



Draft Nillumbik Housing Strategy 2024

Community Reference Group (CRG)

Terms of Reference

Acknowledgement of Country

We acknowledge the Wurundjeri Woi-wurrung people as the Traditional Owners of the Country on which Nillumbik is located, we pay our respects to Elders past, present and future, and extend that respect to all First Nations People. We respect the enduring strength of the Wurundjeri Woi-wurrung and acknowledge that sovereignty was never ceded.

Inclusion statement

Nillumbik Shire Council is committed to creating a fair, equitable and inclusive community where human rights are respected, participation is facilitated, barriers are addressed and diversity is celebrated. We support the rights of all people regardless of age, gender, ability or background. We value the diverse and changing nature of our community and understand that some groups and individuals experience more barriers than others.

Background / context

This Terms of Reference document outlines how the Nillumbik Housing Strategy Community Reference Group will assist in the preparation of a new Draft Nillumbik Housing Strategy 2024 (*‘the Housing Strategy’ or ‘the Strategy’*). It defines the specific roles and responsibilities of the group and how the group will operate.

Why do we need a new Housing Strategy?

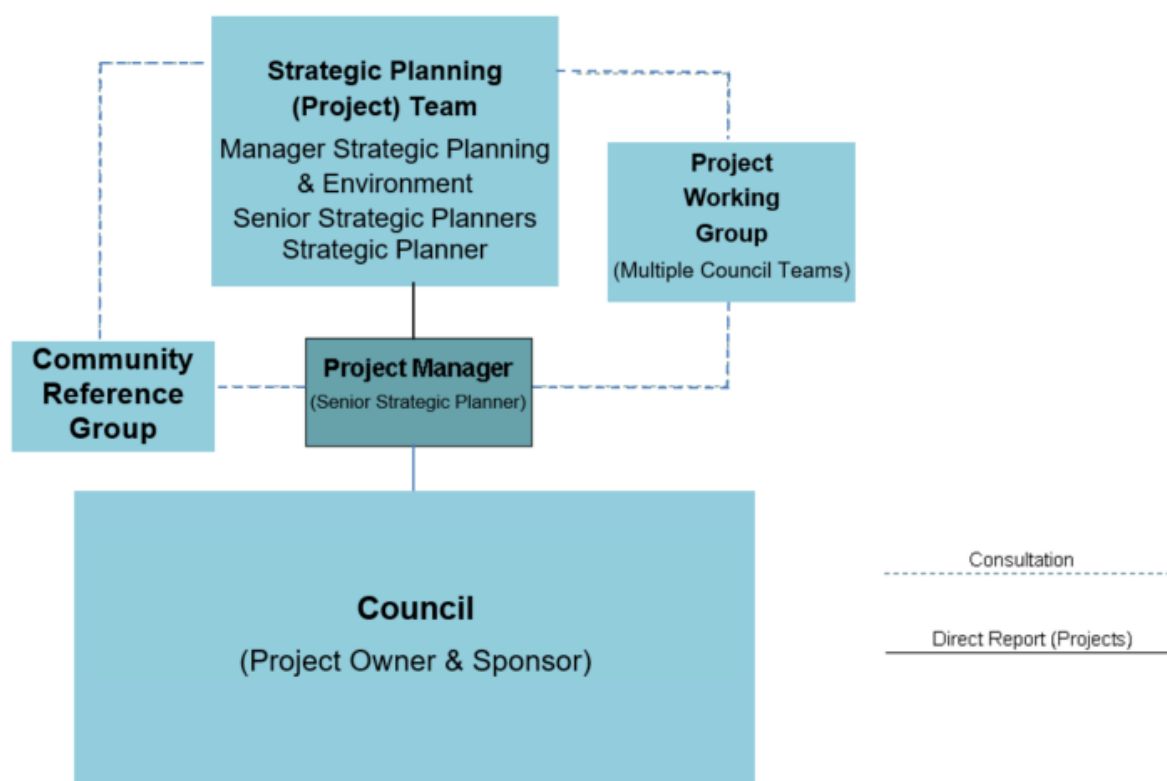
Council’s current Housing Strategy is very dated (2001). The new Housing Strategy will ensure that a range of housing opportunities are available across the Shire to meet the needs of the projected population for the next 15 years.

What will the Housing Strategy include?

The scope of the project is to develop a new Housing Strategy to replace the 2001 Housing Strategy, and includes:

- Identifying State planning policy settings and Practice Notes that the Housing Strategy must be consistent with.
- Examining housing demand and supply within all the residential areas across the Shire, including within the following Residential Land Use Zones:
 - Low Density Residential Zone (LDRZ)
 - Mixed Use Zone (MUZ)
 - Township Zone (TZ)
 - General Residential Zone (GRZ)
 - Neighbourhood Residential Zone (NRZ)
 - Activity Centre Zone (ACZ)
- Acquiring and examining recent data from the Nillumbik community profile, and forecast population data for Nillumbik, which includes 2021 Census figures.
- Examining the ‘areas of influence’ that Nillumbik Shire has in regard to housing, noting local government may only directly influence certain outcomes with regard to land use and other planning, and may only advocate to State and Federal governments in regard to other areas of change. For instance, the Nillumbik Planning Scheme could not be used to encourage ‘tiny homes’ as an affordable housing option unless Building Regulations and the Victoria Planning Provisions were changed to distinguish tiny homes from caravans.
- Identifying some of the key challenges that face the Nillumbik community with regard to acquiring secure housing.
- Identifying land use and development opportunities and constraints that influence location of housing required to support residential development and population growth (e.g. access to transport and community services).
- Identifying a vision for housing provision in Nillumbik across the next 10-15 years, including key objectives to support that vision.
- Mapping housing change areas across Nillumbik’s residential areas, taking into account Council’s draft Neighbourhood Character Strategy and any constraints to development and growth, especially access to transport, services and infrastructure.

Project governance structure diagram



Terms of Reference – Community Reference Group

1. Introduction

Purpose:	The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Draft Nillumbik Housing Strategy 2024 Community Reference Group.
Reporting to:	The Housing Strategy Community Reference Group reports to the Project Manager, Senior Strategic Planner, and the Strategic Planning Project Team. The advice and recommendations from the reference group will be reported to the decision making structure of the project (i.e. Manager Strategic Planning and Environment, and Council), along with a recommendation from the Project Manager.
Purpose/function:	The purpose and function of the Community Reference Group is to consider a wide range of background information, much of which can be highly technical in nature, that is needed to develop the Draft Nillumbik Housing Strategy 2024, and to provide local knowledge, ideas and feedback to the project team about the provision of housing within Nillumbik.

2. Role of the reference group:

The role of the Community Reference Group (CRG) is to:

- To consider a wide range of information, much of it technical, that is needed to support the development of a municipal housing strategy for Nillumbik Shire and to provide views at various stages of the project.
- Contribute ideas and feedback based on lived experience and local knowledge of housing needs in Nillumbik.
- Engage in discussions about the planning policy and planning scheme context of the Housing Strategy and how to meet the State Government's requirements.
- Learn what Council has previously heard from the Nillumbik community on housing in relation to other strategic work that Council has undertaken to date, e.g. Climate Action Plan, Neighbourhood Character Strategy, Municipal Planning Strategy and other work.
- Explore data and information about housing and discuss what this means for the Housing Strategy, e.g. what are the trends in the Shire's population characteristics and demand for different types of housing, and what do we need to plan for based on the population forecasts.
- Assist with identifying the themes, vision and objectives that the Strategy will address.
- Provide feedback on the first draft of the Housing Strategy that is prepared for wider public consultation.
- Provide advice about how to promote the draft Housing Strategy to the public and to encourage their feedback.
- Following the public exhibition of the draft Strategy, provide feedback on submissions made by the public and advice on appropriate responses that maintain the State Government's planning requirements for a Housing Strategy.
- Review project deliverables and documentation as required.

3. Role of individual reference group members

The role of the individual Community Reference Group (CRG) members is to:

- Contribute their views in the development of the Draft Nillumbik Housing Strategy 2024.
- Attend six (90-minute) scheduled CRG meetings.
- Review relevant documents or reading material that has been circulated prior to each CRG meeting before attending that meeting.
- Support the project's intended goals and outcomes, which is broadly to develop a strategy that is designed to meet the housing needs of the municipality.
- Maintain confidentiality over all project documents and information and CRG discussions.
- Be respectful towards all other CRG members and help to create a safe space and environment that encourages each member to be heard and to make a positive contribution to discussions at CRG meetings.
- Comply with the CRG Member Code of Conduct and Meeting Governance Rules.

In practice, this means:

- We work together to achieve the project outcomes - to ensure all stakeholders' views are heard and that outcomes balance the range of views within the scope of what the Housing Strategy can feasibly seek to achieve.
- We provide views / advice in a timely manner.
- We find creative solutions to issues and ideas.
- We look for solutions that advance the best overall outcomes for the Housing Strategy and the people of the Shire who will be affected by it.
- We strive to accomplish all of the above in a manner that is respectful towards one another.

4. Decision responsibility

Community Reference Group	Review documentation and offer feedback. The Reference group is not a decision making body and does not require voting protocols or other decision making mechanisms; however will help to provide a view about housing that is representative of our housing 'net community'.
Project Working Group:	The internal Project Working Group (PWG) will also provide input to the project and review documentation; however the PWG input will be more technical in nature and is made up of internal council officers each with a specific background to provide such technical input. The PWG will make recommendations regarding the development, exhibition and final drafting of the Housing Strategy that will also consider the input and recommendations of the CRG and any public submissions received during exhibition of the draft Strategy.
Council:	Council will make decisions regarding the public exhibition and final approval of the Housing Strategy that will take into account the advice of the CRG, PWG and Project Team and all public submissions received from the community during exhibition. The decisions of Council will be implemented by the Project Team.
Project Team:	The Project Team (i.e. Strategic Planning Team, including Manager Strategic Planning and Environment) will report to Council in accordance with Council delegations and policy and convey the views and recommendations of the CRG and PWG in Council reporting. The Project team will also implement Council decisions regarding the public exhibition of a draft Housing Strategy and any approval of the final Strategy.

5. Operating procedures

Chair:	The Chair for the Community Reference Group will be an external consultant that will be appointed by the Project Team.
Term of Appointment	The Group shall operate, using these terms of reference, until the final meeting of the CRG, which is scheduled to be held in around late May 2024.
Frequency of meetings:	The Group shall meet six times between 7.00 and 8:30 pm on the dates outlined in the Meeting Schedule (see Attachment No. 1).

Support & Minutes:	<p>The Project Manager or a Council Officer will be responsible for secretariat support including preparation of agendas, minutes, correspondence, reports and other matters that may arise.</p> <p>Full copies of the meeting minutes, including attachments, shall be circulated to all Community Reference Group members no later than 5 working days following each meeting. Minutes will be provided to Council.</p>
Agenda items:	<p>All the Group agenda items must be forwarded to the Project Manager by C.O.B. 7 working days prior to the next scheduled meeting.</p> <p>The agenda items will be distributed to members by C.O.B. 5 working days prior to the next scheduled meeting.</p>
Decision Making	<p>The Community Reference Group does not have delegated decision making responsibilities. Views and recommendations made by the reference group will be taken into consideration during the project lifecycle.</p>
Public Statements	<p>Any public statements made by the Chair or ordinary members of the Community Reference Group must be in accordance with Council's media protocol and with the prior approval of the Manager of Strategic Planning and Environment and the Manager of Governance and Communications.</p>

6. Community Reference Group (CRG) Member Code of Conduct and CRG Meeting Governance Rules

AGREED PRINCIPLES

The following outlines the governance model and agreed ways of working for the Draft Nillumbik Housing Strategy 2024 Community Reference Group (CRG).

Meetings

Six meetings will be held as outlined in the Meeting Schedule (see Attachment No. 1).

Meetings will be organised by Council staff, led by the Strategic Planning (Project) Team. To maximise the meeting's success, Council is responsible for:

- Ensuring all key stakeholders are invited
- Clearly outlining the meeting's purpose
- Distribution of Agenda prior to the meeting
- Arranging a suitable venue and meeting set-up
- Ensuring meeting notes or minutes are taken and participants are informed about what will happen next
- Assisting and supporting the meeting chairperson.

Chairperson

An external consultant appointed by the Project Team will take the responsibility of chairperson. The chairperson's role includes:

- Being fair and ensuring everyone has the opportunity to participate.
- Keeping the meeting on track and on time.
- Maintaining order by ensuring the rules of conduct are followed.
- Determining what will happen if the meeting does not run smoothly or in keeping with these Agreed Principles.
- Providing sufficient warning to cease uncooperative behaviour.
- If this warning is not adhered to, the Chair will instruct the attendee to leave the meeting.
- The Chair may adjourn a meeting at any stage with short notice in response to this behaviour.

Membership

Membership on the Draft Nillumbik Housing Strategy 2024 Community Reference Group (CRG) will include:

- Two external consultants appointed by the Project Team to moderate CRG meetings, including Chairperson.
- Representatives from Nillumbik Shire Council (as required).
- Twelve members from the community expressing interest to become CRG members and who are to be selected based on the Community Reference Group (CRG) Preferred Profile.

Members participating in the CRG are responsible for ensuring they:

- Contribute where appropriate to agenda items
- Send apologies in writing to Council if unable to attend
- Turn up on time
- Bring a positive attitude
- Understand that the goal is not necessarily to agree but to gain a deeper understanding of an issue through discussion
- Do not interrupt or distract other speakers
- Comments must relate directly to the matter being discussed
- Observe instructions from the chairperson at all times
- Be fair and respectful at all times
- Respect the confidentiality of members.

Quorum

Recommendations of the CRG can only take place with a quorum defined as the majority of the total number of community members. A quorum of 7 community members is required.

Breach of Meeting Principles

Where a meeting becomes uncooperative, the chairperson will take the following steps:

- If a participant is acting in an uncooperative manner, the chairperson will state the problem and remind the person of the agreed Meeting Principles
- Provide sufficient warning about the need for certain behaviour to stop
- If a warning is not effective, the chairperson may adjourn the meeting while the person is asked to leave.

Reporting procedure

- The CRG is not a decision-making body, it is however a vehicle to consider issues that specifically relate to the development of the Housing Strategy and provide recommendations to Council for consideration through the Project Team.
- Any advice provided by the CRG is encouraged to be reached by consensus. Where differing views may be expressed within the CRG, these views will be reflected in any minutes and reports issued. If agreement can't be reached among CRG community members a voting mechanism could be implemented at the discretion of the Chairperson and the Project Team; however Council Officers will not vote.
- Recommendations made by the CRG will be reported to Council by the Project Team.
- Minutes will be periodically reported to Councillor Briefings and Council Meetings for noting.

Key Contacts

Tony Augunas, Senior Strategic Planner

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Sarah Shehata, Senior Strategic Planner

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(03) 9433 3277

7. Community Reference Group (CRG) Preferred Profile

To help ensure the Draft Nillumbik Housing Strategy 2024 reflects the housing needs of our diverse community, we are forming a Community Reference Group (CRG), which will assist in the development of the draft Strategy.

We will engage a range of people with a wide variety of living circumstances and lived experiences to ensure membership of the CRG reflects the wide range of housing demand and experience across the Shire's residential areas.

To help achieve diverse representation, the application form (Attachment 2) has been designed for Council to gather as much of the following information as possible (please see Attachment 2 for more detail):

- At least one resident from each of the Shire's land use zones that allow for residential use (which will be determined from the applicant's address):
 - Low Density Residential Zone (LDRZ)
 - Township Zone (TZ)
 - General Residential Zone (GRZ) or Neighbourhood Residential Zone (NRZ)
 - Activity Centre Zone (ACZ) or Mixed Use Zone (MUZ)
 - A resident in the Green Wedge and outside the Urban Growth Boundary in order to provide a rural voice on the CRG.
- Age ranges that capture a variety of service age groups, e.g. young workforce, parents and homebuilders, empty nesters and retirees, to name a few.
- Living situation, e.g. homeowners, renters and owners of investment properties.
- Property type lived in, e.g. house, unit, apartment building or other type of accommodation.
- To capture a life cycle stage such as being a first home buyer, a downsizer or associated with caring, e.g. for an elderly parent in a dependent person's unit ('granny flat').
- Living status that covers a wide variety of living circumstances, e.g. parents (including sole parents and carers), people without children, living in shared housing or aged care, or having experienced homelessness or insecure housing.
- Employment status, e.g. full-time, part-time, unemployed, retired or student.

Whilst answering questions on the above criteria is mandatory, the CRG application form also contains a range of optional questions, e.g. if income or hours worked are above the national median figures, if an applicant identifies with the LGBTIQ+ community, if an applicant has a disability or is a carer, and other optional questions.

Any information that would be captured in assessing suitability for the CRG is confidential and would not be made publically available.

8. How to Register Expressions of Interest to become a Member of the Community Reference Group (CRG)

You may register your expression of interest to become a member of the Draft Nillumbik Housing Strategy 2024 Community Reference Group (CRG) in the following ways:

- Visit the Draft Housing Strategy page on the Participate Nillumbik website (see link below) and click on the 'Community Reference Group' button to register your interest and answer the questionnaire:

[Draft Housing Strategy | Participate Nillumbik](#)

or

- Complete the application form at Attachment 2 and:
 - Email to strategic.planning@nillumbik.vic.gov.au or
 - Mail to: Attn Tony Augunas
Strategic Planning
Nillumbik Shire Council
PO Box 476
Greensborough Victoria 3088; or
 - Drop the form off in person at the reception of the Council offices at:
Nillumbik Shire Council
Civic Drive
Greensborough Victoria 3088

Applications for CRG membership must be submitted before midnight, Wednesday 6th September 2023.

Please call Tony Augunas on 03 9433 3218 or Sarah Shehata on 03 9433 3277 if you require assistance with your application.
