

Housing and Homelessness Services Committee Charter

The Housing and Homelessness Services (Committee) is a sub-committee of the Board of Homes Tasmania (Board). It is established as part of the governance structure of the organisation and pursuant to the requirements of the *Homes Tasmania Act 2022* and Ministerial Statement of Expectations as may be set by from time-to-time.

The purpose of the Committee is to assist the Board discharge its responsibilities as an accountable authority. It will provide advice to the Board, by leveraging the expertise and resources of front-line service providers, researchers, policy and advocacy bodies and other stakeholders to address Tasmania's housing and homelessness crisis. The Committee is established by the Board and its powers are delegated by the Board, which retains responsibility for the decisions, performance and outcomes of the Committee and should therefore monitor the Committee's activities.

The Committee's **functions** are:

1. Housing Register and Housing Connect
 - 1.1 Maintain an understanding of clients on the Housing Register
 - 1.2 Monitor change on the Housing Register and make recommendations in relation to how it is being managed, allocation practices, and strategies to reduce wait times
 - 1.3 Oversee implementation of Housing Connect reform agenda
 - 1.4 Review and make recommendations to the Board in relation to the budget, service levels and models to provide continuous improvement for the operations of the Housing Connect network, including the front doors and support services.

2. Crisis and Supported Accommodations
 - 2.1 Monitor and consider reports on the operation of contracted services and system capacity including levels of occupancy and turnaways.

3. Research
 - 3.1 Initiate, review and/or monitor literature, research, trends and developments at the local, national and international level
 - 3.2 Make recommendations to the Board in relation to homelessness and housing services that represent best practice while being appropriate for Tasmania
 - 3.3 Monitor and analyse data and demographic trends that may impact the work of Homes Tasmania, homelessness and housing services
 - 3.4 Review and oversee the responses to data and research in relation to service demand and design.

4. Other responsibilities
 - 4.1. Institute or oversee additional activities as needed or requested
 - 4.2. Ensure the Committee has sufficient resources to carry out its responsibilities
 - 4.3. Review and assess the adequacy of this charter annually
 - 4.4. Evaluate the performance of the Committee and its members on a regular basis.

Powers

In discharging its functions and duties, the Committee is authorised by the Board, subject to Board approval, to obtain external professional advice (including legal), and seek information from any employee or parties outside of Homes Tasmania, and require attendance of Homes Tasmania officers at meetings of the Committee.

Membership, structure and process

The Board will invite expressions of interest from independent, suitably qualified people for appointment to the Committee. Membership would typically require moderate to advanced knowledge, skills or experience in social policy, economics, social work or welfare, child and family services or mental health services.

The Committee will comprise no less than two (2) Board Directors and three (3) external members. External members will be appointed by the Board annually and may be changed at the absolute discretion of the Board. Members will serve for a maximum of 4-years.

The Board will appoint a Director as Committee Chair. The Board Chair and any other Directors may attend Committee meetings but are unable to vote on Committee matters.

The Committee will meet often enough to undertake its role effectively, but not less than four (4) times per financial year. Special Meetings may be convened as required. The Chair of the Committee will preside at all meetings at which they are present. If the Chair is not present at a meeting, the Members present will decide an interim Chair.

The Committee will develop an annual program that may include opportunities for the Committee to meet independently with management, external and internal auditors, or other people. The Committee should meet with the external and internal auditors at least once a year without management being present.

An agenda and papers for a meeting will be distributed to all Committee members at least seven days in advance of the meeting. Late papers will only be accepted with the approval of the Committee Chair. The agenda, papers and minutes will be made available to every Director providing no conflict of interest exists.

A quorum is constituted by two Directors and a majority of the total number of members appointed. The Committee will consider members present and able to participate in person, by telephone or video conference.

In addition to the members of the Committee, the Chief Executive Officer (CEO) and Director Housing Policy and Programs or their delegates will attend the meetings but have no voting rights. Other Homes Tasmania staff and external people may attend meetings at the invitation of the Committee. The CEO or their delegate will perform the duties of Committee Secretary.

The Committee Chair or their delegate will report to the next Board meeting following a Committee meeting. The report will include an update on the Committee's activities, any matters considered of importance, and recommendations for the Board's consideration.

Minutes of the Committee meeting will be kept by Secretary and distributed to all Committee members and the Board, after preliminary approval by the Committee Chair.

Conflicts of interest

The standard for declarations of interest for Committee members will be the same as those for Board Directors. Committee members will provide annual written declarations, through the Chair, to the Board declaring any interests they may have in relation to their responsibilities. Members must also declare any interests at the start of each meeting and/or as circumstances arise.

Committee performance evaluation

The Committee will review its performance and composition at least annually to determine whether it is functioning effectively by reference to this Charter and current best practice. The Committee evaluation will be presented to the Board.

Review of charter

The Committee will review this Charter at least annually and make recommendations to the Board as to any changes it considers should be made. The Charter may be amended by resolution of the Board.

Who to contact

Any questions relating to the interpretation of this Charter should be forwarded through the Homes Tasmania CEO to the Chair of the Board.
