



**CITY OF
PARRAMATTA**

TERMS OF REFERENCE

AFFORDABLE HOUSING SUB-COMMITTEE

April 2025

DOCUMENT ADMINISTRATION

Document Owner	Group Manager, Office of the Lord Mayor and CEO - Secretariat Services
Related Documents	<p>City of Parramatta Code of Conduct</p> <p>City of Parramatta Code of Meeting Practice</p> <p>City of Parramatta Councillor Workshop Policy</p> <p>City of Parramatta Media Policy</p> <p>City of Parramatta Social Media Policy</p> <p>City of Parramatta Council and Committee Schedule <i>(adopted annually)</i></p> <p>Planning, Transport and Environment Standing Committee Terms of Reference (December 2024)</p> <p>City of Parramatta Affordable Housing Action Plan 2023 – 2025</p> <p>City of Parramatta Local Housing Strategy 2020</p> <p>City of Parramatta Affordable Rental Housing Policy</p>
References & Legislation	<p>Local Government Act 1993</p> <p>Local Government (General) Regulation 2021</p>
Document Identifier	XXXX

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PURPOSE

The purpose of the Affordable Housing Sub-Committee is to:

- Explore ways to increase the provision of affordable housing in the Parramatta LGA, within the parameters of Council's authority and responsibilities.
- Monitor Council's performance against its affordable housing plans and policies.
- Advise on State or Federal Government policy, infrastructure or development decisions which may affect affordable housing in the City of Parramatta LGA
- Provide feedback on the review and development of affordable housing related plans and policies.

RESPONSIBILITIES

Position	Responsibility
All Committee Members	<ul style="list-style-type: none"> • Read the agenda prior to each meeting. • Have a broad understanding of relevant issues, the adopted Council strategies and the associated actions.
Chairperson (Councillor)	<ul style="list-style-type: none"> • Conduct the meetings of the Affordable Housing Sub-Committee.
Convenor (CEO, Executive Director or Delegate)	<ul style="list-style-type: none"> • Convene the meetings and support the Chairperson of the Affordable Housing Sub-Committee. • Prepare the agenda for meetings of the Affordable Housing Sub-Committee. • Prepare a report to the Planning, Transport and Environment Standing Committee for consideration of the Affordable Housing Sub-Committee's recommendations. • Provide notice of cancellation of an Affordable Housing Sub-Committee meeting in circumstances where there is no business (reports) to be considered.
Council Secretariat	<ul style="list-style-type: none"> • Assist the Convenor and Chairperson with all aspects of the Affordable Housing Sub-Committee.

GENERAL

1. Membership

- 1.1. Membership of the Affordable Housing Sub-Committee shall be determined by Council resolution.
- 1.2. The Sub-Committee will comprise of three (3) Councillors and the Convenor as voting members.
- 1.3. The Lord Mayor is an ex-officio member of all Sub-Committees and has voting rights.

2. Convenor

- 2.1 The Convenor of the Affordable Housing Sub-Committee is the CEO, Executive Director City Planning and Design or their delegate.
- 2.2 The Convenor will prepare the meeting agendas and provide assistance to the Chairperson at the meeting.
- 2.3 The Convenor is responsible for ensuring any action items, such as requests for information as recorded in the minutes, are actioned and reported back to the Affordable Housing Sub-Committee at a subsequent meeting.

3. Delegations

- 3.1. The following will apply to the Affordable Housing Sub-Committee:
 - The Affordable Housing Sub-Committee does not have any delegations;
 - The Affordable Housing Sub-Committee does not have the authority to incur expenditure;
 - The Affordable Housing Sub-Committee does not have the authority to bind the Council without the prior approval (resolution) from Council;
 - The Affordable Housing Sub-Committee may make recommendations to the Planning, Transport and Environment Standing Committee on all relevant business submitted for its consideration;
 - The Affordable Housing Sub-Committee recommendations will be presented to the Planning, Transport and Environment Standing Committee in a report prepared by Council Officers.

4. Term

- 4.1. The term of membership coincides with the term of Council, or such other period as resolved by Council.

5. Functions and Matters Considered by the Affordable Housing Sub-Committee

- 5.1. The Affordable Housing Sub-Committee may consider matters including but not limited to:
- Council's plans, policies and strategies relating to affordable housing in the City of Parramatta LGA, within the parameters of Council's authority and responsibilities.
 - State or Federal Government policy, infrastructure or development decisions which may affect affordable housing in the City of Parramatta LGA.
 - Opportunities that arise to deliver or contribute to the provision of affordable housing via planning mechanisms, such as through amendments to planning instruments or funding that is made available to local government
 - Industry best practice and innovations in the provision of affordable housing

Any other matter reported to the Affordable Housing Sub-Committee by Council Officers.

PROTOCOL

6. Frequency of Meetings

- 6.1. The Affordable Housing Sub-Committee will meet on an as-needed basis on a day and time determined by the Convenor, in consultation with Sub-Committee members.

7. Code of Meeting Practice

- 7.1. The provisions of Council's adopted Code of Meeting Practice apply to the conduct and procedures of all Sub-Committee meetings, except where they have been specifically varied in these Terms of Reference.
- 7.2. For the avoidance of doubt, the Order of Business is varied as shown in Clause 15, and does not permit consideration of the following business:
- Public Forum
 - Notices of Motion
 - Questions With Notice
 - Rescission Motions

8. Chairperson

- 8.1. The Chairperson of the Affordable Housing Sub-Committee is to be determined by Council.
- 8.2. In the absence of the Chairperson, the Chairperson will be a Councillor member of the Affordable Housing Sub-Committee, elected by the members of the Affordable Housing Sub-Committee as the first item of business at the relevant meeting and conducted by the Convenor.
- 8.3. Where the Lord Mayor attends the meeting and wishes to assume the role of Chairperson, the Lord Mayor may assume the Chair without debate or the need for a procedural motion/vote.
- 8.4. The Chairperson can adjust the length of time spent on different items on the agenda, as required, to facilitate necessary discussion.

9. Quorum

- 9.1. The quorum of the Affordable Housing Sub-Committee shall comprise a minimum of two (2) voting members of the Affordable Housing Sub-Committee.
- 9.2. Business must not be conducted at any meeting of the Affordable Housing Sub-Committee unless the Convenor or their delegate is present.
- 9.3. Business must not be conducted at any meeting of the Affordable Housing Sub-Committee unless a quorum is present.
- 9.4. Where a meeting is cancelled, members will be notified with as much notice as possible.

10. Attendance and Participation by Non-Member Councillors

- 10.1. In accordance with Clause 20.10 of the Code of Meeting Practice, Councillors who are not members of the Affordable Housing Sub-Committee may attend a meeting where a quorum is present and, at the discretion of the Chairperson, may participate in discussion on any item of business on the agenda.
- 10.2. Councillors who are not members of the Affordable Housing Sub-Committee do not have any voting rights and are not entitled to move or second any motion at the meeting.

11. Agenda, Minutes and Reporting to Council

- 11.1. The Convenor is responsible for the preparation and distribution of meeting agendas and minutes of all meetings with the assistance of the Council Secretariat.
- 11.2. The Convenor will notify the Chairperson of the meeting agenda prior to the publication of the agenda.
- 11.3. The Convenor will publish the agenda a minimum of three (3) business days prior to the meeting, with the assistance of Council Secretariat.
- 11.4. The Convenor is responsible for reporting the minutes and associated recommendations of each meeting to the next available meeting of the Planning, Transport and Environment Committee for consideration.
- 11.5. The minutes of the meetings of the Affordable Housing Sub-Committee do not need to be confirmed at a subsequent meeting of the Affordable Housing Sub-Committee.

12. Voting

- 12.1. Each Affordable Housing Sub-Committee member shall be entitled to one (1) vote in respect to any matter before the Affordable Housing Sub-Committee.
- 12.2. If voting on a motion put to a meeting of the Affordable Housing Sub-Committee is equal, the Chairperson of the meeting shall have a casting vote.

13. Venue

- 13.1. The venue for meetings of the Affordable Housing Sub-Committee shall be determined by the Convenor.

14. Public Attendance

- 14.1. Meetings of the Affordable Housing Sub-Committee are not open to the public to attend and observe, and there is no public participation (no public forum).
- 14.2. Notwithstanding Clause 14.1, guest speakers, relevant experts, or other interested parties, may be invited to attend and speak at the Affordable Housing Sub-Committee meetings subject to the approval of the Chairperson.

15. Webcast

- 15.1. Meetings of the Affordable Housing Sub-Committee will be not webcast.

16. Procedural Matters

- 16.1. In relation to any procedural matter, the ruling of the Chairperson shall be final.
- 16.2. The Affordable Housing Sub-Committee shall operate in accordance with Council's Code of Meeting Practice, with the exception of:
 - Councillors and Council Officers are not required to stand when addressing the Chairperson;
 - Meetings of the Affordable Housing Sub-Committee are to be scheduled for a 2-hour duration;
 - If the business of the meeting is not concluded before the 2-hour

time limit, the Affordable Housing Sub-Committee may:

- by resolution, extend the meeting by one 30-minute extension to complete the business of the Affordable Housing Sub-Committee; or
 - adjourn the meeting to a time, date and place fixed by the Convenor, in consultation with the Chairperson; or
 - defer the remaining business to the next available meeting of the Planning, Transport and Environment Committee for consideration.
- Specific time limits do not apply to members speaking in response to different agenda items. The Chairperson will use their discretion to ensure members have the opportunity to speak to items while ensuring there is sufficient time for each agenda item.
- 16.3. An extraordinary meeting of the Affordable Housing Sub-Committee may be called by the Convenor (CEO, Executive Director or their Delegate) or by resolution of the Council.
- 16.4. If a meeting is unable to be called, the business may be considered via alternate methods, including email.

17. Order of Business

- 17.1. The general order of business of the Affordable Housing Sub-Committee Meeting will be as follows:
1. Opening
 2. Acknowledgement of Country
 3. Apologies/Applications for Leave of Absence
 4. Applications for Attendance by Audio-visual Link
 5. General Recording of Meeting Announcement
 6. Disclosure of Interests
 7. Reports of Council Officers
 8. Confidential Matters
 9. Conclusion of Meeting

18. Variation of the Terms of Reference

- 18.1. The Terms of Reference may be amended by resolution of the Council at any time.

VERSION CONTROL AND CHANGE HISTORY

Version	Amendment Details	Document Owner	Period Active	Review Date
1.0	<i>New Terms of Reference document - no previous version</i>	<i>Group Manager, Office of the Lord Mayor and CEO</i>		<i>September 2025</i>