

Terms of Reference (TOR)

Social Services Sector Forum

1. TITLE

The name of the Forum shall be the Social Services Sector Forum (SSSF).

2. PURPOSE/OBJECTIVE

- 2.1. Provide a consultative forum that can effectively address Work Health and Safety (WHS) and Injury Management (IM) matters arising out of the Social Services Sector (SSS).
- 2.2. Provide a forum for consultation and sharing of information on all aspects of WHS within the SSS.
- 2.3. Be proactive and visionary in applying WHS principles and developing effective strategies to continually improve WHS within the SSS.

3. FUNCTIONS OF THE FORUM

- 3.1. Monitor WHS trends in performance and practice within the SSS.
- 3.2. Monitor and bi-annually review the WHS Plan and report progress to the Self Insured Governing Council (SIGC).
- 3.3. Collectively consult to identify and recommend changes to Catholic Safety Health & Welfare (CSHWSA) programs, strategies, policies/procedures or systems for continual improvement in WHS and communicate such recommendations to the Executive Manager of CSHWSA.

4. MEMBERSHIP

Membership requirements:

- 4.1. SSSF welcome any representative from any Catholic SSS organisation willing to participate enthusiastically and contribute to the objectives of the SSSF.
- 4.2. Representatives may choose to invite another employee or interested party to the SSSF for the purpose of education, training or consultation.
- 4.3. Attaining quorum will require at least 4 representatives from separate SSS organisations.
- 4.4. If quorum is not met any proposal raised will be minuted and voted upon at a subsequent meeting where quorum is met.
- 4.5. SSSF members will conduct an annual review of membership to collectively determine the needs of the SSSF to ensure progress and alignment with TOR objectives.
- 4.6. Forum members will cease to be a member if they:
 - 4.6.1. Formally resign from the SSSF or their employment
 - 4.6.2. Fail to attend 3 consecutive meetings
 - 4.6.3. Breach confidentiality
 - 4.6.4. Do not abide by the TOR meeting protocols below;
- 4.7. It is expected that all members will;
 - 4.7.1. Attend all meetings promptly
 - 4.7.2. Mute or turn off mobile phones, unless on call
 - 4.7.3. Listen and be responsive to the Chairperson.
 - 4.7.4. Listen to other members without interruption. Follow the one speaker at a time, guideline.
 - 4.7.5. Be attentive and participate in the meeting discussions.
 - 4.7.6. Refrain from making derogatory/dismissive/negative/sarcastic personal remarks or comments about, or to another member.
 - 4.7.7. Refrain from raising any contentious matter that has not been previously discussed at a meeting, or listed on the agenda.
 - 4.7.8. Refrain from raising matters about another member's behaviour, decisions, and opinions.
 - 4.7.9. Refrain from raising matters that have already been aired and discussed in other forums and where there is a process in place for resolving the matter.
 - 4.7.10. Refrain from using meetings to discuss personal grievances.

5. DECISION APPEALS

- 5.1. Any member not attending a meeting has the right to appeal any decision and call for a second vote at the next meeting. Any appeal shall be in writing and forwarded to the Chairperson 10 working days prior to the next meeting.

6. CHAIRPERSON/ HEALTH AND SAFETY CONSULTANT/ADVISOR

The role of the chairperson is to:

- 6.1. Schedule meetings and forward agenda 7 days prior to meeting date
- 6.2. Facilitate the meeting according to agenda and provide all required documentation
- 6.3. Ensure previous minutes are accepted as true and correct by SSSF members at the commencement of each meeting and progressively monitor all outstanding actions
- 6.4. Encourage genuine, open and frank discussions with the objective of formulating effective strategies and controls for improving WHS.
- 6.5. Compile meeting minutes and distribute within 10 working days. Ensure that the outcomes of SSSF discussions are communicated to the Responsible Officer via SIGC

7. DURATION OF MEETINGS

7.1 Meetings shall be held at such time as determined by the SSSF but not less than 3 times a year.

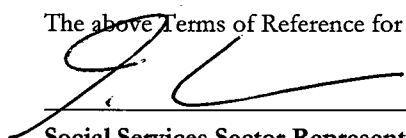
7.2 A special or extraordinary meeting may be called by:

- The Chair for the Self Insured Licence
- At the request of forum members; or
- The Executive Manager CSHWSA

8. REVIEW

The Terms of Reference shall be reviewed annually to meet SIGC licence requirements as well as contemporary and legislative needs and altered by agreement with the majority of SSSF members.

The above Terms of Reference for the Social Services Sector Forum have been agreed to:



Social Services Sector Representative to SIGC:

Mr. Ian Cox

Hutt Street Centre

Date **6/6/17**