing market trends and housing affordability, and Federal and State Government policy and planning reforms that

have implications for housing in Frankston City (including the Victorian Government Housing Statement).

- 2.2 To assist in the identification of opportunities and innovative solutions that facilitate sustainable housing supply to meet the housing needs of the current and future community within the Frankston City municipality.
- 2.3 To influence change through advocacy on local housing needs within Frankston City, including for a diverse housing mix, very low and low income earners and people with specific housing needs, including Aboriginal and Torres Strait Islander peoples.
- 2.4 To develop and proactively support partnerships with the Strategic Housing & Homelessness Alliance, federal and state governments, government funded agencies, community housing sector, developers and the community to facilitate investment and action that achieves housing outcomes within Frankston City.
- 2.5 To assist in the education of stakeholders on local housing needs within Frankston City.
- 2.6 To advocate for housing options that support local job growth and a skilled workforce to stimulate local economic activity, through the prioritisation of affordable housing for key workers close to where people work.
- 2.7 To provide advice to Council on the use of its property portfolio to meet local housing needs.
- 2.8 To make recommendations to Council on local housing needs of the current and future community within the Frankston City municipality.
- 2.9 To assist in the development of a Work Plan that supports actions to meet the housing needs of the Frankston City municipality; and to define priorities and responsibilities for actions.

3. Membership

3.1. Committee Composition

3.1.1. The Committee will comprise of the following members:

- a) A minimum of three (3) Councillors, including the Mayor, appointed as Councillor delegates to the Committee by resolution of Council.
- b) A maximum of three (3) Council Executive Leadership Members, including:
 - i. Chief Executive Officer (CEO)
 - ii. Director Communities
 - iii. Manager City Futures
- c) A maximum of three (3) Council Officers for secretariat duties and support in relation to strategic and social planning (ex officio).

3.1.2. Ex-officio members and invited representatives shall not have voting rights and are not to move or second motions before the Chair.

3.1.3. Other Councillors, Council officers, stakeholders and/or government department representatives can be invited to attend, as required by the business being

considered, or at the discretion of the Chair. Councillors are encouraged to attend on a regular basis.

- 3.1.4. The Council, as necessary, will arrange reappointments and new appointments.

4. Responsibilities

4.1. Chair Responsibilities

- 4.1.1. A Councillor delegate to the Committee will perform the role of the Chair at Committee meetings.
- 4.1.2. The Chair will be appointed by the Committee for a period of 12 months, after which time a new Chair will be appointed.
- 4.1.3. The Chair will be responsible for the conduct of Committee meetings, ensuring fair and equitable opportunities for views and opinions to be shared and discussed in a respectful manner.
- 4.1.4. If the Chair is absent, or if the Chair wishes to address the Committee with a presentation, the Committee will appoint an acting Chair.

4.2. Member Responsibilities

- 4.2.1. The role of the Committee Members is to provide advice and recommendations to Council on monitoring, advocacy and advice relating to local housing need, including:
- a) Considering property management relating to the purchase, sale and development of land and/or assets for housing.
 - b) Considering business cases and feasibility of options for social and affordable housing using Council's portfolio of land holdings.
 - c) Considering the actions arising out of the Housing Strategy as it relates to the work plan.
- 4.2.2. The Director Communities may also place before the Committee other matters as they think the Committee's input may add value.
- 4.2.3. Members of the Committee are required to:
- a) Understand relevant legislation and regularly requirements appropriate to the Council.
 - b) Contribute time needed to study and understand the papers provided.
 - c) Apply good analytical skills, objectively and good judgement.
 - d) Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

4.3. Secretariat and Council Officer Support

- 4.3.1. Agendas and pre-reading materials will be approved by the Chair and forwarded two to three days prior to a meeting.
- 4.3.2. Agendas and minutes will be recorded and held in Councils record management system.
- 4.3.3. Meeting times will accommodate the availability of the Committee members and ensure at least one third of the members can be present, when identifying meeting times.
- 4.3.4. A review of the Terms of Reference will be undertaken every second year of operation of the Committee.
- 4.3.5. Administrative support provided for the Committee Work Plan.
- 4.3.6. Council Officers will not have voting rights or decision rights as part of the Committee, and will not count towards quorum at a Committee meeting.
- 4.3.7. Provide information on matters including, but not limited to, good governance, conflict of interest and confidentiality.

4.4. Professional Conduct of Members

- 4.4.1. Members shall be at liberty to discuss with appropriate organisations or individuals the general issues and principles related to the business of the Committee prior to the meeting. Members are expected to exercise discretion to ensure that disclosure of information does not prejudice the deliberation of the Committee or Council.
- 4.4.2. Members are required to maintain an appropriate standard of confidentiality. Notes, records and other documents of the meeting remain the property of Council. Disclosures of confidential information by a Committee member will be treated as a breach of the Committee, in accordance with the process set out therein.
- 4.4.3. Members must not make any public comment or statement that would lead anyone to believe that they are representing Council, or expressing its views or policies. This includes comments or statements made to the media.

5. Meetings, quorum and voting

5.1. Meetings

- 5.1.1. Meetings will be held every four (4) to six (6) weeks and will total no more than eleven (11) meetings annually.
- 5.1.2. Under special circumstances, a meeting may be cancelled or rescheduled.
- 5.1.3. Additional meetings may be convened at the discretion of the Chair or at the written request of any member of the Committee.
- 5.1.4. Meetings will be held either in person at a central Council venue or virtually on Microsoft Teams or Zoom, depending on circumstances and availability.

5.2. Quorum

- 5.2.1. A quorum will consist of at least half the number of voting Members, which includes a minimum of two councillors.

5.3. Voting

- 5.3.1. The Committee shall aim to operate on a consensus model of decision making. In the event of a vote occurring and that vote being tied, the Chair shall, in addition to a deliberate vote, have a second or casting vote.

5.4. Recommendations to Council

- 5.4.1. The Committee will provide recommendations which may be considered by Council prior to making a formal decision on a matter.
- 5.4.2. It is preferable that any recommendations made to Council will be unanimously supported by all members of the Committee. However, where a vote is required, each committee member will be entitled to one vote, except the Chairperson who may exercise a casting vote if necessary.

6. Disclosure of Conflict of Interest

- 6.1. Where a member of the Committee has a general conflict of interest or material conflict of interest in relation to a matter before the Committee at which they:
 - 6.1.1. are present, the member must disclose the conflict of interest by explaining the nature of the conflict of interest to those present at the meeting immediately before the matter is considered; or
 - 6.1.2. intend to be present, must disclose that conflict of interest by providing written notice to the Chair before the meeting commences:
 - a) advising of the conflict;
 - b) explaining the nature of the conflict of interest; and
 - c) detailing, if the nature of the conflict of interest involves a member of the Committee's relationship with a gift from another person;
 - i. name of the other person
 - ii. nature of the relationship with that other person or the date
 - iii. receipt, value and type of gift received from the other person
 - iv. nature of that other person's interest in the matter
 - 6.1.3. The disclosure must be recorded in the meeting minutes. All written disclosures must be provided to the Coordinator Governance who is responsible for registering and maintaining a register of Conflict of Interests in Council's Electronic Document Management System.
 - 6.1.4. The Member must leave the Committee meeting immediately after giving the explanation or making the announcement and not return to the meeting until after the matter has been disposed of.

- 6.1.5. General exemptions exist where a conflict of interest does not arise and this is referenced in Council's adopted Conflict of Interest Policy (A4067151). If it is established by the Chair that the person making a conflict of interest disclosure does not have a conflict or has an 'interest in common' then Chair may determine the person may remain in the meeting for that matter.

7. Reporting

- 7.1. Minutes of each meeting of the Committee will be made available to Council via SharePoint.