

REVIEW PANEL OF PROCUREMENT PROCESS AND PROPOSAL IN NSCCAHS

DRAFT TERMS OF REFERENCE

February 2010

Background

MARS Inc. is a not for profit organisation incorporated in 1988 by staff of NSCCAHS, under the Associations Incorporation Act 1984. This was done to create a legal employer for mental health consumers with the aim of giving them experience in employment and providing opportunities to transition to open employment.

An external review of this program was undertaken by Walter Turnbull (December 2008) and a report was provided. The report identified significant governance concerns and financial risks to NSCCAHS.

One of the recommendations from the review included that the MARS program be tendered out to a third party or NGO. The Expression of Interest (EOI) tender was advertised in the Sydney Morning Herald, Saturday, 16 January 2010. The closing date for applications was 15 February 2010.

There has been considerable concern from stakeholders and members of the general public with regard to the change in service model proposed by the procurement process.

In response to these concerns the procurement process was placed on hold pending a review.

Purpose

Mental Health and Drug Alcohol Office (MHDAO) has been requested by the Minister for Health to review the procurement process planned by NSCCAHS to provide vocational rehabilitation and recovery services.

Key Principles

- Vocational rehabilitation and social, recreational and leisure services are required to meet consumer needs in NSCCAHS.
- That a viable vocational education, training and employment program is maintained and is accessible to current and future program participants.
- That current employees are not forced out of the program.
- Individual service planning is provided to consumer employees.
- Thorough and regular consultation with all stakeholders, including consumers and carers, AHS personnel, and the MARS Board throughout the review process.
- Regular documented communication with stakeholders.
- The needs of consumers will be considered in making recommendations.
- Compliance with appropriate legislation and alignment with best practice standards will be ensured.
- Ensure strong corporate and financial governance of the Program.
- Review process will identify what works best.

Scope/Activity

1. Consider the existing governance and financial systems of MARS Inc and NSCCAHS to identify and analyse risks;

2. Consider the current service provision in relation to evidenced based best practice for vocational education, training and employment services and social recreational and leisure services;
3. Evaluate options and make recommendations regarding governance and financial systems and possible procurement of these services.
4. Evaluate options for providing best practice vocational education, training and employment services and social recreational and leisure services for people with a mental illness;
5. Make recommendations regarding issues identified in the review process.
6. Conduct consultation with key stakeholders in relation to all aspects of the review;
7. Provide regular verbal and written updates throughout the review process.

Consultation

Face to face consultation will be undertaken with key stakeholders:

- Consumers
- Families and carers
- MARS Board
- NSCCAHS staff and executive

Additionally, other interested persons and community members who are not direct stakeholders are able to make written submissions to the review panel. These should be addressed to the Chair of the Review Panel and may be submitted by email to Irish@doh.health.nsw.gov.au or by post:

Chair of Review Panel
NSW Health
MHDAO Level 4
73 Miller St
North Sydney 2059

Reporting relationships

The Review Panel will report to the Minister Assisting the Minister for Health, (Mental Health) through the Director, Mental Health and Drug & Alcohol Office.

The review will provide a report, including recommendations, to the Minister Assisting the Minister for Health, (Mental Health).

Membership

Membership of the Panel will include representation from Mental Health Coordinating Council (MHCC), NSW Consumer Advisory Group (NSW CAG) and Mental Health Carers - Association of Relatives and Friends of the mentally ill (ARAFMI) and an Area Health Service representative (SSWAHS).

The panel will be chaired by the Manager, Prevention and Community Partnerships.

Secretariat

MHDAO will provide Secretariat to the Panel.

Timeframe for Review

A six week time frame, commencing the week of 22 February 2010, will be required to complete the review.