

HOUSING ADVISORY COMMITTEE

1. STATUS

The Housing Advisory Committee is an advisory body to the Minister for Housing and Works.

2. TERMS OF REFERENCE

1. To advise the Minister for Housing and Works on State Government housing policy and other related matters.
2. To participate in the development of Department of Housing and Works policy and program initiatives.
3. To advise on or recommend research and the development of new policies and guidelines in areas of perceived need.
4. To assist in identifying housing needs in the community.

3. MEMBERSHIP

3.1 Composition of the Committee

HAC may have up to seventeen members, including:

- The Minister for Housing and Works as chairman
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- A person representing the interests of the Regions
- A representative of the Indigenous community,
- A person representing the interests of Culturally and Linguistically diverse communities
- Representatives of the peak non-government sector:
 - WA Council of Social Service
 - Shelter WA
 - Tenants Advice Service
 - Community Housing Coalition of WA
 - People with Disabilities WA
- Representatives of the peak housing industry organisations:
 - Housing Industry Association
 - Real Estate Institute of WA
 - Master Builders Association
 - Urban Development Institute of Australia
- Representative of the AHURI WA Research Centre
- Representatives of WA Local Government Association
- Representatives of State and Commonwealth Government agencies:
 - Department for Planning and Infrastructure

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- Department of Housing and Works
- Commonwealth Department of Family and Community Services
- Department for Community Development
- Department of Premier and Cabinet

3.2 Membership Process

The Minister will invite organisations to submit nominations for membership of HAC, together with the name of a proxy delegate. Subsequent changes of delegates and/or proxy delegates are to be notified in writing to the Minister.

3.3 Criteria for Membership

- (i) If the Member is an organisation, it must:
 - be an incorporated body
 - be active in the housing field
 - have the ability to represent other organisations (for example as a peak body) and play a particular role in ensuring that equity and access issues are addressed in all policy deliberations.
- (ii) The nominated representatives must meet the usual conditions for Government advisory bodies. This includes representatives not having a criminal record and may involve a police check.

3.4 Lapse in Membership

Membership lapses when an organisation is unable to be represented at three or more consecutive meetings.

4. STANDING COMMITTEES AND WORKING GROUPS

4.1 Standing Committees

In addition to the membership of HAC, listed above, three standing committees will form part of the process of policy development and review, as follows:

1. Homeswest Operational Standing Committee (HOSC)
2. Regional Housing Standing Committee (RHSC)

Each of the standing committees will deliberate on policy and program issues within their terms of reference. Recommendations for policy and program changes will be forwarded to HAC for consideration, before being transmitted to the Director General of the Department of Housing and Works or the Minister for Housing and Works.

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4.2 Working Groups

HAC and its standing committees have the capacity to form working groups to undertake specific research or policy development. Their terms of reference and membership must be ratified by HAC.

5. FREQUENCY OF MEETINGS

Quarterly, or as determined by the Committee.

6. CONFIDENTIALITY AND INFORMATION DISSEMINATION

- (i) As an advisory body HAC is not a public entity and will not make public statements.
- (ii) HAC members, who represent organisations are to honor confidentiality of information as follows:
 - ◆ Members may report to their relevant structures on the issues under consideration in general terms.
 - ◆ Restricted documents are not to be circulated publicly
 - ◆ No member of HAC or his/her organisation is to provide the media with information under consideration.
- (iii) When policy or programs have been approved and announced by the Minister and the Board of Commissioners, community and industry organisations may make press releases.
- (iv) A key role of HAC and its standing committees is to disseminate information to the community and it will utilise the networks associated with the peak body members in order to do so. Various means of communication will be employed from time to time for this purpose.

7. RESOURCING OF THE COMMITTEE

Servicing of committee meetings and provision of associated clerical and research support, will be undertaken by the Office of Policy and Planning, Department of Housing and Works. Standing committees may adopt various arrangements for provision of clerical support from time to time.

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8. AGENDA SETTING

The Chairman in consultation with the Secretariat will set agendas. Any member wishing to include an item in any agenda should do so in writing no less than fourteen days prior to any meeting date.

9. REIMBURSEMENT OF MEMBERS

Sitting fees are to be paid to organisations that are not currently funded to attend HAC meetings.