



Bellingen & Nambucca Affordable Housing Action Group

Terms of Reference

Purpose

The purpose of the Bellingen and Nambucca Shires Affordable Housing Action Group (the Group) is to:

1. Understand and monitor the impact of housing stress on people living in the Bellingen and Nambucca Shires
2. Be an information clearinghouse and centre of expertise on affordable housing needs and responses across the two Shires
3. Advocate for a range of innovative affordable housing solutions for the Bellingen and Nambucca Shires that respond to community needs
4. Increase awareness and support key stakeholders to contribute to improving the housing outcomes of people living in the Bellingen and Nambucca Shires

Guiding Principles

The Group's Guiding Principles are:

1. Honouring the right of every person to access a permanent and secure home as we move towards equitable housing
2. The supply of well designed, socially responsible affordable housing that supports people to be well connected to the community; and
3. To be action focussed

Membership

Members of the Action Group include:

- Representatives from relevant government and non-government organisations
- Interested people with expertise from across the housing system
- Interested community members

Chair

The will be appointed by the members of the group from time to time.

Decision making

The Group makes decision by consensus.

If an issue is contentious and consensus is not possible it will be placed on the agenda of the following meeting for further discussion. If consensus is still unable to be reached a decision will be taken by a vote. The vote will be a secret ballot of members present, with the Chair acting as the returning officer.

If the contentious issue is urgent and a decision is needed before the next meeting a secret ballot of members present will be held, with the Chair acting as the returning officer.

Meetings

The Group will meet monthly on the third Thursday of each month.

Additional meetings can be convened as required.

Meeting Venue

The Group will meet at the Bellingden Youth Hub or alternative venues when the Youth Hub is unavailable

Sub-Committees

The Group will convene Sub-Committees for specific projects or purposes from time to time. The Sub-Committees will report to the Group as relevant

Secretariat Support

Lifetime Connect provide secretariat support to the group by organising the meetings, taking and circulating minutes.

Responsibility for secretariat support for the group will be reviewed annually and shared between the participating non-government organisations.

Communication

The Group's secretariat will maintain a central email contact list for the group and co-ordinate all email communication through the list.

The privacy of group members will be respected and the contact list, or individual contact information will not be provided to third parties without permission.

Confidentiality

Group members need to make it clear when they are talking about sensitive matters that must remain confidential to the group. In these instances, confidentiality will apply, and the discussion will not leave the room.

The rest of the meeting will not be regarded as sensitive or confidential as meeting participants will need to discuss the business of the meeting with colleagues.