

Specialist Homelessness Services Sector Reference Group

Terms of Reference

1. Background

On 8 December 2019 the SA Government announced a new housing and homelessness strategy, Our Housing Future 2020-30, committing to a once-in-a-generation plan to modernise and reform the state's housing system to meet the future needs and aspirations of South Australians.

The new Office for Homelessness Sector Integration within SA Housing Authority (**Authority**) will partner across government and work with service providers, stakeholders and communities to prevent and reduce homelessness through targeted and tailored responses. This aims to improve outcomes by intervening earlier through the provision of accessible, effective, local and strategic partnerships to stop people falling into - and repeatedly cycling through - the homelessness system. By working in partnership, government and specialist homelessness service providers can create a genuinely joined-up, transparent and accountable system to enable pathways through the housing system for those in, or at risk of, housing crisis.

The SA Government will deliver the Strategy by moving to an outcomes-based contracting model, placing the customer at the centre, with new service models that are better integrated to improve the way people access and receive services, including the examination of service hubs and improved online platforms, providing an opportunity for both service and business transformation to be better positioned for future customer needs. This will include engagement and partnership opportunities for specialist homelessness services, and other (including new) partners.

To enable successful transformational change of this complex sector it is crucial that there is effective co-design of the reform principles and strategy between government and non-government sectors.

The Authority has established a Sector Reference Group (**SRG**) as one of the key forums for cross-sector consultation, the provision of Sector perspectives and reform ideas.

2. Functions

The SRG's functions are to:

- Provide a forum for senior-level representation from a broad cross-section of the SHS Sector, through both larger and smaller organisations. It is important that the SRG's composition reflects the cultural and geographic diversity of South Australia.

- Act as a key consultation and co-design forum for the Reforms.
- Consider and advise the Authority, with reference to the key principles underpinning the Reforms as set out by the Authority, on:
 - The sequencing and streamlining of the Reforms by reference to Sector readiness
 - The Reform's priority outcomes and their measurement over the short, medium and long term
 - Innovative and collaborative measures that will advance the delivery of the Reforms
- Highlight to the Authority key opportunities and risks from a Sector perspective to inform decision-making on the Reforms.
- Actively look for opportunities to collaborate and partner between Sector providers to deliver services in line with the Reform principles.

3. Composition and Duration

3.1 Composition

The SRG comprises:

- An Independent Chair nominated by the Authority.
- Representatives from across the SHS sector, who will be selected by the Authority following an Expression of Interest (EOI) released in April 2020.
- The selected group will represent the full range of cohorts and areas of the State, so that a full range of views are addressed.

While it is expected that members will remain on the SRG for its duration, it is recognised that unforeseen events (e.g. work transfers, illness, etc.) may result in changes to the membership. Any changes will be approved by the Independent Chair and the Authority.

Senior representatives from the Authority and the independent probity advisor will attend meetings to provide input and receive feedback.

3.2 Duration

The SRG commences at the time of its first meeting in May 2020 and is intended to cease at the end of September 2020, prior to commencement of the procurement process for the Reform contracts (which is scheduled to begin in October 2020). Due to COVID-19 and the short timelines, we will aim to schedule a minimum of six meetings, which may include fortnightly meetings.

4. Meetings and Documentation

4.1 Meetings

SRG meetings will be held at a time and place to be decided.

This may require the use of video conferencing or similar platforms due to the COVID-19 virus measures implemented by the Federal and State governments.

The SRG will endeavour to reach consensus positions on advice and input to the Authority and the Minister wherever possible.

4.2 Meeting Agenda and Minutes

SRG meeting agenda items, and supporting minutes will be based on the following topics (or such other topics as the Independent Chair determines from time to time):

- Welcome and preliminary business
- Review and confirmation of previous minutes and actions
- Update from Chair
- Key issues at hand
- Items for noting
- Other business
- Next meeting

Secretariat support will be provided by the Authority as required.

5 Confidentiality and Conflicts of Interest

5.1 No Confidentiality

The SRG in one of a number of channels for sector consultation and co-design of the Reforms.

It is intended that the information provided to, and the advice and recommendations of, the SRG will not generally be confidential. The Authority intends to share as much information as possible with the broader Sector and other relevant stakeholders to ensure a common understanding of the Reforms, and to minimise information asymmetry leading into the procurement process for the Reform contracts.

If the Chair considers there is an exceptional case for keeping information confidential, the Chair will raise that with the Authority for consideration.

5.2 Media and Public Statements

Media and other public statements about the SRG and its functions and recommendations must be authorised by the Chair in consultation with the Authority to ensure there is clear and consistent public communication on relevant issues.

5.3 Conflicts of Interest

It is recognised that by the very nature of the SRG (ie. Sector representation), its members will owe their duties to their own organisations. The SRG process does not seek to interfere in those duties, or to create any duties on the members in favour of the SA Government.

Membership of the SRG will not give rise to any conflict of interest that may inhibit a members' own organisations from participating in the procurement process for the Reform contracts.

6 Status

The SRG is a voluntary unpaid group, it does not form part of the SA Government, and there is no legal relationship created by reason of the establishment or membership of the SRG. The SRG members are appointed by the Authority, and not by the Governor or a Minister, and so the SRG is not an advisory body under statute.