# **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
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| **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.
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| **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.
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