

Housing and Homelessness Ministerial Council Terms of Reference

Purpose

1. The purpose of the Housing and Homelessness Ministerial Council (the Ministerial Council) is to provide a forum to progress critical housing and homelessness reforms, including improving housing supply, affordability and accessibility, and pathways out of homelessness.
2. The Ministerial Council will work closely with the Council on Federal Financial Relations to pursue short and long term housing policy reforms to improve housing affordability.

Membership

3. State and Territory Ministers responsible for housing and homelessness and the Commonwealth Minister for Housing and Minister for Homelessness are members of the Ministerial Council. Current members are listed at *Attachment A*.
4. The Commonwealth Minister for Housing and Minister for Homelessness is the Chair.
5. Ministers may be supported by a limited number of officials (for example, a chief of staff and relevant senior official/s), with additional attendees kept to a minimum to facilitate open and frank discussion at meetings.
6. Expert advisers may be co-opted to relevant agenda items to inform Ministerial Council deliberations as appropriate.

Governance Framework

7. The governance of the Ministerial Council reflects the *Guidance for Intergovernmental Meetings* as agreed by National Cabinet in November 2022.
8. The Ministerial Council will agree key priorities as part of the Annual Report to National Cabinet and develop a work plan as an addendum to the Terms of Reference, with the document to be reviewed and updated on an annual basis.
9. The Ministerial Council will report on progress to National Cabinet in the first quarter of each calendar year and when requested, consistent with the *Guidance for Intergovernmental Meetings*.

Meetings

10. The Ministerial Council will meet at least twice within the first 12 months to progress key priorities identified within the work plan.
11. Meetings will be face-to-face when necessary, with videoconferencing or telepresence for other meetings to assist with time management and costs for members.
12. Ministers must set, control and review meeting agendas and not delegate these responsibilities to officials, with the Chair approving the final agenda for meetings.
 - a. The Chair should not deny any reasonable request by Ministers to include an item on the agenda.
13. Commonwealth, State and Territory Ministers may initiate agenda items sufficiently in advance of a meeting taking place, to allow time for agenda items to be circulated to members (and relevant jurisdictional Cabinet consideration to occur if necessary). Timeframes may be flexible to allow the inclusion of urgent or emerging issues as required.
14. Where required to facilitate discussion, agenda papers or presentations should be drafted by the jurisdiction leading on the item and circulated in a timely manner (at least five business days prior to the meeting and earlier, where possible, for major decisions). Consensus by officials is not required before papers proceed to Ministers.
 - a. The secretariat can facilitate circulation of papers to jurisdictions.

Decision making

15. Where appropriate, decisions should be principle based and allow individual jurisdictions to determine the best way to achieve agreed outcomes.
16. Where possible, decisions should be consensus based.
17. Where consensus or resolution cannot be reached on an agenda item within the established timeframe, consideration should be given to progressing an item through agreement between the Commonwealth and smaller groups of States and Territories.
18. Routine, non-controversial or technical matters will be progressed out-of-session or be delegated to senior officials. Arrangements for these matters shall be determined on an as needs basis.
19. Where major decisions of the Ministerial Council affect business, individuals and/or community organisations, a Regulatory Impact Statement will be undertaken, consistent with the Office for Best Practice Regulation's *Regulatory Impact Analysis Guide for Ministers' Meetings and National Standard Setting Bodies*.

20. The Council on Federal Financial Relations will be responsible for final endorsement of Housing and Homelessness Ministerial Council decisions regarding funding arrangements relating to the National Housing and Homelessness Agreement and any future funding arrangements, consistent with its responsibility as gatekeeper of the Federation Funding Agreements Framework.

Record keeping

21. Note takers will be a senior official from the Commonwealth and a senior official nominated by the States and Territories.
22. Records of meeting outcomes including decisions and actions agreed by Ministers will be circulated to ensure accountability.
23. Meeting outcomes may also be shared with other meetings, groups or agencies to ensure collaboration among meetings with related priorities.
24. On the agreement of all Ministers, outcomes of meetings may be publicly communicated either via a press release from the meeting Chair or a short communique.
25. Where a request is made to make a document public through a Freedom of Information (FOI) request, a request from a Royal Commission, or some other avenue, the relevant jurisdiction's FOI legislation should be followed and views on the public release of a document must be sought by all members prior to publication.

Secretariat support

26. The Department of Social Services provides secretariat support to the Ministerial Council, in collaboration with State and Territory support areas. The Secretariat can be contacted by email at HHMCsecretariat@dss.gov.au

Housing and Homelessness Ministerial Council – Membership

Commonwealth

Name	Title
The Hon Clare O’Neil MP	Minister for Housing and Minister for Homelessness

Australian Capital Territory

Name	Title
Ms Yvette Berry MLA	Minister for Housing and Suburban Development Deputy Chief Minister Minister for Early Childhood Development Minister for Education and Youth Affairs Minister for Women Minister for the Prevention of Domestic and Family Violence Minister for Sport and Recreation

New South Wales

Name	Title
The Hon Rose Jackson MLC	Minister for Housing Minister for Homelessness Minister for Water Minister for Mental Health, Minister for Youth Minister for the North Coast

Northern Territory

Name	Title
The Hon Steve Edgington MLA	Minister for Housing, Local Government and Community Development Minister for Health Minister for Mental Health Minister for Alcohol Policy Minister for Aboriginal Affairs Minister for Essential Services
The Hon Robyn Cahill OAM MLA	Minister for Children and Families Minister for Child Protection Minister for Prevention of Domestic Violence Services Minister for Trade, Business and Asian Relations Minister for International Education, Migration and Population Minister for Workforce Development Minister for Advanced Manufacturing

Queensland

Name	Title
The Hon Meaghan Scanlon MP	Minister for Housing, Local Government and Planning and Minister for Public Works

South Australia

Name	Title
The Hon Nick Champion MP	Minister for Housing and Urban Development Minister for Housing Infrastructure Minister for Planning

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Name	Title
The Hon Nat Cook MP	Minister for Human Services Minister for Seniors and Ageing Well

Tasmania

Name	Title
The Hon Felix Ellis MP	Minister for Housing and Planning Minister for Police, Fire, and Emergency Management Minister for Skills and Training

Victoria

Name	Title
The Hon Harriet Shing MLC	Minister for Housing Minister for Water Minister for Equality

Western Australia

Name	Title
The Hon John Carey MLA	Minister for Planning; Lands; Housing; Homelessness