

# Homelessness Advisory Committee – Terms of Reference

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<b>Directorate:</b>	City Lifestyles
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## 1. Purpose

The purpose of the Homelessness Advisory Committee is to provide advice, guided by lived experience and expertise, to Shoalhaven City Council on homelessness and related issues that can be dealt with at Council level. The Committee will work with Council to address issues and identify strategies to assist Council in their decision making processes.

### **Strategic Plan Alignment:**

#### **Community Led Plan For Homelessness**

1. Early Intervention & Collaborative Support
2. Community Awareness & Education
3. Advocacy and Lobbying
4. Housing & Accommodation

## 2. Interpretation

For the purpose of this document:

- *Member* means a member of the Committee.
- *Council* means Shoalhaven City Council.
- *Chairperson / Chair* means the chairperson of the Committee.
- *Elected members* mean the elected Councillors of Shoalhaven City Council.
- *The Plan* means the Community Led Plan for Homelessness.

## 3. Status of the Committee

The Homelessness Advisory Committee provides non-binding advice to Council for consideration.

## 4. Role

- Provide Council with advice, guided by lived experience and expertise on homelessness and related issues that can be dealt with at a Local Government level.
- Work with Council to address issues and develop strategies to assist Council in their decision making processes.
- Advise on the development, review and implementation of The Plan.
- Provide comment on relevant Council policies and strategies.
- Advocate for community needs on issues relating to homelessness in the Shoalhaven.
- Continuous monitoring and evaluation of The Plan.

## 5. Delegations

Advisory Committees may make recommendations to Council on all matters within the role outlined above. These recommendations may be submitted via the minutes of each meeting to Council for consideration.

This does not include substantial issues and recommendations (possibly including expenditure) that will be reported to Council by a separate report by the appropriate manager.

The Committee does not have the power to incur expenditure (directly or indirectly), or the power to bind Council.

## 6. Membership

The Committee will be Chaired by a nominated member of the Committee. Membership of the Committee will consist of members from the community with expertise, lived experience and/or an interest in addressing issues of homelessness across the Shoalhaven, as well as representatives from relevant government/non-government organisations and local service providers. The voting and non-voting members will be as follows:

### ***Voting Members***

- The Mayor.
- All Councillors
- CEO or nominee
- Three community members with lived experience.
- Three community members with an interest in homelessness in the Shoalhaven with representation from North, Central and South of the Shoalhaven LGA.
- Three crisis/homelessness support organisations; SALT Care, Supported Accommodation & Homelessness Services Shoalhaven Illawarra (SAHSSI), Vinnies.
- Community housing provider; Southern Cross Housing.
- Legal AID NSW.
- An Aboriginal Organisation nominated by the Committee.

### ***Non-voting Members***

Representatives from organisations and local service providers being either Government/Non-Government agencies/organisations and community members with an interest in addressing homelessness across the Shoalhaven.

### ***Councillor Representatives***

All Councillors are voting members on the Committee.

### ***Community Representatives***

Following an expression of interest process, a maximum of six local community representatives, three with lived experience of homelessness and three with an interest in homelessness in the Shoalhaven with representation from North, Central and South of the Shoalhaven LGA will be appointed.

*Only community representatives with Committee Membership have voting rights.*

### ***Community representative appointments:***

- Nominations should be advertised throughout the community via an Expression of Interest (EOI) process.
- Appointments to the Committee will be for a four-year term with a set commencement and finish date.
- Vacancies will be advertised locally via media and Council communication networks.
- Council will manage the application process.
- An assessment panel consisting of a Council staff member (Community Connections Team member), the Chairperson of the Committee and one suitably qualified

independent representative will assess the applications and make recommendations for appointments to Council based on a set criteria. Each member of the assessment panel will vote on recommendations with a majority ruling. The assessment panel may hold interviews if necessary to reach a consensus.

### **Government Agencies, Community Organisations and Service Providers**

Representatives from three crisis/homelessness support organisations, a community housing provider (Southern Cross Housing), Legal AID NSW and an Aboriginal organisation will be sought as voting members of the Committee.

The Chief Executive Officer invites a range of Government Agencies, Community Organisations and Service Providers to nominate one representative each.

The nominated agency representatives provide advice in relation to their functions and areas of expertise, however, are non-voting members unless they have been nominated for a Committee Membership.

### **Council Officers**

Council officers may attend meetings to provide specialist professional advice including but not limited to Strategic Planning (Affordable Housing Strategy), Council services, facilities and assets, Compliance and Community Development.

*Council officers (other than the CEO or nominee) do not have voting rights*

### **Chair**

The Committee will be chaired by a nominated voting member of the Committee other than a Councillor or the CEO (see MIN24.78).

### **Terms of Office**

The term of the Chair will be one year which will be reviewed annually in September. Elected members (or their representative) continue as members of the Committee until the next ordinary election of the Mayor, or the next general election of Council, or until the Committee is disbanded or completes its purpose in accordance with these Terms of Reference (ToR).

## **7. Committee Meetings**

### **Agenda**

An agenda will be distributed seven days prior to the date of the meeting. Councillors and members may contribute to the agenda by requesting a report on a particular issue four weeks prior to the meeting, subject to the approval of the Chair and the relevant Director.

### **Quorum**

Six provided that a minimum of one Councillor with voting rights, one community member, and one crisis/homelessness support are present. No proxy votes are permitted. If a quorum is not present within 30 minutes of the scheduled commencement time, the meeting lapses.

### ***Voting***

It is expected that the Committee, and any working group, develop recommendations by consensus. If voting is required, a majority shall prevail with the Chair having a casting vote in the case of a tie.

Any votes against will be recorded in the minutes.

### ***Meeting Schedule***

In general, meetings should be held quarterly or otherwise as determined by the Chair and conducted either in person or electronically. Please note as required the Committee can request to meet informally via teams or in person without formal agenda or minutes for the purpose of receiving information only i.e., not making recommendation/resolution.

### ***Minutes***

The Committee shall provide advice to the Council for consideration. The Committee's advice shall be posted on the Council website with minutes reported to the elected Council. Following consideration of the advice from the Committee, any resolution determined by Council, will be posted on the Council website.

### ***Confidentiality And Privacy***

Members who may have access to confidential or personal information retained by Council are required to maintain the security of such confidential or personal information and therefore shall not use or remove any information unless the member is authorised to do so.

### ***Communication***

In relation to the communication functions of Committee, the following apply:

- Members of the Committee are not permitted to speak to the media as Council representatives of the Committee unless approved by the Chairperson.
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Committee and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.
- The Chair of the Committee is the preferred point of contact for communication between members and Council staff.
- Council will endeavour to utilise the Chair as the primary point of contact to communicate with Committee members.

## **8. Council Staff Responsibility**

The Committee's contact within Council is through the Community Capacity Builder, Homelessness, within the City Lifestyles Directorate. This Directorate is responsible for ensuring the agenda and presentations remain relevant to the Committee's role and presenting the Action Table Report.

Reports requested by or presented to the Committee from other departments/Directorates outside of the responsible contact department will be the responsibility of said Directorate.

Updates on these actions in the Action Table will be the sole responsibility of said department and Directors will ensure these updates are finalised in a timely manner.

Governance is responsible for administrative support functions of the committee such as collating and distributing the agenda, minutes, and notation of apologies.

## **9. Code of Conduct**

All members of the Committee are required to observe the provisions of Council's Code of Conduct and any other policy or requirement applicable to the proper functioning of the Committee.

A breach of the Code of Conduct may lead to the member being expelled from the Committee.

## **10. Document Control**

These ToR are reviewed at the commencement of each term of Council. Amendments to these ToR are to be reported to Council for approval.

A version history (footnote on front page) is included if amendments have been approved.

## **11. Other Relevant Documents List**

Code Of Conduct

Code of Meeting Practice

CSP

Terms Of Reference Template

Community Led Plan for Homelessness

Affordable Housing Strategy