



SHIRE OF
DOWERIN
TIN DOG TERRITORY

HOME CARE COMMITTEE

Terms Of Reference

April 2026



Purpose

The purpose of the Home Care Committee is to provide oversight, strategic advice and governance support for the Shire of Dowerin Home Care Services, ensuring effective, sustainable and compliant service delivery.

Background

The Shire of Dowerin delivers Home Care Services including the Commonwealth Home Support Programme (CHSP), Home Care Packages (HCP), and Support at Home (SaH). As the service continues to grow, structured oversight is required to ensure quality, compliance and long-term sustainability.

Home Care Services

The Home Care Services provide support to eligible clients to assist with independent living, wellbeing and community participation.

Role

The Home Care Committee is responsible for:

- 1) Reviewing Home Care Service performance.
- 2) Monitoring legislative and funding compliance.
- 3) Providing strategic advice to Council.
- 4) Making recommendations to Council regarding the ongoing operation of the Home Care Services.

Delegated Authority

The Home Care Committee has no delegated authority and is advisory only. All recommendations are referred to Council for consideration.

The Committee operates in accordance with the Local Government Act 1995.

Membership

The Committee shall consist of:

- a) 3 Elected Members appointed by Council.
- b) Chief Executive Officer (or delegate).
- c) Home Care Coordinator.
- d) Manager Corporate Services and/or other relevant Shire officers.
- e) An independent member, where requested and approved by Council.

Appointment of Members

Elected Members

Elected Members appointed to the Committee are to be determined by Council resolution.

Appointments will be reviewed after every Ordinary Election cycle, typically following the election of the Presiding Member and Deputy Presiding Member, or as otherwise determined by Council.

Elected Members will remain on the Committee until:

- a) their appointment is reviewed or revoked by Council;
- b) they cease to be a Councillor; or
- c) they resign from the Committee.

Where an Elected Member resigns from Council or otherwise ceases to hold office, their membership on the Committee will automatically cease.

In the event of a vacancy, Council may appoint a replacement Elected Member for the remainder of the term.

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Meetings

The Committee will meet quarterly, or more frequently where required.

Agendas and minutes will be prepared by the Shire Administration.

Voting

Each member has equal voting rights.

Decisions will be determined by a simple majority.

Shire officers attend in an advisory capacity are not entitled to vote on any matters presented to the committee.

Reporting

Minutes of meetings and any recommendations of the Committee will be presented to the next available Ordinary Council Meeting for consideration.

Review of Terms of Reference

These Terms of Reference will be reviewed annually or as otherwise required.

