

Eastern Metropolitan Region (EMR) CALD Aged Care Network

TERMS OF REFERENCE 2010-11



Background

The Eastern Metropolitan Region (EMR) Culturally and Linguistically Diverse (CALD) Aged Care Network developed out of the EMR HACC (Home and Community Care) CALD Network in February 2010. The HACC Network focused on HACC funded services in the EMR while the new EMR CALD Aged Care Network will include HACC funded and other community aged care services such as Community Aged Care Packages (CACPs), Extended Aged Care at Home Packages (EACH), EACH Dementia and National Respite for Carers Program (NRCP).

The following terms of reference relate to the EMR CALD Aged Care Network.

1. Purpose of the Network

The purpose of the EMR CALD Aged Care Network is to:

- 1.1 Provide a framework for ethno-specific and mainstream organisations to work together to develop and implement actions to enhance access to community aged care services and improve service provision for individuals from CALD backgrounds;
- 1.2 Identify relevant issues related to the CALD ageing population, including the needs of smaller and emerging communities, regarding service planning and delivery, and actions to be implemented to resolve issues;
- 1.3 Share and promote best practice initiatives and provide up to date information about services that target CALD communities;
- 1.4 Provide an opportunity for CALD community representatives to meet workers from organisations, improve their understanding about aged care services, and participate in aged care service planning and development;
- 1.5 Provide an opportunity for Network members to meet, share ideas, information, experiences and issues and contribute to aged care service planning and development;
- 1.6 Be the key point of contact for the Department of Health in the EMR regarding access to HACC services and the Department of Health and Ageing regarding access to Commonwealth funded aged care services for CALD communities;
- 1.7 Develop and support working groups to look at specific issues related to cultural diversity and access to aged care services.

2. Membership

The EMR CALD Network is open to anyone interested in equity and access to aged care services in the EMR for CALD communities. Membership includes but is not limited to workers and volunteers from ethno-specific and mainstream service providers, members of CALD communities and representatives from ethno-specific seniors clubs. The Network will focus on community aged care services. HACC service providers who provide services to people with disabilities are also welcome to attend.

Staff from the Migrant Information Centre (Eastern Melbourne) (MIC) Multicultural Equity and Access Program (MEAP) will manage and maintain a membership list. All members on the mailing list are invited to attend the Network meetings. There is no expectation that members will attend every Network meeting.

3. Chairperson, Minute Taker & Administrative Support

The EMR CALD Aged Care Network meeting will be chaired by staff from the MIC. The Chairperson will be responsible for organising speakers, scheduling meetings, booking rooms and guiding the meeting in accordance with the agenda and time available.

Minutes will be taken by MIC staff and distributed to members within two weeks of the meeting. Attendance sheets will record attendance at the meetings.

All members will receive meeting agendas, minutes and other documentation related to the Network meetings. The Network mailing list will also be used to share information about other relevant activities.

4. Meeting Format

Agenda items to be included at each meeting are – Update from Victorian Department of Health, Presentation(s), opportunity for members to network, updates from MIC and service providers. Members are able to contribute to the agenda by contacting MIC staff at least three weeks prior to the meeting date. Handouts and flyers from service providers may be distributed at the meeting.

5. Meeting Frequency

The EMR CALD Aged Care Network will meet five times per year in February, May, July, September and November. Meeting dates and venues for the following year will be set by MIC staff and notified to Network members at the November meeting. The meeting will commence at 10 am and finish at 12 midday.

6. Reporting

Minutes of the EMR CALD Aged Care Network will be distributed to all members including Department of Health and Department of Health and Ageing representatives and MIC Manager. Actions arising from the Network will be clearly allocated to a working group, Network member or members, or MIC staff and will be reported on at subsequent meetings.

7. Amendments

These terms of reference will be reviewed in July 2011.

The above Terms of Reference for the EMR CALD Aged Care Network were discussed and agreed to at the Network meeting held on Wednesday 26 May 2010.

For further information about the Network please contact Sharon Porteous at the MIC on 9275 6905 or email sporteous@miceastmelb.com.au