
Aged & Community Services SA&NT

Advisory Committees 2010

Explanatory Memorandum Roles, Function and Structure

Background

An organisational review of ACS SA&NT (undertaken in late 2005 by GSI) identified the need for a restructuring of the ACS SA&NT committee structure in order to refocus direction as well as minimise duplicated effort. While acknowledging that the existing ACS SA&NT committees had provided valuable input and ideas, it was felt that there had, over time, been a loss of strategic focus. The committee restructuring would improve the effectiveness of the committees ensuring that ACS SA&NT resources would be best served by strategically targeting the highest priority issues.

In November 2006 the ACS SA&NT Board established five new committees:

- Workforce
- Finance
- Residential Care
- Community Care
- Housing

Operational Scope & Function

One of the primary aims of the restructuring is to keep the work of the committees as proactively focused as possible in an effort to ensure that ACS SA&NT is setting the agenda rather than responding to issues and concerns. Inherent in this approach is a requirement that there will be an emphasis on developing ideas and presenting solutions for consideration based on sound research.

During the initial set up phase (March to June 2007) the Board, in consultation with the committees, identified the matters to be part of the individual committee action plans. Each committee developed their action plan and presented it to the ACS Board for discussion and endorsement.

The action plans represent the issues that the respective committees will spend most time on although it is appreciated that on occasions the committees may need to allocate time and resources to preparing submissions and responses to Government.

Action plans will be developed annually by the respective committees and submitted to the ACS SA&NT Board for endorsement.

In broad terms ACS SA&NT committees will:

- Ensure that each committee's action plan is aligned with ACS SA& NT Strategic and Operational plans.
- Work with ACS SA&NT staff developing well researched policy positions, papers and submissions.
- Provide appropriate comment, advice and recommendations to the ACS SA&NT Board and or ACS SA&NT Executive.
- Engage in liaison or consultation with appropriate external stakeholders in the pursuit of their activities.

Instances will occur where work issues are identified that have relevance to more than one ACS SA&NT committee. Relevant members of the respective committee and ACS SA&NT staff will collaborate in determining the best course of action including where primary responsibility for follow up rests.

Committee & Working Group Membership

Membership of the five committees will be decided from nominations received based on identified specific selection criteria for the individual committees. The ACS SA&NT Executive Committee has delegated authority for determining appointments.

Committee members will be selected based on the individual's knowledge, expertise and skills relevant to the particular committee, rather than being selected as a representative of a particular organisation. Individuals nominating for committee positions must be an employee of an organisation which is a member, or industry supporter, of ACS SA & NT.

The ACS SA&NT Board is cognisant of the need to ensure, where possible and appropriate, that the committee make up is reflective of the broad membership base as well as country and metropolitan interests.

Total membership numbers will be minimum of 8 and maximum of 10. There is to be at least 1 ACS SA&NT Board appointed member on each of the committees. The ACS SA&NT CEO is able to attend in an ex-officio capacity.

The Chair and Deputy Chair will be appointed from amongst the Committee membership.

Committee members will be appointed for 3 year terms with appointments initially being staggered to ensure that corporate knowledge is preserved.

Any committee member who does not attend three consecutive meetings without proper reason (and notification) ceases to hold active membership of the committee.

Working groups are the preferred arrangement for the management of specific speciality issues. Working groups will be time framed and task focused and there must be a direct link with the committee with either the Chair or Deputy Chair as a representative. The Board's Executive Committee must endorse the establishment of any working group and each working group must operate under a specific terms of reference determined by the specific committee.

Committees may on occasions co-opt outside expertise to assist with the preparation of a particular task. This is more likely to be directed at the activities of working groups.

Links: National (ACSA) Committees/Working groups

Links and reporting lines will be established to ensure that the relevant ACS SA&NT committees/working groups are working closely with the national committees to ensure a two way flow of information.

Individual committees have a specific responsibility via the ACS SA&NT representative to ensure that where appropriate a state perspective is articulated and incorporated into any papers, submissions, briefings etc that might be prepared by the national committee/working group.

ACS SA&NT representatives on national committees are required to submit written reports to committees.

Representing ACS SA& NT

Individuals can only represent ACS SA&NT when they have been endorsed by the committee to do so. It is important that when attending meeting/forums as an ACS SA&NT representative that they acknowledge their presence in that capacity.

ACS SA&NT Support

ACS SA&NT will provide a staff member for each committee. The staff member will provide:

- administrative and secretariat support for the committee
- policy support and information.

Other ACS SA&NT resources may be accessed by the committees in helping them with their work. Liaison with the ACS SA&NT CEO will be required to ensure that limited staff resources are allocated on a priority basis.

Administrative and secretariat support will not be provided for working groups but ACS SA&NT resources may be able to provide assistance in a research/investigative capacity.

Management/Administrative Matters

Standardised templates for agendas, minutes and action sheets will be used across all committee/working groups and all committee/working group minutes and agendas must be forwarded to ACS SA&NT office for provision to the Board of Management.

Where appropriate, information about the activities of the committees will be articulated to the ACS SA&NT membership via various 'in house' communication tools.

Specific matters being referred to the ACS SA&NT Board must be accompanied by appropriate background material in the form of a succinct briefing note. The briefing notes will be expected to address possible options, analysis of risk, implications etc and where appropriate a recommendation should be presented for consideration.

Voting

Committees should seek to achieve a consensus on the issues addressed. Where this can not be achieved, decisions will be made on a majority vote.

Each committee member has the right to exercise one vote on any given matter. The committee member must be in attendance at the meeting to exercise voting rights.

Observers or others invited attendees do not have voting rights.

Quorum

A quorum for the meeting will be 50% of the membership plus one.

Meeting Frequency

The frequency of committee meetings is to be determined by the Chair in consultation with committee members and ACS SA&NT staff representative. It is expected that a minimum of six meetings will be held annually.

Chair/Secretariat: Responsibilities

The Chair and ACS SA&NT staff member are responsible for the:

- development and circulation of meeting Agendas and relevant papers at least five (5) working days prior to any meeting.
- prompt forwarding of Committee minutes and agendas to the ACS SA&NT office for inclusion in Board papers and for filing purposes.
- timely reporting of any recommendations to the Board via the ACS SA&NT CEO, key observations or any other appropriate matters.
- participation and involvement of all committee members in meetings and in support of actions taken by committees in relation to agreed matters.
- ongoing monitoring of the committee against the agreed work agenda.

Confidentiality

Committee members will keep confidential any information that may come into their possession through meeting agendas, or as disclosed, tabled, discussed or resolved at any ACS SA&NT meeting. The information is only to be used for the purposes of conducting the business of the meeting and must not be used, discussed or transacted for any other purpose.

Developed by ACS SA&NT April 2007

Revised May 2009