



DEPARTMENT *of* HEALTH  
and HUMAN SERVICES

## OFFICE FOR THE COMMUNITY SECTOR

### PERFORMANCE AND FINANCE FRAMEWORK

#### PROJECT REFERENCE COMMITTEE

These Terms of Reference outline the Office for the Community Sector (OCS) Performance and Finance Framework (PFF) Reference Committee (PFFRC) including the Committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

#### Objective

The objective of the Committee is to provide expert advice and assistance to the OCS, Deputy Secretary Human Services and Secretary (and the Agency Executive Committee) on the planning, development, implementation and evaluation associated with the PFF Project.

#### Composition and tenure

The Committee will consist of seven members appointed by the Deputy Secretary, Human Services. Appointed members may provide delegates in their absence.

The Deputy Secretary will be the Chair of the Committee and the Director OCS the Deputy Chair.

In addition to members of the Committee the Chair of the PFFRC may invite representation from Government Departments, Community Sector Organisations or individuals who can contribute expertise or advice from time to time as required by the Committee.

The members, taken collectively, will have a broad range of skills and experience relevant to the Project.

Membership will include;

- ▶ Chair: Deputy Secretary Human Services
- ▶ Deputy Chair: Director, Office for the Community Sector
- ▶ Member: Manager: Performance and Finance Unit OCS
- ▶ Member: Manager, Internal Auditor

- ▶ Member: Chief Finance Officer
- ▶ Member: Manager, Risk Management and Legal Support
- ▶ Member: Two nominations from the community sector - process to be determined

Also in attendance:

- ▶ OCS Secretariat
- ▶ PFF Project Manager
- ▶ Manager, Strategic Development OCS

### **Roles and responsibilities**

- ▶ The Committee has no executive powers;
- ▶ The Committee is directly responsible and accountable to the Deputy Secretary for the exercise of its responsibilities;
- ▶ The responsibilities of the Committee may be revised or expanded in consultation with, or as requested by, the Secretary from time to time;

The Committee's responsibilities are:

- ▶ to provide high level advice and expertise related to the planning, development, implementation and evaluation of the Performance and Finance Framework project;
- ▶ to ensure that the project has in place a current and comprehensive management framework, and associated procedures for effective project management including risk management plans;
- ▶ act as a forum for communication between the project key stakeholders both internal and external to DHHS;
- ▶ review and approve the project work plan with additions to the plan approved by the Committee Chair;
- ▶ assist in the identification of resources to carry out the project and its implementation;
- ▶ assist in the identification, review and development of contemporary policies, procedures, templates, resource allocation formulas and delegations associated with the PFF;
- ▶ assist in the identification of any required changes to the design or implementation of DHHS internal controls;
- ▶ provide advice on the development of change management processes associated with the implementation of the PFF;
- ▶ provide advice in the development of education and training associated with the implementation

of project elements;

- ▶ ensure due consideration has been given to any legal and compliance risks as per DHHS's risk assessment and management arrangements;
- ▶ provide advice to the Secretary (and DHHS AEC) on significant issues identified during project management including any actions taken;
- ▶ monitor the projects timelines and ensure timely reporting of project activity to relevant stakeholders; and
- ▶ assist in accessing appropriate internal and external stakeholders.

## **Responsibilities of members**

Members of the Committee are expected to:

- ▶ contribute the time needed to study and understand the project;
- ▶ apply good analytical skills, objectivity and good judgment; and
- ▶ provide advice and express their opinions in an open and professional manner and ask questions that are fundamental to the success of the project.

## **Reporting**

The OCS will provide a written report at all committee meetings. The report will include;

- ▶ a summary of progress against project activities and timelines;
- ▶ details of any significant emerging risks which may impact on the project; and
- ▶ the Chair of the Committee may, at any time, report to the DHHS Secretary any matter deemed of sufficient importance to do so.

## **Administrative arrangements**

### **Meetings**

- ▶ The Committee will meet at least monthly. A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee at its first meeting.

### **Attendance at meetings and quorums**

- ▶ A quorum will consist of four Committee members or their delegate.
- ▶ The Chair of the Committee may also request other employees, or individuals attend Committee meetings or participate for certain agenda items as required from time to time.

### **Secretariat**

- ▶ The OCS will provide secretariat support to the Committee. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, after approval from the Chair,

at least one week before the meeting, and ensure the minutes of the meetings are prepared and maintained. Minutes must be approved by the Chair.

### Conflicts of interest

- ▶ Committee members will provide written declarations to the Chair stating they do not have any conflicts of interest that would preclude them from being members of the Committee.
- ▶ Committee members must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.
- ▶ Where members or observers at Committee meetings are deemed to have a real, or perceived, conflict of interest it may be appropriate that they are excused from Committee deliberations on the issue where a conflict of interest exists.

### Induction

- ▶ New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

Approved/Not Approved

Deputy Secretary Human Services; and

Chair,

Office for the Community Sector, Performance and Finance Framework Project Reference Committee.