

Terms of Reference

Housing Advisory Group

2026-2027



Introduction

Advisory Groups are one way for the Shire to bring together key stakeholders to provide advice to the Shire on strategies, policies, and the needs of communities within the Shire of Harvey.

The following Terms of Reference apply to the members and operations of the Housing Advisory Group.



General Terms

- 1.1** Advisory Groups are not formal Committees of Council created under Section 5.8 of the *Local Government Act 1995*.
- 1.2** Advisory Groups have no delegated authority to make decisions on behalf of Council.
- 1.3** The Housing Advisory Group will meet four times per year or as often as necessary to perform the objectives of the Advisory Group.
- 1.4** The Council will appoint Elected Members to the Housing Advisory Group.
- 1.5** The CEO will determine other members in accordance with the specific terms for the Housing Advisory Group.
- 1.6** The Chairperson of the Housing Advisory Group will be a Councillor representative selected by Council to Chair the group.
- 1.7** The Deputy Chairperson of the Housing Advisory Group will be elected by members of the group.
- 1.8** The quorum for the Housing Advisory Group will be one more than 50% of the membership.
- 1.9** Strategic and policy recommendations of the Housing Advisory Group will be reported to Council for decision.
- 1.10** Management and operational recommendations of the Housing Advisory Group will be reported through the CEO to Council for decision.
- 1.11** The Shire of Harvey will provide an appropriate venue for Housing Advisory Group meetings.

Specific Terms of Reference: Housing Advisory Group

2.1 Role of the Group

The role of the Housing Advisory Group is to advocate for the needs and benefits of the Shire of Harvey community and provide input to the Shire of Harvey on the planning, development, and provision of equitable, sustainable, and fit-for-purpose affordable housing, over-55 housing and aged care facilities in the Shire.

2.2 Objectives of the Group

- Provide input on the strategic planning, development, and enhancement of affordable housing, over-55 housing and aged care facilities and services to meet current and projected community needs.
- Advocate for the needs and aspirations of people requiring affordable housing, over-55 housing and aged care facilities and services.
- Identify opportunities for funding, grants, and partnerships to enhance opportunities for the provision of affordable housing, over-55 housing and aged care facilities and services.
- Act as a conduit between the Shire and members of affordable housing, over-55 housing and aged care providers.

2.3 Membership

2.3.1. Elected Members

- Three elected members, one of whom will be nominated by Council as Chair.

2.3.2. Shire Staff

- Director Communities and Lifestyle or delegate.
- Director Sustainable Development or delegate.
- Community Development Officer.
- Community and Lifestyles Administration Officer.

2.3.3 Government Agencies

- One representative each from the:
 - South-West Development Commission.
 - Department of Planning, Lands and Heritage.
 - Department of Housing and Works.

Membership

2.3.4. Affordable Housing, Over-55 Age Housing and Aged Care Providers

One representative each from the:

- The Brunswick River Cottages Committee.
- Accordwest.
- Alliance Housing.
- Other interested affordable housing, over-55 housing and aged care providers
- Interested not-for-profit or service agencies involved in the provision of services to these sectors.

2.3.5. Community Representatives

- Three general community representatives from localities in the Shire, including Harvey, Brunswick, Treendale and Australind.

2.4 Selection Criteria

- Community representatives will be selected based on:
 - Their interest in affordable housing, over-55 housing or aged care accommodation.
 - A commitment to supporting provision of affordable housing, over-55 housing or aged care accommodation in the Shire of Harvey.
- Interested community members will participate by invitation from the CEO.
- Community Development Officers will actively seek participation from interested affordable housing, over-55 housing and aged care providers on an ongoing basis.

2.5 Terms of Membership

- The term for an elected member appointed to the advisory group shall be for two years with appointments of elected members being made by resolution of Council following an ordinary local government election.
- Community representatives will be appointed for a two-year term, with the option for reappointment.
- Membership will be reviewed periodically to ensure diversity and representation

2.6 Responsibilities

2.6.1 Housing Advisory Group Community Representatives

- Provide strategic advice, advise on housing needs and engage with the community.

2.6.2 Affordable Housing, Over-55 Age Housing and Aged Care Providers

- Provide strategic advice, advise on housing needs and recommend areas where additional provision of affordable housing, over-55 housing or aged care is critical and engage with other providers or government agencies.

2.6.3 State Government Agency Representatives

- Provide strategic advice and act as liaison between the Housing Advisory Group and State Government.

2.6.4 Shire Officers

- Provide administrative and technical support.
- Facilitate the implementation of recommendations.

2.7 Meetings

- Meetings will be held on a quarterly basis. Extraordinary meetings can be called as required.
- Minutes will be recorded and distributed to all members within four weeks of the meeting.

2.8 Code of Conduct

All members must agree to:

- Treat others with respect and professionalism.
- Maintain confidentiality of discussions.
- Act in the best interests of the community.

2.9 Conflict Resolution

If a conflict arises within the Group, the following process will be followed:

2.9.1. Addressing the Issue Informally

- Members involved in the conflict are encouraged to address the issue directly and respectfully with one another to seek an informal resolution.

2.9.2. Facilitation by the Chairperson

- If the conflict cannot be resolved informally, the Chairperson will mediate discussions between the parties to find a mutually acceptable solution.
- The Chairperson will ensure the discussion is conducted respectfully, focusing on the group's objectives.

2.9.3. Referral to the Director Community and Lifestyle

- If the issue remains unresolved, it will be referred to the Director Community and Lifestyle for further mediation.
- The Director Community and Lifestyle will review the matter, facilitate discussions, and recommend a course of action.

2.9.4. Escalation to an External Mediator

- In cases where the conflict cannot be resolved through internal mediation, the issue may be escalated to an external mediator.

3 Strategic Objective

The Housing Advisory Group aligns with the following strategic objectives:

People:

- Support people through all stages of life.
- Ensure equitable access to local services, facilities and places.

Place:

- Increase access to diverse and affordable housing.

Performance:

- Deliver proactive and responsible leadership and governance.
- Build partnerships and work collaboratively to amplify positive outcomes that can be achieved.

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