



## **Northern Region Cooperative Joint Venture**

### **Foundation Group Terms of Reference**

#### **1. Role and Purpose**

The role of the Northern Region Cooperative (NRC) Foundation Group is to contribute to the development of, and to help shape a new model for delivering support services to people with disability in the northern region of Adelaide.

The NRC Joint Venture is exploring the development of a Cooperative between people with disability who use disability services and the providers of these services.

A Cooperative is a different way that people with disability and service providers can work together to develop effective solutions to provide and receive disability services in the northern region of Adelaide.

The Foundation Group will work with the NRC Project Team to create and pilot this new way of service providers and people with disability working together.

The NRC Joint Venture started in February 2020 and is expected to launch the new service model in July 2021.

When the Cooperative is ready for a trial period of operating the Foundation Group will cease to operate and a new governance structure will take its place.

At the time of the transition Foundation Members may choose to nominate themselves for the new governance structure (subject to eligibility).

#### **2. Term**

The Terms of Reference is effective from May 2020 and will continue until such a time as the NRC transitions to a legal entity.

The Foundation Group will start meeting from May 2020. The date of the transition to a new legal entity is expected to be July 2021. Therefore, membership of the Foundation Group is approximately a 15-month commitment.

#### **3. Membership**

Membership of the Foundation Group will come from two stake-holder groups:

- People with a disability and their circle of support, family, carers
- Service providers (from sole traders up to large providers and sector support providers)

Priority will be given to people and providers that live and/or operate in the Northern Adelaide region in the local government areas of Playford, Salisbury and Tea Tree Gully

Guests from peak bodies, advocacy organisation, supporter organisations etc will be invited to participate to provide expert advice and support.

The size of the Foundation Group shall be up to 12. Six places will be available to people with disabilities, their family/carers, six places for service providers and guests will be invited from time to time to provide additional support and advice.

#### 4. Roles and Responsibilities

1. Ensure that the voice of people with disability is heard throughout the life of the project,
2. Ensure that the voice of providers is heard throughout the life of the project
3. Provide feedback and consider the market testing of proposed co-operative functions and services
4. Act as creative and innovation partners to The Project Team

#### 5. Project Team

Name	Responsibilities
Lis Burtnik	Project Manager/Secretariat to The Foundation Group/Chairperson
Guy Turnbull	Expert Advisor, governance, business planning, consultation, succession planning
Maria Eliadis	Project Evaluator, Research Coordinator and Sustainability Analyst
The Chairperson will be the Project Manager	Convene and lead The Foundation Group meetings, support the Foundation Group members

#### 6. Commitment of Foundation Group Members

Foundation Group members will commit to participating in one meeting every second month.

The meetings will run up to 3 hours but the membership will make the final decision about how long these meeting will be. The time, place and mode of connection will be decided by the Group.

Meeting papers will be circulated 2 weeks in advance of meetings. You will need to read them and prepare for the meeting. A member of the project team will contact each member with disability one week before the meeting to talk about the meeting papers and provide more information if it is required.

If you cannot attend a meeting and want to send a person in your place you need to discuss this with the Chairperson no later than a day before the meeting.

If you want to resign from the Foundation Group and not attend any more, you can talk to the Chairperson.

## 7. Schedule of Meetings

A schedule of meeting dates will be finalised at the first meeting.

## 8. Standing Agenda

The standing agenda will include:

- Project team provide information on project progress, milestones, risks and issues
- Joint decisions about actions to be taken
- Spotlight on special items for discussion or escalation
- Any other business

On occasion, non-members will be invited to Group meetings in order to provide expert input and/or alternative ideas.

## 9. Chairperson

Initially the Chairperson shall be the Project Manager, but this can change if all members agree to elect a Foundation member to undertake this role.

## 10. Sitting Fees and Support for members living with disability

Details are attached as Appendix A

## 11. Secretariat

Secretariat support including to organise meetings, circulate papers and general communication and coordination between members shall be provided by the Project Team.

## **Addendum A**

### **How the Foundation Group will operate during COVID-19 restrictions**

During the time when social distancing is in place the Foundation Group may be unable to meet with all members of the group due to lack of appropriate technology by some members of the group.

Therefore initially:

#### **Service Provider Members**

Service provider members can connect via video link and will meet for this period as a separate group

All other items in the Terms of Reference remain the same

#### **People with disability (and their circle of support) Members**

The Project Team will meet with each individual member via their preferred method of communication and available technology. You will tell us how you want us to communicate with you.

- The agenda and meeting notes for each meeting will be sent two weeks before each meeting.
- We will contact you one week before the meeting and talk about the information you have received.
- We will write down what each person tells us and share it with all Foundation group members.
- We will let you know when we can all meet as a whole group
- The amount of time we spend with you will generally be shorter than three hours as we will be talking with separately and not as a group
- We will take down the time we talk with you about the agenda and meeting papers and pay you a Sitting Fee for your participation

## Addendum B

### Schedule of Sitting Fees and Reimbursements for Foundation Group Members with disability

#### Sitting Fees

1.1 The sitting fee rate will be **\$30** an hour

#### Preparation time fees

1.2 The preparation time rate will be **\$30** an hour

#### Public transport reimbursement

1.3 The cost of public transport will be reimbursed at the single trip Adelaide Metro rates (peak or off peak). No receipt is required.

#### Taxi transport reimbursement

1.4 The cost of taxi fares will be reimbursed in full upon presentation of a receipt.

#### Private vehicle transport reimbursement

1.5 the cost of travel by a private vehicle will be reimbursed at **85 cents** per kilometre for motor cars, station wagons and utilities (petrol, diesel or LPG) and **34 cents** per kilometre for motorcycles or scooters.

#### Car parking reimbursements

1.6 The cost of parking will be reimbursed in full upon presentation of a receipt.

#### Support worker costs

1.7 Any additional support which is required to attend a Foundation group meeting which is outside what is normally provided to a member will be negotiate on a one-to-one basis.