

Industry Strategy Steering Group – Terms of Reference

1. Purpose and timeframe

These Terms of Reference govern the operation of the Industry Strategy Steering Group. The Steering Group is a subcommittee of the Joint Community Government Reference Group (JCGRG). The JCGRG has the authority to review these terms of reference.

The purpose of the Steering Group is to monitor the implementation of the *ACT Community Services Industry Strategy 2016-2026* (Industry Strategy). The Steering Group will continue until the work has been completed, which is anticipated to be in 2026, although members will be able to renew or cease their membership on an annual basis.

The Industry Strategy is available from the following websites of CMTEDD, ACTCOSS and CSD:

- http://www.cmd.act.gov.au/open_government/inform/key-reports-on-joint-community-government-work
- <http://www.actcoss.org.au/policy/community-sector/industry-plan>
- <http://www.communityservices.act.gov.au/hcs/community-sector-reform>

2. Role

The role of the Steering Group is to:

- Monitor the implementation of the Industry Strategy, including monitoring spending of any funds allocated to implementation
- Advise the JCGRG about issues related to the implementation of the Industry Strategy, including priorities, action plans and funding
- Advise the JCGRG on their internal workplan
- Manage funds and other resources agreed to by the JCGRG
- Call on outside resources and expertise as required
- Report back to the JCGRG on the progress of the Industry Strategy
- Provide a conduit for stakeholder input to implementation of the Industry Strategy.

3. Responsibilities

- Prepare and report regularly to the JCGRG on the implementation of the Industry Strategy

- Identify issues of concern including any barriers to implementation or any opportunities to extend implementation via activities not previously approved by the JCGRG or envisioned in the Industry Strategy
- To make recommendations to the JCGRG
- Maintain policy fidelity and demonstrate how projects fit together
- Maintain the forward focus of the Industry Strategy
- Identify any new industry issues not in scope of the Industry Strategy
- Develop an implementation evaluation framework
- Engage with stakeholders on Industry Strategy priorities, risks, implementation and changes in context which should inform monitoring of the Strategy.

4. Background

The Strategy sets out a 10 year vision for the ACT Community Services Industry (Industry) and identifies the priority areas in need of response, as well as the desired outcomes the Industry hopes to achieve over the life of the Strategy.

The first action plan focuses on workforce development and includes key initiatives to build the Industry's capabilities, achieve the desired strategic outcomes and improve the overall sustainability of the community sector.

There are other priorities for industry development in the industry strategy beyond workforce development, including infrastructure development (e.g. ICT needed to enable better generation and use of data) and administrative reform (e.g. funding arrangements, regulation).

It is anticipated the Strategy will be implemented via three year plans with the final year of implementation being used for evaluation and future forecasting.

5. Membership

The Industry Strategy is intended to be industry led and therefore the membership of the Steering Group should come primarily from the sector.

Members of the JCGRG are able to nominate representatives from their organisations.

Individuals with expertise in areas specific to work plans (e.g. evaluation and adaptive models)

Government members are to attend as representatives of the whole of government, rather than individual directorates.

A chair or convenor for the Steering Group is appointed by the JCGRG.

The Steering Group is open to people who are not JCGRG members, as determined by the JCGRG. Priorities for membership include service providers, funders, consumers and unions.

Membership of the Steering Group will be reviewed every year.

Members who fail to attend three consecutive meetings without an apology may be deemed to have resigned from the Steering Group.

Members should notify the JCGRG co-chairs in writing of their intention to resign from the Steering Group.

6. Operation of the Steering Group

Meeting Schedule – the Steering Group will meet on a regular basis as determined by the JCGRG. Dates, times and locations will be determined by Steering Group.

The agenda will be approved by the chair of the Steering Group.

An agenda and papers will be distributed in the week prior to a meeting and minutes will be circulated no later than two weeks following a meeting.

Meetings are to be facilitated by the chair. Wherever possible, are to be made by consensus, or if consensus cannot be reached, by a majority vote of those members present. Significant issues with dissenting views should be referred to the JCGRG.

The chair is responsible for:

- reporting back to the JCGRG about the Steering Group's activities and recommendations
- ensuring the implementation of approved recommendations are monitored
- encouraging participation in the Steering Group from members.

The Steering Group will report on a regular basis to the JCGRG, to provide advice and make recommendations. The JCGRG has the final responsibility for decisions.

7. Secretariat Support

Secretariat support to the Steering Group will be provided by Community Services Industry Relationships and Reform (CSIRR) in the Community Services Directorate. The Secretariat will support the chair and members by:

- organising meetings (arrange venues, refreshments, notify members)
- formalising the agenda, in consultation with the chair
- collating and distributing written material as required prior to each meeting
- recording minutes and attendance at meetings
- minutes will be cleared by Co-Chairs and distributed to members within 10 working days of the meeting

- preparing correspondence on behalf of the JCGRG
- assisting with small research tasks and preparing written material as required
- disseminating information regarding Steering Group and JCGRG activities and decisions
- assisting with any other duties at the request of the chair or members.

8. Authority

The JCGRG authorises the Steering Group, within the scope of its responsibilities, to:

- Canvas and liaise across the ACT Government and ACT community sector to progress actions and/or report on progress of the Industry Strategy
- Perform activities within its role and function
- Seek any information it needs from JCGRG members and others in the industry.

9. Code of Conduct and Conflict of Interest

Documentation outlining appropriate conduct in relation to conflict of interest and other issues is outlined in the *ACT Government Boards and Committees Code of Conduct (ACT Government Boards and Committees Handbook 2009)* and *Code of Ethics (Section 9 of the Public Sector Management Act 1994 (PSM Act))*. These documents are available on request to all JCGRG and Steering Group members.

Members are to declare conflicts of interest at the start of meetings.

10. Contact details

Secretariat

C/- ACT Council of Social Services

Email: jcgrg@actcoss.org.au

Postal Address and
Hub, 1/6 Gritten Street, Weston, ACT 2611.

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Approved by co-chairs