

TERMS OF REFERENCE

SECTOR SUSTAINABILITY PROJECT GOVERNANCE COMMITTEE

Purpose

To oversight and guide commissioning of the Sector Sustainability Project (SSP) during July 2023-December 2024 to ensure:

- ACT Government and ACT Community Sector stakeholders can provide guidance to the SSP Project Leads (Susan Helyar as Community Lead and Fiona May as Government Lead)
- Stakeholders in the ACT Community Sector and the ACT Government can scrutinise and provide feedback to the Host Organisation and to ACT Government Funding Manager on satisfactory progress of the project
- Information and insights from the project inform ongoing implementation of sector sustainability activities beyond December 2024

Committee Roles

The Committee Chair is the CEO (Chief Executive Officer) of the ACT Council of Social Service.

The Committee will appoint a Deputy Chair, who will delegate for the Chair as agreed by Committee Members.

Committee Members are appointed via nomination of representatives of people and organisations with an interest in the activities and outcomes of the SSP.

The Committee Secretariat is provided by the Community Based Project Team, who will work directly with the Chair to create and distribute meeting schedules, agendas, papers, records of decisions and external communications.

The SSP Project Co-leads will attend as ex-officio members to participate in all Committee meetings but will not have voting rights. The Committee Chair may ask the co-leads to leave the room if sensitive discussion about co-lead performance is required.

Committee Processes

Term of Appointment

Appointments will commence in August 2023 and end in December 2024.

Meetings

The Committee will meet at least 4 times during the period July 2023-December 2024, convened at times agreed with the community-based Project Lead. The Chair will determine, in consultation with Committee Members, if additional meetings are required.

Meetings will be convened in hybrid face-to-face and online formats to maximise the capacity of Members to attend.

Scope of Authority

The Committee will monitor progress of the SSP KPIs and has authority to:

- Review and provide feedback on progress reports prior to distribution to stakeholders
- Provide feedback to the Host Organisation and the Funding Manager to ensure the SSP activities align with stakeholder expectations
- Provide feedback to ACT Government Officials and Ministers regarding barriers to implementation of sector sustainability measures unable to be resolved by the Project Team

Decision-Making

Members agree to:

- Engage in respectful communication with other Committee Members
- Be sufficiently informed to participate in Committee discussions and decisions, including:
 - maintaining an awareness of ACT Government communications regarding Commissioning and Community Services Industry Development activities
 - Engaging with peers in the ACT who have an interest in the objectives, activities, milestones and outcomes
- Seek to understand the views of other members
- Provide a rationale if they disagree with a proposed Committee position to avoid unduly obstructing development of a majority position

Once a decision is made, members of the Committee will represent agreed positions of the Committee to other stakeholders. Where there is not an agreed Committee position on a matter considered by the Committee, Members are able to represent their own views to other stakeholders.

Secretariat

The Secretariate will be provided by the Community Based Project Team.

The Committee will be supported by a Secretariat that will:

- Schedule meetings and arrange meeting venues
- Ensure meeting materials are provided one week before scheduled meeting dates
- Provide a record of meeting decisions to all Committee Members
- Support implementation of agreed actions arising from Committee meetings

Committee Members will respond to requests for input and/or information in a timely manner, considerate of agreed timelines for actions.

Membership

Membership of the SSP Governance Committee will be open to representatives of people and organisations with an interest in the activities and outcomes of the SSP. These are:

1. Peak Bodies representing and advocating on behalf of people who have lived experience of social and health services delivered in the ACT
2. Peak Bodies representing non-government organisations providing social and health services in the ACT
3. ACT Government Officials in CSD, ACT Health and JaCS
4. Aboriginal Community Controlled Organisations operating in the ACT
5. NGOs providing a diversity of funded programs, known as “generalist organisations”, operating in the ACT
6. NGOs providing services to specific communities and/or for specific needs, known as “specialist organisations”, operating in the ACT
7. Unions and Professional Associations relevant to community-based health and social services, operating in the ACT

The Committee will have a majority of non-government members, comprised of a mix of Peak Body, lived experience and service provider organisations, with a minimum of 8 Members and a maximum of 10 Members.

Nomination and Appointment to the Committee

Community Members of the Committee will be nominated by their peers in the community sector. An internal process will be used to identify the ACT Government Members of the Committee.

The Chair will work with the SSP Project Leads (Susan Helyar as Community Lead and Fiona May as Government Lead) to review nominations and appoint Committee Members.

If a vacancy arises in the Committee this vacancy will be filled through the nomination and appointment process specified above, by identifying a person who can ensure continued representation from stakeholder groups listed at 1-7 in the “Membership” section of this Terms of Reference.

Nominations from Community Members will be provided via the form provided at *Attachment A*, and will include the following information from nominees:

- Which of the stakeholder groups listed at 1-7 above they represent
- One paragraph explaining the Nominee’s understanding of the objectives of the Sector Sustainability Project
- Experience in project governance, with a preference given to Nominees with experience in governing cross-sector and cross portfolio projects
- Methods they will use to engage with and provide feedback to peers
- Whether they will participate in the Committee as part of their role as a paid employee of an organisation, or in a voluntary role
- Any reasonable adjustments sought to enable participation in the Committee

NOMINATION FORM FOR MEMBERSHIP OF THE SECTOR SUSTAINABILITY PROJECT GOVERNANCE COMMITTEE

Thank you for your interest in contributing to the 2023-2024 Sector Sustainability Project as a member of the Governance Committee. Please read the attached Terms of Reference prior to completing your nomination.

All nominations will be reviewed by the Community-Based Project Lead (Susan Helyar) and the Chair of the Governance Committee (Devin Bowles, CEO of ACTCOSS). Nominees will be advised of the outcome of the nomination process by 4 September 2023.

Please complete the information below and **return this form by Thursday 24 August 2023** to: susan.helyar@act.gov.au

Name and Organisation of Nominator:

Add text here

Name and Organisation of Nominee:

Add text here

Stakeholder Group Nominee will represent on the Governing Committee:

- 1. Peak Bodies representing and advocating on behalf of people who have lived experience of social and health services delivered in the ACT
- 2. Peak Bodies representing non-government organisations providing social and health services in the ACT
- 3. ACT Government Officials in CSD, ACT Health and JaCS
- 4. Aboriginal Community Controlled Organisations operating in the ACT
- 5. NGOs providing a diversity of funded programs, known as “generalist organisations”, operating in the ACT
- 6. NGOs providing services to specific communities and/or for specific needs, known as “specialist organisations”, operating in the ACT
- 7. Unions and Professional Associations relevant to community-based health and social services, operating in the ACT

Date:

Nominator
Signature: _____

Add text here

Date:

Nominee
Signature: _____

Add text here

Nominee to provide brief responses on the following topics:

Understanding of the objectives of the Sector Sustainability Project

Add text here

Experience in project governance, noting preference will be given to Nominees with experience in governing cross-sector and/or cross portfolio projects

Add text here

Methods you will use to engage with and provide feedback to peers in the stakeholder group that you will represent:

Add text here

Please state if you will participate in the Committee as part of a paid role in an organisation, or in a voluntary role. An honorarium will be paid to people participating as a volunteer.

Add text here

Please state if there are any reasonable adjustments sought to enable participation in the Committee. This will assist us with planning communication, venue and other arrangements.

Add text here

Thank you