
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
