

## RESEARCH STEERING GROUP TERMS OF REFERENCE

### PROJECT SUMMARY

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The aim of *Journey to Home* is to identify the unique needs of people from culturally and linguistically diverse (CaLD) backgrounds who may experience housing stress and vulnerability in Western Australia, and who may have experienced or be at risk for poor mental health outcomes and social isolation. The project aims to inform approaches to increase access to secure housing and improve mental health outcomes for people from CaLD backgrounds and specifically, will make recommendations for culturally appropriate, holistic, and equitable health promotion interventions and services.

### STEERING GROUP ROLE, FUNCTION AND MEMBERSHIP

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The Research Steering Group (RSG)<sup>1</sup> is a representative, consultative body comprising the Project Implementation Team (PIT)<sup>2</sup> along with members from government and non-government organisations. The RSG will:

- Provide advice to the Project Implementation Team to help guide the implementation of the project.
- Provide advice on the use of generated data and assist with the dissemination of findings.
- Promote the project to other stakeholders.
- Review documents as required.

### QUORUM

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A quorum of members must be present before a meeting can proceed. Fifty per cent of members constitute a quorum. In addition, at least one member of the Project Action Team (PAT)<sup>3</sup> must be present for a meeting to proceed.

### CHAIR

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The Steering Group will be chaired by a member of the PAT. The role of the chairperson is to:

- Prepare the meeting agendas in consultation with the minute-taker.
- Guide the meeting according to the agenda and time available.
- Approve draft minutes for distribution.

### SECRETARIAT

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Meeting administration including minutes will be provided by the PAT. The role of the secretariat is to:

- Establish meeting times.
- Prepare agendas and issue notices for meetings, and ensure all necessary documents requiring discussion or comment are attached to the agenda.
- Distribute the agenda prior to the meeting.
- Take notes of proceedings and prepare minutes of the meeting.
- Distribute the minutes to all members no later than one week after each meeting.
- Follow up on action points.

The draft minutes shall be formally endorsed at the next meeting.

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<sup>1</sup> RSG: PAT and PIT members and representatives from key agencies

<sup>2</sup> PIT: Curtin University research team

<sup>3</sup> PAT: Lead Curtin University researchers and Project Coordinator



## MEETINGS

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The RSG will meet four times a year at a mutually agreed upon location and time. Between formal meetings, the RSG will receive electronic briefings from the PAT and may be asked to comment via email on documents and/or issues as they arise.

## TENURE

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To assist with continuity, tenure will be for the length of the current project (anticipated project completion March 2022).

Date of Development (PAT): 12 April 2021  
Date of Endorsement (RSG): 06 May 2021  
Date of Review: 01 December 2021

