



Western Linkages

TERMS OF REFERENCE Western Linkages

Background:

Western Linkages was initiated by a group of service providers who had been meeting regularly, on an informal basis, to discuss and determine common issues. The group identified the need for the development of more formal and broader linkages between service providers and a submission for HACC funding was subsequently prepared.

The project was successful in obtaining two one-off funding grants from HACC to employ a Project Officer/s to facilitate the project until 31 December 2003, and in 2004/05 received recurrent funding. It is auspiced by Domiciliary Care on behalf of the Steering Committee and service providers in the region. The group of service providers who initiated the project formed the Steering Committee. Membership has since been increased to allow for broader representation from organisations throughout the region.

For the purpose of the project, the Western Region of Adelaide is defined as the areas covered by the Cities of West Torrens, Charles Sturt and Port Adelaide/Enfield B (HACC Western Metro Planning Area 11).

Project Goal:

To facilitate reform, improvement, networking and collaboration across service providers in the Western region that are working with HACC eligible clients.

Principles:

Western Linkages operates under the following guiding principles which are key elements to collaborative success:

Step 1: Partners share a common issue and a common vision

Step 2: Partners are able to work together – there is a willingness and adequate resources to do so.

Step 3: There is strong communication between partners, with clear roles and responsibilities

Step 4: There is goodwill, determination and energy from a core group of partners to drive the work effectively. (It may also need someone to take an effective leadership role)

Step 5: There is a philosophy and practice of inclusiveness, trust and respect.

Objectives:

Terms of Reference

- To develop successful, sustainable and inclusive model/s for collaboration between service providers in the region;
- To respond to consumer needs and gaps in service delivery, and to address them on a regional basis as required;
- To identify appropriate strategies for working together to provide more effective regional consultation, planning and delivery of services; and
- To develop innovative, collaborative and sustainable models and/or approaches in response to specific areas of priority and need.

PROJECT STEERING COMMITTEE:

Background Information:

The Project Steering Committee consists of representatives from a diverse range of service providers (list attached). Previously, membership of the Steering Committee has considered issues of representation and entry has been by invitation, nomination or by formal approach from organisations. The Steering Committee has actively sought participation from organisations representing the following services:

- Local government (one from each of the three local governments in the region)
- Non-government
- Aged care
- Disability
- Aboriginal
- Mental Health
- NESB/CALD (Culturally & Linguistically Diverse Background)
- Hospital sector
- Primary Health Care/General Practitioners
- Carers
- Domiciliary Care
- RDNS
- Auspice (standing position, not open for review)
- Consumers (2 positions)

Office for the Ageing also provide a representative, however this is in an invited capacity only and does not have any voting rights. The Project Officer/s position does not have voting rights.

2005 Membership Review

In June 2005 the Steering Committee reviewed its membership and decided to open membership to any agency with an interest in older people, people with a disability and their carers in the Western region. In opening up the membership, members should continue to demonstrate the following:

- A genuine willingness and enthusiasm to work in partnership with others to benefit clients and services in the region;

Terms of Reference

- The ability to consider issues from a regional and not just an organisational perspective;
- A willingness and ability to share information, knowledge and resources. (Resources may be as simple as time - attendance at workgroup meetings, forums, meeting preparation, but may be more substantial in relation to the development of specific models or reform activities).
- Members are encouraged to attend meetings regularly, as infrequent attendance can impact upon the continuity of meetings. To constitute membership, attendees must contribute to at least four meetings per year.
- New members are requested to contact the Project Officer/s to request a Steering Committee Induction Kit prior to attending, and to enable the Project Officer/s to provide any relevant information.
- Agendas and minutes are circulated electronically. Agendas are generally circulated the week before the meeting, and members are encouraged to advise the Project Officer/s if they wish to place any issues on the agenda.

Steering Committee Role

The role of the Steering Committee is to:

- Develop policies and strategies which are consistent with the project goals, thereby guiding the work of the project and the Project Officer/s.
- Ensure that community input and participation into the project are maximised.
- Ensure that the project remains focussed upon and achieves its objectives.
- Receive and monitor monthly reports from the Project Officer/s, including financial.
- Endorse all formal project reports.
- Actively promote and facilitate effective communication between the Project and various agencies.
- To pro-actively facilitate and encourage the development of collaborative working relationships across agencies.

In the absence of a person fulfilling the 'Western Linkage Project Officer/s' position, Steering Committee members will continue to meet on a regular basis.

Method of Operation:

- A quorum of one half plus one members is required.
- If consensus is unable to be achieved, decisions of the committee will be made by a vote of a half plus one of those present and eligible to vote.
- Secretarial duties for the committee will be performed by the auspicing agency.
- The Steering Committee may delegate to the Project Officer/s or Executive Committee a range of responsibilities as it sees fit.

Terms of Reference

- Steering Committee members are encouraged to take a proactive role in contributing towards the Committee and its objectives.
- The position of Chairperson is occupied for a two year term after which a nomination process will be entered into. The incumbent may renominate..
- There are two Consumer Representative positions on the Steering Committee. Terms are for two years after which a nomination process will be entered into. The incumbents may renominate.

ROLE OF THE EXECUTIVE COMMITTEE

The Executive Committee consists of the Chairperson, auspice representative and two other members elected by the Steering Committee. The role of the Executive Committee is to streamline and unclutter Steering Committee meetings by:

- Assisting with decision making through making recommendations and decisions (as authority is delegated)
- Providing additional support to Project Staff through the provision of feedback and guidance
- To make decisions and provide advice when urgent or pressing matters arise and the full Steering Committee is unable to be convened.

ROLE OF THE AUSPICE:

The project is auspiced by Domiciliary Care SA on behalf of the Steering Committee and service providers in the region. The role of the auspice is to:

- Provide a nominated Officer to oversee the day to day work of the Project Officer/s.
- To carry out all industrial responsibilities of the employer body.
- To administer the grant funds in line with the policy directions provided by the Steering Committee.
- To ensure all reporting and administrative requirements of the funding agreement are met.

ROLE OF THE WORKGROUPS:

The role of workgroups is to develop and build regional linkages, to target specific issues, and to provide a forum for the ongoing consultation and participation of service providers. The Workgroups are responsible for developing and implementing their own strategies as appropriate for particular issues. The Workgroups have a responsibility to work together with and keep the Steering Committee and Project Officer/s informed of developments - to support a coordinated and strategic approach to regional issues.

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