

Supporting Communities Forum

Working Group Status and Key Milestones Plan

Updated as at: 15 March 2019

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S.No.	Working Group (WG) Name	Co-Chairs	Project Deliverables and Project Plans (uploaded on SCF Webpage 9.11.18)	Project Purpose/Value	Strategic Relationship to other WGs	Project Close Date	Status as of December 2018 and Next Planned WG Meeting Dates	Key Milestones – Deliverables and Timelines	Substantive Update to the Forum - 2019 Meeting Dates
1	Collaboration WG	Co-Chairs - Ross Wortham (YACWA) - David Russell-Weisz (Health)	Guiding principles and recommendations for practical application to assist collaboration between the government and community services sectors.	To develop guiding principles for collaboration between the government and community services sectors. To identify practical ways to apply these guiding principles and translate learnings into action and changes to approaches to collaboration that achieve more efficient and effective service design and delivery and better outcomes for people.	Strategic Framework WG	May 2019		Deliverables and timelines: - Literature review (commenced 15 Nov 2018 by external consultant) - Report due by 7 February - 2019 and endorsed by WG members at the 19 February WG meeting. - Literature Review report circulated to Forum members – Expected by end March 2019 - Case studies template developed and circulated to Forum members – 14 March 2019 - Characteristic identified - Expected by April 2019. - Case studies developed - Expected by end April 2019. - Report developed - Expected by May 2019. Requests/requirements from all Forum members: - Forum members to share 'Request for Case Studies' template with their wider network. - Completed templates are to be sent to the Collaboration WG secretariat by 19 April 2019. - Forum members to submit any case study exemplars: - used by the Outcomes Framework and State Homelessness Strategy WGs; - that can address complex problems in a collaborative and effective way; and - of where collaboration has worked and what has not worked.	Substantive update and discussion at the 24 June 2019 meeting.
		Secretariat (Health) Ashlee.Wells@health.wa.gov.au	https://www.dpc.wa.gov.au/Councils-and-Committees/Supporting-Communities-Forum/Documents/Collaboration%20Working%20Group%20Project%20Plan.pdf					Next Planned WG Meeting Dates: - 19 February 2019	
Additional Comments		- WG Members: Suzi Cowcher, Neil Guard, Tricia Murray, Vicki O'Donnell, Carol Petterson, Brad Jolly, Martin Clery and Megan Burley - Project funding: Department of Health have committed \$6,600 to fund the literature review.							
2	Communication about the Forum WG	Co-Chairs - Helen Creed - Emily Roper (Department of the Premier and Cabinet)	To develop a communication strategy and related suite of communication strategy documents.	To ensure that the Forum will promote engagement in support of its work plan and those of its working groups, to communicate about its activities and report on its achievements.	All WGs especially the Strategic Framework WG	December 2019	Department of Communities has seconded Lee-Anne Anderson for 6 months from Oct 2018 to 20 March 2019 to work on the Communication Strategy documents. The WG has developed the following communications documents: • Communications Strategy and Implementation Plan; • Communications Action Plan template; and • Communications Protocol At the Forum's 10 December meeting, the WG provided a substantive update and presented the three communications documents to the Forum. All three communication documents were endorsed by Forum members at the 10 December meeting.	Deliverables and timelines: - Update Forum Presentation with Strategic Framework slide and Working Group key messages - February 2019 - Review and update Working Group Project Plan - February 2019 - Draft a paper (paper 1) to explore metropolitan and regional consultation and engagement opportunities - March 2019 - Draft a paper (paper 2) to explore the value/benefit and suggest options of holding a larger Forum event - March 2019 - Update three communication documents - March 2019. Requests/requirements from all Forum members: - Seek Forum members input and feedback on the two draft papers during a brief update and discussion at the 25 March meeting.	Brief update and discussion on Paper 1 and Paper 2 at the 25 March 2019 meeting.
		Secretariat (DPC) Jennifer.dass@dpc.wa.gov.au	https://www.dpc.wa.gov.au/Councils-and-Committees/Supporting-Communities-Forum/Documents/Communication%20working%20group.pdf					Next Planned WG Meeting Dates: - 26 February 2019 - Other Working Group meetings will be scheduled for 1.5 hour and approximately one month after each Forum meeting.	
Additional Comments		- WG Members: Julie Waylen, Ross Wortham, Jennifer O'Mullane, Pip Stempel, Lee-Anne Anderson, Annette Morrissey, Tina Holtom and Astrid Serventy - DPC staff involved: Jennifer Dass (since December 2018) - Note: From Feb 2019, Emily Roper (acting Deputy Director General) will be the 'Communications about the Forum' WG Co-Chair. Michelle Andrews is acting DG for the Department of Communities (for 3 months from Feb 2019).							
3	Data Sharing and Linkage WG	Co-Chairs - Pip Brennan (Health Consumers' Council) - Darren Foster (Department of the Premier and Cabinet)	1. Support community consultation of the draft WA Information Privacy and Use Legislation, and promote opportunities for the community to provide feedback on privacy and data sharing. 2. Raise awareness of the proposed changes to privacy and data sharing legislation and the impact this will have on the community.	The Forum and State Government are committed to strengthening safe data sharing and linkage. This includes sharing of data for evidence-based policy making and improved government service delivery.	Potential links to 3 WGs: - Procurement Reform - Our Communities Report; and - Outcomes Framework	Mid-2019	The WG continues to provide advice and input into the development of Western Australian Information Privacy and Use Legislation which aims to address community concerns about privacy and ensure data sharing is in the best interests of the individual and the community. The WG is actively engaging with the community services sector to inform the draft legislation. Progress update on the WG's activities will be provided at the mid 2019 Forum meeting.	Deliverables and timelines: - Discussion of case studies that demonstrate the disadvantages of current data sharing arrangements on the community (August 2018 - May 2019) - Half day workshop (TBA) - Community consultation on the draft legislation (Mid 2019) Requests/requirements from all Forum members: - Seek Forum members input and feedback on the draft legislation.	Substantive update and discussion at the 24 June 2019 meeting.
		Secretariat (DPC) Natalie.gray@dpc.wa.gov.au	https://www.dpc.wa.gov.au/Councils-and-Committees/Supporting-Communities-Forum/Documents/Data%20Sharing%20and%20Linkage%20Working%20Group%20-%20Project%20Plan.pdf					Next Planned WG Meeting Dates: - 1 March 2019	
Additional Comments		- WG Members: Vicki O'Donnell, Maria Osman, Carol Petterson, Ross Wortham, Chris Twomey, Mark Fitzpatrick, Juan Larranaga, Alan Dodson and Rob Anderson - DPC staff involved: Darren Foster and Natalie Gray.							
4	Our Communities Report WG	Co-Chairs - Dan Minchin (Chorus) - Lisa Rodgers (Department of Education)	To produce a task definition for the "Our Communities" report by end of April 2019 and deliver a first draft report by November 2019.	The Working Group will produce a document for Government outlining options to improve and increase investment and progress in areas of greatest need. To develop a transparent, open and accessible report identifying what difference is being made and what is still to be done, being the voice of the people to Government.	Outcomes Framework	November 2019	The Working Group has engaged a consultant Joel Levin, Aha! Consulting - who is working on an implementation plan for community engagement and data gathering.	Deliverables and timelines: - Draft 'Consultation Report' and 'The Our Communities Dialogue Blueprint (Blueprint)' - expected by January 2019. - Draft 'Consultation Report' and 'Blueprint' document to be circulated to Forum members for review and feedback - before the 25 March 2019 meeting. - Launch of 'Our Communities Dialogue/Blueprint' - expected March 2019. - Delivery of the first 'biennial' Our Communities Report - expected November 2019. Requests/requirements from all Forum members: - Seek Forum members input and feedback on the Consultation Report and Blueprint document during a substantive update and discussion at the 25 March meeting.	Substantive update and discussion at the 25 March 2019 and 9 September 2019 meeting.
		Secretariat (DPC) Kathryn.Anthony@education.wa.gov.au	https://www.dpc.wa.gov.au/Councils-and-Committees/Supporting-Communities-Forum/Documents/Our%20Communities%20Report%20Working%20Group%20-%20Project%20Plan.pdf					Next Planned WG Meeting Dates: - 21 January 2019 - Future meeting to be setup, bi-monthly until November 2019.	
Additional Comments		- WG Members: Pip Brennan, Suzi Cowcher, Louise Giolitto, Maria Osman, Neil Guard, Julie Waylen, Helen Nys and Denise Sullivan - DPC staff involved: Robin Ho (since November 2018) - Note: From Feb 2019, Lisa Rodgers as new Director General (DG) of the Department of Education, will be the new 'Our Communities Report WG' Co-Chair. Jennifer McGrath (as previous WG Co-Chair) will attend the 25 March 2019 meeting to provide the substantive update with Dan Minchin.							

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5	Outcomes Framework WG	<p>Co-Chairs</p> <ul style="list-style-type: none"> - Louise Giolitto (WACOSS) - Adam Tomison (Department of Justice) 	<p>To develop an 'Outcomes Measurement Framework' to help drive a more consistent approach to evaluating service outcomes, imperative to inform sector investment and facilitate a more consistent whole-of-government and whole-of-sector approach.</p>	<p>To develop an 'Outcomes Measurement Framework' to drive a more consistent approach to identifying key indicators to measure the achievement of the outcomes.</p>	Our Communities Report and Procurement Reform	June 2019	<p>A second prototype of the framework has been produced by WACOSS dated 3 November 2018.</p> <p>The Outcomes Framework has entered Phase 2 of the Project Plan. Significant stakeholder consultation and engagement is underway with government and the community sector to elicit feedback on the draft Outcomes Framework will continue through Feb/Mar 2019.</p>	<p>Deliverables and timelines:</p> <ul style="list-style-type: none"> - Consultation and engagement with the sector completed: March 2019 - Map/collate existing frameworks, gain clarity on preferred forms of outcomes and indicators: April 2019 - Map what data/indicators are currently collected - what information already exists with respect to measurement of outcomes: April 2019 - Finalise Outcomes Measurement Framework, alongside some implementation tools: June 2019 <p>Requests/requirements from all Forum members:</p> <ul style="list-style-type: none"> - Seek Forum members input and approval of the draft high level domains (prior to finalisation) during a brief presentation by Kylie Hansen, WACOSS at the 25 March meeting. - Continue to provide feedback on Framework prototypes; encourage staff to attend engagement sessions being facilitated by WACOSS; and link WACOSS in to opportunities to engage with meetings of government and sector colleagues. - Send through any outcomes frameworks that member's organisations have in place. 	<p>Brief presentation at the 25 March 2019 meeting.</p> <p>Final Outcome Measurement Framework to be presented to the Forum at the 24 June 2019 meeting.</p>
	Secretariat (Justice)	Jennifer.Endersbee@justice.wa.gov.au	https://www.dpc.wa.gov.au/Councils-and-Committees/Supporting-Communities-Forum/Documents/Outcomes%20Framework%20Working%20Group%20-%20Project%20Plan.pdf				<p>Next Planned WG Meeting Dates:</p> <ul style="list-style-type: none"> - Monday 25 Feb, 9.00am - Monday 15 April, 10.00am - Tuesday 11 June, 1.30 pm - Further dates TBA 		
	Additional Comments	<p>- WG Members: Kate George, Neil Guard, Dan Minchin, Jennie Gray, Sue Budalich, Catherine Shepherd, Leon McIvor, Steven Hill, Kylie Dalling, James Wild, Paul Flatau, Wendy Casey and Gina Hill</p> <p>- DPC staff involved: Sarah Norton, Nicole McCartney and Sarah Hooper.</p>							
6	Procurement Reform WG	<p>Co-Chairs</p> <ul style="list-style-type: none"> - Vicki O'Donnell (Kimberley Aboriginal Medical Services) - Tim Marney (Mental Health Commission) 	<p>Co-design in a procurement process, practice review, co-commissioning and integrated services, and outcome-based procurement.</p>	<p>To develop a project plan that provides an overview of four sub-projects identified to enable effective implementation of the Delivering Community Services in Partnership Policy 2018.</p> <p>The project areas include:</p> <ol style="list-style-type: none"> 1. Co-design in a Procurement Context; 2. Practice Review; and 3. Co-commissioning / Group Buying and Integrated Services. 4. Outcomes based procurement practices (on hold) 	Outcomes Framework		<p>The WG has identified the following priority projects to enable the effective implementation and consistent application of the revised Delivering Community Services in Partnership (DCSP) Policy:</p> <ul style="list-style-type: none"> o Co-design in a Procurement Context; o Practice Review; and o Co-commissioning/Group Buying and Integrated Services. <p>Detailed project plans for Co-design in a Procurement Context and Practice Review have been finalised, with the project plan for the Co-commissioning/ Group Buying and Integrated Services project to be finalised mid-2019.</p>	<p>Deliverables and timelines:</p> <p>Stage 1 - Research report - end of February 2019</p> <p>Stage 2 - Development of procedure manual, training and resources - End of April 2019</p> <p>Stage 3 - Implementation - June 2019</p>	<p>Substantive update and discussion at the 24 June 2019 meeting.</p>
	Secretariat (MHC)	Katherine.Naude@mhc.wa.gov.au	https://www.dpc.wa.gov.au/Councils-and-Committees/Supporting-Communities-Forum/Documents/Procurement%20Reform%20Working%20Group%20-%20Project%20Plan.pdf	<p>1. Co-design in a procurement context.</p> <p>To provide clear guidelines for government agencies and service providers co-designing community services.</p>	Outcomes Framework	June 2019	<p>Next Planned WG Meeting Dates:</p> <ul style="list-style-type: none"> - 13 February 2019 - Detailed project implementation plans will be discussed and finalised at the next Working Group meeting (February 2019) to ensure agreed outputs of the project. These may include a co design manual, training and resources. 	<p>Deliverables and timelines:</p> <p>Stage 1 - Research report - end of February 2019</p> <p>Stage 2 - Development of procedure manual, training and resources - End of April 2019</p> <p>Stage 3 - Implementation - June 2019</p>	
			<p>Please note: The project plan (above) will be updated following the WG meeting in February.</p> <p>The updated Project plan will be provided to the Forum Secretariat by end February to upload on the Forum webpage.</p>	<p>2. Practice Review</p> <p>To ascertain, by taking a strengths-based approach, the standard of community services procurement practice and expertise that currently exists, which will form the basis of procurement practice and capability building initiatives.</p>	Outcomes Framework	June 2019	<p>Next Planned WG Meeting Dates:</p> <ul style="list-style-type: none"> - 13 February 2019 - Detailed project implementation plans will be discussed and finalised at the next Working Group meeting (February 2019) to ensure agreed outputs of the project. These may include a good procurement practices report and a procurement professionals development initiative. 	<p>Deliverables and timelines:</p> <p>Stage 1 - Research report - March 2019</p> <p>Stage 2 - Development of procurement professionals development initiative - May 2019</p> <p>Stage 3 - Implementation - June 2019</p>	
				<p>3. Co-commissioning / Group Buying and Integrated Services</p> <p>To gain an accurate overview of integrated services (sometimes referred to as 'consolidated' services) and group buying (sometimes referred to as 'co-commissioning'), identify enablers, barriers, and benefits to both sectors, and develop materials to assist government agencies and service providers in integrating services.</p>	Outcomes Framework	TBC	<p>Moved to third priority to allow the group to focus on Co-design and Practice Review</p>	TBC	
				<p>4. Outcomes-based Procurement</p> <p>To improve government's standard of practice in outcomes-based procurement, focussing on outcomes measurement and evaluation.</p>	Outcomes Framework	Pending	<p>Will commence following the finalisation of the Outcomes Measurement Framework project.</p>	<p>To be discussed and confirmed after the February WG meeting.</p>	
	Additional Comments	<p>- WG Members: Jonathon Ford, Neil Guard, Tricia Murray, Brad Jolly, Kate Ingham, Tim Reid, Jennie Gray, John Bouffler and Tammy Ford</p> <p>- DPC staff involved: Jennifer Dass (from 2019)</p>							
7	State Homelessness Strategy WG	<p>Co-Chairs</p> <ul style="list-style-type: none"> - Debra Zanella (CEO, RUAH Community Services) - Michelle Andrews (Director General, Department of Communities) 	<p>The following project outputs will be delivered:</p> <ul style="list-style-type: none"> - A 10-Year Strategy on Homelessness, endorsed by the Minister for Child Protection; Women's Interests; Prevention of Family and Domestic Violence; Community Services and Cabinet. - A homelessness Action Plan, endorsed by the Minister for Child Protection; Women's Interests; Prevention of Family and Domestic Violence; Community Services. - A definition of whole-of-government integrated service system for homelessness that is agreed by key stakeholders. - A transparent and functional whole-of-government implementation mechanism in place and reports bi-annually on progress to the Minister and the Forum. 	<p>To develop a 10-Year Strategy on Homelessness that will:</p> <ul style="list-style-type: none"> - provide an overarching framework for government, the community sector and the community to work together to address homelessness; - set strategic direction and priorities; - articulate outcomes to be achieved at the systems level, service level, and for people; and - guide activity and investment. 	Collaboration, Procurement Reform and Outcomes Framework	July 19	<p>The WG is developing a 10-Year Strategy on Homelessness for Western Australia in partnership with the community services sector. Regional and metro consultations for the Strategy and an on-line survey were completed in late 2018.</p> <p>The WG has developed a Directions Paper that shares the work done to date on the Strategy, including the key strategic directions that are being proposed.</p> <p>The Directions Paper will be published on the Department of Communities website in March 2019 and available for public comment for six weeks. Feedback on the Directions Paper will be incorporated into the Strategy, which is due to be finalised in mid-2019.</p>	<p>Deliverables and timelines:</p> <ul style="list-style-type: none"> - Consultation reports summarising key findings from each location and from the on-line survey provided to WG members. Forum members and published on the Department of Communities website - completed in January 2019. - A draft of the Directions Paper provided to WG members, Forum members and other key stakeholders for comment and feedback by 14 February 2019, and prior to being finalised. - The Directions Paper will be published on the Department of Communities website late March 2019 and will be open for public comment until 29 April 2019. - The 10-Year Strategy on Homelessness will be finalised in mid-2019. <p>Requests/requirements from all Forum members:</p> <ul style="list-style-type: none"> - Seek Forum members' input and feedback on the draft Directions Paper by 14 February 2019. - Seek Forum members' input and feedback on the published Directions Paper by 29 April 2019. - The WG will provide a final substantive update and discussion on the Strategy at the 24 June 2019 meeting. 	<p>Substantive update and discussion at the 24 June 2019 meeting.</p>
	Secretariat (Communities)	Emma.Colombera@communities.wa.gov.au Julia.Prior@communities.wa.gov.au	https://www.dpc.wa.gov.au/Councils-and-Committees/Supporting-Communities-Forum/Documents/Homelessness%20Working%20Group%20-%20Project%20Plan.pdf				<p>Next Planned WG Meeting Dates:</p> <ul style="list-style-type: none"> - 28 February 2019, 9:30am-11am - 26 March 2019, 9:30am-11am - 30 April 2019, 9:30am-11am - 24 May 2019, 11:30am-1pm - 27 June 2019, 9:30am-11am 		
	Additional Comments	<p>- WG Members: Julie Waylen, Ross Wortham, Kathleen Gregory, Michelle McKenzie, Katie Stubbley, Joanne Burges, Martin Smith, Samson Knight, John Buchanan, Scott Hollingworth, Steven Hill, Jeremy Bruse, Matthew Shields, Coan Harvey, James Butterfield, Leigh Quealy, Rohan Collard, Jonathon Ford, Michelle Wolstenholme</p> <p>- Note: Michelle Andrews replaced outgoing Department of Communities Director General Graeme Searle as co-chair of the Homelessness WG in February 2019.</p>							

Note: Forum 2019 Meeting Dates
 - 25 March 2019; 24 June 2019; 9 September 2019 and 2 December 2019
 The Strategic Framework WG provided it's last substantive update at the Forum's 10 December 2018 meeting and has since finalised the 'Forum's Strategic Framework' slide (currently available on the SCF Webpage).