



Seniors Collaborative Action Project

Barossa.Gawler.Light.Mallala

TERMS OF REFERENCE

Background

The Seniors Collaborative Action Project (SCAP) is a Commonwealth funded initiative operating in the region comprising the local government areas of Barossa, Gawler, Light and Mallala. The SCAP is one of 12 Collaborative Projects funded by the Australian Government Department of Health (DoH) in SA to support the development of the community aged care service system in a way that meets the aims of the Commonwealth Home Support Programme and broader aged care system. SCAP has been funded for the period November 2015 – June 30, 2017.

The SCAP is auspiced by the Barossa Council and is governed by an Executive Committee comprised of representatives from Commonwealth-funded regional aged care service providers. SCAP has the capacity to develop Working Groups and Networks to address regional priorities in a collaborative manner, and to facilitate a 'Forum' as needed for the purpose of communicating with the funding body, regional planning and responding to reform policy.

Objectives of the Seniors Collaborative Action Project

1. To engage with CHSP grant recipients and consumers, along with other aged care stakeholders, to build capacity of the aged care sector to implement the new reforms.
2. To establish and maintain collaborative partnerships and projects between CHSP grant recipients, the Department, and other aged care stakeholders.
3. To support the sector to implement the CHSP and other aged care reforms, and to provide feedback to and from the Commonwealth.
4. To support CHSP providers to deliver quality services which are responsive to client needs, including special needs groups.

Principles and Values

The work of the Seniors Collaborative Action Project is underpinned by the following principles and values:

- Clear and open communication
- Support for all stakeholders to have an equal voice
- A focus upon achieving better outcomes for consumers
- Commitment to consultative and inclusive processes
- Respect for the specific needs of organisations
- Openness to new and innovative ideas
- Leadership
- Activities that complement and build upon regional services, rather than duplicate
- The promotion of flexible and equitable access to services
- The sharing of information, knowledge, experience and good practice
- The desire and commitment to improve services (from an aged care consumer's perspective)

SCAP Executive Committee

The SCAP Executive Committee will consist of a Chairperson, a representative of the auspicing agency, the Project Officer and nominated members of the Project Forum who are Commonwealth aged care service providers, or consumers, or carers of consumers, of Commonwealth funded aged care services.

Role of the Executive Committee:

- To ensure that the Project is focused on the achievement of its objectives and works within the principles of inclusiveness, open participation and consultation.
- To communicate with the sector and the funding body, as appropriate.
- To assist the SCAP Project Officer in the development of Project Work Plans as required by the Department of Health.
- To provide relevant and effective support to the Project Officer.
- To oversee the Project's budget.

The SCAP Executive Committee will have a maximum of nine (9) members, although additional members can be co-opted in special circumstances.

Membership will be reviewed in line with funding agreements. The auspice and Project Officer positions will remain unchanged, and there will be a consumer representative position available.

Project Forum members can nominate to join the Executive Committee in writing to the SCAP Project Officer. If nominations exceed available places, positions will be determined via a confidential ballot of Project Forum members.

Members may leave the Committee at any time, by notifying the SCAP Project Officer in writing.

Responsibilities of Executive Committee members:

- To elect a Chairperson and Deputy Chairperson on a bi-annual basis.
- To meet on a quarterly basis.
- To attend a minimum of 75% of Executive Committee meetings within a financial year and/or send an appropriate proxy if unable to attend a meeting.
- To actively participate and contribute to discussions and planning processes.
- To promote the Project positively within the region.
- To demonstrate a commitment to regional collaboration.

SCAP Forum

The SCAP Forum is an open group and will consist of representatives from regional aged care service providers and other key regional stakeholders.

The SCAP Forum will come together on an 'as-needs' basis for example when the DoH needs to communicate with the sector, a regional response to reform policy or procedures is required, or regional planning is needed to ensure the best outcomes for aged care consumers eg during a growth funding round or prior to the national tender in 2018.

Role of SCAP Forum:

- To facilitate a coordinated regional approach which contributes to the planning and delivery of community care services, at the local level, for the Commonwealth aged care target group, including:
 - identifying service gaps, directions and priorities for service reform.
 - facilitating the development, implementation and evaluation of specific local service delivery strategies.
- To take a proactive role in supporting the activities of the Project and regional collaboration.
- To identify issues and support the development of Working Groups to address identified regional issues.

SCAP Working Groups and Networks

Working Groups will be a mechanism for service system development, where stakeholders can develop strategies to address specific, identified regional service delivery issues. Networks will facilitate information sharing between service providers and other aged care and health networks. Working Groups and Networks can consist of service providers, consumers and carers, and will work within a timeframe suitable to addressing an issue, and may either form or dissolve as required to be effective.

Role of Working Groups and Network:

- To explore options for regional service reform which impact on the Commonwealth aged care target group, and which can be addressed by agencies in the region without the need for additional resourcing.
- To share information about services between aged, disability, and health sectors.
- To promote examples of best and better practice

Seniors Collaborative Action Project Decision Making and Grievance Process

It will be the role of the Chairpersons of each of the groups associated with SCAP to strive to achieve consensus in decision making.

In the event that consensus is not achievable, a vote will be taken via confidential ballot.

In the event of a grievance, all parties will strive to resolve a dispute as quickly as possible.

In the absence of a satisfactory resolution, third party assistance may be sought to assist to arbitrate the dispute.

ADOPTED: 18/02/16

REVIEW DATE: 30/06/17

Seniors Collaborative Action Project Structure & Regional Relationships

