



TERMS OF REFERENCE

March 2022

Purpose of Collaborative

- To create awareness of abuse of older people who are receiving in-home and community-based care that builds the capacity of community aged care service providers to identify, respond to and prevent abuse
- To provide peer support to members dealing with abuse issues
- To strengthen referral pathways and share good practice across and within community aged care networks
- To galvanise the efforts of relevant local community agencies to educate and promote early intervention in abuse cases
- To monitor and contribute to the work of government to increase support for older people, including policy reviews
- To promote community supports available through the NSW Ageing & Disability Commission to ensure appropriate use by people in Sutherland Shire

Membership Rules

- Members are authorised representatives of organisations that provide sector support and/or direct care to assist abuse of older people in Sutherland Shire to live safely in their own homes, including those receiving Home Care and Commonwealth Home Support Programme (CHSP) funding, as well as Police, Health and Local Government
- Each organisation agrees to these Terms of Reference and to actively supporting the annual outcomes listed below
- Outside meeting resolutions, the Chair must approve the use of the Collaborative name and logo, and any representations to media on behalf of the Collaborative
- Each organisation provides no more than two delegates to attend meetings, who will be active participants in working group activities and remain up-to-date with Collaborative business between meetings, including the response to email between meetings and providing regular feedback on outcomes of the Collaborative to their organisation
- Membership is contingent on attendance of at least 50% of meetings held, efforts to respond to materials distributed at meetings and between meetings and to follow up on any agreed actions

Planned Outcomes for the Group in 2022

- Continuation of the *Protecting Our Seniors At Home* project for increased awareness among organisational and community leaders about abuse of older people living in the community
- Discussion of issues and case studies by the group to identify gaps in local knowledge and processes
- Promotion of education opportunities and learning resources available locally and through the NSW Ageing & Disability Commission
- Promotion of the above work of the Collaborative and World Elder Abuse Awareness Day [June]

Role of Secretariat

- Engadine Community Services (ECS) serves as Secretariat and budget-holder for the Collaborative
- ECS Manager schedules and chairs meetings, with advice from Collaborative members
- ECS PA Officer maintains a contact list of members and coordinate communications and distribute materials, including minutes of meetings, with advice from the ECS Manager
- The Chair is the key contact and holds the Collaborative logo and letterhead

Meetings

- Meetings are to be held at least bi-monthly on the second Tuesday
- A quorum of 4 members is required for the meeting to go ahead
- Discussion of case studies will comply with the requirements of the *Privacy Amendment Act*