



# DT SECTOR PARTNERS TERMS OF REFERENCE

This document defines the purpose, responsibilities, membership approach, and operations of the Digital Transformation (DT) Sector Partners co-design advice group.

## Description

DT Sector Partners provide advice and support for the Aged Care Digital Transformation agenda, with a specific focus on informing digital design and delivery activities. The high-level intent for this group is to maximise cooperation, increase knowledge-sharing, and optimise the success of the *Department of Health and Aged Care's (DHAC)* digital transformation investments.

## Scope

Sector Partners support the transformation's public engagement and co-design streams to ensure that DHAC's progress is informed by and proceeds in collaboration with the sector (that is, providers, vendors, peak bodies, and citizens, as well as DHAC's policy and government partners). The group helps to ensure that DHAC:

- remains in-step, in-conversation, and in-consultation with the sector
- actively collaborates on digital, data, and service delivery elements of transformation, particularly where direct inputs or impacts for the sector are evident (e.g., digital co-design (UX), automated co-design (APIs), best practice transformation (including strategic methodologies and the underpinning program approach).

## Authority

This group provides advice to DHAC. Membership and key outcomes from the group will be made publicly available via other public engagement channels (e.g., Tech Talks, DHAC website).


## Accountability

Since this is a volunteer advice group (formed following open, public invites) it is not expected that the group will have formal accountabilities, conflict of interest concerns, or Intellectual Property limitations. Any concerns about these – or other probity issues – should be promptly directed to [DTSectorPartners@health.gov.au](mailto:DTSectorPartners@health.gov.au).

## Sponsorship & Roles

DHAC Executives will sponsor the activities of the group and its outcomes.

Executive Name	Position	Role
Fay Flevaras	First Assistant Secretary   Digital Transformation and Delivery Division (DTDD)   Corporate Operations (COG)   Department of Health and Aged Care	Senior Sponsor
Janine Bennett	Assistant Secretary, Digital Business and Sector Engagement Branch (DBSE), Digital Transformation and Delivery Division (DTDD)   Department of Health and Aged Care	Executive Sponsor



Meetings will generally be chaired by the DHAC Senior Executive Sponsor or the Executive Sponsor – or an appointed delegate.

## Chair

- Approves agendas and membership
- Opens, closes, and directs the business of meetings
- Promotes full participation by all members
- Invites additional attendees or relevant subject matter experts (SMEs) as required.

## Members

- Participate in co-design activities and/or provide input into strategy, solution, or delivery discussions
- Share advice and feedback to improve solution design, delivery, or approaches
- Support the identification of –
  - existing pain points, gaps, and barriers for the sector
  - issues, risks, mitigations, and best-practice options
  - opportunities to co-design or leverage existing research, solutions, expertise, messaging, engagements, products, processes, or promotions
- Translate the intent and activities of this work back to their organisations, networks, and community, championing the work and transformation agenda (where appropriate).

Note:

- Full membership is published on the public *Department of Health and Aged Care* website
- Members can nominate a surrogate in the event that they are unavailable to attend, or where it is considered valuable in driving the outcomes of the group
- Non-member attendance should be announced at the commencement of the meeting
- Permanent replacements MUST be emailed to [DTSectorPartners@health.gov.au](mailto:DTSectorPartners@health.gov.au).

## Operation

### Meetings

Meetings will be held at a regular cadence as agreed by the group. Messaging and other business may be distributed out of session, using email or collaboration sites.

### Secretariat


There is no formal secretariat function for this group – given its focus on co-design and advice – however meeting summaries and materials will be published to the public DHAC website.

## Amendment to the Terms of Reference & Review

Significant amendments to these *Terms of Reference* will be circulated to members for consultation and approved by the Chair. Approved *Terms of Reference* will be published on the DHAC website.

Date of last review: 1 April 2023

Date last updated: April 2023



Updated TOR endorsed by group: On 21 April 2023  
Original TOR initially endorsed by group: 8 July 2022