

AFFORDABLE HOUSING CONTRIBUTION SCHEME WORKING PARTY TERMS OF REFERENCE

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PREPARED BY:
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SUTHERLANDSHIRE



Introduction

Council has established an Affordable Housing Contribution Scheme Working Party to support the delivery of strategic priorities in relation to:

- Draft Housing Strategy
- Draft Affordable Housing Contributions Scheme

These Terms of Reference set out the Affordable Housing Contribution Scheme Working Party's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

Objective

The objective of the Affordable Housing Contribution Scheme Working Party is to progress the delivery of the Affordable Housing Contributions Scheme to achieve the following outcomes:

- ensure Council and the community recognise affordable housing as critical infrastructure needed to support a sustainable and diverse community and local economy,
- contribute to meeting the housing needs of very low to moderate income households who live in the Sutherland Shire, and
- ensure that a framework for making contributions for affordable housing in Sutherland Shire is delivered in accordance with the State planning requirements.

Authority

The Working Party is to have an advisory role only and has no decision-making powers. The Working Party will provide independent advice that is informed by information provided by Council officers, subject matter experts, relevant external organisations, and an understanding of community sentiment, to support Council in the delivery of its strategic priorities.

Council authorises the Working Party, for the purposes of exercising its responsibilities, to:

- access any relevant Council information;
- use any relevant Council resources appropriately; and
- request the attendance of relevant Council officers at Working Party meetings.

Information and documents pertaining to the Working Party are confidential and are not to be made publicly available.

Composition and Tenure

To ensure independent advice and input into matters relating to its responsibilities, the Working Party will comprise of:

- Five Councillors (including Chair and Deputy Chair)
- Director Planning
- Senior Manager Strategic Planning
- Strategic Planner
- Two Tier 1 Community Housing Provider
- Up to 2 community representatives

The Council is to appoint the Chairperson and Deputy Chairperson of the Working Party who will be Councillors, together with another three Councillor members. Up to 2 community representatives and a Community Housing Provider can be appointed via an expression of interest. Community representatives must reside within the Sutherland Shire Local Government Area and have relevant experience or qualifications.

The Mayor of the day is able participate in this Working Party as they determine.

Members and community representatives will be appointed to the Working Party for a limited term, anchored to the preparation and Council's consideration of an Affordable Housing Contribution Scheme for Sutherland Shire.

Role

The role of the Affordable Housing Scheme Working Party is to review and provide independent advice to Council in accordance with its objectives, including assisting in:

- identifying and resolving conflicting interests of various community groups and individuals
- providing advice on lived experience and community need, and
- ensuring community engagement is effective and reaches key members of the community.

The responsibilities of the Working Party may be revised or expanded in consultation with, or as requested by Council from time to time.

Responsibilities of Members

Conduct

All members of the Working Party are required to comply with the applicable Council Code of Conduct, being:



- Code of Conduct for Councillors
- Code of Conduct for Council Staff
- Code of Conduct for Council Committee Member, Delegates of Council and Council Advisers

Complaints alleging breaches of the Council's Codes of Conduct are to be dealt with in accordance with Council's Procedures for the Administration of the Codes of Conduct.

Conflicts of Interest

Working Party members must declare any pecuniary or non-pecuniary conflicts of interest they may have in a matter being considered at a meeting, at the start of each meeting or as soon as they become aware of the conflict of interest. Where a Reference Group member declares a pecuniary or a significant non-pecuniary conflict of interest, they must remove themselves from Reference Group deliberations on the Item. Details of conflicts of interest declared at meetings must be appropriately minuted.

Work Plan

The work of the Working Party is to be thoroughly planned and executed and will be completed in accordance with agreed actions. The relevant Senior Manager is responsible for ensuring actions are appropriately managed and completed.

Administrative Arrangements

Meetings

The Working Party will meet as required at such time as determined by the Chairperson and Director Planning.

The Working Party may hold additional meetings when significant unexpected matters arise at the discretion of the Chairperson or relevant Director, ensuring a minimum of two weeks' notice is provided.

The Chairperson presides at meetings. In the absence of the Chairperson, the Deputy Chairperson is to preside at meetings. If the Chairperson and Deputy Chairperson are absent, the Director Planning / Senior Manager Strategic Planning will preside at that meeting.

Meetings are to be held in person, with remote attendance to be made available as required. The meeting venue shall be at Council's Administration Building.

The Agenda shall be determined by the Director Planning / Senior Manager Strategic Planning, or their delegate in conjunction with the Chairperson and circulated to the Working Party a minimum of one week prior to the meeting. Items raised without notice must be referred to the next meeting if any member of the Working Party requests time to consider the Item.



Secretariat

The Senior Manager Strategic Planning will arrange for relevant secretariat support for the Working Party.

Resignation and Dismissal

Where a community representative is unable to complete their Term, they are required to provide two weeks' notice to Council prior to their resignation.

Community representatives may be terminated before the expiry of their Term where that person has:

- breached the Council's Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers;
- performed unsatisfactorily or not to expectations;
- failed to attend more than four consecutive meetings;
- declared, or is found to be in, a position of a conflict of interest which is unresolvable; or
- been charged with a serious criminal offence.

The position of a Councillor member on the Working Party can be terminated at any time by resolution of the Council.

Review Arrangements

These Terms of Reference are to be reviewed, as required, by Council, with any substantive changes to be approved by the Council.

Further Information

For further information about Council's Affordable Housing Working Party, please contact the Strategic Planning Unit at SPU@ssc.nsw.gov.au or by phone on 9710 0800.

DOCUMENT REVIEW AND APPROVAL

UNCONTROLLED COPY WHEN PRINTED - For up to date copy please refer to Sutherland Shire Council Intranet / Website			
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