

Housing, Asset and Development Committee

Roles and Responsibilities

The role of the Housing, Asset and Development Committee is to assist and advise the board of directors in fulfilling its responsibilities to members and other stakeholders of the company and in fulfilling the objects of the company in relation to housing, community engagement, asset management and development at Bridge Housing Limited.

Except where expressly delegated by the board, the committee is not a decision making body but assists the board by implementing board policy and making recommendations which require board approval.

The objective of the committee is to assist the board in fulfilling its responsibilities by reviewing, advising and making recommendations to the board on the matters listed below and on any other matters as may be required from time to time.

Housing

Housing objectives

The committee will consider management strategies for the provision of fair, transparent and responsive service when delivering housing assistance by Bridge Housing, including HomeGround Real Estate with particular reference to:

- Determining and managing eligibility, allocation, and termination of housing assistance,
- Determining and managing rents,
- Setting and meeting housing service standards,
- Driving service improvement and innovation,
- Facilitating access to support for social housing applicants and tenants with complex needs,
- Managing and addressing complaints and appeals relating to the provision of housing services,
- Maintaining satisfaction with the overall quality of housing services.

Community engagement objectives

The committee will consider management strategies for working in partnership with relevant organisations to promote community housing and to contribute to socially inclusive communities, specifically in relation to:

- Providing residents with a say in the way services are delivered at Bridge Housing,
- Developing partnerships and programs to enhance resident participation and wellbeing,
- Promoting community housing to local organisations that work with potential residents, tenants or clients, and
- Contributing to place renewal and social inclusion partnerships and planning relevant to the provider's community housing activities.

Real estate licence objectives

The committee will consider management strategies in relation to promoting, growing and supervising its corporate real estate licence and activities undertaken under that licence.

Asset Management

Asset management objectives

The committee will consider management strategies for the management of its community housing assets in a manner that ensures suitable properties are available at present and in the future, particularly in relation to the following:

- Setting and meeting relevant property condition standards as required under contract, law and regulation,
- Planning and undertaking responsive, cyclical and life-cycle maintenance to maintain property conditions (asset maintenance),
- Planning and delivering its asset maintenance program.

Development

Development objectives

The committee will consider management strategies for new developments, acquisitions, disposal and reconfiguration of its property portfolio in a manner that ensures suitable properties are available at present and in the future, particularly in relation to the following:

- Identifying opportunities for new development;
- Monitoring and reviewing the performance of developments in progress and acquired assets;
- Providing input, as required, into development specific project working groups;
- Reviewing development project feasibility budgets and allocations of capital or projects that are considered significant.

Sustainability objectives

The committee will consider management strategies for consideration of environmental, social and governance (ESG) issues and the implementation of the ESG Framework.

Composition and term

- The housing, asset and development committee is a committee of the board of Bridge Housing Limited and any subsidiaries, if requested by the board.
- All appointments to the committee and the appointment of the committee chair are non-executive directors who have been approved by the board.
- The committee will comprise at least three non-executive directors the majority of whom the board considers to be independent.
- Appointment to the committee will be for consecutive terms of three years or as determined by the board (including to facilitate director rotations).

Meetings

- The committee will hold meetings at least once a quarter and additionally as it considers necessary.
- A quorum will be two non executive directors.
- Committee members will be invited to disclose conflicts of interest at the commencement of each meeting.
- If the chair is absent, members who are present will select a chair for that particular meeting.
- Meetings of the committee may be held face to face or using any technology (or a combination of those) which enables members to participate in a discussion.
- The notice and agenda of meetings will include relevant supporting papers.
- The committee may invite other people to attend as it sees fit, and consult with other people or seek any information which will help it to fulfil its responsibilities.
- Voting matters will generally be decided by consensus or, if a consensus can't be reached, by a majority of votes from those non executive directors present
- The chair will communicate the decisions of the committee to the board after each meeting within a reasonable period.
- Proceedings of all meetings will be minuted by a company secretary, ratified by members in attendance and signed by the committee chair.

Review

The committee should review this charter at least every three years to provide assurance that it remains consistent with the board's objectives and responsibilities and continues to reflect current processes and appropriate corporate governance principles. The board must approve any amendments made to the charter as a result of any review.

The chair will initiate a review of the performance of the committee at least once every three years.