



Housing Matters

ACTION GROUP INC

Community Land Trust Working Group

Terms of Reference

Purpose

The Housing Matters Action Group (HMAG) Community Land Trust Working Group is a forum for interested community members to be involved in the establishment of the Bellingen Shire Community Land Trust. The CLT Establishment Project is a priority project for HMAG Inc, which is funded through a partnership with the Siddle Family Foundation.

The working group will be:

- a forum for consultation with community members on operational policy issues related to the establishment of the CLT; and
- an information dissemination channel making it easy for locals to stay connected to the project.

Guiding Principles

The HMAG Guiding Principles inform the way that the working group operates. These are:

- (a) That we respect the right of every person to access a safe, liveable, secure and affordable home
- (b) That housing must be well designed, socially and environmentally responsible and support people's wellbeing
- (c) That inclusive and diverse communities require a range of housing types and tenures on a continuum of affordability
- (d) That well-designed and managed housing can positively contribute to climate change mitigation and adaption strategies and this should be encouraged, given the climate emergency
- (e) To undertake our work and advocacy with respect, dignity and co- operation
- (f) To be action focussed.

Membership

Members of the CLT Working Group is open to interested Bellingen Shire residents. We aim to have a diverse and inclusive membership that values and encourages a range of views and perspectives.

Chair

The initial Chair of the working group will be Kerry Pearse, CLT Establishment Project Lead and members of the HMAG Inc Management Committee.

Decision making

This group is not a decision making forum. The purpose of the Working Group is to be a consultation forum providing advice to the CLT Establishment Team and Advisory Group. The Working Group may provide and consultation responses which may include a range of different views from community members.

Meetings

The Group will meet on a quarterly basis, with additional meetings convened if needed.

Meeting Venue

The Group will meet at the Sustainability Centre, Church Street Bellingham and via video conference

Secretariat Support

Secretariat support including convening meetings, taking and circulating minutes will be provided by Rose West, Project Support for the CLT Establishment Project.

Communication

The Group's secretariat will maintain a central email contact list for the group and co-ordinate all email communication through the list. A basecamp portal will also be supported to easily share key documents and seek feedback between meetings.

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

Working 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.

Other related groups

The CLT Establishment Project Team comprises Kerry Pearse, Project Lead and Rose West, Project Support.

The CLT Establishment Project Advisory Group comprises a small groups of people with specific expertise who guide and oversee the establishment of the Community Land Trust.

The HMAG Inc Management Committee is the governing body legally responsible for the operations of HMAG, including managing the finances and risk.

These Terms of Reference were approved by the HMAG Inc Management Committee on 8 September 2023