The Hon Don Punch MLA

Minister for Disability Services

Level 7, Dumas House

2 Havelock Street

WEST PERTH WA 6005

Dear Minister Punch

**Statement of Intent from the Disability Services Commission Board**

As the Chair of the Disability Services Commission Board (the Board) I am pleased to provide this statement of intent, which is in response to, and outlines how the Board will implement, your statement of expectations dated 8 May 2023.

I formally commit the Board to meeting your statement of expectations and ensuring government policies and priorities relevant to the work of the Board for the Disability Services Commission, the Department of Communities and the Office of Disability are realised.

I will work to ensure the community’s confidence in the Board is preserved and strengthened and that, in all our activities, we operate in a way that promotes collaboration and demonstrates accountability and transparency in support of government policies and priorities.

Our plan includes the following strategic priorities:

* **Engagement on the Western Australian Disability Advisory Council**
	+ The Board’s members will attend meetings of the WA Disability Advisory Council (WADAC) and participate actively in all projects, consultations, stakeholder engagement and events as required.
	+ The Board’s members will harness the expertise of their professional and personal networks to maintain current knowledge of all aspects of the disability community and sector.
	+ The Board’s members will provide insight into the development and implementation of policies, services, programs and activities that affect people living with a disability in Western Australia. This includes encouraging agencies to develop Disabilty Access and Inclusion Plans that respond to the needs of their community and constituents.
	+ The Board will provide advice on the establishment of key performance indicators when requested.
* **Insight on and monitoring of the implementation of the State Disability Strategy**
	+ The Board will review regular reports from the Office of Disability on the progress against all Outcomes of the State Disability Strategy (the Strategy).
	+ The Board’s Oversight Subcommittee (Monitoring and Evaluation Framework Plan for A Western Australia for Everyone: State Disability Strategy 2020 – 2030) will assist the Department of Communities to monitor and evaluate the Strategy’s Outcomes.
	+ Together with other members of the WADAC, the Board as an entity and its members as individuals, will seize opportunities to promote to the broader community the ethos of the State Disability Strategy and use their skills of influence to affect change in the attitudes toward people with disability among people of all walks of life. Through these connections members will identify future priorities for inclusion in Action Plans.
	+ Through the review of regular reports from the Department of Communities to the Board, advice will be provided on all identified significant changes to existing commitments.
* **Monitoring and advice on key Department of Communities activities**
	+ The Board will review all reports and presentations provided to it by the Department of Communities and provide feedback in a timely manner and request further reports as needed.
	+ Members will observe the effectiveness of the Department of Communities’ disability-related initiatives, as well as other initiatives that impact people with disability, within the community through personal experience, networks, engagement events and media articles, and provide constructive feedback where necessary.
* **Engagement with the Department of Communities Strategic Plan**
	+ The Board will provide strategic leadership that emphasises the Department of Communities achieving its vision of “all people live in welcoming communities which faciltate citizenship, friendship, mutual support and a fair go for everyone”.
	+ This will be evidenced by directing Communities that all consultations and engagements involve, from their commencement, people with disability, their families, carers and advocates to advise and lead strategic developments.
	+ All consultations and engagement opportunities across the Department of Communities will be required to consider promotion and invitation to disability-related communities and sector organisations, the private sector and all levels of government. The Board may require an explanation from Communities as to why the disability community was not considered for a particular consultation or engagement process.
	+ All directions from the Board to Communities will be guided by contemporary thinking and evidence-based practice.
* **Stakeholder engagement and management**
	+ While undertaking the above outlined work, members understand that they will not be required to, and are not authorised to, make public comments concerning the Board or the Department: this is the role of the Minister or the Director General. Any concerns in this respect will be referred to the Chair for raising through the appropriate Departmental and Ministerial channels.
* **Governance and Annual Reporting**
	+ The Board recognises and acknowledges the corporate governance framework that it works within, including a robust, transparent and accountable system of annual reporting to Parliament. Your Statement of Expectation will be incorporated into the Board’s planning process, and the Board’s key outcome performance indicators will be published in the Disability Services Commission Annual Report.
	+ The Board will continue to manage its financial affairs diligently and in accordance with legislative requirements. We will continue to comply with all relevant corporate governance requirements.
	+ All new members of the Board will participate in an induction process and receive a comprehensive orientation pack containing information pertaining to their role and responsibilities.
	+ All Board members are to abide by our Code of Conduct and will be offered ongoing support by me as Chair.
	+ The Board has a formal risk management strategy that is revised annually. The Board will also be subject to regular performance reviews, which I will oversee as Chair.

The Board looks forward to working with you and delivering the strategic priorities outlined in this Statement of Intent.



Dr Scott Hollier

**Chair, Disability Services Commission Board**

17 July 2023