



Waverley Council

Housing Advisory Committee

Committee Charter

Endorsed by Council: February 2010

Charter for the Waverley Housing Advisory Committee

The Committee

Aim of the Committee

To assist Council to implement its affordable and social housing programs by providing specialist advice.

Purpose Statement

The role of the Housing Advisory Committee will be to:

- Provide strategic guidance to Council in the implementation of the Waverley Affordable Housing Policy
- Provide strategic guidance to Council about its social housing programs
- Make recommendations to Council on the purchase, sale and replacement of affordable and social housing properties
- Provide advice to Council on asset management strategies
- Provide advice to Council about affordable housing development options
- Provide advice to Council about the establishment of a Waverley Housing Trust.

Membership

Committee membership will comprise: the Mayor or Mayor's nominee and three Councillors, and up to 6 community representatives with skill sets relating to housing and property services.

Councillor Committee members will be appointed in September of each year at the time of the Mayoral election when Council selects Committee representatives.

A Councillor who is not a member of the Committee is entitled to attend and to speak at a meeting of the Committee. However, the Councillor is not entitled:

- To give notice of business for inclusion in the agenda for the meeting
- To move or second a motion at the meeting
- To vote at the meeting.

Community Committee members will be selected via a formal selection process, arbitrated by a panel of the Councillor Committee members, and facilitated by the Director of Recreation, Customer and Community Services, and the Director Planning and Environmental Services. Invitations to join the Committee will be issued following Council endorsement of the Panel's recommendations.

The selection criteria and process for selection of Community Committee members is as follows. Expressions of interest will be sought by advertising in local papers and through specialist networks, and an information pack will be made available for prospective candidates.

Expressions of interest will be evaluated according to the following selection criteria:

Demonstrated interest and connection with Waverley, availability to attend meetings, and expertise in at least one of the following areas:

- Affordable and social rental housing
- Housing development and finance
- Housing asset management
- Property and tenancy management.

Where there are more nominations than positions available, an eligibility list may be established, and if a vacancy arises during the Committee's term, the assessment panel will make an appointment from the list. If there is no list, the assessment panel may co-opt a member with relevant expertise for the remainder of the period of the term.

Council Officers from the Housing Working Group will conduct an orientation session for Committee members at the beginning of each Committee term.

All Community Committee members will be required to read Council's *Code of Conduct for Staff, Delegates and Volunteers* and to sign an agreement to abide by it.

Members of the Committee will be precluded from participating in any transactions involving Council's properties, including leases and sales.

Information about the composition of the Committee will be published to Council's web site.

A member will cease to be a member of the Committee if the member has been absent from two consecutive meetings without having given reasons acceptable to the Chair for their absences.

Term of Office

The term of office for Community Committee members is two years.

Meeting Guidelines for the Committee

The Chairperson of the Committee will be the Mayor or Mayor's nominee.

The Committee will operate as an advisory committee of Council. It will make recommendations to relevant Council Committees.

Committee meetings will be closed meetings. Members may not nominate proxies.

Committee meetings will normally be held in April, July and October.

Council Officers from the Housing Working Group may attend meetings to provide reports, information and expert advice to the Committee.

Additional specialist advisors may be invited to attend meetings where required, at the discretion of the Chair.

Members of the public may be invited to speak at a meeting on the issues being considered by the Committee, at the discretion of the Chair.

Quorum

A quorum for a meeting of the Committee will be a majority of Committee members at least one of whom must be a Councillor.

Committee Minutes

The minutes of each Committee meeting and associated recommendations will be forwarded within 10 days to Committee members and to the relevant Committee of Council. The minutes will generally be published to Council's web site following endorsement.

Extraordinary Committee Meetings

Members of the Committee or the Directors of Council Divisions *Recreation, Customer and Community Services, and Planning and Environmental Services* may approach the Chair at any time to call an extraordinary meeting of the Committee.

In lieu of calling an extraordinary meeting of the Committee to discuss an issue outside of the normal cycle of meetings, email conferencing can be used to enable the Committee to provide advice to Council.

How business will be conducted at Committee Meetings

The Committee will consider a regular annual agenda as follows:

April	Finance and Asset Meeting
July	Policy Meeting
October	Program Performance Review Meeting.

Council Officers from the Housing Working Group will supply reports, proposals and business papers that are to be considered at a meeting at least 14 days before the meeting to enable Committee members to make considered recommendations.

Members may raise other matters within the terms of reference for the Committee for consideration, discussion and comment. Where practicable members should notify the Housing Coordinator of Items of General Business 21 days before a scheduled meeting so that such items can be listed on the meeting agenda.

In general, meetings of the Committee will take place without strict adherence to the rules of debate and other procedural requirements. However, members are required to behave in accordance with Council's *Code of Conduct for Staff Delegates and Volunteers*, and the provisions of this Charter as to acts of disorder and disorderly conduct apply.

Voting

Each Committee member will be entitled to one (1) vote in respect of any matters before the Committee. The Committee will aim to make decisions by consensus when possible. Otherwise, a decision supported by a majority of Committee members at which a quorum is present is a decision of the Committee. Where there is a tied vote, the Chairperson will have the casting vote. Voting at a Committee meeting is to be by a show of hands or on the voices.

Determination of Procedural Matters

In relation to any procedural matter, the ruling of the Chair will be final.

Confidentiality

The Committee may consider matters in confidence. Members will be advised when a matter is confidential and a note that a confidential discussion took place will be recorded in the minutes. Members must not disclose or use confidential information without approval, and should ensure the security of that information whether in paper or electronic format.

Council support for the Committee

Council will provide administrative support for Committee meetings. Council's main contact for the Housing Advisory Committee will be the Housing Coordinator. The Housing Coordinator will arrange meetings, ensure the timely preparation of business papers, and keep minutes.

The Committee will be resourced by the Housing Working Group including representatives of the following Council divisions: Strategic Planning, Recreation Community Planning and Partnerships, Property and Business Services, Finance, and Council's Legal Officer.

Declarations of pecuniary interests and participation in meetings

A Committee member who has a pecuniary interest in any matter with which the Committee is concerned, and who is present at a meeting of the Committee at which the matter is being considered, must disclose the interest to the meeting as soon as practicable.

The member must not be present at, or in sight of, the meeting:

- At any time during which a matter in which the member has a pecuniary interest is being considered or discussed by the Committee, or
- At any time during which the Committee is voting on any question in relation to the matter.

A person does not breach the above clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

Declaration of non-pecuniary conflicts of interest and participation in meetings

A member of the Committee who has a non-pecuniary conflict of interest in any matter with which the Committee is concerned, and who is present at a meeting of the Committee at which the matter is being considered, will disclose the interest to the meeting as soon as practicable.

If a member of the Committee has declared a non-pecuniary conflict of interest there is a range of options for managing the conflict. The option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with.

A member of the Committee will deal with a non-pecuniary conflict of interest in at least one of these ways:

- It may be appropriate that no action is taken where the potential for conflict is minimal. However, the Committee member should consider providing an explanation of why it is considered that a conflict does not exist
- Have no involvement by the leaving the room in which the meeting is taking place and not taking part in any debate or vote on the issue as if the provisions in Section 451(2) of the Local Government Act apply (particularly if the non-pecuniary conflict of interest is significant).

Acts of Disorder

A Committee member commits disorderly conduct at a meeting if he or she conducts conversations with other Committee members or otherwise interrupts whilst another Committee member is speaking on a matter before the Committee, or whilst an invited guest is addressing the meeting; does not remain silent and interrupts the speaker; or disrupts or attempts to disrupt the proper conduct of the meeting. The Chair may require a Committee member to retract and apologise without reservation for such an act of disorderly conduct.

If disorder occurs at a meeting of the Committee, the Chair may adjourn the meeting for a period of not more than 15 minutes and leave the chair. The Committee, on reassembling must, on a question put from the Chair, decide without debate whether the business is to be proceeded with or not.

Committee Review

A review of the Committee's Charter will be completed in 2011, at the end of its first two year term.

Variation of Terms of Reference

These terms of reference may be added to, repealed or amended by resolution of the Council, in consultation with, or upon the recommendation of the Committee, or just as it sees fit.