

Social and Affordable Housing Strategy 2018-25

Vision

Cardinia Shire includes diverse, high quality, sustainable and affordable housing that is responsive to the needs of a growing and diverse community.

Goal

Increase access to appropriate and affordable housing.

Terms of Reference

1 Preamble

- 1.1 *Housing Rights are Human Rights: Social and Affordable Housing Strategy 2018-2025* (Cardinia Shire Council) (**the Strategy**) was adopted by Council on the 18 February 2019.
- 1.2 A recommendation of the Strategy is to:
 - establish a Councillor chaired steering committee to oversee the Strategy implementation and support the development of social and affordable housing across the Shire
- 1.3 The group shall be known as the Social and Affordable Housing Partnership Group (hereinafter referred to as the **Social and Affordable Housing Partnership (SAH Partnership)**)
- 1.4 The SAH Partnership is an advisory steering group informing the delivery of actions outlined in the Strategy, and 'significant' decisions will be referred to Council as per statutory requirements

2 SAH Partnership Objectives

The SAH Partnership will:

- 2.1 Strategically guide the implementation of the Strategy and closely monitor progress to identify gaps and relevant actions that may emerge or arise over time
- 2.2 Identify and support the development of social and affordable housing opportunities across the municipality
- 2.3 Develop and strengthen partnerships across the social and affordable housing sector and investigate opportunities for collaboration to address key strategic areas of the Strategy
- 2.4 Share insight and professional advice regarding the planning and implementation of actions within the Strategy
- 2.5 Collectively Advocate to State and Federal Government to deliver social and affordable housing in the Shire.

- 2.6 Contribute, as required, to ensure 'housing data' is current
- 2.7 Share progress and learnings of the SAH Partnership back to teams and organisations.
- 2.8 Serve as ambassadors within the community to actively promote the Strategy

3 SAH Partnership Principles

The SAH Partnership commit to the following principles underpinning the development of the Strategy:

- 3.1 **Human rights**
Housing rights are human rights as per the *Victorian Charter of Human Rights and Responsibilities Act (2006)*. Upholding human rights requires adopting a non-judgemental approach to people or groups of people
- 3.2 **Evidence informed**
Actions undertaken to make Cardinia Shire a more affordable region need to be informed by current data and evidence available locally, nationally and internationally
- 3.3 **Partnerships**
Recognising important leadership role Council plays in making housing more available, affordable and diverse. Shared responsibility recognises that Council takes a collaborative strategic approach, which involves partnerships with others
- 3.4 **Social inclusion**
All people, including people experiencing homelessness, have a right to be treated as any other member of the public. Social and affordable housing will consider all community needs

4 Membership

- 4.1 The SAH Partnership will comprise 13 members and should include:
 - **Two (2)** appointed Councillors
 - **Four (4)** designated Council Officers
 - **Three (3)** community members
 - **Four (4)** representatives from the Public and Private Sector
- 4.2 Members from the Public and Private Sector should include representatives from:
 - **community housing and support sector** including housing associations, service providers, agencies and peak bodies, able to provide guidance on best practice and latest industry trends
 - **development sector** including local land owners, developers, builders and planning authorities
 - **volunteer sector** including groups or organisations with a specific interest and/or role in housing and/or homelessness

4.3 Members from the Community should include:

- People with lived experience
- People with a professional background, interest, and/or commitment to Social and Affordable Housing

4.4 Designated Council Officers should include:

- Staff who hold positions with relevant knowledge and expertise regarding Social and Affordable Housing Matters.

4.5 With the exception of Councillors, members of the SAH Partnership will be selected through an Expression of Interest (EOI) process overseen by a designated Council Officer. A panel comprising of a Councillor and Council representatives will assess applications based on criteria outlined in Council's *'EOI- Invitation to be a member of Cardinia Shire's Social and Affordable Housing Partnership Group'*.

4.6 Members are expected to:

- attend SAH Partnership meetings and provide apologies in advance where attendance is not possible
- contribute to discussions and provide expertise guidance and professional advice as appropriate
- respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate
- notify Council of any potential conflict of interest that may arise with respect to their participation
- allow Council to promote their participation in SAH Partnership
- maintain the confidentiality of information which is discussed and/or documented during meetings
- not make any media comment on behalf of the SAH Partnership unless approved by the Chair.

5 The Chair

5.1 The SAH Partnership will be chaired by a Councillor

5.2 The Chair will:

- work with Council's Social and Community Planning Team leader regarding the strategic direction of the SAH Partnership

- consult with a designated Council Officer with regard to the preparation and distribution of meeting agendas and minutes
- ensure meetings run in a timely manner in accordance with the agenda
- facilitate proactive and efficient discussion and decision making processes throughout meetings
- liaise with a designated Council Officer to receive updates concerning progress of the Strategy and disseminate this information to the SAH Partnership as required
- act as point of reference for the SAH Partnership by receiving email, telephone or face to face inquiries and requests for information, in consultation with Council's Team Leader – Social and Community Planning

6 Meetings

6.1 Frequency of meetings

- Meeting dates, times and locations will be decided based on the availability of Partnership members
- the first two meetings of the SAH Partnership will be scheduled bi-monthly for a maximum duration of two hours (or less as required)
- meetings will then be held quarterly for a maximum duration of two hours (or less as required).
- additional meetings may be convened as agreed by the SAH Partnership
- all meetings shall be held at an agreed location, ideally to be rotated between Partners

6.2 Attendance and decisions

- all members are expected to attend each meeting or otherwise nominate another representative in their absence
- all members will have full voting rights with a quorum established
- decisions will be made by consensus. If a consensus cannot be reached, then a decision by agreement will be negotiated; and finally if decision by agreement is unsuccessful then a majority vote will be taken. In these circumstances, each member will have a single vote.

6.3 Meeting administration

- Cardinia Shire Council will provide secretariat services to facilitate the operation of the SAH Partnership
- a schedule of meetings will be developed and agreed to by the SAH Partnership
- the agenda and relevant papers will be prepared with input from the SAH Partnership and circulated at least 48 hours in advance to members
- minutes will be prepared and distributed within one week of the meeting

7 Review of SAH Partnership

- 7.1 A review of the SAH Partnership will take place 6 months from the date of the first SAH Partnership meeting, at which time the Terms of Reference will also be reviewed. Thereafter a review will occur annually.
- 7.2 The review will consider partnership purpose and membership, achievements and challenges, and other relevant matters as they arise.

