



SUPPORTING COMMUNITIES FORUM

TERMS OF REFERENCE 2017 – 2019

The community services sector is a key government partner in delivery of services and a significant contributor to economic growth, employment and community wellbeing, particularly for vulnerable Western Australians.

The State Government is committed to working with the sector to maximise opportunities to deliver quality services, by building a relationship based on partnership, collaboration and mutual respect between both sectors. This work will also support the directions of the Machinery of Government reforms and the recommendations emerging from the Service Priority Review.

The terms of reference of the Supporting Communities Forum were endorsed by the Community Safety and Family Support Cabinet Sub Committee on 28 August 2017.

FUNCTION

The function of the Supporting Communities Forum is to support implementation of the Government's Supporting Communities Policy, which is overseen by the Community Safety and Family Support Cabinet Sub Committee. The Forum will:

1. make recommendations to break down barriers between agencies and organisations to better deliver services and outcomes for Western Australians in need;
2. identify opportunities to streamline procurement processes across government departments funding community services;
3. provide advice on development of outcomes based procurement and outcomes framework to be applied across the community sector and Government;
4. identify opportunities to improve funding security to the community services sector through consistent application of contract duration;
5. provide advice on how client centred care can be flexibly accommodated in Government procurement practices;
6. support the trial of a collaborative funding model;
7. support development of a framework to measure outcomes across the community services sector, including identification of opportunities to cooperate and improved access to non-sensitive data;
8. provide advice on production of a biennial Our Communities Report to provide a snapshot of the health of the community;
9. engage with the wider community sector on behalf of the Forum; and
10. provide advice on other matters impacting on implementation of the Supporting Communities policy, or any other matters as requested by the Premier or Sub Committee.

OPERATION

Membership

The Forum will comprise a Chairperson, Deputy Chairperson, up to 14 community Members, and six senior government officers.

The Membership will reflect the diversity of the sector and the community to which services are provided. Members attend in their own right.

Chairperson and Deputy Chairperson

The Premier will recommend appointment of the Chairperson and Deputy Chairperson to Cabinet following an expression of interest process coordinated by the Department of the Premier and Cabinet.

The criteria for selection will include:

- not currently employed within the public or community sector;
- significant leadership experience in human service delivery or research;
- knowledge and experience of sector reform processes; and
- a sound understanding of human service delivery in Western Australia, including services for Aboriginal people and communities, and regional and remote areas.

The Chairperson and Deputy Chairperson will each be appointed for a two-year term.

Community Sector Membership

The Premier will recommend appointment of community sector Members to Cabinet following an expression of interest process coordinated by the Department of the Premier and Cabinet.

The criteria for selection will include:

- significant high level leadership experience in human service delivery within the community sector or in sector related research;
- knowledge and experience of service delivery and reform issues in one or more areas of community and human services, including but not limited to: services for Aboriginal people and communities; regional and remote services; disability; health and mental health services, and services for culturally and linguistically diverse groups and communities; or systemic advocacy of the aforementioned, and
- ability and willingness to draw on sector networks to consult on behalf of the Forum and to engage support for the Forum's work plan.

Community sector Members will each be appointed for a two-year term.

Government Membership

Government Membership will consist of the Directors General or Commissioners of the following agencies:

- Department of Communities;
- Department of Education;
- Department of Health (Deputy Director General);
- Department of Justice;

- Department of the Premier and Cabinet; and
- Mental Health Commission.

The Department of the Treasury will attend Forum meetings twice yearly. The State Manager of the Commonwealth Department of the Prime Minister and Cabinet may be invited by the Chairperson to attend in an ex-officio capacity.

Observers

Observers may attend Forum meetings on the invitation of the Chairperson.

Working Group Membership

The Supporting Communities Forum, through the Chairperson, may establish time limited working groups for specific purposes.

Any working group established will be chaired by a member of the Supporting Communities Forum. Working group Membership may include non-Forum Members.

Working groups will meet as required, and report regularly to the Supporting Communities Forum through the working group chair.

Sitting fees

The Chairperson, Deputy Chairperson and non-salaried Members will receive remuneration in line with Premier's Circular 2010/02 *State Government Boards and Committees*. All accommodation and travel costs for Forum related work will be covered by the Department of the Premier and Cabinet as per the Public Sector Commissioner's Circular 2009-20: *Reimbursement of Travel Expenses for Members of Government Boards and Committees*.

Timing of Meetings

The Supporting Communities Forum will meet quarterly.

Agenda Items

Draft agenda items will be circulated to Members 10 working days prior to each Supporting Communities Forum meeting.

Proposed additional items must be forwarded by Members to the Secretariat at least seven working days before the Forum meeting, for the Chairperson's approval.

Communication

Draft minutes will be circulated to Members no later than two weeks following the Forum meeting.

A communique will be issued and distributed widely following each Forum meeting.

Reporting

The Forum will provide regular reports to the Community Safety and Family Support Cabinet Sub Committee, and report annually to the Premier.

Confidentiality

Members may have access to information that relates to confidential Cabinet deliberations. Members must treat this material as strictly confidential and will be required to sign a declaration to this effect.

Former Members

In recognition of their past contribution and experience, the Chairperson may invite former Members of the Western Australian Partnership Forum and the Supporting Communities Forum to contribute Supporting Communities Forum events, workshops and working groups as appropriate.

Secretariat and Policy Support

Secretariat and policy support will be provided by the Department of the Premier and Cabinet.

Review

The terms of reference will be reviewed after two years of operation to coincide with the renewal of Membership.

The Sub Committee may initiate an earlier review of the Forum's terms of reference in response to related sector reform.