# **STEPS TO ESTABLISHING A LOCAL COLLABORATIVE**

The following has been developed as a guide for any group wanting to formalise their working group arrangements into a collaborative. These steps outline three key stages of involvement between the collaborative and the Ageing and Disability Commission (ADC).

| **STEP** | **ROLES OF NSW COLLABORATIVES** | **ROLE OF THE ADC** |
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| **Scope**  *Ideas and dialogue* | * Agree on demographics in which the collaborative will operate and analyse any local statistics on the abuse of older people and/or adults disability using data from the Australian Bureau of Statistics, Local Government or Local Health District profiles. * Identify key agencies and people who could be involved, as well as potential consumer participation. * Convene a larger forum about abuse to create the interest for collaboration and interagency partnership approaches. * Call for expressions of interest in establishing a collaborative for older people, or adults with disability. | * In partnership * Advise on key stakeholders * Make a presentation * In partnership |
| **Formalise**  *Organise for impact* | * Membership formalised and contact details provided to the ADC. * Determine a point of contact to liaise with the ADC, as well as chair and minute taker. * Undertake a mapping exercise describing the nature of the relationship between the collaborative, ADC and local government services. * Terms of Reference tabled and agreed and sent to the ADC. * Action Plan developed. * Agenda items established. | * Distribute the NSW Interagency Policy on Identifying & Responding to the abuse of older people and other resources to all members. * In partnership as negotiated. * In partnership as negotiated. * Participation in initial meetings. * Further education to members on signs, risk factors and behaviours related to abuse of older people and adults with a disability and role of partnership as negotiated. |
| **Strategies and Actions**  *Manage change* | * Implement action plan. * Meeting minutes circulated to ADC. * Report on projects, plans, meetings and outcomes to ADC * Annual review Terms of Reference, membership, insights, update plan and evaluate. | * Regular resources sent. * Deliver on action items, raise issues centrally as negotiated. * Support and promote projects as negotiated. * In partnership as required. Provide collaborative activity summary to ADC for annual report. |