



TERMS OF REFERENCE

July 2021

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
- 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 2021

- Completion of the *Protecting Our Seniors At Home* project funded by the 2019 ClubGRANT 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*