



SOUTHERN SERVICES
REFORM GROUP

**Home and Community Care (HACC)
Southern Services Reform Group
Collaboration Project**

Terms of Reference



home and community care

A JOINT COMMONWEALTH AND STATE/TERRITORY PROGRAM
PROVIDING FUNDING AND ASSISTANCE FOR AUSTRALIANS IN NEED

April 2006

Amended - September 2006, May 2008, September 2010, January 2011

Background

The metropolitan Collaborative Projects were established in 1999 and are funded by the Department of Children and Families through the Office for Disability, Ageing and Carers - Home and Community Care (HACC) program. They are funded in a number of regions and include projects in the North, East, West and Adelaide Hills areas. The Southern Services Reform Group (SSRG) encompasses the Local Government areas of Onkaparinga, Mitcham, Holdfast Bay and Marion.

Collaborative projects are funded to develop and support a formal mechanism for facilitating service system reform and to improve service cooperation and coordination at a regional level. The project engages with services that affect the HACC target group.

It is anticipated that collaboration between programs, services and sectors will lead to improved quality of life outcomes for the HACC target group, including independence and increased participation in their communities.

Project Goals

Southern Services Reform Group (SSRG) Project Goals.

- Identify and promote opportunities for service reform.
- Provide opportunities for consumers and carers to participate in the development and reform of services.
- Develop creative and innovative ways of providing services.
- Increase networks and the breadth of partnerships.
- Encourage efficient and effective use of resources.
- Provide a particular focus on improving the access for, and meeting the needs of, diverse and marginalised groups.
- Identify service gaps and encourage partnerships and strategies to respond to the needs of the HACC target group.
- Promote and facilitate opportunities for information exchange between services.
- Encourage better practice through sharing information, knowledge and training opportunities.
- Facilitate communication between the region and the funders.

Project Management

The project is managed as prescribed in the Service Agreement made by application to the Minister through the Department for Families and Communities, Office for Disability, Ageing and Carers.



Auspice

Auspicing Body Responsibilities.

- Administer project funding in line with the Service Agreement and direction provided by the Executive and Steering Committee, including the submission of quarterly financial reports.
- Ensure all reporting and administrative requirements of the funding agreement are met.
- The employment of project staff and all associated industrial requirements.
- Provide day to day supervision and support for the Project Officer.
- Ensure the availability of appropriate office accommodation.
- Ensure a senior staff member participates in the Executive / Steering Committee.

Executive Committee

The executive committee will comprise of the chairperson, vice chairperson, and three nominated members plus non voting auspice and project officer.

Roles and Responsibilities

- Actively support and work towards project goals.
- Make decisions on behalf of the Steering Committee as necessary.
- Communicate effectively with the SSRG steering committee on Executive actions and discussions and seek support and clarification from the wider group.
- Assist the SSRG project officer with the development of an annual plan.
- Oversee and manage the budget.
- Provide effective direction and support to the project officer.
- Attend bi-monthly meetings plus meetings as required.
- Attend a minimum of 70% executive meetings within a financial year.

Appointment of the Executive Committee

The Executive Committee is to be elected at the first meeting of the Steering Committee. Elections are to be conducted through an open nomination process with an open or secret ballot vote, as deemed appropriate by the committee. Where there is a hung vote for the position of Chairperson then the Project Officer

shall have the deciding vote. Where there is a hung vote for any remaining positions the Chairperson is to cast the deciding vote.

Steering Committee

The committee will comprise of a minimum of 12 members and a maximum of 15 members (plus ex-officio members). Members will be sought to develop a committee with a wide breadth of skills, expertise, opinions and experience. It should be representative of the key service providers and agencies in the region.

Roles and Responsibilities

- Facilitate a coordinated regional approach to community care services, including gap identification and priorities for service reform.
- Review, facilitate and promote opportunities for the HACCC target group to participate in the development and reform of services.
- Identify local issues emerging and support the development of Project Work Groups to address these issues.
- Assist with overseeing the budget by receiving and monitoring quarterly Financial Reports from the auspice.
- Provide feedback to OFTA regarding key issues and identified priorities.
- Assist with providing direction and support to the Project Officer.
- Ensure the Project meets its objectives as stated in the Agreed Annual Project Plan.
- Support and monitor workgroup progress against agreed work plans
- Work with representatives of the Commonwealth Government and SA Department for Families and Communities to meet the strategic directions of a range of relevant policies.
- Develop opportunities for consumer participation, to contribute to the identification of key issues and feedback, including the effectiveness of the SSRG's strategies.
- Attend meetings bi-monthly with additional attendance required for forums, workshops, consultations, training and other activities as appropriate.
- A steering committee representative to be present on each working group.
- Participate in information sharing and promotion of the Project and its work through their organisations.
- Ensure the attendance of a proxy to maximise consistency at meetings and facilitate the decision making process.
- The Project Officer is to be advised of the nominated proxy at the commencement of the term. The proxy will possess similar skills knowledge and decision making capabilities of the member who they replace and must be authorised by the member.

Appointment of the Steering Committee

The nomination process will be conducted in an open and transparent manner with every effort made to ensure that equal opportunity is offered across the sector and that selection criteria is strategic and inclusive.

- Nominations to the committee will be sought from across the sector during the month of May every second year in line with the establishment of the Terms of Reference in 2006.
- Executive Committee to identify desirable criteria prior to the recruitment of a new committee.
- The committee will be elected for a 2 year term with an option to serve an additional term, in their current roles, without re-election.
- Members are eligible for renomination.
- The committee will elect its Chairperson, Vice Chairperson and Executive members at the first meeting of the new committee.
- In the case of there being more than one nomination for the positions of Chairperson and Vice-Chairperson there will be a secret ballot vote overseen by the Project Officer.
- The term for the Chairperson will be for a 2 year term with a maximum of two terms being served.

Ex-officio Members

- The Project Officer;
- SA Department for Families and Communities - Disability, Ageing and Carers; and
- The auspice body.

Governance

- A quorum shall be 50% of the full membership present plus one.
- Expertise will be coopted as required.
- All members will share the responsibility for the functioning and decision making.
- Decision making will be on a consensus basis or by majority vote.
- The auspice body will ensure that a minute taker is available.
- Where a member, and their associated organisation, can no longer participate, the Executive may identify and recruit an appropriate replacement.

Project Officer (PO)

Roles and Responsibilities

Under the direction of the Executive/Steering Committee, the Project Officer is responsible for the following.

- Work supportively with the Executive and Steering Committee.
- Initiate and support active workgroups, assist establishing work plans.
- Meet and work with other regional Project Officer's to identify and discuss cross-regional issues.
- Inform the Steering Committee of emerging regional and cross –regional issues.
- Act as a spokesperson for the Project.
- Prepare the Annual Project Plan in consultation with Executive/Steering Committees and distribute to OFTA, by an agreed date,

- Give regular updates on progress of annual plan to Executive/Steering Committee.
- Prepare the Annual Project Report, seek endorsement from Executive/Steering Committee and distribute to Office for Disability, Ageing and Carers by the agreed date.
- Disseminate relevant project related information to service providers in the region and raise awareness of service development.
- Communicate regularly with relevant Office for Disability, Ageing and Carers staff to exchange information and feedback, particularly relating to key issues and priorities.
- Seek advice and support from relevant Office for Disability, Ageing and Carers staff on implementation of regional Project Plans.
- Research specific issues impacting on target group and develop discussion papers.
- Consult with Consumers on issues of service development and reform
- Manage and update website.

As an employee of the auspicing agency, the PO must abide by the delegations, policies, protocols and procedures of the auspicing agency, including promotion and public relations procedures.

Workgroups

Workgroups are comprised of representatives from service providers who provide services to the HACCC target group. It is expected that members possess the appropriate skills, resources and commitment to the Project, relative to the aims and goals of the workgroup.

Roles and Responsibilities

- Meet with a clear vision and objectives as outlined in the Annual Plan.
- Focus on project work in a pre-determined time frame.
- In consultation with Project Officer, establish a work plan to guide performance.
- Meet at least every three months.
- Support the Steering Committee to meet its roles and responsibilities – at least one member from the Steering Committee will participate in each Workgroup.
- Participate in forums and consultations.
- Participate in information sharing and promoting the Project and its work through their organisations.
- Elect a chairperson for each Workgroup and review bi-annually.

Terms of Reference Reviews and Updates

The Terms of Reference should be reviewed periodically, as deemed necessary and/or as outlined in the Service Agreement.

Amendments

- September 2006, May 2008, September 2010, January 2011