WA NGO INFORMATION DEVELOPMENT
TECHNICAL WORKING GROUP

TERMS OF REFERENCE

1. NAME

The group shall be known as the West Australian Non-Government organisations Information Development Technical Working Group (WA TWG).

2. PURPOSE

The WA TWG will assist the Mental Health Commission (MHC) in the development of data specifications and implementation strategies that will allow the MHC and NGOs to meet State and National reporting obligations.

Note:
- At a state level, a State establishment level collection needs to be developed, to assist the MHC with its performance monitoring, policy development and planning functions and to meet the NMDS obligations.
- At a national level the Australian Institute of Health and Welfare (AIHW) was contracted by the Commonwealth Department of Health Ageing (DoHA) to develop a National Minimum Data Set (NMDS) to collect establishment level data for specialised mental health services provided by NGOs. It is expected that this national data collection will be mandated for all funding bodies, including the MHC, in 2014/15.
- At a state level, with an increased focus on outcome based measurement, care co-ordination and individualised funding, the MHC has started to investigate a state-wide data collection and reporting structure that accurately records client level data. This will assist the MHC fulfil its purchasing, policy development, service planning and performance monitoring functions, as well as reporting requirements, and facilitate information sharing across service providers.

3. OBJECTIVES

3.1 To make a recommendation to the MHC on the best strategy for the development and implementation of each collection;

3.2 To make a recommendation to the MHC with regard to the data items suitable for a client level collection.
3.3 To provide advice and recommendations to the MHC in relation to;
- data item specifications;
- data models;
- system specifications;
- business cases;
- evaluations.

3.4 Executive liaison with other relevant WA Health and MHC projects/committees which may impact on the MH NGO Information Development.

4. ACCOUNTABILITY

4.1. The WA TWG will be accountable, through its chair, directly to the Director of Performance and Reporting (MHC), who is accountable to the MHC Corporate Executive.

4.2. Recommendations made by the TWG will be presented to the Director of Performance and Reporting for consideration by the Mental Health Commission.

5. MEMBERSHIP

The WA TWG will include the following:
- Manager, Information Development, Performance and Reporting, MHC (Chair)
- Senior Program Officer, Performance and Reporting, MHC (Secretariat)
- Assistant Director, Service Purchasing and Performance, MHC
- Executive Director, WAAMH
- Nominated NGO representatives

The WA TWG may co-opt additional members as necessary.

A proxy may be nominated by members of the group to attend in their absence.

Members who identify conflicts of interest shall absent themselves from the relevant decision making process and discussions.

6. OPERATING PROCEDURES

6.1 CHAIR AND SECRETARIAT

The Chair of WA TWG will be determined by the WA TWG.

The secretariat support of WA TWG will be provided by the MHC. The Secretariat will take on WA TWG administrative duties.

6.2 FREQUENCY OF MEETINGS
Meetings will be conducted on an ad hoc basis as deemed appropriate by members. Members may convene a special meeting if required. This will be coordinated through the Chair.

6.3 QUORUM

A quorum shall consist of 50% of level 1 members plus 1. In the absence of a quorum, a meeting may be held but decisions will be subject to ratification by the succeeding full meeting of the Committee. Attendance may be in person, by teleconference or by video conference.

6.4 CONDUCT OF MEETINGS/DECISION MAKING

The WA TWG should aim for a consensus view. If this is not achievable, the Chair will determine an alternative decision making process.

6.5 AGENDA AND MINUTES

Items for the Agenda will be sent to the Chair.

The Secretariat will circulate the Agenda papers at least five working days prior to each meeting.

The Secretariat prepares a record of each meeting and will keep separate files of at least the following:

- Agendas and Minutes of each meeting
- Correspondence
- Papers tabled at meetings or circulated to members

A copy of the endorsed minutes will be provided to the Director, Performance and Reporting, MHC.

6.6 IN ATTENDANCE

An invitation to attend meetings, to give presentations or advice on relevant matters will be extended as required.

6.7 ADOPTION AND AMENDMENT OF TERMS OF REFERENCE

These Terms of Reference shall be altered only with the approval of the Chair of the working group and upon endorsement by MHC.

6.8 DURATION

The WA TWG will be time limited. The WA TWG will be disbanded when all members agree that the objectives of the Terms of Reference have been met.
7. CONFIDENTIALITY

The proceedings and records of the working group will not be considered to be confidential. However, if the committee identifies information that is deemed to be sensitive in nature, the issue will be formally documented without disclosing the confidential details.

Current at 5 December 2012