

Expressions of Interest

Representation on the NGO Advisory Committee

Background

The NGO Advisory Committee is the senior forum to facilitate collaboration between NSW Health and the NGO sector on the development and implementation of NSW Health policy, the NGO Program and the relationship with the NGO Sector.

NSW Health undertook a Review of the Non-Government Organisation (NGO) Grants Program in 2009/10, with the aim of delivering the most efficient, effective and responsive NSW Health NGO Program practicable. The NGO Review recommendations include revising and expanding the role of the NGO Advisory Committee (NGOAC), with increased NGO representation.

A number of health NGO peak bodies are currently represented on NGOAC, including:

- Aboriginal Health and Medical Research Council of NSW
- AIDS Council of NSW
- Council of Social Service of NSW
- Mental Health Coordinating Council
- Network of Alcohol and Drug Agencies
- Physical Disability Council of NSW
- Women's Health NSW

Selection Criteria

Additional NGO, consumer and academic expertise on NGOAC is sought through this Expression of Interest process to include:

- Up to four additional NGO representatives, with at least one of the following characteristics:
 - A large state-wide NGO
(An organisation receiving NSW Health funding of more than \$1 million per annum and/or which provides services in several locations across the state)
 - A small NGO
(An organisation which receives total NSW Health funding of up to \$250,000 per annum)
 - A rural NGO
(An organisation located outside metropolitan Sydney or the regional centres of Newcastle and Wollongong and/or where the majority of services are provided in rural NSW)
 - NGOs which represent a specific chronic illness or a small program area within the NSW Health NGO Program (for example Aged, Health Promotion, Victim Support or Youth Health services)
- Two community representatives (including: consumers of NGO services, carers or relatives of consumers of NGO services, persons who have skills relating to NGO sector development and relations)
- A person with academic expertise in community development and/ or community participation.

Applicants are requested to demonstrate:

- An understanding of current health policy and service provision relevant to the health-funded NGO sector and/or stakeholder group
- Their involvement in public policy development
- Their relationships and connections within their local area, networks or sector

Meeting Details

The NGOAC will meet three times annually and participation by teleconference can be arranged.

Remuneration

Representatives external to NSW Health may be paid a sitting fee, in line with the *Guidelines for NSW Board and Committee Members: Appointment and Remuneration*

(http://www.dpc.nsw.gov.au/_data/assets/pdf_file/0005/23378/Board_and_Committee_Guidelines_2005.pdf). Travel and parking expenses may also be reimbursed.

Submission of Expressions of Interest

To submit an Expression of Interest for representation on NGOAC, please:

- Complete the relevant information on the application form, addressing the selection criteria, and
- Attach your current Curriculum Vitae.

Expressions of Interest must be received by Thursday 19 May 2011 and addressed to:

Ms Cathrine Lynch
Director
Primary Health and Community Partnerships Branch
NSW Department of Health
Locked Mail Bag 961
North Sydney NSW 2059
Email: clync@doh.health.nsw.gov.au.

Selection Process

Short-listed applicants may be required to attend an interview, which can be conducted by telephone.

All applicants will be notified of the outcome of their Expression of Interest by the end of June 2011.

Advertisement

Expression of Interest

NGO, Academic and Consumer/Community Representatives

NSW Health NGO Advisory Committee

NSW Health funding to Non Government Organisations (NGOs) is approximately \$ 240 million in 2010/ 11. The NGO Advisory Committee is the senior forum to facilitate collaboration between NSW Health and the NGO sector.

Interested parties are invited to apply for NGO, consumer and academic representative vacancies on the NGO Advisory Committee.

Vacancies exist for the following positions on the Committee:

1. NSW Health funded NGO representatives (up to 4 positions)
2. Community/ consumer representatives (2 positions)
3. An academic representative with expertise in community development and/or participation (1 position)

Meetings are held in Sydney three times per year. Representatives may be paid a sitting fee and be reimbursed for travelling expenses.

Members of the Committee are appointed by the Deputy Director-General, Strategic Development, NSW Health for a term of up to three years.

For an information pack, please contact: Ms Phillipa Affleck, Project Officer, NSW Department of Health, email: paffl@doh.health.nsw.gov.au or phone: (02) 9391 9421.

For queries, please contact Ms Lyn Bearlin, Senior Policy Officer, email lbear@doh.health.nsw.gov.au or phone: (02) 9391 9508.

Interested parties are asked to forward a completed Expression of Interest form with current Curriculum Vitae by Thursday 19 May 2011.

NSW HEALTH NGO ADVISORY COMMITTEE (NGOAC)

Background

The NSW Health non government organisation (NGO) Program provides \$146 million for more than 510 grants to over 300 organisations across NSW in 2010/11. An additional estimated \$100 million is provided through contract, sponsorship and other grants to NGOs. A wide range of services are funded including Aboriginal health, drug and alcohol, mental health, AIDS, oral health, women's health, chronic illness support and other services.

NSW Health undertook a review of the NGO Program in 2009/10, with the aim of delivering the most efficient, effective and responsive program practicable. Recommendations included expanding the role of the NGO Advisory Committee.

Function

- Senior forum to facilitate collaboration between NSW Health and the NGO Sector on the development and implementation of NSW Health policy, strategic planning relating to the NGO Program and the relationship with the NGO Sector.
- Provides advice on strengthening partnerships between NSW Health, NGO Sector and other government agencies.
- Provides advice to the Department of Health on issues as they impact on the NGO sector.
- Provides advice on NGO Sector capacity development strategies, best practice and evolving service models.
- Monitors the outcomes and impact of national health reform, and NSW Government and NSW Health policy initiatives on the NGO Sector.
- Communicates and disseminates key information from the Committee to health funded NGOs and stakeholders.
- Develops an annual work plan.
- Informs the implementation of the NSW Health NGO Review Recommendations.

Business Rules

Chair and Members

1. The Deputy Director-General, Strategic Development, NSW Department of Health is Chair.

2. Membership (total 23):

Peak Agencies	Additional representation to be identified through an Expression of Interest process	NSW Health Representatives
<ul style="list-style-type: none"> • Aboriginal Health and Medical Research Council of NSW • AIDS Council of NSW • Council of Social Service of NSW • Mental Health Coordinating Council • Network of Alcohol and Drug Agencies • Physical Disability Council of NSW • Women's Health NSW 	<ul style="list-style-type: none"> • Up to 4 NGO representatives, with at least one of the following characteristics: <ul style="list-style-type: none"> ○ a large state-wide NGO ○ a small NGO ○ a rural NGO ○ NGOs which represent a specific chronic illness or a small program area within the NSW Health NGO Program (for example Aged, Health Promotion, Victim Support or Youth Health services) • 2 community/consumer representatives • Academic expertise in community development/participation 	<ul style="list-style-type: none"> • Deputy Director-General, Strategic Development (Chair) • Director Primary Health and Community Partnerships • Associate Director, NGO Unit • 3 representatives from NGO Program Areas • NGO Coordinators (Rural and Metropolitan Representative) • NGO Unit (Secretariat)

3. This above list of represented organisations may be reviewed and amended from time to time by the Chair following consultation with NGOAC members.
4. An Expression of Interest process will be conducted as per NSW Health policy directives, for nominations to individual NGO, community/consumer and academic representative positions on the Committee when vacancies arise.
5. Membership tenure: representatives will be appointed for a period of up to 3 years.
6. As nominated representatives of their organisations, members will do their best to attend all scheduled NGOAC meetings. Organisations may nominate an alternate representative to attend any meetings where the regular member is unavailable. Where an alternate is to attend a particular meeting, the member will ensure that the alternate is informed about the Committee's current work and issues for comment and advise the NGOAC Secretariat of the change in representation prior to the next scheduled meeting.

7. Members who are unable to continue their membership should advise the NGOAC Chair of an impending resignation, through the Secretariat.
8. Depending on the issues to be addressed at a particular meeting, non-members may be invited to join that meeting for all or part of the discussion. In general, the involvement of non-members in a meeting will only occur after this has been discussed and agreed by the NGOAC in advance.

Secretariat

9. The NGOAC will be supported by a secretariat located in the NSW Health NGO Policy and Coordination Unit. Secretariat contact phone: 02 9391 9508.

Meeting Papers

10. An Agenda will be provided for each meeting, which will be finalised and distributed, along with any background papers, two weeks before the scheduled date of the meeting.
11. Members are requested to submit items for the Agenda of a forthcoming meeting to the Secretariat three weeks ahead of the scheduled meeting date.
12. Minutes will be prepared within two weeks after each meeting and confirmed as a true record (or amended as agreed) at that following meeting.
13. Minutes will also be circulated to members of the NGO Reform Working Group and the NGO Coordinators Committee.
14. Where necessary, members may raise particular matters without notice at a Committee meeting (under "Other Business"). However, this practice will not be encouraged as it can act against the Committee's aim of engaging in an informed and balanced discussion of important issues.

Reporting relationships

15. The NGOAC will develop an annual work plan. The NSW Minister for Health will be briefed annually on the Committee's activities and on its achievements against the objectives in its work plan.

Sub-Committees and Working Groups

16. The NGOAC may establish working groups at various times to explore and focus on particular issues in more detail than would be possible during normal meeting times. Working groups will include representation from the NGOAC, as required.
17. Working groups will develop work plans and report back to the NGOAC on progress.

Meetings

18. Meetings will be held three times a year, in March, July and November. Refreshments will be provided to committee members prior to the

commencement of the meeting. Where relevant, workshops will be held to address specific policy issues.

19. The venue for the meetings will be at the NSW Department of Health (73 Miller Street, North Sydney).
20. Committee meetings will be conducted in a manner, which is both business-like and avoids unnecessary formality. Accordingly, any decisions or recommendations will be arrived at through discussion and general agreement rather than by way of formal resolutions and votes.
21. A quorum will consist of 10 members. Where a quorum is not present within 15 minutes of the advertised commencement of a meeting, the Chair will adjourn the meeting to another date.

Timeframe for Review

22. The NGOAC Terms of Reference and Committee functions will be reviewed at least every 3 years.

Review Date: March, 2014

BOARD, COMMITTEE, TRIBUNAL AND COUNCIL EXPRESSION OF INTEREST

In order to be considered for an appointment or reappointment to a NSW Health Board, Committee, Tribunal or Council, please complete the details below and submit with an up to date Curriculum Vitae (of no more than 2 pages) to the contact officer for the appointment. For some appointments a Criminal Record Check may be required prior to appointment. Please check the requirements of the position and complete a consent form for a Criminal Record Check and provide with this application form if required.

1. Full name			
2. Gender (please tick)	<input type="checkbox"/> Male	<input type="checkbox"/> Female	3. Date of Birth:
4. Address			
5. Board, committee, tribunal or council interested in	6. Position:		<input type="checkbox"/> Chair <input type="checkbox"/> Member <input type="checkbox"/> Other:
7. Are you a member of any <u>other NSW Government</u> boards or committees? If yes, please list:			
8. Do you identify as belonging to one of these groups? (Please tick)	8a. For all appointments: <input type="checkbox"/> Aboriginal or Torres Strait Islander <input type="checkbox"/> Person with a disability	8b. For appointments to Area Health Advisory Councils only: <input type="checkbox"/> Person with experience in the provision of healthcare services <input type="checkbox"/> Person able to represent the interests of consumers of health services and the local community <input type="checkbox"/> Person with expertise, knowledge or experience in relation to Aboriginal health	
9. What is your Ancestry? English, Irish, Italian, German, Greek, Chinese, Australian etc			
10. Are you an employee of the NSW Government?			<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Please describe your qualifications and experience applicable to the position:			

I acknowledge that I am aware of the requirements of the position and the remuneration that I am entitled to if appointed. I acknowledge that if my appointment is approved that I am obliged to undertake my duties in accordance with the NSW Government *Conduct Guidelines for Members of Boards and Committees* or any other code of conduct relevant to the Board, Council or committee I am appointed to.

Signed:		Date:	
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