

Guidelines for the CEO Round Table Committee

A simple constitution/set of rules has been established to guide the operations of the Round Table committee.

This document contains guiding statements and rules in relation to:

1. Purpose of the Round Table committee;
2. Limitations of the Round Table committee;
3. Principles to guide the operation of the Round Table committee;
4. Composition of the Round Table committee;
5. Appointment of the Chair of the Round Table committee;
6. Appointment of the Deputy Chair of the Round Table committee;
7. Process for filling vacancies to the Round Table committee;
8. The operation of Round Table committee meetings;
9. Agenda setting for the Round Table committee;
10. Process for referring issues discussed by the Round Table committee to other jurisdictions/forums;
11. Communication of Round Table committee outcomes; and
12. Executive support for the Round Table committee meetings.

1. Purpose and functions of the Round Table committee

The Round Table committee will:

- 1.1 provide a forum for the exchange of information between the Commission and the non-government sector (Sector Health Check Report, p.33);
- 1.2 provide a forum for discussion and debate about broad strategic issues facing the disability sector;
- 1.3 be a mechanism for maintaining a strong and purposeful relationship between the Commission and the non-government sector;
- 1.4 identify and/or clarify specific issues;
- 1.5 focus on the solution/s to identified issues;
- 1.6 where required, refer matters to other more appropriate jurisdictions or forums; and
- 1.7 maintain a list of items for discussion at Round Table events.

2. Limitations of the Round Table committee

The Round Table committee is not:

- 2.1 another arm of governance;
- 2.2 a replacement or duplication of the work of other forums/industry bodies which serve the disability sector;
- 2.3 a deliberative body;
- 2.4 a formal source of advice to government;
- 2.5 a forum for discussion and debate about detailed operational matters between the Commission and non-government organisations; or
- 2.6 a forum for discussion and debate about issues of concern to a single organisation.

3. Principles to guide the Round Table committee

The Round Table committee operates on the basis of the following principles:

- 3.1 **Inclusiveness:** all CEOs in the disability sector will have the opportunity to nominate agenda items for discussion in Round Table committee meetings. All CEOs will have the opportunity to nominate for a position on the sector Round Table committee.
- 3.2 **Equality:** the Round Table committee is not hierarchical structure. All members have equal status at the meeting table.
- 3.3 **Respect:** the Round Table committee will provide a safe respectful environment for members to speak freely on topics of interest, with each member encouraged to contribute their point of view about matters raised.
- 3.4 **Transparency:** the working of the Round Table committee will be conducted in a way that is open and transparent and able to be communicated to the disability sector.
- 3.5 **Active participation:** members of the Round Table committee will actively participate in their role and in activities that enhance the work of the Round Table committee.
- 3.6 **Reflection:** all members will have a commitment to regular reflection and ongoing development together, and the “working on” the business of the Round Table committee.
- 3.7 **Positive attitude:** all members will approach the role with a positive attitude and appreciate and accept each others skills and diversity that are brought to the Round Table committee.

4. Composition of Round Table committee

The Round Table committee comprises:

- 4.1 five chief executive officers of Disability Services Commission-funded non-government organisations (appointed by the Commission);
- 4.2 two chief executive officers of non-government 'disability focused' organisations not funded by the Commission (appointed by Commission);
- 4.3 six chief executive officers of Commission-funded non-government organisations (appointed by National Disability Services), and
- 4.4 the Director General of the Disability Services Commission.
- 4.5 the State Manager of National Disability Services WA
- 4.6 the Executive Officer of Western Australia Individualised Services

All members on the CEO Round Table will serve a period of three years.

Refer to Appendix 1 for a list of the current CEO Round Table Committee members.

5. Selection of the Chair of the Round Table committee

The Round Table committee will be chaired by one of the Chief Executive Officer members, appointed for a term of two years.

The process for appointing the Round Table Chair is as follows:

- 5.1 the current Chair will call for nominations at least three months prior to the second anniversary of their appointment, such nominations to be received in writing within one month of the call for such nominations.
- 5.2 nominations may be self nominations or nominations of a fellow Committee member;
- 5.3 if only a single nomination is received, the nominee will be appointed as Chair automatically;

- 5.4 where more than a single nomination is received, a secret ballot of Committee members will be used, with the incoming Chair being the nominee receiving the majority of votes; and
- 5.5 an individual must have completed at least one term as a member prior to becoming Chair.

6. Selection of the Deputy Chair of the Round Table committee

The Round Table committee will nominate a Deputy Chair, to deputise for the Chair when he/she is not able to attend committee meetings or undertake other Chair duties.

The process for appointing the Round Table Deputy Chair is as follows:

- 6.1 the current Chair will call for nominations at least three months prior to the second anniversary of their appointment, such nominations to be received in writing within one month of the call for such nominations.
- 6.2 nominations may be self-nominations or nominations of a fellow Committee member;
- 6.3 if only a single nomination is received, the nominee will be appointed as Deputy Chair automatically; and
- 6.4 where more than a single nomination is received, a secret ballot of Committee members will be used, with the incoming Deputy Chair being the nominee receiving the majority of votes.

The Term of the Deputy Chair will be for a period of two years.

7. Filling vacancies on the Round Table committee

- 7.1 NDS and the Commission will appoint members to the Committee as vacancies arise from their own respective appointed members. NDS and the Commission will determine their own respective processes through which potential Committee members are identified.
- 7.2 the criteria used by NDS and the Commission Board when appointing members to the Round Table committee will be cognisant of the need to achieve a committee membership drawn from large, medium and small sized non-government agencies, so that a diversity of views can be represented on the committee.

8. Operation of Round Table committee meetings

8.1 Guiding Principles

- 8.1.1 Procedures will be fair and contribute to open, transparent and informed decision-making.
- 8.1.2 Procedures will encourage appropriate participation in the affairs of the Round Table Committee.
- 8.1.3 Procedures will reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting.
- 8.1.4 Procedures will be sufficiently certain to give the disability sector confidence in the deliberations undertaken at the meeting.

8.2 Notice of meetings

All notices of meetings will be accompanied by an agenda and associated documents and reports.

8.3 Minutes

The minutes of the proceedings of a meeting must include:

- 8.3.1 the names of the Round Table committee members present at the meeting;
- 8.3.2 any disclosure of interest made by a committee member; and
- 8.3.3 a summary of discussions held by the committee together with the resolution.

The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.

8.4 Meeting quorum

- 8.4.1 A meeting quorum shall be eight (8) committee members.
- 8.4.2 A meeting may proceed even if a quorum is not reached, if the Chair of the committee considers that there are sufficient members of the committee present to represent a diverse enough range of views.
- 8.4.3 Decisions taken at a meeting without a quorum will require ratification at the next subsequent meeting which has a quorum.

8.5 Reporting

A copy of the minutes will be emailed to all Round Table committee members and disability sector CEOs and will be posted on the Round Table website.

8.6 Declaration of Interest

During the course of Round Table business, potential, perceived or actual conflicts of interest may arise from time to time.

- 8.6.1 If a committee member considers that they may have a potential, perceived or actual conflict of interest in respect to an agenda item, the member should declare an interest in the agenda item to the Chairperson of the Round Table committee.
- 8.6.2 If the Chair considers that the declaration represents a conflict, the member will be asked to take no part in discussion of the item. This may involve the member in leaving the meeting room during discussion of the item.

9. Agenda setting for the Round Table committee

- 9.1 The agenda for the sector Round Table committee will be managed by the Chair of the Round Table committee and the Director General of the Disability Services Commission.
- 9.2 Nominations for agenda items can be received at any time from the CEOs of disability related organisations. All nominated agenda items will be logged and regularly reported to the sector through the Round Table website.

- 9.3 Items will only be considered for inclusion on the Round Table agenda if they are of strategic importance to the disability sector and of concern to more than one non-government organisation.
- 9.4 The Chair of the Round Table committee and the Director General of the Disability Services Commission will assess the agenda items submitted by CEOs and prepare a balanced agenda for each Round Table committee meeting.
- 9.5 The Chair of the Round Table committee and the Director General of the Disability Services Commission will ensure that agendas for the committee meetings reflect the diversity and scope of interest of the sector.

10. Referral of issues discussed by the Round Table committee to other jurisdictions / forums

- 10.1 Items discussed by the Round Table committee that the committee consider can be dealt with by another body, or that require further action, may be referred to alternative forums.
- 10.1.1 The Director General of the Disability Services Commission will undertake to refer such items to the most appropriate alternative forum(s) or body(s).
- 10.1.2 When making the referral the Director General will seek feedback and pass on to the Round Table Chair detail of any outcomes achieved by the referral, for discussion at a future meeting.

11. Communication of Round Table committee outcomes

- 11.1 Communication strategies will be implemented to ensure that all 'disability focus' non-government organisations are kept fully informed about:
- agenda items proposed by CEOs;
 - agenda items discussed at Round Table committee meetings;
 - outcomes of discussions at Round Table committee meetings;
 - items referred to other jurisdictions or forums by the Round Table and any outcomes that arise from referrals; and
 - items listed for discussion at the annual CEO Round Table event
- 11.2 Communication strategies are likely to include:

- a call for agenda items prior to Round Table committee meetings;
- distribution of a news letter to all CEOs after each Round Table committee meeting;
- a summary page in disability Update magazine; and
- a Round Table section on the DSC website (www.disability.wa.gov.au).

12. Executive support for the Round Table

Executive support to the Round Table committee and its Chairperson will be coordinated by the Director General of the Disability Services Commission. Executive support will ensure timely notice of meetings and preparation of agreed agendas, note-taking and follow-up actions.

Appendix 1: Current members of the CEO Round Table Committee

Committee Member	Organisation	Nature of appointment	Chair Appointment	Term commenced	Term expires
Ron Chalmers	Disability Services Commission	Director General		NA	NA
Patrick Dudley	Midway Community Care	Appointed by DSC - funded NGO		Jul-2010	Jul-2013
Denise Michelsen	Crosslinks	Appointed by DSC - funded NGO		Sept-2010	Sept-2013
Marita Walker	Perth Home Care Services	Appointed by DSC - funded NGO		Sept-2010	Sept-2013
Marina Re	Identitywa	Appointed by DSC - funded NGO		Feb-2012	Feb-2015
Ron Regan	Mosaic	Appointed by DSC - funded NGO		Feb-2012	Feb-2015
Leanne Pearman	WAIS	Appointed by DSC		Dec-2012	Dec-2015
Yvonne Parnell	Future Living Trust	Appointed by DSC - non-funded		Aug-2012	Aug-2015
Hayley Horwood	Intework	Appointed by NDS - funded NGO		Sept-2010	Sept-2013
Marcus Stafford	MS Society	Appointed by NDS - funded NGO	Appointed Chair 19062013	Sept-2010	Sept-2013
Judy Hogben	The Centre for Cerebral Palsy	Appointed by NDS - funded NGO	Appointed Deputy Chair 19062013	Sept-2010	Sept-2013
Tony Vis	Activ	Appointed by NDS - funded NGO		Feb-2012	Feb-2015
Sue Ash	UnitingCare West	Appointed by NDS - funded NGO		Feb-2013	Feb-2016
Terry Simpson	NDS	Appointed as State Manager of NDS		June-2012	NA

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