



TERMS OF REFERENCE

RESIDENTIAL AGED CARE FUNDING REFORM WORKING GROUP

1. PURPOSE

The purpose of the Residential Aged Care Funding Reform Working Group (Working Group) is to provide advice to the Department of Health and Aged Care the Department) in relation to residential aged care funding reform activities.

2. ROLE AND FUNCTION

The Working Group is an advisory body and will provide advice to the Department on issues relating to the proposed reform of the residential aged care funding model and system. This will include issues relating to the Australian National Aged Care Classification (AN-ACC) funding model, and policy work and activities associated with implementing the new mandatory requirements for care minutes and the 24/7 registered nurse requirement.

The Working Group will not act as a decision making body.

To support these functions, members of the Working Group will act in a collegiate and collaborative manner when debating and resolving issues and respect the confidentiality of the Working Group's proceedings.

3. MEMBERSHIP AND QUORUM

The Working Group will be chaired by the Assistant Secretary of the Residential Care Funding Reform Branch, Home and Residential Division, Department of Health and Aged Care. Members will have relevant expertise in aged care policy, clinical, accounting or operations management aspects of aged care, or casemix classification systems.

A quorum is not required as the Working Group's primary role is of an advisory nature only.

A proxy will be considered in exceptional circumstances when the appointee is unable to attend a meeting. Any proxy will be authorised by the Chairperson, or a delegate, on a case by case basis.

The Department may seek additional external expertise to provide advice to assist with the work of the Working Group.

The Chairperson may choose to invite other individuals or groups to attend meetings as required.

4. REMUNERATION ARRANGEMENTS

When requested, the Working Group members will be paid travel, additional expenses and accommodation at Tier 3 rates as per the latest [Remuneration Tribunal \(Official Travel\) Determination](#) instrument. Members not in receipt of remuneration from their employer will be paid sitting fees in accordance with the Department's Remuneration Framework Policy for Non-statutory committees.

5. TIMEFRAME AND FREQUENCY OF MEETINGS

The Working Group will exist for the life span of the residential aged care funding reform project. Meetings will occur as required. The Chairperson will determine the timing, format and/or location of the meetings as they occur.

6. AGENDA

The Chairperson will set the agenda. Members are required to submit proposed agenda items to the Chairperson at least seven days before the meeting.

7. OUT-OF-SESSION PAPERS

Urgent matters that cannot be deferred until the next meeting can be managed as an out-of-session paper, sent to members via email with a requested response date.

8. SECRETARIAT

The Department will provide the secretariat support for the Chairperson and the Working Group through the Residential Care Funding Reform Branch.

9. CONFIDENTIALITY AND TRANSPARENCY

The Working Group considers and discusses material that may be of a sensitive or commercial nature. Members and attendees may discuss the topics and themes of each meeting with their constituents and/or colleagues, unless otherwise specified by the Chair.

All meeting papers, minutes and attachments are confidential and are not to be circulated more broadly, unless otherwise specified by the Chair.

Members, proxies or invited guests will be required to complete the Department's *Confidentiality, Conflict of Interest, Privacy and Secrecy Deed Poll*. For members the signed Deed Poll remains valid for the term of their appointment. For proxies and guests, a signed Deed Poll remains valid for 12 months from the date of signature.