

# Terms of Reference

## Role / Purpose

The Illawarra Shoalhaven Affordable Housing Roundtable (Roundtable) brings together councils, community housing providers, Aboriginal Housing providers, the NSW Government and the housing development industry to promote affordable and social housing in the Illawarra Shoalhaven region. Members will collaborate, build/share knowledge, and identify barriers and opportunities to increase the supply of affordable housing in the Illawarra and Shoalhaven. The Roundtable responds to Illawarra Shoalhaven Regional Plan 2041 - Objective 19: Deliver housing that is more diverse and affordable.

Definitions for social housing; affordable housing; medium income; and other relevant terms can be found in the NSW Affordable Housing Ministerial Guidelines 2021/22 (as updated from time to time).

**[Download the PDF.](#)**

## Term

This Terms of Reference is effective 17 June 2022 and will be reviewed annually.

The final determination on any proposed changes to the Terms of Reference will be made by the Chair.

## Membership

The Roundtable will comprise permanent members and visiting members.

Permanent membership is open to government agencies and councils, as well as community and industry groups that provide housing or have the provision of affordable or social housing within their remit.

The Roundtable is not intended as a holistic forum for homelessness services or crisis housing and those issues are beyond the scope of the Roundtable. However, providers of crisis and transitional housing and services may be invited to attend the meeting as a visiting member to provide context and insights. Invitations may also be extended to other relevant parties, such as consultants, subject matter experts, or others working in this space.

Nominations for new permanent membership can be made by any existing permanent member for consideration/discussion by the group. A final determination on membership will be made by the Chair.

Suggestions for inviting visiting members to attend a meeting can be made by any permanent member and are to be forwarded to the Secretariat.

Members will collaborate, build/share knowledge, and identify barriers and opportunities to increase the supply of affordable housing in the Illawarra and Shoalhaven.

The permanent members of the Illawarra Shoalhaven Affordable Housing Roundtable are:

- DPE - Land and Housing Corporation
- DPE – Local and Regional Planning
- DPE – Aboriginal Housing Office

Terms of reference (cont.)

- DPE – Housing Strategy
- Office of Local Government
- Department of Communities and Justice
- Department of Regional NSW
- Wollongong City Council
- Shellharbour City Council
- Kiama Municipal Council
- Shoalhaven City Council
- Housing Trust
- Southern Cross Community Housing
- Illawarra Shoalhaven Joint Organisation
- Urban Development Institute of Australia
- Property Council of Australia
- Illawarra Local Aboriginal Land Council
- Nowra Local Aboriginal Land Council
- Jerrinja Local Aboriginal Land Council
- Ulladulla Local Aboriginal Land Council
- Batemans Bay Local Aboriginal Land Council
- DPE - Crown Lands
- Southern Youth & Family Services
- Illawarra Aboriginal Corporation
- Business Illawarra
- Greater Cities Commission
- Community Industry Group

#### Terms of reference (cont.)

Permanent members must have delegation to provide advice and make recommendations on behalf of their agency or organisation. If members are unable to attend, a suitable proxy should be made available. The member is responsible for comprehensively briefing their proxy.

Membership may be extended to other relevant stakeholders or subject matter experts as required and as agreed by the Chair. However, it is the expectation of permanent members that only one delegate attends the Roundtable, unless agreed by the Chair.

## Roles and Responsibilities

Meetings will be chaired by the Director, Southern Region, DPE - Local and Regional Planning.

Southern Region, DPE - Local and Regional Planning will provide the Secretariat functions for the Committee. The Secretariat is responsible for circulating agendas at least 3 business days prior to the meeting. Actions will be distributed within 10 business days following the meeting.

The Committee will:

- Provide a forum to discuss housing affordability and affordable and social housing options (including affordable rental housing) in the Illawarra Shoalhaven region including:
  - shared insights/experiences
  - recent programs/initiatives/research
  - barriers to increasing supply
- Identify collaborative actions to support the supply of affordable and social housing

Committee members are also responsible for providing suggested content/questions/agenda items to the Secretariat prior to meetings.

## Decision Making

Decisions (if required) will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the final determination will be made by the Chair in consultation with relevant agency representatives.

Decisions by the group are not binding on individual members.

## Meetings

Meetings will be held Quarterly from December 2021 online via the Microsoft Teams platform, by teleconference or in person.

Terms of reference (cont.)

Members can request/suggest out of session meetings as appropriate to discuss issues that may arise between scheduled meetings.

## Confidentiality

Members must ensure that the confidentiality of Committee business is maintained. Members may receive information (verbal and written) that is commercially sensitive or private and confidential.

This information must not be discussed or shared outside of the Committee unless agreed to by the Chair.

The Secretariat is responsible for ensuring the security of documentation and use of dissemination limiting markets for commercial in confidence information.

## Terms of reference (cont.)

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