

# **Terms of Reference for the Provincial Rental Housing Steering Committee (PRHSC)**

## **1. Background**

The National Department of Housing has developed policy and programmes to promote rental housing opportunities as one housing alternative to people on low incomes. To date there are two main implementation programmes:

- Social Housing (SH)
- Community Residential Units (CRU)

In the future there will be at least one other programme that of Backyard Rentals.

The success of these programmes is very dependent upon the co-operation and alignment between the different spheres of government in each province in engagement with critical non governmental stakeholders.

The national department policy proposes to use Provincial Steering Committees to assist achieve the necessary co-operation and alignment. The approach to this will be a Rental Housing PSC that deals with all Government Linked Rental housing initiatives

## **2. Purposes of the Rental Housing-PSC**

The Rental Housing-PSC is a provincially based structure that supports the co ordination, alignment and increased professionalism of government driven Rental Housing efforts in the province. The management of a combined approach between provinces and municipalities and other key stakeholders within their jurisdiction is required to achieve the objective of well managed and appropriate Rental Housing projects within a Province.

This combined approach ensures that projects implemented are aligned to both provincial government and local municipal strategies and plans for Rental Housing projects and that these fulfill the quality standards required by the sector.

The specific objectives of the Committee are:

- Assist to develop a strategy and implementation plan for enhancing the delivery Rental housing in the Province
- To align the efforts within the province by ensuring co operative planning and budgeting, prioritization and monitoring of Rental Housing initiatives
- To facilitate the sourcing and acquisition of funding to support delivery of Rental Housing projects in the province

- To identify and support capacity building programmes for the delivery of Rental Stock in the province
- To facilitate the removal of blockages to Rental housing implementation including financing, construction and management of the stock

### **3. Structure of the Rental Housing- PSC**

The Rental Housing-PSC will be led by the provincial department of housing, (the province will both chair and provide secretariat functions for this committee), and will be comprised of mandated representatives of the three spheres of government, as well as other relevant stakeholders.

These will include:

- The national department of housing
- The provincial department of housing
- Other municipalities with the potential for CRU and Social Housing projects
- Social Housing Institutions
- The Social Housing Foundation
- SALGA

The PSC may appoint any other official or relevant member institution to provide the PSC with technical or administrative assistance, information or advice. The PSC may also from time to time appoint a task team made up of member organizations to identify and/ or investigate solutions on projects or specific issues affecting the sector.

### **4. Powers and Functions of the PSC**

The committee, due to the composition of its members will have the ability to:

- Facilitate and provide inputs into provincial and municipal Rental Housing strategies
- Help align the involvement of the key government and other stakeholders in delivering the Rental Housing strategy
- Facilitate the removal of blockages to delivery.
- Manage the development of and provide inputs on the Provincial 5 year Rental Housing Project Pipeline
- Motivate for quantum of funding required for Rental Housing in the province
- Recommend projects for approval for Rental Housing project financing as a pre- requisite for the consideration of these projects by relevant spheres of government
- Track progress made on delivery against agreed strategy and propose interventions where deemed necessary

The committee's functions will include:

- Performing the day-to-day activities related to the co operative governance arrangements
- Perform all activities whilst ensuring that there is no encroachment on the jurisdiction of the three spheres of government
- Test and develop the generic template for the systems, process and institutional arrangements for the approvals, implementation and monitoring of Rental Housing projects
- Assess and facilitate Rental Housing projects within each of the three spheres of government taking into account the criteria related to institutional sustainability, financial viability of the projects, any other locational criteria, planning approvals, land rights, readiness for property management, access to programmes for community development
- Analyse, assess and make recommendations to the respective spheres of government of five year plans and budgets
- Implement monitoring and evaluation processes
- Exercise overall budget oversight
- Encourage communication with social housing institutions, community structures, professionals, funding agencies and contractors/developers contributing to the success of the Rental Housing programme
- Conciliate differences between the representatives from the three spheres of government
- Analyse, assess and make recommendations regarding the financial and human resources required by government to administer the Rental Housing programme
- Report regularly to senior administrative and political levels of government through the representatives who have been designated by each of the three spheres

## **5. Meetings**

Meetings will be called by the province. These meetings will initially take place monthly but once programmes are established members might choose to meet less frequently. Meetings shall occur according to an approved schedule. However adhoc meetings may be scheduled to resolve matters deemed to be of urgency. The determination of what would constitute a matter of urgency will be made by the chairperson of the Rental Housing - PSC.

## **6. Technical Assistance**

The Rental Housing- PSC will draw on the voluntary resources of its member organizations to support its technical functions. The Rental Housing - PSC will also have at its disposal access to planning assessment tools to support its decision making.

## **7. Secretariat**

The province will supply at its own expense the costs of relevant personnel as minute takers, planning and logistics for the designated meetings as well as for the distribution of meeting notices and minutes.

## **8. Records**

The Rental Housing - PSC must keep a record of its business, including all meetings, transactions, and decisions. The records must be on file and available to members. Minutes of meetings and proposed agenda for upcoming meetings must be timorously distributed to members prior to the next meeting.

## **9. Expenses**

Province will absorb the cost of hosting the Rental Housing- PSC meetings. Members will absorb the cost of their own participation and travel to the meetings. Should any member experience difficulties with financing their own participation an application can be made to the SHF to sponsor these expenses. Technical support to the Rental Housing-PSC by members are voluntary, however expenses incurred may be covered on request.