

## Housing Delivery Authority – Induction Briefing

Date and Time: 19/12/2024 – 2:45PM to 3:30PM

Location: L12 Secretary’s Office or MS Teams

Chaired by: Simon Draper – Secretary, Premier’s Department

### HDA Members

Kiersten Fishburn – Secretary, Department of Planning, Housing and Infrastructure (DPHI) (Acting Chair)

Simon Draper – Secretary, Premier’s Department (apology)

Tom Gellibrand – Chief Executive, Infrastructure NSW

### DPHI Staff

Aoife Wynter – A/Executive Director, Panels and Housing Delivery, DPHI

Mark Rutherford – Director Probity, DPHI

Meagan Cody – Director Governance and Strategy, Office of the Secretary, DPHI

### Agenda items

No.	Description	Responsible	Timing	Paper	Record of Briefing
01	<p>Introduction</p> <ul style="list-style-type: none"> <li>Note the briefing is being recorded</li> <li>Acknowledgement of Country</li> <li>Introductions</li> </ul>	<p>Chair Kiersten Fishburn</p>	<p>2:30- 2:35pm 5 mins</p>	No	<ul style="list-style-type: none"> <li><b>Noted</b> induction briefing is being recorded and transcribed for future reference and to share with alternate members of the HDA.</li> <li><b>Noted</b> Simon Draper, HDA Chairperson is an apology and Kiersten Fishburn has been appointed acting chairperson for this briefing.</li> <li><b>Noted</b> introduction of the following members and support staff:                             <ul style="list-style-type: none"> <li>Kiersten Fishburn – Secretary, DPHI</li> </ul> </li> </ul>

No.	Description	Responsible	Timing	Paper	Record of Briefing
					<ul style="list-style-type: none"> <li>○ Tom Gellibrand – Chief Executive, Infrastructure NSW</li> <li>○ Aoife Wynter – A/Executive Director, Panels and Housing Delivery, DPHI</li> <li>○ Mark Rutherford – Director Probity, DPHI</li> <li>○ Meagan Cody – Director Governance and Strategy, Office of the Secretary, DPHI as Secretariat</li> </ul>
<b>HDA Member Induction</b>					
02	HDA Overview	Aoife Wynter	2:35-2:40pm 5 mins	No	<ul style="list-style-type: none"> <li>• <b>Noted</b> Overview provided of the establishment and purpose of the HDA</li> </ul>
03	Governance <ul style="list-style-type: none"> <li>• Letters of appointment</li> <li>• Terms of Appointment, including Pecuniary Interests Form</li> <li>• Operating Procedures</li> <li>• Code of Conduct</li> <li>• Terms of Reference</li> <li>• Acceptance of role on HDA &amp;</li> </ul>	Aoife Wynter	2:40-3:10pm 30 mins	Yes	<ul style="list-style-type: none"> <li>• <b>Noted</b> the Environmental Planning and Assessment Amendment (Housing Delivery Authority) Order 2024 was signed by the Minister on 17 December and published on the 19 December 2024, establishing the HDA (Attachment A).</li> <li>• <b>Noted</b> the Housing Delivery Authority Terms and Conditions of Appointment and pecuniary interest form (Attachment B),</li> <li>• <b>Noted</b> that by signing the terms of appointment <u>members accept the</u> HDA Operating Procedures (Attachment C) and Code of Conduct (Attachment D)</li> </ul>

No.	Description	Responsible	Timing	Paper	Record of Briefing
	Pecuniary Interests Form				<ul style="list-style-type: none"> <li>• <b>Noted</b> the Terms of Reference of the Housing Delivery Authority (Attachment E)</li> <li>• <b>HDA agreed (unanimous)</b> that after the first few HDA briefings in 2025, the HDA would consider thresholds for DPHI to provide early feedback to proponents on EOI submission they will not be recommended for HDA SSD pathway.</li> </ul>
04	Policy Documents: <ul style="list-style-type: none"> <li>• SSD EOI Criteria</li> <li>• SEARs</li> </ul>	Aoife Wynter	3:10-3:25pm 15 mins	Yes	<ul style="list-style-type: none"> <li>• <b>HDA approved (unanimous)</b> the Housing Delivery Authority Expression of Interest Criteria (Attachment A) noting changes following stakeholder and Minister for Planning</li> <li>• <b>Noted</b> the Industry Specific (Planning) Secretary’s Environmental Assessment Requirements (Attachment B) which will be adopted by the Planning Secretary</li> <li>• Planning Secretary <b>approved</b> the Industry Specific (Planning) Secretary’s Environmental Assessment Requirements (Attachment B), subject to a change to design excellence “addresses” to “performs against”.</li> <li>• <b>Noted</b> HDA will consult with industry on the EOI criteria after three months of implementation.</li> <li>• <b>Noted</b> that the HDA will be in a position to provide an indication of the relative ‘weight of significance’</li> </ul>

No.	Description	Responsible	Timing	Paper	Record of Briefing
					<p>of each criteria to support triaging of proposals.</p>
05	Other business	Kiersten Fishburn	3:25pm-3:30pm 5 mins	No	<ul style="list-style-type: none"> <li>• <b>Noted</b> following this induction, DPFI will provide alternate members a recording of the induction and all material provided today</li> <li>• <b>Noted</b> DPFI will share Business Contact Form with HDA members and alternates to record details of any meetings with industry bodies and that completed forms will be tabled at each HDA briefing.</li> <li>• <b>Noted</b> next briefing on Friday 7 February 2025, which will be the first HDA briefing to consider EOI submissions.</li> </ul>