

Triple A Housing Advisory Committee

Terms of Reference



1. Purpose

The purpose of the Committee is to support the implementation and review of Council housing related policies and plans, to enable more favourable housing outcomes for all Shire residents, including:

- Networking and the exchange housing, homelessness and related information
- Raising awareness of housing issues and needs through various channels and activities
- Raise community awareness of the demand for and benefits of social and affordable housing
- Advise the Council regarding housing issues, strategies and policies and recommend advocacy and other initiatives where appropriate
- Monitoring and reporting on matters of housing and homelessness, including new trends and gaps in the system.

The Committee is guided by the Shires housing policy framework which includes:

- Council Plan 2025 – 2029
- Public Health and Wellbeing Plan 2025 – 2029
- Triple A Housing Plan 2020 – 2030
- Mornington Peninsula Planning Scheme
- Social and Affordable Housing Policy
- Rooming House Policy
- Housing and Settlement Strategy 2020 – 2036
- We all Belong Strategy 2024 – 2029
- Reconciliation Action Plan

2. Objectives

The objectives of the committee align with the strategic objectives of the Triple A Housing Plan 2020 – 2030. These fall under the responsibilities of local government within the housing system and are:

- Advocate for housing system funding and reform

- Facilitate housing research, information sharing and networking
- Plan for affordable housing through the Planning Scheme
- Increase housing diversity and the supply of appropriate housing
- Incentivise social and affordable housing
- Encourage community-led social and affordable housing projects
- Inclusion of people who are homeless

Additionally, the committee aligns with the objectives of the following plans:

- The Council Plan 2025 – 2029, Strategic Objective 2.1.5: Work in partnership with stakeholders to advocate for appropriate, available and affordable housing.
- The Public Health & Wellbeing Plan 2025 – 2029, Priority Area 7: Housing and homelessness.

3. Context

Having a safe, secure home is essential for health, wellbeing, and community inclusion. While the Mornington Peninsula is often seen as affluent, from July 2024 to June 2025, 948 residents sought homelessness support and up to 100 people slept rough each night.

With 28% of households in the lowest income quartile and fewer than one in three rentals affordable to low-income earners, housing stress is widespread. The median house price has reached \$1.1 million, and over 4,500 short-stay rentals have reduced long-term housing options. Despite growing demand, social housing supply remains below the Greater Melbourne average, with more than 2,800 applications on the waitlist, with over half eligible for priority access.

This Committee was established by Council on 9 October 2018. However, it existed in earlier forms having been first acknowledged by Council resolution on 3 June 2002 as the Mornington Peninsula Shire Housing Reference Group. The Committee provides an interface between the Council, community and other levels of government to support the implementation and review of the housing policy framework, share information and provide advocacy to improve housing outcomes for the community.

4. Roles, Responsibilities and Expectations

4.1 Membership and Appointment

4.1.1 Councillors

Two Councillors will be appointed to Advisory Committees at the establishment of the committee and thereafter for a term of 12 months.

4.1.2 Industry or Professional Representatives

Up to 22 Industry or Professionals may be appointed to Advisory Committees for a maximum term of two, unless there are no other representatives available.

- Council will appoint the committee members to the advisory Committee at an Ordinary Meeting.
- Industry or professional representatives are expected to represent the views of their supporting organisation.
- Every effort will be made to ensure a representative cross section from across the Shire are appointed to the Advisory Committee.
- Appointment to an advisory Committee will be for a maximum term of three years with opportunity to nominate for a further three-year term. If there is no other Industry or Professional to fill the role, then a member may serve more than two terms.
- Industry or Professional representatives should be appointed from the list below, if a representative is not available from this list, other relevant representatives may be added, whilst not exceeding the maximum number of members.

The chair of Mornington Peninsula Housing Network or other representative
A Representative of those with lived experience from the community or Tenants Victoria
The Manager, Agency Performance or other representative from the Department of Families Fairness and Housing (DFFH)
The coordinator or other representative from Southern Homelessness Services Network
A representative from the Department of Human Services or Services Australia
The Homelessness Peninsula Manager or other representative from The Salvation Army
A representative of the philanthropic sector or from the Mornington Peninsula Foundation
Up to 2 representatives recruited from the Community Housing Industry Association or from a registered housing agency that is active on the Mornington Peninsula

A representative who is preferably recruited on a rotating basis from different real estate agencies across the Shire and, if practicable, through the Real Estate Industry of Victoria
A representative from the Peninsula Community Legal Centre
A representative of people who live in residential parks and villages
A representative for family violence recruited from Good Shepherd ANZ
A representative for youth services recruited from Fusion Mornington Peninsula
An age and disability representative recruited from the Positive Ageing Committee of Elders (PACE)
A representative from the Southern Women's Action Network (SWAN)
A representative from Peninsula Health (MI Health Program) or Bolton Clarke Homeless Persons Program
A representative from Mentis Assist or Peninsula Mental Health Service
A representative from Aboriginal Housing Victoria
Up to 3 CEO or other representatives from Southern Peninsula Community Support, Mornington Community Support and Western Port Community Support Centres.

4.1.3 Appointment of Chair

- The Chair of the Triple A Housing Committee may be a Councillor or an Industry/ Professional Representative.
- The chair will be appointed by majority vote of the committee.

4.2 Roles and Responsibilities

4.2.1 Chair

The Chair is responsible for:

- Setting the Agenda making sure that each meeting is planned effectively.
- Leading the meeting and ensuring the meeting stays on track and on time
- Ensuring fairness and equality to allow everyone to speak

- Approval of the meeting minutes; and
- Presentation of the meeting minutes to the next available Council Meeting through the appointed Councillor.

4.2.2 Councillors

Councillors serve as a vital link between the community and the formal council decision-making process, ensuring that local voices are heard and considered. In fulfilling their duties, councillors are expected to uphold confidentiality in accordance with their official responsibilities. If they choose, councillors may also present delegate reports during council meetings to share insights or updates from their involvement in advisory committees.

4.2.3 Shire Officers

The CEO approved shire officer is responsible for:

- Support the Chair and be responsible for overseeing the Committee Meetings and assist in setting agenda.
- Be the primary contact for all Committee Members in relation to the business of the committee.

4.2.4 Industry/ Professional Representatives

Industry/Professional Representatives are appointed to provide subject-matter expertise and insights relevant to the committee's focus area. Their role is to contribute professional knowledge, represent industry perspectives, and support informed decision-making.

4.3 Resignation or Termination

- A member of an Advisory Committee can resign at any time. A notice of resignation must be provided in writing to the Chair, CEO, or the officer responsible for managing the Advisory Committee.
- If a Committee Member misses three consecutive meetings without leave or a reasonable explanation, they may be asked to explain. If absenteeism continues, the Chair may request the CEO to declare the position vacant.
- If a Committee Members fails to comply with the Code of Conduct outlined in the Committee Management Policy the Chair may request the CEO to declare the position vacant.

5. Grievance Procedure

5.1 Informal Resolution

- Committee members are encouraged to raise issues directly with the person involved in a respectful manner.

- If uncomfortable doing so, the member may approach the Committee Chair or Supporting Officer to seek assistance in resolving the matter informally.

5.2 Formal Grievance

If the matter cannot be resolved informally:

- The grievance should be submitted in writing to the Chair or the Supporting Officer.
- The written grievance should include a description of the issue, relevant dates, and any attempts at informal resolution.

5.3 Initial Review

- The Chair (or Supporting Officer if the grievance involves the Chair) will review the grievance within 10 business days.
- They may meet with the parties individually to clarify the issue and explore resolution options.

5.4 Determination and Action

- Outcomes may include mediation, changes to committee processes, or where appropriate, a recommendation to Council or the CEO for further action.
- Where a breach of the Code of Conduct is substantiated, the CEO may recommend removal of a committee member, in line with the Committee Management Policy.

5.5 Appeal

If the member is not satisfied with the outcome, they may request a review by the Manager Governance and Risk.

The Manager Governance and Risk's decision is final.

6. Code of Conduct

All members shall conduct committee meetings in accordance with the Code of Conduct and the following guidelines:

- Act in the best interests of the committee and not allow personal interests to override these interests.
- Avoid and / or disclose any real or perceived conflicts of interest.
- Treat all people equally and fairly.
- Refrain from using any circumstance or information connected to committee business for personal profit or gain.
- Protect and promote the integrity of all.

- Respect diversity.
- Treat others with courtesy, consideration, and sensitivity
- Any disagreements, where possible, to be resolved at time of meeting.
- Develop skills and competencies in accordance with responsibilities and help others to do so.
- Communication best practice will be used by members in both terminology and email etiquette (“Netiquette”)

7. Decision Making

Advisory Committees operate in an advisory capacity and do not have delegated authority to make decisions. Their primary role is to provide informed advice and recommendations to Council and Shire officers, contributing to the broader decision-making process. While these recommendations may inform policy and operational decisions, they are not binding and must be considered and endorsed by Council or officers with the appropriate delegation and authority.

Shire officers may implement recommendations if they fall within their delegated powers and align with the Committee’s advice. However, Advisory Committees must operate within the boundaries of their agreed scope, as defined in this Terms of Reference. They are not permitted to make recommendations on matters beyond this scope, ensuring that their input remains focused and relevant to their designated areas of responsibility.

Recommendations to Council will be determined through discussion and consensus within the Committee, recognising that when a consensus cannot be reached, a majority vote will be sought. Votes will be recorded and minority position points reflected through the minutes, when requested. There is an allocation of one vote per agency.

8. Committee Meetings

8.1 Schedule of Meetings

- Meetings will be held on a quarterly basis. Where practicable meetings will be hybrid with option for members to attend in person or join online.

8.2 Quorum and Voting

- A quorum for a meeting is constituted by a majority of Committee Members, being half of the total number of members plus one.
- A Meeting cannot commence, resume or continue without a quorum.

9. Agendas and Minutes

9.1 Agendas

- Agendas and minutes must be prepared using the appropriate corporate template by the Supporting Officer.
- Agendas will be provided to all Committee Members five business days before the meeting. This will include any relevant documentation to be discussed.
- Agendas will be set by the Chair in consultation with the responsible CEO approved delegate.

9.2 Minutes

- Minutes will be recorded on the Shire's corporate template and circulated within two weeks of the meeting and be listed on the agenda for the next advisory committee meeting for endorsement.
- The Supporting Officer is responsible for the follow-up and timely completion of any actions arising from the meeting and provide an update on the status of any outstanding actions at the next meeting.

10. Reporting

- **Annual Work Plan** – The Committee is required to formulate an annual work plan that aligns with the Council plan and sits within the objectives of the committee
- **Annual Report** – Advisory Committees are required to prepare a formal report on an annual basis in line with their objectives set out above. The report must be approved by the committee then provided to officers who will include it in the next available Ordinary Council Meeting for noting.
- **Delegates Report** – Councillors may provide a delegates report or update to Council at any Ordinary Council meeting.

11. Transparency

The Terms of Reference, Names of all members, adopted minutes and annual reports will be made available on the Mornington Peninsula Shire's website.

12. Confidential Information

Committee members must not disclose information that they know or should reasonably have known is confidential information.

13. Media and Communications

- Committee Members must not make any statements to the media or on social media about Council business or items discussed by the committee.
- All media enquiries should be referred to Council's Communications Team for response.

14. Conflict of Interest

If a committee member has a general or material conflict of interest within the meaning of section 127 and 128 of the Local Government Act 2020 in an item to be considered or discussed by the Committee while they are in attendance, the Committee Member must disclose the interest to the committee before the matter is considered or discussed at the meeting. The committee member must:

- Advise of the conflict of interest
- Explain the nature of the conflict of interest.
- Provide any additional relevant details, if possible.

Where the Chair is of the opinion that the circumstances of the conflict warrant it, the Committee Member may be asked to leave the meeting while the matter is discussed.

All conflicts of interest will be recorded in the Committee Meeting minutes.

15. Expenses

Committee members may be reimbursed for reasonable out-of-pocket expenses incurred in the course of their committee duties, with prior approval from the Supporting Officer. Reimbursements will be made in accordance with Council's policy and within the allocated budget

5. Dissolution

This advisory committee will cease to exist three years following adoption of this terms of reference, unless formally re-established by council.

The Triple A Housing Advisory Committee will sunset on 30 June following a General Election unless it has been re-established within the new Council term.

Formal dissolution of the committee requires a resolution of Council.

6. Review

The Triple A Housing Advisory Committee Terms of Reference will be reviewed every four years or more often as required.

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. However, any change or update which materially alters the document must be by resolution of Council.

This term of reference was adopted by Council on 2 December 2025.