

TERMS OF REFERENCE

CENTRAL HIGHLANDS AGED & DISABILITY ALLIANCE

PURPOSE

Through collaboration, the alliance consults, advocates, identifies service gaps and takes action to influence co-ordinated service, systems and processes to have a positive impact on the client experience across the Central Highlands Region.

GOALS

1. Provide a platform that provides expert advice to CHPCP on issues for older people in the community, people with a disability and associated services.
2. Improve the experience and health outcomes for those who use primary care services through increased service coordination and health promotion.
3. Provide a forum for sharing ideas and information.
4. Identify and advocate and respond to service gaps and issues.
5. Reduce duplication of effort, and improve the effectiveness of planning processes within the sub region and region
6. Identify and develop shared training opportunities.
7. Develop improved processes, systems and infrastructure for information provision, management, data collection, assessment and referral.
8. Inform the CHPCP Full Alliance of practice issues with recommendations/strategies for resolution.
9. Will inform and influence relevant bodies
10. Participate in collaborative funding opportunities as identified.
11. Raise awareness of current policy developments.

MEMBERSHIP

CHADA is comprised of representatives from primary care providers and other interested parties in the Central Highlands region.

STRUCTURE

- **CHAIR**

A Chairperson will be elected from the CHADA members in December annually. If the chair is unable to attend a meeting, the vice chair will chair the meeting.

The Chairperson will attend the Full Alliance meetings of the CHPCP on behalf of CHADA (as the Aged Platform of the CHPCP) and communicate any recommendations from the group.

An honorarium will be paid to the Chairperson's agency on a six monthly basis. The amount of the honorarium will be decided by the CHPCP Full Alliance.

- **VICE CHAIR**

The vice chair will provide support to the chair by chairing meetings in the chair's absence and attend the Full Alliance on the chair's behalf.

- **SECRETARIAT**

CHPCP staff will provide secretariat support, ensuring that agendas and minutes are circulated one week prior to scheduled meetings.

- **WORKING GROUPS**

Working groups will be formed from time to time as determined by the members. Working groups will report back to the CHADA meetings.

Appropriate professionals with specific skills and/or expertise may be recruited to participate in working groups or projects.

QUORUM

A quorum for meetings requires a minimum of five members with at least 3 agencies represented.

DECISION MAKING

Decisions will be made by a majority vote of meeting attendees.

MEETING SCHEDULE

Meetings will be held on the 2nd Wednesday of the month between 9.30 am – 11.30 am at a specified venue.

EVALUATION

CHADA will review the Terms of Reference annually. Regular reviews of the CHADA work plan will occur at meetings with an annual review held at December meetings.