

LODDON MALLEE COMMONWEALTH HOME SUPPORT PROGRAMME (CHSP) CARER PROGRAMS NETWORK

TERMS OF REFERENCE
FEBRUARY 2017

ITEM	DETAIL
<i>Purpose</i>	<ul style="list-style-type: none"> • The Loddon Mallee Region (LMR) CHSP Carer Programs Network - will provide a forum for carer focused Service Providers to respond to and have input into issues and planning regarding the provision of respite services for families/carers of people who are eligible to receive Commonwealth funded CHSP Care Relationships and Carer Support services. • The LMR - CHSP Carer Programs Network will operate as a forum in which members openly express, discuss their issues, and seek consensus in the decision-making process. • The LMR CHSP Carer Programs Network recognises and values the diversity of its membership. • The LMR - CHSP Carer Programs Network will bring together carer focussed service providers from across the Loddon Mallee region for the purpose of: <ul style="list-style-type: none"> ○ Networking & collaboration ○ Advocacy, lobbying, and addressing issues affecting the provision of respite ○ Information sharing – knowledge, best practice, funding issues ○ Identifying gaps ○ Piloting new initiatives ○ Developing protocols, improved procedures between agencies and wait list management ○ Focussing on Carers • The LMR – CHSP Carer Programs Network will participate in a Victorian CHSP Carer Programs network. .
<i>Membership</i>	<ul style="list-style-type: none"> • Representatives from respite services funded by Commonwealth CHSP Care Relationships and Carer Support in the LMR of Vic. • Commonwealth Carer Respite & Carelink Centre (CRCC) LMR • And by invitation to specific meetings, representatives from federal and state departments and other stakeholders (e.g. assessment services) • Membership contact list will be maintained by Chairperson and reviewed/updated at each meeting

LODDON MALLEE COMMONWEALTH HOME SUPPORT PROGRAMME (CHSP) CARER PROGRAMS NETWORK

TERMS OF REFERENCE

FEBRUARY 2017

Objectives

- To promote communication, collaboration and consultation between all members in regard to:
 - identifying , clarifying , analysing, & assessing appropriate respite service provision
 - service planning and provision
 - best practice models
 - education and training initiatives and requirements
 - providing a platform for carers to voice concerns or issues
- To exchange and share information regarding the carer focused Program including:
 - Emerging trends;
 - Policy initiatives/changes;
 - Individual service/project issues;
 - Research, resources and data;
 - Gaps in service delivery
- To identify issues impacting carers, and advocate on behalf of carers and services providers, by:
 - informing the Victorian CHSP Carer Programs Network of regional issues impacting the delivery of quality respite and services provision to carers to
 - Escalating concerns via the state-wide network, and/or directly to the relevant government department where appropriate
- To provide support for innovative projects aimed at improving services for carers
- To support development of best practice models of partnership between services and CCRCs.
- To be represented at the state-wide Victorian CHSP Carer Programs Network by a Commonwealth Carer Respite & Carelink Centre representative & a community service provider representative nominated annually by the LMR – CHSP Carer Programs Network.

LODDON MALLEE COMMONWEALTH HOME SUPPORT PROGRAMME (CHSP) CARER PROGRAMS NETWORK

TERMS OF REFERENCE

FEBRUARY 2017

Operational Functions

- Meetings:
 - Frequency (quarterly - Feb, May, Aug, Nov)
 - Day of the week/week of the month (Tuesdays, 3rd week of month)
 - Duration (2hrs/ 9.30am – 11.30)
 - Venue (Bendigo GCSS Host, VC to other locations)
- Chairperson:
 - Nomination/Election (Jo O'Rourke – 2017, Tanya Christy if Jo is unavailable)
 - Term of chair (12 month)
- Minute taker:
 - Responsibility items e.g. minutes disseminated to members within a timeframe etc?
 - Nomination/Election (Tanya Christy GCSS – rotating if Tanya unavailable)
 - Term (12 month)
- Agenda:
 - Draft agenda sent out 2 weeks before meeting inviting input from members
 - Chairperson to read and acknowledge all final agenda items at the meeting
- Vic CHSP Carer Programs Network representatives:
 - Representatives from LMR CHSP Carers Programme Network and CRCC (one from each) nominated and elected annually at (what meeting) by the LMR CHSP Carers Programme Network members.
- Format of meetings:
 - The standard agenda format will include:
 - State Network report/response
 - Service providers/agency updates
 - Review of network / individual projects
 - Guest speakers will be identified by Members and invited to participate at meetings when required.
 - Specific topic discussion to be identified by Members and included into the agenda when required
- Decision making:
 - Decisions shall be made by group consensus during LMR - CHSP Carer Programs Network meetings and decisions included in the minutes of the LMR - CHSP Carer Programs Network meeting.
 - Members of the LMR - CHSP Carer Programs Network may participate or withdraw from a decision that is made by the LMR - CHSP Carer Programs Network. This choice will be

***LODDON MALLEE COMMONWEALTH HOME SUPPORT
PROGRAMME (CHSP) CARER PROGRAMS NETWORK***

**TERMS OF REFERENCE
FEBRUARY 2017**

	<ul style="list-style-type: none"> minuted. ○ Quorum of half plus one and email decisions for absentee services accepted by members. ● Working Groups: <ul style="list-style-type: none"> ○ The LMR – CHSP Carer Programs Network will when needed, develop processes regarding the establishment of relevant issue-based working groups as required. This would include steps to ensure planning, monitoring, evaluating and reporting back to LMR - CHSP Carer Programs Network meetings for consultation and support.
<i>TOR Review</i>	<ul style="list-style-type: none"> ● Annually (February meeting or more often if needed changes throughout the year)

LODDON MALLEE COMMONWEALTH HOME SUPPORT PROGRAMME (CHSP) CARER PROGRAMS NETWORK

TERMS OF REFERENCE
FEBRUARY 2017

MEMBER CONTACT LIST	
AGENCY	REPRESENTATIVE CONTACT DETAILS
<i>Annecto</i>	<ul style="list-style-type: none"> Joanne Haynes: joanne.haynes@annecto.org.au / (03) 5021-5456
<i>Bendigo Health</i>	<ul style="list-style-type: none"> Jo O'Rourke: jorourke@bendigohealth.org.au / (03) 5036 1917 John Heizer: jheizer@bendigohealth.org.au / (03) 5454 6074
<i>Castlemaine Health</i>	<ul style="list-style-type: none"> Rachel Fry: rfry@castlemainehealth.org.au / (03) 5471 1565
<i>Cobaw Community Health</i>	<ul style="list-style-type: none"> Caroline Sarah: Caroline.Sarah@cobaw.org.au / (03) 5421 1666
<i>Gannawarra Shire Council</i>	<ul style="list-style-type: none"> Carol Wandin: carole.wandin@gannawarra.vic.gov.au / (03) 5450 9333
<i>Golden City Support Services</i>	<ul style="list-style-type: none"> Tanya Christy: tanya.christy@gcss.org.au / (03) 5434-2777
<i>Macedon Ranges Health</i>	<ul style="list-style-type: none"> Kathryn Hill: kathryn.hill@mrh.org.au / (03) 5428 0319 Catherine Dawson: Catherine.Dawson@mrh.org.au / (03) 5428 0319
<i>Macedon Ranges Shire Council</i>	<ul style="list-style-type: none"> Naomi Scrivener: nscrivener@mrsc.vic.gov.au / (03) 5422 0282
<i>Njernda Aboriginal Corporation</i>	<ul style="list-style-type: none"> Brenda Fehring: BrendaF@njernda.com.au / (03) 5480 6252
<i>Uniting Age Well</i>	<ul style="list-style-type: none"> Kerry Egan: kerry.egan@uacvt.org.au / (03) 5454- 100 Cheryl Hague: Cheryl.hague@uacvt.org.au / (03) 5454 2100
<i>Vision Australia</i>	<ul style="list-style-type: none"> Megan McDonald: megan.mcdonald@visionaustralia.org / (03) 5445 5737

***LODDON MALLEE COMMONWEALTH HOME SUPPORT
PROGRAMME (CHSP) CARER PROGRAMS NETWORK***

**TERMS OF REFERENCE
FEBRUARY 2017**

MEMBER CONTACT LIST

	•
	•
	•
	•
	•
	•
	•
	•
	•
	•
	•
	•