City and Eastern Sydney Ageing and Disability Interagency

Terms of Reference 2018

# Purpose:

To provide a forum for organisations that support people with disability, older people and their carers to collaborate, advocate, exchange information and stay informed about sector reforms so that organisations are responsive to the needs of the community.

# Objectives:

The interagency aims to:

* Build the capacity of providers to deliver effective, consumer directed services to the community
* Support providers to deliver services that focus on wellness and independence outcomes
* Promote collaboration and partnerships between organisations
* Support the development of diverse services system within the City and Eastern Sydney area
* Provide a forum to discuss issues within the ageing and disability service sector and explore opportunities to address such issues locally
* Consult with the ageing and disability service sector regarding local or regional issues/ opportunities that affect the community and/or the service sector
* Provide a forum to discuss issues within the ageing and disability service sector and explore opportunities to address such issues locally.
* Advocate on relevant policy issues that may affect the community and/or the service sector.

# Membership

Any organisation that supports people with disability, older people and their carers living in the City and Eastern Sydney areas may attend this interagency.

# Administration

The interagency will be co-convened by City of Sydney, Randwick City and Waverley Councils.

## Chairperson:

The chairperson shall be rotated between Council officers from the City of Sydney, Randwick and Waverley Councils.

## Interagency Presentations:

Organisations can request to present at interagency meetings provided that the presentation is beneficial to the majority of members. This could include: innovative ideas or service solutions, collaborative opportunities or opportunities for knowledge exchange.

## Information sharing:

Organisations that wish to share information about upcoming events, activities or services that are relevant for the other organisations must submit an information share update prior to the meeting. An information share template will be circulated with the agenda at least one week prior to the meeting. The template will then need to be completed and returned after the meeting to be included in the minutes. There will still be opportunities to share information during the meeting, however only detailed information share items provided in the template will be recorded in the minutes.

## Frequency of meetings:

Four general meetings shall be held annually with the option to host a fifth planning meeting at the end of the year or every second year. The meetings will usually fall on the third Wednesday on the following months: February, April, June, August and October. The October meeting may be utilised as an opportunity to identify and address issues within the Disability and Ageing sectors, as required.

## Record keeping:

#### Agendas

The agenda will be circulated at least one week prior to the date of the meeting.

#### Minutes

Minute takers will be circulated between Council officers from the City of Sydney, Randwick and Waverley Councils. Minutes will be circulated within at least three weeks after the date of a meeting. Minutes will include a record of meeting attendance and information share items provided in the template.

#### Distribution list

A consolidated interagency distribution list will be maintained by Council officers from the City of Sydney, Randwick and Waverley Councils for the dissemination of agendas, minutes and interagency related business. Each Council will maintain a separate information share database which members will need to subscribe to.