



## **TERMS OF REFERENCE**

### **MINISTERIAL ADVISORY GROUP ON HOUSING AND URBAN DEVELOPMENT**

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The Terms of Reference sets out the terms and operation of the Government's Ministerial Advisory Group on Housing and Urban Development (MAG). It covers the purpose, objectives, composition and role, meeting arrangements, confidentiality requirements, responsibilities, term and remuneration of MAG.

#### **PURPOSE OF THE MINISTERIAL ADVISORY GROUP**

The purpose of MAG is to support the policy development and delivery associated with the Government's housing and urban development policy agenda. MAG will provide input at various points throughout the policy development process to support the Minister of Housing and Urban Development and officials to develop effective policy in an efficient way.

#### *Context*

Housing is the foundation upon which individuals, families and whānau thrive. If all individuals, families and whānau have a home that is affordable, meets specified housing quality standards, and is safe and stable, the groundwork is laid for wider social, economic and cultural achievement. This includes providing a safe and sustainable base for New Zealanders to learn, work, play, socialise and participate in their community.

It is clear that the housing system in New Zealand is not delivering for many New Zealanders. In recent years, house prices and rents have increased significantly more than incomes and demand for public housing has increased, affecting housing affordability and meaning that housing aspirations for many New Zealanders are harder to realise. Some groups are particularly affected by failures in the housing system, including whānau Māori and Pacific peoples.

The housing system is inextricably linked with the wider regulatory and policy settings that affect development in urban areas. Changes are necessary in the medium to long terms to ensure conditions which allow the market to respond to growth, bringing down the high cost of urban land to improve housing affordability and support thriving communities.

The Government has an ambitious housing and urban development policy agenda with significant initiatives such as KiwiBuild, the Healthy Homes Guarantee Act, banning foreign speculators and developing the Urban Growth Agenda.

MAG will provide an opportunity for broad engagement on issues in the housing and urban development portfolio, as well as these more specific work streams.

## **OBJECTIVES**

MAG will have the objectives of:

- providing an opportunity for the Minister of Housing and Urban Development and his officials to confidentially share and test policy thinking and issues relevant to the housing and urban development portfolio;
- encouraging members to provide comment at various stages throughout the policy development process to improve the quality of policy developed;
- allowing the Minister and officials to communicate with and update stakeholders on a range of issues; and
- providing members with opportunities to raise issues, concerns and suggestions they may have.

## **ROLE OF THE MINISTERIAL ADVISORY GROUP**

MAG will provide comments and advice to the Minister of Housing and Urban Development and his officials on issues relevant to the housing and urban development portfolio. It may form sub-groups to consider particular issues.

MAG will not be responsible for decision-making or commissioning work from agencies. It is not expected to develop policy.

MAG cannot direct any Government department or agency, employ staff, enter into contracts, or make commitments or undertakings on behalf of any Minister or Chief Executive.

MAG's advice to the Minister belongs to the Minister. Control of and decision rights over the use and distribution of that advice rests with the Minister. The advice is subject to the provisions of the Official Information Act 1982.

Members of MAG are not authorised to communicate with the media in their capacity as members.

## **MEMBERSHIP**

MAG will:

- have ten members, with the ability to co-opt additional members with expertise on particular issues;
- reflect diverse perspectives and experience in a range of areas across the housing and urban development sector; and
- include members with Māori and Pacific perspectives.

### *Chair*

The Chair of MAG will be Teena Hale Pennington.

### *Co-opted attendees*

For the purposes of any matter before MAG, the Chair may agree with senior Ministry of Business, Innovation and Employment (MBIE) management, responsible for providing secretariat support for the MAG and subject to the approval of the Minister of Housing and Urban Development, to co-opt as an additional ad hoc attendee any person or persons whose qualifications or experience are likely, in the opinion of the Chair and senior management at MBIE, to be of assistance to MAG in dealing with that matter.

Every person co-opted in this way will be entitled to take part in the proceedings of MAG meeting in relation to that matter and will receive any material relevant to discussions.

That person, while not a member, will be subject to the same due diligence process and confidentiality requirements, and paid at the same daily rate as a permanent member.

## **MEETINGS**

MAG will meet in person in Auckland or Wellington with the Minister of Housing and Urban Development and officials involved in the housing and urban development portfolio. Meetings will occur quarterly for up to half a day, with time divided between the Minister and officials.

The Minister of Housing and Urban Development may call additional meetings when needed on particularly urgent or important policy issues. Where such issues arise between scheduled meetings, the Minister and his officials may contact the group by email or teleconference to seek their views.

An agenda will be circulated to members prior to each meeting. Pre-reading will be made available where the Minister and officials determine that this will be useful for discussions.

## **CONFIDENTIALITY**

Members are required to sign an agreement to not disclose or make use of information that would otherwise not be available to them, except in agreed circumstances.

## **RESPONSIBILITIES**

### *Conflicts of interest*

Members are required to inform the Chair where they have a substantial interest in the issues being considered by the Panel. This includes actual or perceived conflicts of interest.

Members are to be aware of potential direct or indirect conflicts of interest as they arise and declare any such conflicts to the Chair immediately upon becoming aware of any such conflicts or potential conflicts.

### *Expectations*

Members are expected to:

- attend all scheduled meetings. When members cannot attend, they will not be entitled to send substitutes;
- undertake pre-meeting reading, if provided; and
- engage fully with the material and provide constructive feedback at each meeting.

## **TERM**

MAG is expected to commence in April 2018. The term of MAG will be three years. After one year, the Minister of Housing and Urban Development and officials at MBIE in consultation with other agencies will review the function, size and membership of MAG. If significant changes are necessary, including appointing new members, these will take place through the Cabinet Appointments process.

## **REMUNERATION**

Under the State Services Commission Board Appointment and Induction Guidelines, MAG is a body set up to advise Ministers and is therefore covered by the Cabinet Fees Framework, provided in

Cabinet Office Circular CO (12): 6. Under the Framework it is classified as Group 4, Level 2 body. Members are therefore paid a pro-rata daily rate based on an eight hour day.

The following fees have been agreed for MAG:

- Members - \$259 per four hour day or \$64.50 per hour pro-rata as required (exclusive of GST).
- Co-opted attendees - \$259 per four hour day or \$64.50 per hour pro-rata as required (exclusive of GST).
- Chair - \$409 per four hour day or \$102.25 per hour pro-rata as required (exclusive of GST).

Members and co-opted attendees are paid at the daily rate for all work for MAG, including preparation and administrative work for the meetings. Work other than preparation for meetings must be approved and minuted by the support person at MBIE before it is undertaken.

Members and co-opted attendees of MAG travelling to meetings will have their actual and reasonable travelling, meal and accommodation expenses arranged and paid for by MBIE. They will liaise with the MBIE support person named below to arrange this.

Members and co-opted attendees are not paid for time spent in travel to and from meetings or on body business, except in instances where a daily fee is paid and the member has to travel more than a total of three hours in the course of a normal business day.

## **SUPPORT**

MAG will primarily be supported by officials from MBIE and the Ministry of Social Development, with other agencies providing supplementary support as required.

This will involve preparing agendas, arranging MAG meetings, arranging travel and liaising with the Group between meetings.

The first point of contact for MAG members should be Michelle Casey, at the Ministry of Business, Innovation and Employment.

### *Contact details*

Michelle Casey

Senior Advisor

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