

Attachment D

**Draft Terms of Reference – Housing for All
Working Group**



CITY OF SYDNEY

HOUSING FOR ALL WORKING GROUP

TERMS OF REFERENCE

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CITY OF SYDNEY

HOUSING FOR ALL WORKING GROUP

DRAFT TERMS OF REFERENCE

1. Purpose

The primary role of the Affordable and Diverse Housing Working Group (the working group) is to bring together industry leaders and experts to share knowledge and provide strategic, expert advice and guidance to the City of Sydney (the City) on the development of agreed strategies and initiatives to increase the supply of affordable and diverse housing (including social housing) within the City of Sydney Local Government Area.

Sydney remains Australia's least affordable city. The decline in housing affordability and the inability of everyday people to access affordable and diverse housing is having an increasingly detrimental impact on socio-economic diversity, which underpins the city's rich social fabric.

Affordable and diverse housing supports a well-functioning city. For people on lower incomes it provides a critical alternative to private market housing, providing some opportunity to live in the city. It also acts as a release valve to social housing, easing the pressure on demand for an already undersupplied market.

Providing affordable and diverse housing is a key focus of the City of Sydney's long-term vision for a City for All. The working group will work collaboratively to identify opportunities and develop solutions to address this complex issue for our community.

2. Objective

- Share knowledge, provide advice and establish partnerships that create opportunities to increase affordable and diverse housing in the City of Sydney Local Government Area.
- Support and guide the implementation of initiatives and actions within the City's Housing for All: City of Sydney Local Housing Strategy.
- Review innovative housing solutions that facilitate and promote new affordable and diverse housing projects and support services.
- Advocate to other government agencies, the private sector and relevant peak bodies on key affordable and diverse housing issues.
- Collaborate with key representatives and stakeholders from across the affordable and diverse housing sector, relevant community organisations and peak bodies.
- Identify opportunities for affordable and diverse housing projects and initiatives that are Aboriginal and Torres Strait Islander led and support vulnerable groups.
- Provide insights and guidance to Council on best practice, innovative housing models, highlight market trends and community impacts, and identify opportunities for sustainable and accessible affordable and diverse housing options where relevant.

3. Working Group Membership

The membership of the working group will include a broad range of stakeholders and organisations active within the affordable and diverse housing sector and peak bodies and agencies that represent the interests of the City's diverse communities.

Membership consists of up to ten (10) members including:

Representatives

- Up to two representatives from the Community Housing Provider (CHP) sector (currently or previously) or housing peak bodies;
- Up to two community representatives who live in and/or access affordable and diverse housing;
- Up to two representatives from research (or similar) organisations and industry. Including those (currently or previously) with relevant knowledge and expertise on affordable and diverse housing issues, including culturally appropriate housing and universal housing design;

Nominees

- Up to two State Agency representatives relevant to affordable and diverse housing, including funding bodies;
- Two elected representatives, comprising the Lord Mayor (or delegate) and one City of Sydney Councillor.

The Panel will be chaired by a City of Sydney Councillor, being determined by Council and their appointment is not governed by these terms of reference.

Members may be individuals or appointed as a representative of an organisation, body or agency.

Aboriginal and Torres Strait Islander housing groups, or peak bodies will be actively encouraged to apply. At least one member of the Working Group will identify as an Aboriginal or Torres Strait Islander and be an advocate for Aboriginal community needs.

Meetings will not be open to the public.

4. Working Group Selection Process

Representatives

The call for nominations for representatives from business, research, academic and peak body organisations are advised that applications will be assessed according to the following selection criteria:

Selection Criteria

- A requirement for nominees to live, work or study in or near the City of Sydney's Local Government Area;
- A statement of purpose by the nominee, that is, their reason for nominating; and
- A list of the skills, knowledge and/or experience they will bring to the working group in affordable and diverse housing.

Following the call for representatives, applications for the advisory panel group will be assessed against the selection criteria by a panel comprising City of Sydney officers.

The City's Chief Executive Officer will make the decision on representative appointments. Applicants will be advised in writing of the outcome of their nomination.

Nominees

Other members will be nominated by their respective agency.

We encourage all applicants, including Aboriginal and Torres Strait Islander people, Australian South Sea Islander people, people with disability, LGBTIQ+ and people from culturally diverse communities to nominate for these groups.

The City will provide reasonable adjustments for individuals with disability throughout the nomination process. If you identify as a person with disability and require adjustments to the application, selection and/or assessment process, please use the contact details listed for each group or call 02 9265 9333 and indicate your preferred method of communication (email or phone).

5. Term

The Advisory Panel will be convened for a three-year period.

Members will be appointed for a term up to three years. Members may be eligible for re-appointment for a further three-year term.

Regardless of the date of appointment, the first term of the Panel will end in December 2025.

6. Meeting operation and protocol

The working group will meet approximately four times a year, or as need requires, on dates to be set out in advance for each year. Each meeting will be approximately 1.5 hours duration.

The City will provide secretariat services, including the preparation of meeting papers and minutes. Working group comments will be recorded in the meeting minutes, prepared by City staff and agreed to by working group members. All agendas will be listed in the Councillor Diary and minutes will be circulate to all Councillors by way of CEO Update.

All comments provided by the working group will be formally responded to by City staff through minutes and meetings.

A member who has a pecuniary interest in a matter being considered at a meeting must disclose the existence and nature of the interest. A member having disclosed a pecuniary interest must not partake in any discussion or decision related to that interest.

A member who has a non-pecuniary interest in a matter being considered at a meeting must disclose the existence and nature of the interest if the member could be influenced, or perceived to be influenced by the non-pecuniary interest. A member having disclosed a non-pecuniary interest must not be present at the meeting when the matter is being considered, discussed or voted on.

Key City staff will attend meetings as observers or specialist advisors.

This working group is specifically an opportunity for input and engagement. It is not constituted as a committee of Council under the Local Government Act 1993, nor a sub-committee of the Central Sydney Planning Committee under the City of Sydney Act 1988. It does not take on any of the statutory roles of those bodies. All members of the working group are required to comply with all obligations under the City of Sydney Code of Conduct when participating in any activities associated with the working group.

The working group is not an executive panel and is not authorised to undertake work on behalf of the City of Sydney or any other organisation represented at the working group.

Working group members are not authorised to represent the City in any communication with the public.

Members who attend meetings as individuals and do not represent an organisation or

agency, for example community members or individual experts, will be paid a fee for each meeting they attend. An attendance register will be kept for all meetings for reimbursement purposes.

7. Collaboration with other committees and levels of government

The working group will engage, connect and collaborate with other relevant working groups and/or committees as required. This will include, but not be limited to, groups and/or committees formed by other levels of government and the Resilient Sydney Affordable Housing Steering Committee. Specifically, the working group will complement the role and work of the Resilient Sydney Affordable Housing Steering Committee and seek to support key projects and initiatives where appropriate.

8. Payment

The City may pay a Panel member fee of no more than \$300 for each meeting they attend, however, government, peak bodies and large business representatives may be asked to opt out.

Panel members may be reimbursed out-of-pocket expenses incurred by attending the advisory panel meetings such as payment for transport expenses.

Where applicable, panel meetings will be provided with translators, printed material in alternative formats or languages and/or other accessibility services.