

# Northern Collaborative Project

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## TERMS OF REFERENCE

The Northern Collaborative Project (NCP) objective *is to support the development of the home support service system and enable Commonwealth Home Support Programme (CHSP) service providers to operate effectively in line with the objectives of the CHSP and within the context of the broader aged care system*

The NCP is a Commonwealth funded project of the Northern Metropolitan Region of Adelaide comprising the local government areas of City of Playford, City of Salisbury, City of Tea Tree Gully and the City of Port Adelaide/Enfield (central).

The Northern Collaborative Project is one of twelve Collaborative Projects that make up the State-wide Collaborative Projects Program.

The Northern Collaborative Project is managed through a structure of an Executive Committee, a regional Collaborative Network and if required regional Ad-hoc Work Groups. The Project is auspiced by the City of Salisbury.

### NCP Project Activities

To actively engage all stakeholders (consumers, carers, volunteers and service providers) to support, develop and strengthen the home support system, these activities will include the following:

- Strengthening the capacity of CHSP service providers to deliver quality services that are responsive to client needs, including clients with diverse needs.
- Providing support and advice to the sector on aged care reforms, including the transition to payment in arrears and the Single In-Home Aged Care.
- Developing and disseminating information on the CHSP and its interaction with the broader aged care system.
- Embedding wellness and reablement and restorative care approaches into CHSP provider service delivery.
- Brokering, coordinating and delivering training and education to service providers, workforce and consumers.
- Developing and promoting collaborative partnerships within the CHSP and across the broader aged care service system.
- Supporting and maintaining the volunteer workforce across the sector across the sector.
- Supporting aged care clients to navigate the aged care system, particularly clients with diverse needs

**The Northern Collaborative Project is underpinned by the following guiding principles and values:**

- To ensure there is strong support across the broader aged care system for the W&R philosophy
- Right Relationships between all stakeholders
- Clear and open communication

- Support for all stakeholders to have an equal voice
- Commitment to consultative and inclusive process
- Respect for the specific needs of organisations when developing collaborative partnerships.
- Openness to new and innovative ideas
- The promotion of Provider flexibility, responsiveness and capacity to ensure the equitable access to services by all clients including clients with diverse needs.
- The developing, sharing, and disseminating of knowledge and experience specifically around W & R
- Identifying, sustaining and maintaining the volunteer workforce

### **NCP Executive Committee**

The NCP Executive membership will consist of the NCP Chair, Auspicing Agency City of Salisbury, Project Coordinator and nominated members from the NCP Network.

Role of the NCP Executive Committee is to:

- Provide oversight and strategic direction of the NCP.
- Communicate effectively with the sector, NCP Network vulnerable groups within the network and the funding body, always representing the interests of the NCP Project and the northern region.
- Ensure that the Project is focused on the achievement of its objectives and works within the principles of inclusiveness, open participation and consultation.
- Assist the NCP Project Coordinator in the development/implementation of an Activity Work Plan and agreed annual project priorities.
- Provide relevant and effective support to the Project Coordinator.
- Promote and disseminate information on NCP Project activities.
- Actively support the work of the NCP and regional collaboration.

The NCP Executive Committee will have a maximum of fifteen members, although additional members can be co-opted in special circumstances e.g. additional consumer representative. Membership is reviewed on a two yearly basis. The auspice and Project Coordinator's positions will remain unchanged, and there will always be a consumer representative position available.

Any regional stakeholder can nominate in writing to the NCP Project Coordinator to join the Executive Steering Committee. If nominations exceed available places, positions will be determined via a confidential ballot of the NCP Executive Steering committee members.

Members may leave the committee at any time, by notifying the NCP Project Coordinator in writing.

The role of individual NCP Executive Steering Committee members is to:

- Elect a Chairperson and Deputy Chairperson on a bi-annual basis.
- Committee members to nominate a proxy in their organisation and notify the Project Coordinator
- Attend a minimum of 70% Executive Meetings per organisation (not an individual member) within a financial year and /or send an appropriate proxy if unable to attend a meeting.
- The auspice and Project Coordinator's positions will remain unchanged and considered as Standing Committee person
- Demonstrate a commitment to promoting a strong consumer/carer voice in all regional activities, and within their own organisations.

- Actively participate and contribute to discussions and planning processes.
- Actively support project activities and initiatives.
- Promote the project positively to the region.
- Demonstrate a commitment to regional collaboration.
- Demonstrate support for the W&R philosophy across the home care sector

### **NCP Northern Collaborative Network Forum**

The NCP Collaborative Network Forum is an open forum for all regional stakeholders, including consumers/carers, regional service providers, Aged Care Assessment Team representatives, Regional Assessment Service Providers. and other interested stakeholders.

The role of the NCP Collaborative Network Forum is to:

- Provide strong support for the implementation of W&R methodologies
- Provide a regular forum for networking; information sharing and dissemination; highlighting best practice; and for building strong relationships and regional networks.
- Provide professional development opportunities for regional stakeholders through workshops and training opportunities.
- Provide opportunities for building regional knowledge through guest speakers and information exchange.
- Actively support the activities of the NCP in enhancing services and the service system for the Commonwealth Home Support Package target group.
- Identify and support the volunteer sector of the Northern Region.
- The NCP Collaborative Network Forum will meet bimonthly at the City of Salisbury.

### **NCP Ad-hoc Work Groups**

A range of NCP Ad-hoc Work Groups may provide avenues for discussion and deliberation of specific issues, regional planning and service development at an operational level. They provide a structure and an opportunity for stakeholders to develop strategies to address specific, identified regional issues. Work Groups may consist of service providers and consumers & carers who have an interest and an awareness of specific regional service and support issues within community aged care.

The role of the NCP Ad-hoc Work Groups is to:

- Facilitate a coordinated regional approach to identifying a specific service gap, directions and priorities for service reform.
- Actively support the engagement and participation of consumers and carers in regional and organisational activities
- Facilitate the development, implementation and evaluation of specific local service and support strategies
- Develop and implement work plans that address identified regional issues and priorities.
- Actively seek the views of consumers, carers and volunteers to inform the development of work plans.
- Work within a timeframe, either forming or dissolving, depending on issues that arise.
- Explore options for regional service reform which impact on the home support service target group and which can be addressed by agencies in the region without the need for additional resourcing.
- Contribute to professional development in matters of regional interest e.g. through forums, expos and workshops.

- Elect a chairperson and to annually review the chairperson position.
- Undertake an annual review of Work Group work plans.

**Review Date:** August 11<sup>th</sup> 2021

**Reviewed:** May 2008, May 2009, May 2010, May 2011, May 2012, May 2013, May 2014, March 2015., Aug 30<sup>th</sup> 2018, Aug 11<sup>th</sup> 2021

**Next Review Date:** On confirmation of Funding Extension/Revision in 2022.

# NCP Terms of Reference AUG 2021