

**Rotary District 9455 – Zone 2**

**Homelessness Projects Steering Group**

**“Homeless Hub”**

**Terms of Reference**

Version Final

# Background/Context

Homelessness strikes a chord with many Rotary Clubs in the Perth area, and it is their wish to get involved in projects that mitigate or help end homelessness in Perth. Some Zone 2 Clubs are already well into projects, while others are looking for the right sort of project to start on. At present there is no overt co-ordination within the District of these projects or central source of information for Clubs to access.

Over May and June of 2017, Yvonne Hart, Assistant Governor for Zone 2, facilitated a series of meetings comprising interested parties from the Zone 2 Clubs. They concluded that Zone 2 would greatly benefit from an over-arching framework for the Zone’s Homelessness, which should allow both for Clubs that are advanced in the area and for those that are just starting out. The framework should be headed by a Steering Group.

This document is the Terms of Reference of that Steering Group – named the “Homeless Hub”.

# Functions of the Homeless Hub

## Co-ordination of Projects

* Map the existing projects, determine the gaps, and identify new opportunities
* Define a collaborative model for Clubs to work co-operatively and not duplicate
* Foster collaboration between Clubs

## Homelessness Information

* Provide a central source of information on homelessness for Club projects
* Maintain a knowledge base of relevant Club member skills
* Maintain a knowledge base of homelessness agencies
* Raise awareness and provide education on homelessness to the Clubs

## Support for Club projects

Clubs are responsible for the governance of their own projects, but the Hub can support projects by providing, if requested:

* A project methodology check-list
* Peer review of documentation
* Risk assessment reviews
* Co-ordination of resources across Clubs

## Homeless Agencies

Provide a strong connection between Rotary and the world of homelessness agencies

* Maintain a database of homelessness agencies, including:
	+ What agencies are involved in what services – eg food, health, clothing, housing
	+ How they are funded, if at all

which should also help identify the agencies that are most in need of help

* Be an information broker between Clubs and the Homelessness agencies
* Link to WACOSS (Western Australian Council of Social Services) the peak body for homeless agencies in WA

##  “Expert Reference Group” for homelessness expertise

Form a group of independent advisers with whom to consult on homelessness matters and future directions for the Hub.

## External Marketing

* Marketing and education external to Rotary, including use of social media
* Raise the profile of Rotary and the work it is doing for the homeless

## Strategic Planning

The Hub will develop a strategy for Rotary’s impact on homelessness. This should include having the Clubs work together on a large tangible project with a big goal - perhaps as big as “eliminating homelessness”.

# Membership

* Each Club in Zone 2 to have one representative on the Hub, plus a back-up person.
* Assistant Governor for Zone 2

# Role of individual Hub members

The role of the individual members of the Homeless Hub includes:

* Attending regular meetings as required, and if necessary sending a proxy
* Representing the interests of their Club, as appropriate
* Being committed to, and actively involved in, pursuing the Hub’s outcomes
* Being an advocate for the Hub’s outcomes
* Upholding the ethics of Rotary as exemplified by the Four Way Test

# Meetings

* The Hub will have a Chair and Secretary, elected by the members for a 6 month term
* A meeting quorum will be half the Hub membership plus one
* Meeting agendas, supporting papers and minutes will be provided by the Secretary
* Decisions will be made by consensus where possible. If not possible, the Chair will make the final decision. The decision process will be minuted.
* Meetings will be held at a frequency decided by the members, but no less frequently than every 2 months
* Any Rotarian in Zone 2 is entitled to attend meetings as an observer
* If required sub-group meetings will be arranged outside of these times at a time convenient to sub-group members.
* Members will nominate a proxy to attend a meeting if the member is unable to attend, informing the Chair of the substitution at least two working days prior to the scheduled meeting.

# Review

The effectiveness and membership of the Hub will be reviewed after 6 months, at which time these Terms of Reference may be amended by agreement of the Hub members.

**Appendix - ABS’ Definition of Homelessness**

[http://www.abs.gov.au/ausstats/abs@.nsf/Latestproducts/4922.0Main%20Features22012?opendocument&tabn](http://www.abs.gov.au/ausstats/abs%40.nsf/Latestproducts/4922.0Main%20Features22012?opendocument&tabn)

When a person does not have suitable accommodation alternatives they are considered homeless if their current living arrangement:

* is in a dwelling that is inadequate; or
* has no tenure, or if their initial tenure is short and not extendable; or
* does not allow them to have control of, and access to space for social relations.

The ABS definition of homelessness is informed by an understanding of homelessness as 'home'lessness, not rooflessness. It emphasises the core elements of 'home' in Anglo American and European interpretations of the meaning of home as identified in research evidence (Mallett, 2004). These elements may include: a sense of security, stability, privacy, safety, and the ability to control living space. Homelessness is therefore a lack of one or more of the elements that represent 'home'.

The definition has been constructed from a conceptual framework centred around the following elements:

* Adequacy of the dwelling;
* Security of tenure in the dwelling; and
* Control of, and access to space for social relations.

See Information Paper: A Statistical Definition of Homelessness (cat. no. 4922.0) for more information on the ABS' definition of homelessness.