



ACiA Quality Steering Committee Terms of Reference

1. Background

With the assistance of industry stakeholders on the Accreditation Steering Committee (ASC), the Attendant Care Industry Association (ACiA) developed the Attendant Care Industry Management System Standard 2008 (ACIMSS). This Standard is endorsed by the Joint Accreditation System for Australia and New Zealand (JAS-ANZ).

With the assistance of JAS-ANZ and ACiA's Endorsed Certifying Body, ACiA has developed the ACiA Endorsed Certification to ACIMSS System. ACiA is required by JAS-ANZ to review the Standard every 3 years with stakeholders.

ACiA also wishes to ensure the Certification is meeting stakeholders' needs.

ACiA has therefore determined to convene a steering committee to oversee the Certification system. This committee has been formed with members from the original ASC, along with additional key stakeholders.

2. Role

To provide advice to ACiA on the ACiA Endorsed Certification to ACIMSS from the perspective of attendant care funding bodies, service users and service providers on:

- Certification processes and outcomes
- Other Standards and Accreditation/Certification systems or quality requirements and how they may impact on ACiA Certification
- Any changes recommended to the ACIMSS Standard

3. Objectives

1. Assist ACiA to ensure that the Certification Program is meeting stakeholder needs and requirements through discussion of, and feedback on, issues related to
 - The Certification system processes
 - Standards 'mapping' ie reviewing documents related to how ACIMSS compares to other relevant standards (eg HACCC, ISO 9001)

-
- Certification outcomes and benchmarking data
2. Provide a forum for the Steering Committee to discuss best practice issues related to standards and certification with ACiA and each other.
 3. Provide input into the Evaluation that will be conducted at the end of the first 3-year cycle including the review of the ACIMSS.

4. Reports To

ACiA Committee of Management.

5. Duration of Committee

The Committee will initially be convened until July 2012. The role of the Committee will be considered and determined as part of the evaluation to be conducted at the end of the first 3-year cycle.

6. Committee Responsibilities

Individual Steering Committee members have the following responsibilities:

- Understand the objectives, and desired outcomes of the committee
- Understand and represent the interests of their organisation
- Provide input into how the Certification program is aligned with industry strategy, policies and directions across government as a whole
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other Steering Committee documents
- Support open discussion and debate, and encourage fellow Steering Committee members to voice their insights

7. General

<i>Membership</i>	Representatives of ACiA, service providers, service users, funders, ACiA Endorsed Certifying Bodies, ACiA Independent Review and Benchmarking Committee
<i>Chairperson</i>	ACiA President
<i>Secretary</i>	ACiA Executive Director
<i>Co-Option</i>	Individuals with particular experience and expertise may be co-opted to help the Steering Committee should the need arise.
<i>Meeting Details</i>	Frequency – Maximum of three meetings to be convened per year Duration - Approximately two hour's duration.

Quorum – 3 ACiA Reps (COM or IRBC) and 5 Stakeholder Reps
Alternative delegates - As the committee will only meet a few
times a year and will be covering detailed information, alternate
representatives should only be sent if they have been thoroughly
briefed.

8. Proceedings

- Minutes to be kept and distributed to all members within ten days of meeting.
- Agendas to be used to help manage meeting time and ensure follow up of issues and agreed action
- Appropriate Agenda papers to be distributed at least 10 days prior to each meeting via email
- Advice to be sought from ACiA on matters of policy, decisions on action, resource requirements or resolution of problems outside the scope of the steering committee
- While ACiA does not have the resources to pay for committee member's travel, teleconferencing can be arranged if required

9. Confidentiality

All members undertake to keep confidential all information which comes into their possession as part a representative on this committee. This does not apply to any information which is in the public domain.

10. Conflict of Interest

If at any time a member of committee identifies a Conflict of Interest, this is to be notified immediately to the Chairperson. Once notified, if appropriate, the (said) committee member is to withdraw from involvement in discussions and decision making on matters where there is declared conflict.