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**NOT FOR PROFIT COMMUNITIES OF PRACTICE  
TERMS OF REFERENCE (TOR)**

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## DOCUMENT APPROVAL AND CONTROL

### Document Control

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1.0F	30 September 2021	Approval of ToR	Procurement Services SA
2.0	13 September 2022	Updates to membership and meeting frequency	Procurement Services SA

### Document Approval

Title	Name	Date
Procurement Services SA		30 September 2021

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## 1. BACKGROUND

It is widely acknowledged that government and the Not-for-Profit (NFP) sector work closely to deliver significant benefits and outcomes to South Australian clients and communities.

[The South Australian Funding Policy for the NFP Sector](#) (Premiers Circular PC044) aims to support and strengthen the collaborative partnerships between government and the NFP Sector by setting out clear requirements and providing a consistent approach for all aspects of funding while reducing the administrative burden on NFP's.

The Not-For-Profit Sector Communities of Practice (NFP-CoP) has been established following the release of the [South Australian Government's Response to the Review of the Effectiveness of the Not-for-Profit Funding Policy](#), which was delivered in May 2021.

The Review also completes a key recommendation of the [South Australian Productivity Commission Final Report – Inquiry into Government Procurement Stage 1](#) relating specifically to NFP sector procurement including (Recommendation 4.1) that an evaluation of the implementation of the NFP Funding Policy be conducted.

The NFP-CoP will focus on progressing the recommendations detailed in the South Australian Government's response to the Review and inform improvements to NFP procurement practice.

## 2. OBJECTIVE

The objectives of the NFP-CoP are:

- to drive the timely implementation of the recommendations set out in the South Australian Government's Response to the Review of the Effectiveness of the Not-for-Profit Funding Policy
- for members to work collectively for the benefit of the whole NFP sector in South Australia and across all public authorities
- to encourage collaborative partnerships between government and the NFP sector and promote innovative solutions that enhance and strengthen these relationships
- to build awareness and strengthen the practical application of [PC 044 South Australian Funding Policy for the Not-for-Profit Sector](#)
- to share information and knowledge willingly through open and transparent discussion
- to promote and encourage best practice
- to provide constructive and evidence-based feedback and advice on training needs, gaps and capability development programs and resources.

Nb: For the purpose of the NFP-CoP, public authorities include both public and prescribed agencies.

## 3. MEMBERSHIP

The NFP-CoP is co-chaired by one representative from the NFP sector and one Public Authority representative. In addition to the Co-chairs, membership will include a representative from Procurement Services SA and up to eight (8) representatives from across the NFP sector and up to eight (8) public authority representatives from across the SA public sector.

Secretariate support for the NFP-CoP will be provided by Procurement Services SA, DTF.

To ensure a diverse and rich presentation of interests are reflected in the NFP-CoP membership, representatives from the following NFP sectors are encouraged to participate:

Nb. This is not an exhaustive list

- Aboriginal and Torres Strait Islander communities
- Aged care
- Arts and culture
- Disability
- Environment
- Families, children, and community support
- Health and wellbeing
- Multicultural or Culturally and Linguistically Diverse communities
- Philanthropy
- Sport
- Volunteering

Similarly, representatives from across the broad public sector will also be sought. Members will be appointed for a maximum period of two years and appointments will be endorsed by both Co-Chairs.

With the exception of Procurement Services SA, to ensure equitable representation is maintained, membership from both the NFP sector and Public Sector groups are expected to rotate following the end of their respective terms.

To provide a level of continuity for the group, the inaugural member appointments terms will be staggered (ranging from 18 months to two-year appointments) to enable a continuous refreshment of memberships in the years ahead while achieving consistency in decision making.

### **3.1 RESIGNATION AND REMOVAL**

While it is anticipated that NFP-CoP Co-Chairs and Members will step down or resign at the end of their designated terms, representatives may resign before their term expires.

In these circumstances and where possible, representatives are encouraged to provide sufficient notice of their intention to resign or step down from the NFP-CoP to allow for a seamless transition.

Members who fail to actively participate and contribute in a positive way to achieving the objectives of the NFP-CoP may be removed by the Co-Chairs. If this situation occurs the Co-Chairs must inform the Member in writing of the intended motion and the reasons for the removal.

## **4. ROLES AND RESPONSIBILITIES**

### **4.1 CO-CHAIRS**

The NFP-CoP will be co-chaired by one representative from the NFP sector and one Public Authority representative.

These are unpaid positions and appointment to the role of Co-Chair(s) is for a maximum period of two years.

The Co-Chairs will:

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- drive and monitor the timely implementation of the NFP-CoP objectives
- plan and guide meetings according to the agenda and time available
- facilitate presentations and online forums
- conduct meetings in a way that allows for fair and open discussion of matters and encourages collaborative and timely decision making
- ensure all discussion items end with a decision, action or definite outcome
- ensure the consensus decision model is applied
- nominate an 'Acting Chair(s)' preceding the meeting date for any absences. In the absence of this nomination, the Members will elect a Chair from among the members of the group
- ensure minutes are documented and checked prior to disseminating them to the broader NFP-CoP members group.

### 4.2 MEMBERS

These are unpaid positions and appointments will be endorsed by both Co-Chairs for a maximum period of two years.

The NFP-CoP members will commit to:

- actively contribute and provide meaningful support to the timely implementation of the NFP-CoP objectives
- attending scheduled meetings and forwarding apologies to the Co-Chairs when unable to attend
- actively participate in discussions, showcase innovative ideas and assist in promoting and developing information or guidance for the benefit of the whole NFP sector and the public sector
- sharing and communicating relevant information to the group and assisting with timely decision-making and completion of actions regarding matters presented to the group for consideration
- propose meeting topics and host and organise speakers especially where it provides the opportunity to share learnings and improve practices
- ensure proxies only attend a meeting if a member is away and there is a formal acting arrangement in place. The proxy must have relevant experience in the area that was the basis for the appointment of the absent member.

### 4.3 SECRETARIATE SUPPORT

Support for the NFP-CoP will be provided by Procurement Services SA, DTF and coordinated through the Principal Program Manager, Not for Profit Funding who will oversee the provision of the following administrative tasks:

- schedule meetings and notify members and invited guests
- prepare the agenda, collate papers and issue notices for meetings
- distribute agenda and supporting papers to Members at least seven (7) working days prior to the scheduled meeting date
- attend meetings and prepare minutes, actions and decisions and distribute to members

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within fourteen (14) working days of the scheduled meeting date

- maintain a record of agendas, minutes, action items, decisions, meeting attendance and meeting papers.

## **5. MEETINGS**

### **5.1 MEETING FREQUENCY**

The NFP-CoP will meet bi-monthly with additional meetings scheduled where required.

Changes regarding the ongoing frequency of meetings will be determined after consultation with members and approval by the NFP-CoP Co-chairs.

### **5.2 MEETING CONSENSUS**

Endorsements and recommendations before the NFP-CoP will be made based on the consensus of the present members.

## **6. REPORTING**

The NFP-CoP will provide a report on the implementation progress against the recommendations from the Review along with other key initiatives every 6 months.

## **7. INTELLECTUAL PROPERTY**

As a guide, members should ensure that materials shared across the NFP community or across government:

- have any caveats or security classifications clearly marked in the document
- do not contain any content that members do not have public authority or agency approval to share, or the right to make available under any law or under contractual or relationships
- do not contain content that might infringe the intellectual property rights of any party if provided to other agencies or public authorities.

## **8. REVIEW AND AMENDMENTS**

The NFP-CoP will be reviewed annually to assess:

- progress of the NFP-CoP objectives
- member engagement and satisfaction
- benefits achieved
- lessons learnt
- opportunities for improvement

The Terms of Reference may be amended or modified at any time with approval by the NFP-CoP Co-chairs.

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**Attachment 1: Not for Profit Communities of Practice Membership**

**Co-Chairs:**

<b>Name</b>	<b>Role / Organisation</b>
Jody King	Deputy Director, Procurement Strategy and Development Procurement Services SA
Ross Womersley	Chief Executive Officer South Australian Council of Social Service

**NFP Committee members:**

<b>Name</b>	<b>Role / Organisation</b>
Jessica Alice	Chair Arts Industry Council of SA
Mark Anderson	President of the Conservation Council of SA
Hamilton Calder	Chief Executive Officer Volunteering SA & NT
Erin Faehrmann	Chief Executive Youth Opportunities SA
Kylie Ferguson	Chief Executive Officer Community Centres SA
Stacey Thomas	Chief Executive Officer Wyatt Trust
Michael White	Executive Officer South Australian Network of Drug and Alcohol Services
Scott Wilson	Chair South Australian Aboriginal Community Controlled Organisation Network

**Public Authority members**

<b>Name</b>	<b>Role / Organisation</b>
Elizabeth Chmielewski	Manager, Procurement and Grants Department of Human Services
Peter Cornish	Manager, Grants Department for Education
Deb Odgers	Manager, Service Contracts Department of Health and Well Being

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