



Loddon Mallee Community Care Alliance

TERMS OF REFERENCE

1. Background

The introduction of Aged Care Reform and the National Disability Insurance Scheme (NDIS) are driving change in the previous Home and Community Care (HACC) sector. The reforms commenced implementation in Victoria in July 2016 with altered access to services for consumers, and changes to funding models and governance of those services.

The Commonwealth Home Support Program (CHSP) operates for people aged 65 and older; 50 years and older for people who are from an Aboriginal background. People aged less than 65 years or 50 years for Aboriginal people, will be provided support through either the NDIS or the HACC Program for Younger People (HPYP).

Access to and information about Commonwealth aged care services, including CHSP, is provided by the My Aged Care (MAC) Contact Centre. MAC also:

- Provides a range of aged care services
- Determines eligibility for services
- Provides assessment and referrals to providers

Organisations that were previously funded under the HACC program are now operating under CHSP, and/or HPYP. To support this significant transition, two strategies have been proposed:

- I. Formation of a Sectorial Development Team (SDT). This team will compose a newly created Regional Development Coordinator position that will lead this team across Loddon Mallee. Other members of the team include the existing positions of the Active Service Model Industry Consultants, Diversity Advisors and the Aboriginal Development Officer
- II. The development of a Community Care Alliance to provide strategic direction, lead and advise through the transition.

These Terms of Reference have been developed to support the formation and implementation of the Loddon Mallee Community Care Alliance, providing some detail of how the Alliance and SDT will work until 30th June 2019.

2. Vision

The Loddon Mallee Community Care Alliance will plan, strengthen service partnerships and collaborate to deliver best outcomes for consumers.

3. Mission

The Loddon Mallee Community Care Alliance will facilitate timely and effective information sharing, promote collaborative problem solving and seek opportunities to address shared challenges.

4. Alliance objectives

The Alliance brings together the expertise, knowledge and experience of Loddon Mallee CHSP and HPYP service delivery partners and other key stakeholders. The forum seeks to promote a strong, sustainable partnership approach.

The Alliance will focus on the following objectives:

- Establish and embed practices, partnerships and systems to successfully implement the HACC transition
- Share information and regional planning
- Provide focal point for interaction with the Sectorial Development Team
- Support strategic regional service planning
- Support engagement with consumers and communities
- Drive innovation and quality of service provision

5. Membership

The Alliance is comprised of CHSP and HPYP providers. This will include existing regional networks. The Alliance will share information with members as per the Communication Plan.

6. Alliance Leadership Group

6.1 Primary function

The Leadership Group will direct strategy, development and implementation of strategic direction and priorities.

6.2 Objectives

The Leadership Group will support delivery of Alliance objectives by:

- Support transition to business models to strengthen service delivery in Loddon Mallee
- Leading exploration and interpretation of marketing strategies that encourage function in a competitive market
- Identifying operational challenges faced during transition and facilitating discussion with the SDT
- Explore workforce development and retention strategies
- Raise awareness of service gaps

6.3 Membership

The Leadership Group will include representatives who work across a range of settings and sectors to facilitate depth and breadth of discussion.

Members of the Leadership will hold senior positions and have decision making authority that enables efficient and effective operation. Membership will be derived from across a range of sectors including:

- Local Government representatives, one with complete separation of assessment
- Aged Care Assessment Services
- Health Service (including a regional service)
- Community Health
- Aboriginal Controlled Community Organisation
- District nursing
- Allied health
- Carer support service
- Access and Support Network

Ex officio:

- Regional Development Coordinator
- Sectoral Development Team
- Regional Assessment Coordinator
- Department of Health and Human Services
- Department of Health

6.4 Term of Membership

Membership is for one year with the option to extend

6.5 Chair

A Chair shall be elected by majority vote.

The Chair will:

- Chair the meetings
- Represent the Alliance in public forums
- Ensure facilitation of dispute resolution
- Delegate tasks as mutually agreed

A Vice-Chair will be elected to support the Chair in managing Alliance business.

6.6 Meeting Frequency and contribution

Two hour meetings will be held 5 times per annum at a local venue.

A meeting schedule will be established at the commencement of each year and subject to regular review.

6.7 Quorum

A quorum will constitute half of the Leadership membership plus one.

6.8 Confidentiality

The proceedings and records of the Loddon Mallee HACC Alliance Executive group are not considered confidential. Where the group identifies information that is of a confidential nature, the issues will be documented without disclosing this information.

6.9 Dispute Resolution

The Alliance supports open and transparent discussion. Members will disclose perceived conflict of interest and can opt to recuse themselves from discussion.

In the event that there is disagreement between members of the Alliance that prevents the agreed objectives being reached, the following will apply:

- a) The Terms of Reference will be considered the guiding document
- b) Issues should be referred to the Chair to ensure conflict resolution is applied
- c) Issues will be tabled for discussion with the aim of resolution.

7. Secretariat

Regional development Coordinator will provide secretariat support.

8. Review of Terms of Reference

The terms of reference will be reviewed annually.