

Draft Terms of Reference:

**AFFORDABLE HOUSING STANDING COMMITTEE (AHSC)
ACCESS AND EQUITY STANDING COMMITTEE (AESC)
HOMESWEST OPERATIONAL STANDING COMMITTEE (HOSC)**

Important Note:

The attached Terms of Reference were developed by Shelter WA for consultation purposes. They are draft only, and have not been approved by the Housing Advisory Committee.

AFFORDABLE HOUSING STANDING COMMITTEE (AHSC)

1. STATUS

The Affordable Housing Standing Committee is one of three standing committees established under the Housing Advisory Committee (HAC) Terms of Reference. The role of AHSC is to investigate the financial dimension of housing accessibility, with particular regard to innovative ways to expand affordable housing stock in Western Australia. While AHSC works across tenure, it has a particular role with regard to the development of community housing. Strategic policy developed by AHSC is recommended to HAC for discussion and adoption.

2. TERMS OF REFERENCE

1. To advise through HAC the Minister for Housing and Works on State government housing policy related to housing affordability.
2. To participate in the development of Department of Housing and Works affordable housing policy and program initiatives.
3. To advise on and recommend research and the development of new policies and guidelines in areas of perceived housing need.
4. To assist in identifying housing needs in the community.
5. To develop and monitor the implementation of the Western Australian Community Housing Development Plan 2001 to 2004.
6. To encourage communication and co-ordination between Departments associated with the provision of affordable housing.
7. To facilitate strategic alliances to establish alternative funding sources for affordable housing in general and community housing in particular.

3. MEMBERSHIP

3.1 Composition of the Committee

AHSC has the following members:

1. Shelter WA (Chair)
2. Community Housing Coalition of WA (Secretariat)
3. *Regional Representative?*
4. *Indigenous Housing Provider / Representative?*
5. *AHURI WA?*
6. Department of Housing and Works
7. *Department of Planning and Infrastructure?*
8. Federation of Housing Collectives
9. Housing Industry Association
10. *Keystart?*
11. Master Builders Association
12. Regional Housing Association Network
13. Urban Development Institute of Australia (WA)
14. Western Australian Local Government Association

3.2 Membership Process

The Minister will invite organisations to submit nominations for membership of AHSC, together with the name of a proxy delegate. Subsequent changes of delegates and/or proxy delegates are to be notified in writing to the Minister.

3.3 Criteria for Membership

- (i) If the Member is an organisation, it must:
 - be an incorporated body
 - be active in the housing field
 - have the ability to represent other organisations (for example as a peak body) and play a particular role in ensuring that equity and access issues are addressed in all policy deliberations.
- (ii) The nominated representatives must meet the usual conditions for Government advisory bodies. This includes representatives not having a criminal record and may involve a police check.

3.4 Lapse in Membership

Membership lapses when an organisation is unable to be represented at three or more consecutive meetings.

4. WORKING GROUPS

AHSC has the capacity to form working groups to undertake specific research or policy development. Their terms of reference and membership must be ratified by AHSC.

5. FREQUENCY OF MEETINGS

Bi-monthly basis or as determined by the Committee.

6. CONFIDENTIALITY AND INFORMATION DISSEMINATION

- (i) As an advisory body AHSC is not a public entity and will not make public statements.
- (ii) HAC members, who represent organisations are to honor confidentiality of information as follows:
 - ◆ Members may report to their relevant structures on the issues under consideration in general terms.
 - ◆ Restricted documents are not to be circulated publicly
 - ◆ No member of AHSC or his/her organisation is to provide the media with information under consideration.
- (iii) When policy or programs have been approved and announced by the Minister and the Board of Commissioners, community and industry organisations may make press releases.
- (iv) A key role of AHSC is to disseminate information to the community and it will utilise the networks associated with the peak body members in order to do so. Various means of communication will be employed from time to time for this purpose.

7. RESOURCING OF THE COMMITTEE

Servicing of committee meetings and provision of associated clerical and research support will be undertaken by the Community Housing Coalition of WA. Working Groups may adopt various arrangements for provision of clerical support from time to time.

8. AGENDA SETTING

The Chairman in consultation with the Secretariat will set agendas. Any member wishing to include an item in any agenda should do so in writing no less than

fourteen days prior to any meeting date. Agenda items should explain the issue briefly (no more than one page A4) and contain recommendations regarding actions to be taken by the Standing Committee.

9. REIMBURSEMENT OF MEMBERS

Sitting fees are to be paid to organisations that are not currently funded to attend HAC or AHSC meetings.

10. SUNSET CLAUSE

This structure and terms of reference will take effect from **date** for twelve months, after which time they will be reviewed in consultation with the Minister's office.

ACCESS AND EQUITY STANDING COMMITTEE (AESC)

1. STATUS

The Access and Equity Standing Committee is one of three standing committees established under the Housing Advisory Committee (HAC) Terms of Reference. The role of AESC is to identify and develop strategic policy designed to improve outcomes for housing consumers. AESC works across tenure to investigate equity issues with regard to existing housing stock, including the non-financial dimensions of housing accessibility. Strategic policy developed by AESC is recommended to HAC for discussion and adoption.

2. TERMS OF REFERENCE

1. To advise through HAC the Minister for Housing and Works on State government policy related to equity issues with regard to existing housing stock, including the non-financial dimensions of housing accessibility.
2. To participate in the development of Department of Housing and Works housing policy and program initiatives related to non-financial accessibility and equity issues in public housing.
3. To advocate for improved outcomes for consumers in all housing tenures.
4. To facilitate production and dissemination of information on relevant issues.
5. To foster best practice in the rental sector through the coordination and facilitation of research and analysis.

3. MEMBERSHIP

3.1 Composition of the Committee

AESC has the following members:

1. Shelter WA (Chair and Secretariat)
2. CALD Representative
3. HOSC Representative
4. Indigenous Representative
5. Regional Representative
6. Community Housing Coalition of WA
7. Council of the Ageing
8. Department of Consumer and Employment Protection
9. Department of Housing and Works
10. People With Disabilities
11. Real Estate Institute of WA
12. Tenants Advice Service WA
13. WACOSS
14. Women's Refuge Group
15. Youth Affairs Council of WA

3.2 Membership Process

The Minister will invite organisations to submit nominations for membership of AESC, together with the name of a proxy delegate. Subsequent changes of delegates and/or proxy delegates are to be notified in writing to the Minister.

3.3 Criteria for Membership

- (i) If the Member is an organisation, it must:
 - be an incorporated body
 - be active in the housing field
 - have the ability to represent other organisations (for example as a peak body) and play a particular role in ensuring that equity and access issues are addressed in all policy deliberations.
- (ii) The nominated representatives must meet the usual conditions for Government advisory bodies. This includes representatives not having a criminal record and may involve a police check.

3.4 Lapse in Membership

Membership lapses when an organisation is unable to be represented at three or more consecutive meetings.

4. WORKING GROUPS

AESC has the capacity to form working groups to undertake specific research or policy development. Their terms of reference and membership must be ratified by AESC.

5. FREQUENCY OF MEETINGS

Bi-monthly basis or as determined by the Committee.

6. CONFIDENTIALITY AND INFORMATION DISSEMINATION

- (i) As an advisory body AESC is not a public entity and will not make public statements.
- (ii) AESC members, who represent organisations are to honor confidentiality of information as follows:
 - ◆ Members may report to their relevant structures on the issues under consideration in general terms.
 - ◆ Restricted documents are not to be circulated publicly
 - ◆ No member of AESC or his/her organisation is to provide the media with information under consideration.
- (iii) When policy or programs have been approved and announced by the Minister and the Board of Commissioners, community and industry organisations may make press releases.
- (iv) A key role of AESC and its standing committees is to disseminate information to the community and it will utilise the networks associated with the peak body members in order to do so. Various means of communication will be employed from time to time for this purpose.

7. RESOURCING OF THE COMMITTEE

Servicing of committee meetings and provision of associated clerical and research support will be undertaken by Shelter WA. Working Groups may adopt various arrangements for provision of clerical support from time to time.

8. AGENDA SETTING

The Chairman in consultation with the Secretariat will set agendas. Any member wishing to include an item in any agenda should do so in writing no less than

fourteen days prior to any meeting date. Agenda items should explain the issue briefly (no more than one page A4) and contain recommendations regarding actions to be taken by the Standing Committee.

9. REIMBURSEMENT OF MEMBERS

Sitting fees are to be paid to organisations that are not currently funded to attend HAC or AESC meetings.

10. SUNSET CLAUSE

This structure and terms of reference will take effect from **date** for twelve months, after which time they will be reviewed in consultation with the Minister's office.

HOMESWEST OPERATIONAL STANDING COMMITTEE (HOSC)

1. STATUS

The Homeswest Operational Standing Committee is one of three standing committees established under the Housing Advisory Committee (HAC) Terms of Reference. The role of HOSC is to identify and develop operational and low level policy issues associated with the State Housing Commission, Homeswest. HOSC works with representatives from Homeswest to improve outcomes for public housing consumers. Any strategic policy issues identified by HOSC are recommended to AESC for discussion and development.

2. TERMS OF REFERENCE

1. To participate in the development of Homeswest policy and procedures in order to facilitate improved outcomes for Homeswest consumers.
2. To foster best practice in public housing through the coordination and facilitation of research and analysis.
3. To facilitate production and dissemination of information on relevant issues.

3. MEMBERSHIP

3.1 Composition of the Committee

HOSC has the following members:

1. Shelter WA (Chair and Secretariat)
2. AESC Representative
3. CALD Representative
4. Indigenous Representative
5. Regional Representative
6. Representative of the Minister for Housing
7. Council of the Ageing
8. Department of Consumer and Employment Protection
9. Department of Housing and Works
10. *Financial Counsellors Association WA*
11. Metropolitan Association of Tenant Groups
12. Tenants Advice Service WA

3.2 Membership Process

The Minister will invite organisations to submit nominations for membership of HOSC, together with the name of a proxy delegate. Subsequent changes of delegates and/or proxy delegates are to be notified in writing to the Minister.

3.3 Criteria for Membership

- (i) If the Member is an organisation, it must:
 - be an incorporated body
 - be active in the housing field
 - have the ability to represent other organisations (for example as a peak body) and play a particular role in ensuring that equity and access issues are addressed in all policy deliberations.
- (ii) The nominated representatives must meet the usual conditions for Government advisory bodies. This includes representatives not having a criminal record and may involve a police check.

3.4 Lapse in Membership

Membership lapses when an organisation is unable to be represented at three or more consecutive meetings.

4. WORKING GROUPS

HOSC has the capacity to form working groups to undertake specific research or policy development. Their terms of reference and membership must be ratified by HOSC.

5. FREQUENCY OF MEETINGS

Bi-monthly basis or as determined by the Committee.

6. CONFIDENTIALITY AND INFORMATION DISSEMINATION

- (i) As an advisory body HOSC is not a public entity and will not make public statements.
- (ii) HOSC members, who represent organisations are to honor confidentiality of information as follows:
 - ◆ Members may report to their relevant structures on the issues under consideration in general terms.

- ◆ Restricted documents are not to be circulated publicly
 - ◆ No member of HOSC or his/her organisation is to provide the media with information under consideration.
- (iii) When policy or programs have been approved and announced by the Minister and the Board of Commissioners, community and industry organisations may make press releases.
- (iv) A key role of HOSC and its standing committees is to disseminate information to the community and it will utilise the networks associated with the peak body members in order to do so. Various means of communication will be employed from time to time for this purpose.

7. RESOURCING OF THE COMMITTEE

Servicing of committee meetings and provision of associated clerical and research support will be undertaken by the Department of Housing and Works. Working Groups may adopt various arrangements for provision of clerical support from time to time.

8. AGENDA SETTING

The Chairman in consultation with the Secretariat will set agendas. Any member wishing to include an item in any agenda should do so in writing no less than fourteen days prior to any meeting date. Agenda items should explain the issue briefly (no more than one page A4) and contain recommendations regarding actions to be taken by the Standing Committee.

9. REIMBURSEMENT OF MEMBERS

Sitting fees are to be paid to organisations that are not currently funded to attend HAC or HOSC meetings.

10. SUNSET CLAUSE

This structure and terms of reference will take effect from **date** for twelve months, after which time they will be reviewed in consultation with the Minister's office.