



**Elgin Towers, Carlton**

**Community Consultative Committee**

**Terms of Reference**

18 July 2024

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### Background

In September 2023, the Victorian Government announced a plan to redevelop forty-four housing towers and their surrounding precincts across Melbourne, as part of its *Housing Statement*.

Homes Victoria is establishing this Community Consultative Committee as part of its commitment to being a listening and learning organisation that enables renters and community stakeholders to be involved in the redevelopment of the homes and places they live.

Homes Victoria abides by a range of guidelines and frameworks to enact best practice engagement, including the UN's *Charter of Human Rights*, and the Victorian Government's *Public Engagement Framework 2021-25*.

### Homes Victoria

Homes Victoria's vision is to deliver more and better homes for Victorians.

Homes Victoria works with agencies across the Victorian Government, renters, stakeholders, communities, private sector, local Government and the Commonwealth Government to progress housing and homelessness policy, services and infrastructure and to drive improved outcomes for Victorians in need of safe, secure and stable housing.

For more information, please visit our website at: [www.homes.vic.gov.au](http://www.homes.vic.gov.au)

### Purpose

The purpose of this Community Consultative Committee is to hold in-depth conversations with renters, stakeholders and local community members, to facilitate two-way communication to achieve best-for-project and best-for-community outcomes through the redevelopment of Elgin Towers, Carlton.

Feedback from the Committee may be shared with the Minister for Housing.

### Terms of Reference

- **The Committee will provide valuable renter, community and stakeholder perspectives** on planning and initiatives to support Homes Victoria to redevelop the SITE NAME through:
- **Collaboration with renters, community and stakeholders:** The Committee will adopt a commitment to collaboration and supporting Homes Victoria to ensure renters, community and stakeholders can be involved in the planning for new homes and precincts.
- **Providing renter, community and stakeholder perspectives to help shape redevelopment:** The Committee will provide their lived experience and perspectives to help inform and shape the redevelopment of the SITE NAME housing site.
- **Connection to community:** The Committee will provide two-way advice and connection to their communities, to ensure the project is well informed and able to share information with communities in and around redevelopment sites.
- **Partnership:** The Committee will help identify opportunities for partnership and collaboration that can support communities through the process of redevelopment.

## **PROJECT Community Consultative Committee – Terms of Reference**

### **Scope**

The Committee does not have decision-making authority but can make recommendations to be considered by Homes Victoria in the Department of Families, Fairness and Housing (DFFH).

The committee's primary purpose is to provide advice that will contribute to the provision of housing on the site with a focus on the outcomes for social housing tenants.

The Committee provides an opportunity for renters, community and stakeholders to input into the approaches, decisions, planning and progress of the redevelopment of the Elgin Towers.

An outline of active consultative groups related to this precinct is included as Appendix 1: Active Consultative Groups for the Precinct.

### **Membership**

The Elgin Towers Community Committee consists of a Chairperson and up to sixteen members including up to eight social housing renters, up to five members that represent community stakeholder organisations active in the precinct (including the local housing team) and three local community representatives/neighbours.

The Committee is managed by the Homes Victoria Communications and Engagement team and supported by Homes Victoria's project team staff; the local Housing Office team, business groups, agency representatives, and consultants may provide presentations to the Committee as required.

### **Code of conduct**

All participants in the Committee are to uphold the following ground rules:

- treat each other with dignity, respect, and kindness.
- attend all meetings on time and be ready.
- embrace diversity, equity, and inclusion.
- value everyone's opinion and ideas.
- encourage participation from all participants in the meeting.
- listen to understand – let people finish their thoughts and try not to interrupt each other.
- use plain English or simple language or use an interpreter to support participation.
- ask for help when necessary and support each other.
- respect privacy and confidentiality.
- consider how to represent the views of all renters and participants.
- any serious contravention of this code of conduct may result in the Chair suspending membership.

### **Roles of Committee Members:**

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### **Chairperson**

- The Chair, will be appointed by the Minister, acts as a facilitator, and ensures inclusive discussions and participation.
- Upholds and supports the Committee's purpose and scope and fosters a collaborative and accessible approach to Committee activities.
- Ensures proper and professional conduct, addressing matters relevant to any breach of the Committee Terms of Reference where this is required.
- Briefs the Minister and Homes Victoria on the deliberations of the committee.
- Attends briefings in advance of Committee meetings, provides input to meeting agendas that seek to support the purpose and scope of the Committee, reviews minutes, and may delegate meeting chairing to a manager-level staff member of Homes Victoria in their absence.

### **Renter members**

- Up to eight renter members from the housing site, to provide perspectives of local renters and provide two-way communication with their communities and the wider renter community.
- Provides perspectives from renters with lived experience of social housing and connection to the local renter community.
- Will receive a stipend of up to \$50 per meeting (as a voucher) to acknowledge the time and effort involved in their participation.
- Recruited through a publicly advertised process, they represent diverse voices, experiences, and insight into local renter communities.

### **Stakeholder members**

- Up to five members from local stakeholder organisations who contribute to the Committee's initiatives, represent local Council(s), service providers, nearby schools, VPTA, and other relevant groups to ensure integration with the redevelopment of the precinct.

### **Community members from neighbouring areas**

- Up to three members of the community from the local neighbourhood, to provide perspectives and integration with nearby local communities.

### **Responsibilities and accountabilities of members**

All Committee members are accountable to Homes Victoria, with specific responsibilities outlined below:

#### **Chairperson**

- Attends meetings or may delegate chairing to Homes Victoria Communications and Engagement representative in their absence.
- Supports Committee activities, agreeing on agendas with Homes Victoria and facilitating discussion of Committee members.
- Ensures that the Committee adheres to these Terms of Reference.

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- Resolves any disputes or conflicts in collaboration with Homes Victoria's Communications and Engagement representative.
- Ensures that collaboration and tenant-centric principles are central to Committee activities.

### **Renter members, local community members and community stakeholder members**

- Attending meetings regularly and actively contributes knowledge and experience.
- Uphold a collaborative, and constructive approach when engaging in Committee activities.
- Remain accountable to Homes Victoria, representing community interests and providing valuable input.

### **Homes Victoria Staff**

- **Communications and Engagement Manager:**
  - Acts as a proxy Chairperson when required and managing conflicts or disputes in accordance with these Terms of Reference.
  - Provides Secretariat support to the smooth running of the Committee.

### **Committee Term**

The Elgin Towers Community Committee is appointed for a period of 12 months to focus on the planning/design/demolition phase of the redevelopment. The committee may be refreshed for different stages of the redevelopment.

This term may be reviewed by Homes Victoria to reflect the progress of the redevelopment.

### **Meetings**

- The Committee convenes up to six times within the year's term, with the full schedule of dates, times, and locations to be scheduled at the beginning of the term.
- Agendas will be circulated at least one week prior to each meeting, with options for remote attendance via Microsoft Teams. An outline of each meeting topic is provided in Appendix 3 Proposed Program and Schedule.
- Members of the Committee will be provided with a specific task with their community at each meeting. This is designed to engage members in two-way conversations with their communities and share this information with the community.
- Minutes circulated within the week after each meeting.
- The Committee Chair, with agreement from Homes Victoria's Communications and Engagement Manager, may call for special meetings or set up working groups to progress work between scheduled meetings. These meetings will require attendance by community members in a volunteer capacity.

### **Media**

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Committee members are not authorized to speak to the media on behalf of the Committee or Homes Victoria without the prior written permission from Homes Victoria's Manager Communications and Engagement. Breaches will be treated seriously, with possible consequences, including permanent removal from the Committee.

These revised Terms of Reference reflect a commitment to collaboration, inclusivity, and accountability in steering the Elgin Towers Community Consultative Committee towards positive outcomes.