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| Department of Health and Human Services | 2011-03-07 - 2010_TAS_Gov_Logo |

## **Peaks Network and Government - Strategic Forum**

## Terms of Reference

### Background

The Tasmanian Community Services Peaks network comprises peak organisations covering a broad spectrum of the non-government health and human services sector. The Peaks Network and Government Strategic Forum is an opportunity for peak organisations to meet with representatives of the Department of Health and Human Services (DHHS) and the Department of Premier and Cabinet (DPAC) to work in partnership on strategic issues of mutual interest and benefit.

The community sector is an integral component of the service system and it is important that there is a positive and productive relationship between the sector and government.

Over the years there have been a number of Agency/Sector type forums. What differentiates this Strategic Forum from previous forums are three things; it is being established with peak organisations, not individual organisations; it aims to focus on strategic, not operational issues and it is broader than DHHS, involving DPAC, with a desire to expand to a whole-of-government forum over time.

### Purpose

To facilitate information sharing and discussion from a collective point of view, to and from the entities represented by Forum members. To work in partnership to progress strategic issues. For example, workforce development, sector capacity, information systems, streamlined information sharing, integrated service delivery, State budget priorities (to be agreed).

To commission joint projects and working parties where required.

To govern/guide the process of developing a Partnership Agreement between the community sector and DHHS and DPAC. Including oversight of the Partnership Agreement work plan and projects.

The Peaks Network and Government - Strategic Forum will not:

* discuss issues regarding individuals or individual organisations, their funding, viability and /or performance
* consider any program issues where there are other specific forums for the purpose or
* discuss matters that are the subject of active Cabinet considerations where potential conflicts of interest may exist.

### Role and Function

The role of the forum is to have strategic level discussions between the Peaks Network and Government, facilitating the exchange of information and advice on key issues of significance to both the community sector and government, including Australian and State Government Agreements, policy development and reform directions.

### Membership

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| Chair: | Secretary (DHHS) – Co-ChairChair of the Peaks Network – Co-Chair |
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| Government Members: | Deputy Secretary (Children) – DHHS |
|  | Deputy Secretary, Disability, Housing and Community Services - DHHS |
|  | Deputy Secretary (Strategic Control, Workforce and Regulation) – DHHS |
|  | Chief Financial Officer - DHHS |
|  | Chief Health Officer – DHHS |
|  | CEO, Statewide and Mental Health Services - DHHS |
|  | Director Disability and Community Services - DHHS |
|  | Manager Community Sector Relations Unit – DHHS (Secretariat) |
|  | Director Community Development - DPAC |
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| Peak Network Members: | Jann Smith – Alcohol, Tobacco and Other Drugs Council (Tasmania)Tony Reidy - TasCOSS |
|  | Pattie Chugg – Shelter Tasmania |
|  | Sue Leitch – Council on the Ageing (Tasmania) |
|  | John Hooper – Tasmanian Association of Community Houses |
|  | Darren Matthewson – Aged and Community Services (Tasmania) |
|  | Adrienne Picone – Volunteering Tasmania |
|  | David Clements – National Disability Service |
|  | Joanna Siejka – Youth Network of Tasmania |
|  | Anna Reynolds – Multicultural Council of Tasmania |
|  | Darren Carr – Mental Health Council of Tasmania |
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| Secretariat: | DHHS will be responsible for providing Secretariat support |

The Secretary DHHS and the Chair of the Peaks Network will co-chair the forums.

An Executive Group comprising the two co-chairs and one representative of the community sector and one representative of government will support the forum in terms of development of the agenda and will provide guidance to any working group that may be established.

### Member Roles

The role of the members is to:

* foster collaboration and cooperation between government and the community sector
* commit resources to prepare information and participate in the forums
* discuss issues, concerns, policies, practices, frameworks, budgets and priorities at a strategic level
* undertake strategic thinking and planning to develop agreed priorities and actions
* communicate information to and from each Strategic Forum to their respective networks and Government Business Units
* pledge resources, as appropriate, to projects and working parties and
* respect the different roles of community sector and government sectors and acknowledge that these differing roles may lead to differences of opinion around particular issues.

### Meeting Times

The Forum will meet at least twice yearly.

The forums will be face to face or via video conferencing, the base for meetings will be in Hobart.

### Meeting Protocols

* Proxy members will not be permitted to attend the forums.
* Members are to notify the Chair through the secretariat before inviting other people to forums.
* To achieve a quorum attendance is required by a minimum of five government and seven community sector members, representing half plus one of total government and community members respectively.
* The Chair will alternate between the two co-chairs.
* The co-chairs may invite other people to attend meetings if it is believed they may add benefit to the meeting on any individual agenda item, with notice to members through the Agenda.
* Where appointed, working party or project coordinators are to provide status updates, organise presentations and clarify issues for discussion.
* All forums will be minuted and minutes will be provided for review of members prior to the next forum.
* All members will be asked to note their acceptance, or otherwise, of the minutes provided.
* Action lists will be produced and distributed to members no later than two weeks following the Forum meeting.
* All members will be asked to report against any action item assigned to them at the next forum.
* Agenda items are to be received by the secretariat no later than 10 days prior to the meeting and will be provided to both co-chairs who will finalise the Agenda.
* Where possible, reports for discussion will be distributed seven days prior to the forum.
* *Right to Information Act 2009* - All documentation is subject to RTI legislation, and therefore unless specifically identified as ‘not for disclosure” all documentation may be distributed.

### Presenters / Observers

Other people may be co-opted to provide expertise on working parties, projects or initiatives and may attend meetings as presenters or observers.

### Review of Terms of Reference

The terms of reference for the forum will be reviewed on a triennial cycle commencing in 2011