



**COUNCIL MEETING**

**ADDITIONAL BUSINESS**

**7.00 PM, TUESDAY 20 OCTOBER 2020**

Waverley Council  
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**ADDITIONAL BUSINESS**

**7. Reports**

CM/7.14/20.10 Community Safety Advisory Committee.....3

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**REPORT**  
**CM/7.14/20.10**

**Subject:** Community Safety Advisory Committee

**TRIM No:** A03/0544-04

**Author:** Evan Hutchings, Executive Manager, Governance and Projects

**Director:** Ross McLeod, General Manager

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**RECOMMENDATION:**

That Council:

1. Determines whether to reinstate the Community Safety Advisory Committee.
2. Should it reinstate the Committee:
  - (a) Adopts the Community Safety Advisory Committee Terms of Reference attached to the report (Attachment 1).
  - (b) Appoints the Mayor or the Mayor's delegate as the Chair of the Committee and two Councillor members to the Committee.
  - (c) Seeks expressions of interest for two community representative members of the Committee to serve a 19-month term from their appointment in February 2021 to September 2022.

**1. Executive Summary**

Council previously operated a Community Safety Advisory Committee. The Committee has not met for some time and Council has not appointed members to it in recent times.

Pursuant to a Council resolution of 15 September 2020 for a report on the potential reinstatement of the Committee, this report has been prepared and submitted to Council for consideration in conjunction with draft terms of reference.

**2. Introduction/Background**

At its meeting on 15 September 2020, Council resolved to receive a report on the potential reinstatement of the Community Safety Advisory Committee.

In a previous report to Council (Mayoral Election meeting, 26 September 2019), it was noted that the Committee had not met for some time and it may be disestablished with a view to constituting a new committee if and when the need arises. While the Committee has not been formally disestablished, it has remained inactive.

### 3. Relevant Council Resolutions

Meeting and date	Minute No.	Decision
Council 15 September 2020	CM/7.2/20.09	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Appoints Councillors to the standing committees, advisory committees and other committees as listed below for a 12-month term to expire at 12.01 am on 4 September 2021.</li> <li>2. Appoints delegates to the various organisations as listed below for a 12-month term to expire at 12.01 am on 4 September 2021.</li> <li>3. Receives a report outlining the potential reinstatement of the Community Safety Advisory Committee.</li> <li>4. Receives a report outlining the potential reinstatement of the Housing Advisory Committee.</li> </ol>

### 4. Discussion

Officers view the matter of whether a Community Safety Advisory Committee should be re-established as a matter for Council. It is not regarded as essential by staff, although it may add value on some matters.

In making this decision, Council may wish to consider that the Police also operate a Community Safety Precinct Committee in the community. This provides interaction and information sharing on community safety matters. The Mayor, Councillors and staff and Precinct representatives are able to attend this and often do. Council may wish to consider the extent to which a Council Committee would be duplication.

Officers have prepared draft terms of reference for consideration in conjunction with Council's determination on whether to reinstate the Committee. The draft terms of reference have been developed based on the Committee's current charter adopted in 2013 and incorporated into Council's standard template for terms of reference. No changes to the membership or the way the Committee operates are proposed, with the exception of meeting frequency. Both the current charter and the proposed terms of reference are attached to the report. The charter has been marked-up with the changes proposed for the new terms of reference.

Should Council resolve to reinstate the Committee, Council would be required to appoint the Mayor or the Mayor's delegate as the Chair of the Committee and two Councillor members to the Committee. Further, advertising for new community representatives would be necessary and could be undertaken later this year, and nominations for Combined Precincts representatives could be held at the Combined Precincts meeting scheduled for 3 December 2020. Based on this schedule, the Committee could be operational by February or March 2021.

The draft terms of reference provide for community representatives being appointed for a two-year term. In view of the schedule outlined above, and the dates for the two forthcoming local government elections being September 2021 and September 2024, it is recommended that, should the Committee be reinstated, the initial appointment of the community representatives be up to September 2022.



**5. Financial impact statement/Time frame/Consultation**

Should Council resolve to reinstate the Committee, it could be scheduled to become operational by March 2021.

**6. Conclusion**

This report provides information for Council's consideration of whether to reinstate the Community Safety Advisory Committee, including draft terms of reference. Should Council resolve to reinstate the Committee, adoption of the draft terms of reference and the appointment of the Mayor or the Mayor's delegate as the Chair of the Committee and two Councillor members to the Committee is required. Council would then also seek expressions of interest for two community representative members of the Committee to serve a 19-month term from their appointment in February 2021 to September 2022, which would be subsequently submitted to Council for determination of appointment. Combined Precinct representatives would be appointed for the same term.

**7. Attachments**

1. Community Safety Advisory Committee Terms of Reference - October 2020 [↓](#)
2. Community Safety Advisory Committee Charter - Adopted June 2013 - Marked-up [↓](#)



WAVERLEY  
COUNCIL

# Community Safety Advisory Committee Terms of Reference

## Community Safety Advisory Committee Terms of Reference

Policy owner	
Approved by	Council
Date approved	
Commencement date	
TRIM Reference	A03/0544
Next revision date	
Relevant legislation/codes	Code of Conduct for Council Committee Members and Other Council Officials.  Code of Meeting Practice
Related policies/procedures/guidelines	
Related forms	

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## **1. Objective**

The Committee will facilitate:

- Informed input to community safety and crime prevention strategies in the Waverley Local Government Area.
- Co-operation between Council, the community, Government and non-government agencies in relation to community safety issues.

## **2. Authority**

The Committee is an advisory body to Council that assists the Council to fulfil its functions. It does not have any delegated authority to act on behalf of Council. The advisory status of the Committee means that it may provide input to Council officers and make recommendations to Council or its Standing Committees.

## **3. Membership**

Committee membership will comprise:

- The Mayor (or Mayor's nominee) and two Councillors
- A representative of the Eastern Suburbs Police Area Command
- Two representatives from the Combined Precincts Committee
- Two community representatives
- A representative from the Chamber of Commerce
- A representative from a relevant youth organisation

### **3.1 Appointment of Councillor members**

The Councillor members of the Committee must be appointed by resolution of the Council.

The Council may resolve to appoint an alternate Councillor member to the Committee to attend meetings in the absence of one of the Councillor members. The alternate Councillor member will have the same voting rights as the Councillor member being replaced.

### **3.2 Appointment of representatives from the Combined Precincts Committee**

Combined Precincts Representatives will be determined by the Combined Precincts Committee.

The Combined Precincts Committee will advise the convener of the Community Safety Advisory Committee of the representatives elected to the two positions available.

### **3.3 Appointment of community representatives**

The two community representatives may only be appointed to the Committee by resolution of the Council.

The community representatives shall be sought by way of public advertisement inviting expressions of interest for assessment by a panel comprising the Mayor (or the Mayor's delegate), the two councillor members and assisted by the Director or officer assigned by the General Manager.

The Panel will evaluate the candidates against the following selection criteria:

- Must be a resident within the Waverley LGA.
- Must reflect the diversity of the Waverley community and be experienced in working actively within the community.
- Ability to take a broad approach to crime prevention and safety matters.
- Must be willing to make an active contribution to the delivery of community safety and crime prevention strategies in the Waverley LGA.
- Must be available to attend evening meetings.

The Panel will recommend the community membership to Council for its determination.

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.

### **3.4 Vacancies**

A vacancy for a community member of the Committee will occur upon the resignation of the member, expiry of a term of appointment as outlined in Section 4 of this Terms of Reference, failure to attend without cause for three consecutive meetings, or removal of the member by resolution of the Council.

Vacant community member positions on the Committee must be filled by way of public advertisement inviting expressions of interest for assessment by the Panel, who will recommend a new member to Council. This will occur as soon as practical within the period of two Committee meetings.

However, Council may establish a pool of suitable candidates to fill future vacancies on the Committee. A candidate may be a member of the pool for a maximum period of 12-months.

### **3.5 Non-voting Invitees**

The Committee will issue a standing invitation to the following people to attend meetings of the Committee as non-voting invitees:

- All non-member Councillors
- The General Manager
- All Directors
- The Chief Financial Officer
- The General Counsel

Other Council staff may be invited by the Chair of the Committee to attend meetings as observers, advisors or to provide information and presentations as required.

The Committee may also invite other external parties to provide expert advice, information or presentations as the Committee deems necessary.

Councillors who are not Committee members may attend meetings of the Committee. However, they are not entitled to:

- Give notice of business for inclusion on the agenda of the meeting;
- Move or second a motion at the meeting; or
- Vote at the meeting.

### **3.6 Chair of the Committee**

The Mayor (or the Mayor's nominee) is the Chair of the Committee.

The Chair is to have precedence over the control and management of the meetings.

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

The Chair may call any member to order whenever in the opinion of the Chair it is necessary to do so.

Should the Mayor or the Mayor's nominee be unable to chair a meeting or part of a meeting, prior to the meeting the Mayor or the Mayor's nominee will nominate one of the councillor members to act as Chair for the meeting, or that part of the meeting as the case may be.

## **4. Term of Office**

Councillor members of the Committee shall hold office for a 12-month term, as determined by Council in September each year.

Representatives of the Combined Precincts, and the community representatives shall hold office for a two- year term (or such other period of appointment) or when reviewed by Council. Where possible the term is to coincide with the Council term.

Representatives of professional organisations and Government agencies are members of the Committee while they are assigned by their organisation or agency and hold their position with the organisation or agency.

An individual member will cease to be a member of the Committee if the member has been absent from three consecutive meetings without having given reasons acceptable to the Chair for their absence.



## 5. Role and Responsibilities

The role of the Community Safety Advisory Committee is to:

- Receive and share information on developments in law, policy and best practice approaches to community safety.
- Provide input and make recommendations on ways to inform and engage with the community on community safety.
- Provide feedback on the development, implementation and effectiveness of strategies, policies, plans and guidelines that relate to community safety.
- Contribute to the development of coordinated, integrated strategies to address community safety issues.
- Contribute to the identification of community safety issues, and provide responses on matters referred to the Committee.
- Make recommendations for advocacy through representations to Federal and State members of parliament and relevant agencies and authorities on matters relating to community safety.

The General Manager may also place before the Committee such other matters as they think fit where the Committee's input may add value.

## 6. Responsibility of Committee Members

Members of the Committee are expected to:

- Understand the relevant legislation and regulatory requirements appropriate to the Council.
- Contribute the time needed to study and understand the papers provided.
- Apply good analytical skills, objectivity and good judgment.
- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

### 6.1 Code of Conduct

Members of the Committee must comply with Council's *Code of Conduct for Council Committee Members and Other Council Officials* in carrying out their functions as Committee members.

It is the personal responsibility of each Committee member to comply with the standards in the code of conduct and regularly review their personal circumstances with this in mind.

### 6.2 Conflict of Interests

Committee members must declare any conflict of interests at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be recorded in the minutes.

Where Committee members at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee



deliberations on the issue where the conflict of interest may exist.

For the avoidance of doubt, non-councillor members of the Committee are not 'designated persons'.

### **6.3 Confidential and Personal Information**

In the course of their work on the Committee, Committee members will be entrusted with sensitive or confidential information about Council's operations.

Committee members must maintain the integrity and security of confidential and personal information in their possession, or for which they are responsible.

Provisions concerning the use and security of confidential and personal information are set out in Part 7 of Council's *Code of Conduct for Council Committee Members and Other Council Officials*.

Should a Committee member become aware of any breach of security, or misuse of Council's confidential or personal information, they should inform the General Manager immediately.

### **6.4 Media Protocol**

Committee members must not make public comment, including to the media and on social media, on any matter related to Waverley Council.

### **6.5 Responsibilities of Non-voting Invitees, Observers and Non-member Councillors**

All non-voting invitees, observers and non-member Councillors must comply with sections 6.1-6.4 of this Terms of Reference.

## **7. Establishment of Working Groups**

Working groups may be established at the direction of the Chair to address specific issues, or work out the detail of specific initiatives. The Committee may develop briefs for working groups, and co-opt people with the necessary knowledge and skills to contribute as needed. Members of working groups will be required to abide by Council's Code of Conduct, the same as Committee members.

Working groups will report back to the Committee about action taken, progress made, and recommendations to Council where relevant.

## **8 Review of the Terms of Reference**

The Committee will review its Terms of Reference at least once every two years to ensure it remains current, relevant and accurately reflects the Committee's composition, role and responsibilities.

The Committee may make recommendations to the Council to change aspects of the Terms

of Reference. However, the adoption of the Terms of Reference is the responsibility of Council.

## **9. Administrative Arrangements**

### **9.1 Committee Support**

The Committee and its Working Groups will be supported by relevant Officers assigned by the General Manager.

### **9.2 Meetings**

Meetings of the Committee are not open to the public. However, 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.

Committee meetings will normally be held outside business hours every three months, or otherwise as determined by Council or the Chair.

Meetings may be held in person, by telephone or by video conference.

Regular meetings may be deferred if the Chair considers them not necessary at that time.

In general, meetings of the Committee will take place without strict adherence to the rules of debate and other procedural requirements. The Committee is intended to provide more detailed consideration of matters than possible in formal Council meetings and provide comment and input into the development of advice to Council. However, members are required to behave in accordance with Council's *Code of Conduct for Council Committee Members and Other Council Officials*.

Where these Terms of Reference do not address the conduct of the meetings, Council's Code of Meeting Practice will apply.

### **9.3 Agendas and Minutes**

Council officers will provide agenda items and reports for committee meetings in consultation with the Committee Chair.

Members may raise other matters within the terms of reference for the Committee for consideration, discussion and comment. Where practicable, members should notify the Director or officer assigned to support the Committee of an item at least 21 days prior to a scheduled meeting to enable its inclusion in the agenda.

The assigned support officer will ensure meeting agendas and associated documents will be issued to Committee members, all councillors and non-voting invitees at least seven days before the meeting, and then published on Council's website.

The General Manager, through the assigned support officer, must ensure that full and accurate minutes of the proceedings of Committee meetings are kept. The minutes must

record:

- The date and start time of meetings, attendees and any apologies.
- Any conflict of interests declared at the meeting.
- The confirmation of the minutes from previous the meeting.
- The Committee's recommendation on each item.
- The time the meeting closed.

The draft minutes must be approved by the Chair of the Committee. The assigned support officer will then circulate the draft minutes to all Committee members, Councillors and relevant staff within 10 business days of the meeting being held.

Draft minutes are not publicly available.

Minutes must be confirmed by the Committee at the next available Committee meeting, and subsequently reported to Council for noting and then published on Council's website.

#### **9.4 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.

#### **9.5 Voting**

A motion supported by the majority of Committee members, by means of a vote, at a meeting of the Committee at which a quorum is present is a decision of the Committee.

Voting at a Committee meeting is to be by a show of hands or on the voices.

A member of the Committee is entitled to one vote only on each matter. In the case of an equality of votes, the Chair of the Committee has a casting vote. Where the Chair decides not to exercise their casting vote, the motion being voted upon is lost.

Whether or not the Chair used their casting vote shall be recorded in the minutes.

#### **9.6 Induction**

New committee members will receive information packs and briefings upon their appointment to assist them to meet their Committee responsibilities.



Waverley Council  
Community Safety Advisory Committee  
Committee Charter

DEPARTMENT: <b>Recreation and Community Planning</b>
DATE CREATED: <b>May 2013</b>
DATE ENDORSED BY COUNCIL: <b>18 June 2013</b>
NEXT REVIEW DATE: <b>February 2016</b>
TRIM REF: <b>(A03/0544-03)</b>

# Charter for the Community Safety Advisory Committee

## The Committee

### Aim of the Committee

To facilitate an informed, pro-active, coordinated approach to the development of community safety and crime prevention strategies in the Waverley LGA, and to promote co-operation between Council, the community, Government and non-government agencies in relation to community safety issues.

### Purpose Statement

The role of the Community Safety Advisory Committee will be to:

- Share information and keep members up to date with developments in law, policy and best practice approaches to community safety
- Help keep the broad community informed and up to date, and promote community engagement with community safety
- Monitor the development and implementation of strategies, policies, plans and guidelines that relate to community safety, and evaluate their effectiveness
- Contribute to the development of coordinated, integrated strategies to address community safety issues
- Contribute to the identification of community safety issues, and provide responses on matters referred to the Committee
- Undertake advocacy by way of representations or the submission of proposals and recommendations for action to Federal and State members of parliament and relevant agencies and authorities on matters relating to community safety.

### Membership

Committee membership will comprise:

- The Mayor (or Mayor's nominee) and two Councillors
- A representative of the Eastern Suburbs [Local Police](#) Area [Police](#) Command
- ~~A representative of the Rose Bay Local Area Police Command~~
- Two representatives from the Combined Precincts Committee
- Two community representatives
- A representative from the Chamber of Commerce
- A representative from a relevant youth organisation

[The Committee will be supported by relevant Officers assigned by the General manager.](#)

The committee may invite representation of other organisations, or individuals, as the need arises.

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 on the agenda of the meeting;
- Move or second a motion at the meeting ; or
- Vote at the meeting.



Combined Precincts Representatives will be selected via election at a Combined Precincts meeting. Standing representatives and Council's Community Consultation Coordinator will be advised of the need for an election at least one month prior. Members of the Combined Precincts Committee (ie Precinct Executives) may nominate. Following the election, the Community Consultation Coordinator will advise the convenor of the Community Safety Advisory Committee of the representatives elected to the two positions available.

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 ~~or officer of Recreation, Customer and Community Services~~ assigned by the General Manager. Invitations to join the Committee will be issued following Council endorsement of the Panel's recommendations.

Expressions of interest will be sought by advertising in the local paper 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:

1. Must be a resident within the Waverley LGA
2. Must reflect the diversity of the Waverley community and be experienced in working actively within the community
3. Ability to take a broad approach to crime prevention and safety matters
4. Must be available to attend evening meetings
5. Must be willing to make an active contribution to the delivery of community safety and crime prevention strategies in the Waverley LGA.

Council Officers will conduct an orientation session for new Committee members at the beginning of each Committee term.

Volunteers, including Combined Precinct and Community Representatives will be required to read Council's Code of Conduct for Staff, Delegates and Volunteers and to sign an agreement to abide by it for the period of their term.

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 three consecutive meetings without having given reasons acceptable to the Chair for their absence.

### **Term of Office**

Members of the Committee shall hold office:

- In the case of Councillors, as determined by Council each year at the time of the Mayoral election when Council elects Committee members
- In the case of ~~Council officers~~, professional members, and representatives from Government authorities, while such persons are assigned by their organisation and continue to hold their position
- In the case of Representatives of the Combined Precincts, and community representatives, for a two year period (or such other period of appointment) or when reviewed by Council.

### Principal Responsibilities of Members

- Attend and contribute to meetings
- Abide by Council's Code of conduct for Staff, Delegates and Volunteers
- Be informed, and help to keep the broader community informed and up to date with best practice in community safety
- To share with the Committee information and advice about community safety concerns, issues and possible solutions
- Any other duties that may reasonably be determined from time to time, and agreed by Committee members.

### Council Support for the Committee

~~Council's Community Safety Development Officer~~ Assigned Council staff will provide support for the Committee, including administrative support for the meetings.

Council's Place Management and Compliance Divisions will also make regular contributions. Other Council divisions will be invited to participate as appropriate.

### Meeting Guidelines for the Committee

The Chair-person of the Committee will be the Mayor or Mayor's nominee.

The Committee will operate as an advisory committee of Council. It ~~will~~ may provide input to Council officers and make recommendations to ~~relevant~~ Council ~~or~~ Committees.

Committee meetings will be closed meetings. Members may nominate a proxy with the approval of the Chair.

Committee meetings will normally be held outside business hours every ~~threetwo~~ months, or otherwise as determined by Council or the Chair.

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

External 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 an issue being considered by the Committee at the discretion of the Chair.

Special or extraordinary meetings to discuss specific matters may be called by the Chair as required. Regular meetings may be deferred if the Chair considers them not necessary at that time.

### 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.

### Attendance

A Committee member ceases to be a member of the Committee if they have been absent for more than two consecutive meetings in any 12 month period without giving acceptable reasons for their absence.

The Committee will assess the member's response and determine if the member should continue to hold office or whether the position should become vacant and re-advertised.

### **Minutes**

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

### **Establishment of Working Groups**

Working groups may be established at the direction of the Chair to address specific issues, or work out the detail of specific initiatives. The Committee may develop briefs for working groups, and co-opt people with the necessary knowledge and skills to contribute as needed. Members of working groups will be required to abide by Council's Code of Conduct, the same as Committee members.

Working groups will report back to the Committee about action taken, progress made, and recommendations to Council where relevant.

## **How business will be conducted at Committee meetings**

Council officers will supply reports and proposals at least 7 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 [Community Safety Development assigned support](#) Officer of an item at least 14 days prior to a scheduled meeting to enable its inclusion in the agenda.

In general, meetings of the Committee will take place without strict adherence to the rules of debate and other procedural requirements at the discretion of the Chair. In relation to any procedural matter the ruling of the Chair shall be final. However, the provisions in these Terms of Reference in relation to acts of disorder and disorderly conduct would normally still apply.

### **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 [from the General Manager](#), and should ensure the security of that information whether in paper or electronic format.

### **Acts of Disorder**

- a) A Committee member or member of the public 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 a member of the public is addressing the meeting, does not remain silent and interrupts the speaker or disrupts or attempts to disrupt the proper conduct of the meeting.
- b) The Chairperson may require a Committee member to retract and apologise without reservation for such an act of disorderly conduct.



- c) A member of the public may, as provided by Council's Code of Meeting Practice, be expelled from a meeting of the Committee for engaging in or having engaged in disorderly conduct at the meeting.
- d) If disorder occurs at a meeting of the Committee, the Chairperson 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 Chairperson, decide without debate whether the business is to be proceeded with or not.

### **Variation of the 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.

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**REPORT**  
**CM/7.15/20.10**

**Subject:** Housing Advisory Committee

**TRIM No:** A10/0353

**Author:** Evan Hutchings, Executive Manager, Governance and Projects

**Director:** Ross McLeod, General Manager

---

**RECOMMENDATION:**

That Council:

1. Determines whether to reinstate the Housing Advisory Committee.
2. Should it reinstate the Committee:
  - (a) Adopts the Housing Advisory Committee Terms of Reference attached to the report (Attachment 1).
  - (b) Appoints the Mayor or the Mayor's delegate as the Chair of the Committee and two Councillor members to the Committee.
  - (c) Seeks expressions of interest for up to four community representative members of the Committee to serve a 19-month term from their appointment in February 2021 to September 2022.

**1. Executive Summary**

Pursuant to a Council resolution of 15 September 2020 for a report on the potential reinstatement of the Committee, this report has been prepared and submitted to Council for consideration in conjunction with a revised draft terms of reference.

Council previously operated a Housing Advisory Committee. The Committee has not met for some time and Council has not appointed members to it in recent times.

The potential for a Committee of this nature to add value to Council's governance, strategy development and operational approach has been examined in the context of work being undertaken or considered by the Council in respect of social and affordable housing. While good governance principles and the nature of the analysis and work required indicate that changes to the previous membership and Committee focus and approach are necessary, staff consider that there is potential for a Committee to add value.

Council is asked to consider whether it wishes to have a Housing Advisory Committee, and, if so, to adopt amended terms of reference, appoint Councillor members and seek to appoint members in line with the new terms of reference.

## 2. Introduction/Background

At its meeting on 15 September 2020, Council resolved to receive a report on the potential reinstatement of the Housing Advisory Committee.

In a previous report to Council (Mayoral Election meeting, 26 September 2019), it was noted that the Committee had not met for several years. While the Committee has not been formally disestablished, it has remained inactive.

## 3. Relevant Council Resolutions

Meeting and date	Minute No.	Decision
Council 15 September 2020	CM/7.2/20.09	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Appoints Councillors to the standing committees, advisory committees and other committees as listed below for a 12-month term to expire at 12.01 am on 4 September 2021.</li> <li>2. Appoints delegates to the various organisations as listed below for a 12-month term to expire at 12.01 am on 4 September 2021.</li> <li>3. Receives a report outlining the potential reinstatement of the Community Safety Advisory Committee.</li> <li>4. Receives a report outlining the potential reinstatement of the Housing Advisory Committee.</li> </ol>

## 4. Discussion

Social and affordable housing is an area of Council activity that is about to receive significant focus. The activity has recently been included in strategic planning work that resulted in the development of the Waverley Local Housing Strategy. The property assets involved in social and affordable housing are also being examined in the context of Council's Property Strategy. Alongside this, the General Manager is initiating a program of service review work to look at the effectiveness, including cost effectiveness, of various Council activities in meeting desired Council and community outcomes. Social and affordable housing will be an early part of this program. Council has also resolved to explore other options for the delivery of social and affordable housing services, including the use of a community trust model.

The service review is of particular importance. Housing affordability is undoubtedly an issue within the Waverley local government area (LGA). Council's approach to contributing to housing affordability has developed over time and has not been reviewed recently. There does not appear to have been strong mechanisms in place for measuring service effectiveness over time. It is important that Council assesses the effectiveness of both its current operational arrangements and approach, and its property portfolio.

Some results of service review work will be dealt with at an organisational level. However, it is vital that service review work that impacts service objectives and macro operational arrangements (i.e. continued contracting out or alternatives) is considered by the Council as a whole. Within this proviso though, staff consider that a small committee may be able to add value in considering some of the analysis in greater detail, gaining insights from sector experts and participants and providing comment to Council alongside staff recommendations and analysis. A Committee is not considered essential by staff, but instead a matter of governance preference for the elected Council.

Given this context and Council's desire to operate in line with good governance principles, if Council determines it wishes to have a Committee, some revision of the charter/terms of reference for the Committee seems appropriate. The context and work being undertaken by Council should be incorporated into the charter and reflected into the skill set areas sought from non-Councillor members. In order to avoid conflicts of interest, either real or perceived, it should also be made clearer within the terms of reference that persons involved in providing services to Council or services within the Waverley LGA in this activity area cannot be members of the Committee (although may be asked to provide information to support the Committee and discuss matters with the Committee). It may also be desirable to reduce the number of non-Council members on the Committee to up to three or four in order to create an environment conducive to more in-depth contributions.

To these objectives, officers have prepared draft terms of reference for consideration in conjunction with Council's determination on whether to reinstate the Committee. The draft terms of reference have been developed based on the current charter of the Committee adopted in 2013 and incorporated into Council's standard template for terms of reference. Both the current charter and the proposed terms of reference are attached to the report. The charter has been marked-up with the changes proposed for the new terms of reference.

If Council determines it does wish to have a Committee, advertising for new non-Councillor members could be undertaken later this year or early in 2021. Depending on timing, the Committee could be operational by February or March 2021.

The draft terms of reference provide for non-Councillor members being appointed for a two-year term. In view of the schedule outlined above, and the dates for the two forthcoming local government elections being September 2021 and September 2024, it is recommended that, should the Committee be reinstated, the initial appointment of the community representatives be up to September 2022.

An alternative to re-establishing a Housing Advisory Committee would be to use the Audit, Risk and Improvement Committee (ARIC) to provide some oversight of the service review work. Part of the ARIC's role is to focus on improvement opportunities. ARIC will have some oversight of service reviews in any event, but if Council wished to avoid operating a further Committee it could charge ARIC with a more in-depth role in this area.

## **5. Financial impact statement/Time frame/Consultation**

Should Council resolve to reinstate the Committee, it could be scheduled to become operational by February or March 2021.

## **6. Conclusion**

This report provides information for Council's consideration as to whether to reinstate the Housing Advisory Committee. It also provides draft terms of reference. Should Council resolve to reinstate the Committee, adoption of the draft terms of reference and the appointment of the Mayor or the Mayor's delegate as the Chair of the Committee and two Councillor members to the Committee is required. Council would then also seek expressions of interest for non-Councillor members of the Committee to serve a 19-month (approximate) term from their appointment to September 2022. Proposed membership would be subsequently submitted to Council for determination of appointment.

## **7. Attachments**

1. Housing Advisory Committee Terms of Reference - October 2020 [↓](#)
2. Housing Advisory Committee Charter June 2013 - Marked-up [↓](#)



WAVERLEY  
COUNCIL

# Housing Advisory Committee Terms of Reference

## Housing Advisory Committee Terms of Reference

Policy owner	General Manager
Approved by	Council
Date approved	
Commencement date	
TRIM Reference	A10/0353
Next revision date	
Relevant legislation/codes	Code of Conduct for Council Committee Members and Other Council Officials.  Code of Meeting Practice
Related policies/procedures/guidelines	
Related forms	

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## **1. Objective**

Social and Affordable Housing is an area of Council activity receiving significant focus. The Waverley Local Housing Strategy has recently been adopted. This sets out a number of actions relating to Social and Affordable Housing. The property assets involved in Social and Affordable Housing are also being examined in the context of Council's Property Strategy. Alongside this, service review work will look at the effectiveness and cost effectiveness of Social and Affordable Housing activities in meeting desired Council and community outcomes. Council has also resolved to explore other options for the delivery of Social and Affordable Housing services, including the use of a community trust model.

The Service Review is of particular importance. Housing affordability is undoubtedly an issue within the Waverley Local Government Area. Council's approach to contributing to housing affordability has developed over time and has not been reviewed recently. There do not appear to have been strong mechanisms in place for measuring service effectiveness. It is important that Council assesses the effectiveness of both its current operational arrangements and approach and its property portfolio.

The objective of this Committee is to enable detailed consideration of analysis and service and program information on Social and Affordable Housing in the context of Council strategic and operational goals, and to provide perspectives and comment for consideration by both Council staff and Council.

## **2. Authority**

The Committee is an advisory body to Council that assists the Council to fulfil its functions. It does not have any delegated authority to act on behalf of Council. The advisory status of the Committee means that it may provide input to Council officers and make recommendations to Council or its Standing Committees.

## **3. Membership**

Committee membership will comprise:

- The Mayor (or Mayor's nominee) and three Councillors.
- Up to four community representatives with skill sets relating to Social and Affordable Housing.

### **3.1 Appointment of Councillor members**

The Councillor members of the Committee must be appointed by resolution of the Council.

The Council may resolve to appoint an alternate Councillor member to the Committee to attend meetings in the absence of one of the Councillor members. The alternate Councillor member will have the same voting rights as the Councillor member being replaced.



### **3.2 Appointment of community representatives**

The community representatives may only be appointed to the Committee by resolution of the Council.

The community representatives shall be sought by way of public advertisement inviting expressions of interest for assessment by a panel comprising the Mayor (or the Mayor's delegate), the three councillor members assisted by the Directors and staff assigned by the General Manager.

The Panel will evaluate the candidates against the following selection criteria:

- Demonstrated interest and connection with Waverley
- Availability to attend meetings and contribute to the work of the committee, and
- Expertise across the following areas:
  - Affordable and social rental housing
  - Relevant development and planning experience
  - Relevant asset management experience
  - Service effective evaluation and delivery models

The Panel will recommend the community membership to Council for its determination.

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.

### **3.3 Vacancies**

A vacancy for a community member of the Committee will occur upon the resignation of the member, expiry of a term of appointment as outlined in Section 4 of this Terms of Reference, failure to attend without cause for three consecutive meetings, or removal of the member by resolution of the Council.

Vacant community member positions on the Committee must be filled by way of public advertisement inviting expressions of interest for assessment by the Panel, who will recommend a new member to Council. This will occur as soon as practical within the period of two Committee meetings.

However, Council may establish a pool of suitable candidates to fill future vacancies on the Committee. A candidate may be a member of the pool for a maximum period of 12-months.

### **3.4 Non-voting Invitees**

The Committee will issue a standing invitation to the following people to attend meetings of the Committee as non-voting invitees:

- All non-member Councillors
- The General Manager
- All Directors
- The Chief Financial Officer
- The General Counsel

Other Council staff may be invited by the Chair of the Committee to attend meetings as observers, advisors or to provide information and presentations as required.

Additional specialist advisors may be invited to attend meetings where required, at the discretion of the Chair or as part of work being reported by the General Manager.

Councillors who are not Committee members may attend meetings of the Committee. However, they are not entitled to:

- Give notice of business for inclusion on the agenda of the meeting;
- Move or second a motion at the meeting; or
- Vote at the meeting.

### **3.5 Chair of the Committee**

The Mayor (or the Mayor's nominee) is the Chair of the Committee.

The Chair is to have precedence over the control and management of the meetings.

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

The Chair may call any member to order whenever in the opinion of the Chair it is necessary to do so.

Should the Mayor or the Mayor's nominee be unable to chair a meeting or part of a meeting, prior to the meeting the Mayor or the Mayor's nominee will nominate one of the councillor members to act as Chair for the meeting, or that part of the meeting as the case may be.

## **4. Term of Office**

Councillor members of the Committee shall hold office for a 12-month term, as determined by Council in September each year.

Community members of the Committee shall hold office for the term of appointment made by Council.

An individual member will cease to be a member of the Committee if the member has been absent from three consecutive meetings without having given reasons acceptable to the Chair for their absence.

## 5. Role and Responsibilities

The role of the Housing Advisory Committee is to assess, consider and provide perspectives and comment/advice/recommendations to Council staff and Council on a range of matters relating to Social and Affordable Housing, including:

- Planning matters as they relate to social and affordable housing.
- The strategic and operational effectiveness of its affordable social housing programs.
- The implementation of Social and Affordable Housing goals and objectives including the purchase, sale, replacement and development of affordable and social housing properties.
- Asset management strategies and approaches related to Social and Affordable Housing.
- Delivery options for Social and Affordable Housing.

The General Manager may also place before the Committee such other matters as they think fit where the Committee's input may add value.

## 6. Responsibility of Committee Members

Members of the Committee are expected to:

- Understand the relevant legislation and regulatory requirements appropriate to the Council.
- Contribute the time needed to study and understand the papers provided.
- Apply good analytical skills, objectivity and good judgment.
- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

### 6.1 Code of Conduct

Members of the Committee must comply with Council's *Code of Conduct for Council Committee Members and Other Council Officials* in carrying out their functions as Committee members.

It is the personal responsibility of each Committee member to comply with the standards in the code of conduct and regularly review their personal circumstances with this in mind.

### 6.2 Conflict of Interests

Committee members must declare any conflict of interests at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be recorded in the minutes.

Where Committee members at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist.

Members of the Committee will be precluded from participating in any transactions

involving Council's properties, including leases and sales.

For the avoidance of doubt, non-councillor members of the Committee are not 'designated persons'.

### **6.3 Confidential and Personal Information**

In the course of their work on the Committee, Committee members will be entrusted with sensitive or confidential information about Council's operations.

Committee members must maintain the integrity and security of confidential and personal information in their possession, or for which they are responsible. Provisions concerning the use and security of confidential and personal information are set out in Part 7 of Council's *Code of Conduct for Council Committee Members and Other Council Officials*.

Should a Committee member become aware of any breach of security, or misuse of Council's confidential or personal information, they should inform the General Manager immediately.

### **6.4 Media Protocol**

Committee members must not make public comment, including to the media and on social media, on any matter related to Waverley Council.

### **6.5 Responsibilities of Non-voting Invitees, Observers and Non-member Councillors**

All non-voting invitees, observers and non-member Councillors must comply with sections 6.1-6.4 of this Terms of Reference.

## **7 Review of the Terms of Reference**

The Committee will review its Terms of Reference at least once every two years to ensure it remains current, relevant and accurately reflects the Committee's composition, role and responsibilities.

The Committee may make recommendations to the Council to change aspects of the Terms of Reference. However, the adoption of the Terms of Reference is the responsibility of Council.

## **8. Administrative Arrangements**

### **8.1 Committee Support**

Council Officers assigned by the General Manager will support the work of the Committee and attend meetings to provide reports, information and expert advice to the Committee.

### **8.2 Meetings**

Meetings of the Committee are not open to the public. However, 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.

A Committee meeting will be held at least once annually to consider the Annual Program Report. Additional meetings will be called on an 'as needs' basis.

Meetings may be held in person, by telephone or by video conference.

In general, meetings of the Committee will take place without strict adherence to the rules of debate and other procedural requirements. The Committee is intended to provide more detailed consideration of matters than possible in formal Council meetings and provide comment and input into the development of advice to Council. However, members are required to behave in accordance with Council's *Code of Conduct for Council Committee Members and Other Council Officials*.

Where these Terms of Reference do not address the conduct of the meetings, Council's Code of Meeting Practice will apply.

### **8.3 Extraordinary Meetings**

Members of the Committee and the General Manager or relevant Directors 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 or opportunity, email or video conferencing can be used to enable the Committee to provide advice to Council.

### **8.4 Agendas and Minutes**

The Committee will consider an agenda including items on policy, finance and assets, service reviews and review of program performance.

Assigned Council Officers will supply a draft annual report for consideration at the 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 Director or officer assigned to support the Committee of an item at least 21 days prior to a scheduled meeting to enable its inclusion in the agenda.

The assigned support officer will ensure meeting agendas and associated documents will be issued to Committee members, all councillors and non-voting invitees at least seven days before the meeting, and then published on Council's website.

The General Manager, through the assigned support officer, must ensure that full and accurate minutes of the proceedings of Committee meetings are kept. The minutes must record:

- the date and start time of meetings, attendees and any apologies
- any conflict of interests declared at the meeting
- the confirmation of the minutes from previous the meeting
- the Committee's recommendation on each item
- the time the meeting closed.

The draft minutes must be approved by the Chair of the Committee. The assigned support officer will then circulate the draft minutes to all Committee members, Councillors and relevant staff within 10 business days of the meeting being held.

Draft minutes are not publicly available.

Minutes must be confirmed by the Committee at the next available Committee meeting, and subsequently reported to Council for noting and then published on Council's website.

### **8.5 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.

### **8.6 Voting**

A motion supported by the majority of Committee members, by means of a vote, at a meeting of the Committee at which a quorum is present is a decision of the Committee.

Voting at a Committee meeting is to be by a show of hands or on the voices.

A member of the Committee is entitled to one vote only on each matter. In the case of an equality of votes, the Chair of the Committee has a casting vote. Where the Chair decides not to exercise their casting vote, the motion being voted upon is lost.

Whether or not the Chair used their casting vote shall be recorded in the minutes.

### **8.7 Induction**

New committee members will receive information packs and briefings upon their appointment to assist them to meet their Committee responsibilities.



Waverley Council

Housing Advisory Committee

Charter

June 2013

DEPARTMENT: <b>Recreation Customer and Community Services</b>
DATE CREATED: <b>February 2010</b>
DATE ENDORSED BY COUNCIL: <b>June 2013</b>
NEXT REVIEW DATE: <b>November 2016</b>
TRIM REF: <b>A09/0354</b>

# Charter for the Waverley Housing Advisory Committee

## The Committee

### Aim and context of the Committee

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

Social and Affordable Housing is an area of Council activity receiving significant focus. The Waverley Local Housing Strategy has recently been adopted. This sets out a number of actions relating to Social and Affordable Housing. The property assets involved in Social and Affordable Housing are also being examined in the context of Council's Property Strategy. Alongside this, service review work will look at the effectiveness and cost effectiveness of Social and Affordable Housing activities in meeting desired Council and community outcomes. Council has also resolved to explore other options for the delivery of Social and Affordable Housing services, including the use of a community trust model.

The Service Review is of particular importance. Housing affordability is undoubtedly an issue within the Waverley Local Government Area. Council's approach to contributing to housing affordability has developed over time and has not been reviewed recently. There do not appear to have been strong mechanisms in place for measuring service effectiveness. It is important that Council assesses the effectiveness of both its current operational arrangements and approach and its property portfolio.

The aim of this Committee is to enable detailed consideration of analysis and service and program information on Social and Affordable Housing in the context of Council strategic and operational goals, and to provide perspectives and comment for consideration by both Council staff and Council.

### Purpose Statement

The role of the Housing Advisory Committee will be to:

Assess, consider and provide perspectives and comment/advice/recommendations to Council staff and Council on a range of matters relating to Social and Affordable Housing, including:

- ~~Provide strategic guidance to Council in the application of planning instruments matters~~ as they relate to social and affordable housing
- ~~Provide strategic guidance to Council about~~ the strategic and operational effectiveness of its affordable social housing programs
- ~~Make recommendations to Council~~ The implementation of Social and Affordable Housing goals and objectives including on the purchase, sale, and replacement and development of affordable and social housing properties
- ~~Provide advice to Council on~~ asset management strategies and approaches related to Social and Affordable Housing
- ~~Provide advice to Council about affordable housing development options~~
- ~~Provide advice to Council about efficient, effective management structures~~ delivery options for Social and Affordable Housing.

### Membership

Committee membership will comprise: the Mayor or Mayor's nominee and three Councillors, and up to ~~6~~ 4 community representatives with skill sets relating to Social and Affordable Housing ~~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, such a 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, recommended by a panel of the Councillor Committee members, assisted by the Directors and staff assigned by the General Manager, Community & Recreation 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:

1. Demonstrated interest and connection with Waverley
2. Availability to attend meetings and contribute to the work of the committee, and
3. Expertise in at least one of across the following areas:
  - Affordable and social rental housing
  - Housing relevant development and finance planning experience

- Housing-relevant asset management experience
- Property and tenancy management. Service effective evaluation and delivery models

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~~ assigned by the General Manager 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 three years~~ is for the term of appointment made by Council.

## 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~~ may provide comment and input to staff or make recommendations to ~~relevant~~ Council ~~or~~ Committees alongside staff advice.

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

A Committee meeting will be held at least once annually to consider the Annual Program Report. Additional meetings will be called on an 'as needs' basis.

Council Officers ~~assigned by the General Manager from the Housing Working Group may~~ will support the work of the Committee and 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 or as part of work being reported by the General Manager.

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.

## Extraordinary Committee Meetings

Members of the Committee, ~~the Director Community & Recreation Services, and Director Planning and Environmental Services~~ the General Manager or relevant Directors 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 or opportunity, email or video 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 ~~an regular annual~~ agenda including: policy, finance and assets, service reviews and review of program performance.

Assigned Council Officers ~~from the Recreation & Community Planning Division~~ will supply a draft annual report for consideration at the 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~~ Director of officer nominated to support the Committee of Items of ~~General~~ Business 21 days before a the 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. The Committee is intended to provide more detailed consideration of matters than possible in formal Council meetings and provide comment and input into the development of advice to Council. 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 as relevant: Recreation Community & Planning, Strategic Town Planning, Business Services and Property, and Finance.

**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 2016 at the end of its three-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.