



MARRICKVILLE AGED SERVICES INTERAGENCY TERMS OF REFERENCE

The Marrickville Aged Services Interagency is a forum established to bring together the various agencies working with older people in the Marrickville Local Government Area.

Definitions

Older people, citizens and seniors are interchangeable and in this context relate to people over 55 years.

An *agency* is any community based, not-for-profit organisation, group or government agency providing advice, resources or services to older people in the Marrickville LGA.

HACC or Home and Community Care services are jointly funded by the Commonwealth and State Governments and administered by the Department of Ageing, Disability and Home Care. HACC services are provided to the frail aged, people with disabilities and their carers to enable them to remain living independently in their own homes.

Cultural diversity is defined as encompassing differences based on cultural values and belief systems, race, language and ethnicity.

Purpose

The Marrickville Aged Services Interagency is a service provider forum convened by Council. The purpose of the Interagency is to address issues identified in the *Belonging in Marrickville, Social Plan* and other emerging issues related to agencies providing services and/or advice to older people the Marrickville Local Government Area. It provides an opportunity for these agencies to work together and with Council by identifying gaps, reducing duplication and building capacity to optimise service delivery within established and new networks.

Role

The role of the Interagency is to:

- a. Work together on issues relating to older people and/or aged services.
 - b. Provide input to local service planning processes on emerging issues, service delivery gaps and the needs of older people;
 - c. Inform and be informed by the Seniors Reference Group on the needs, opinions and aspirations of Marrickville's older population;
 - d. Facilitate access to services, programs and activities and alert the Seniors Reference Group to any emerging issues and service gaps;
 - e. Provide comment on government policy changes and support relevant local policy development;
 - f. Assist with special events planning, coordination and participation, in particular Seniors Week;
 - g. Identify and assist with implementation of projects involving service development and improved coordination of services or information for older people;
-



- h. Seek and apply for additional funding to support projects;
- i. Provide a forum for information exchange, support and promotion of local services;
- j. Exchange information/representation with other local or relevant forums such as HACC forums, other Interagencies and the Marrickville Seniors Reference Group; and
- k. Foster increased knowledge and understanding of services for older people in the wider community and contribute to community building practices that will allow the community to best respond to its own needs.

InterAgency Operation

Officer's Role

The Marrickville Aged Services Interagency is convened by Council's Strategic Community Projects Officer, Ageing, who will attend meetings as a resource person and will be responsible for taking and distributing minutes, coordinating the agenda and meeting venue and providing refreshments.

Membership

The Interagency will comprise all those interested in issues for older people (55+) and in coordination of aged care services in the local area, with a focus on health and community-based services.

Meetings

- Meetings will be held quarterly in March, June, September, and December. Meeting dates, venue and time to be determined at the December meeting with the flexibility to hold meetings more regularly for specific projects.
- An attendance register will be kept for all meetings.
- An up to date mailing list will be kept of all members' details.
- The activities of the Interagency shall be minuted.
- Specific issues that require wider input will be provided to the Marrickville Seniors Reference Group for their recommendation and consideration for Council decision.
- The Terms of Reference will be reviewed annually at the September meeting and in consultation with Seniors Reference Group.
- A person to chair the meeting will be nominated at the start of each meeting.

Working Parties

- The Marrickville Aged Services Interagency may establish time-limited working parties to undertake approved projects and address specific issues, and may invite relevant Council, community members and agencies to these working groups.
- The objectives of each working party to be consistent with the objectives of the Marrickville Ageing Strategy within the framework of the Belonging in Marrickville Social Plan.
- Working parties will report back on progress to the Marrickville Aged Services Interagency meeting or as agreed.



Operating Procedures

Week	Action	By Who
Weeks 1 and 2	Prepare and distribute minutes of previous meeting <ul style="list-style-type: none"> Minutes transcribed into standard format and distributed to attendees within two weeks. 	Convenor
	Receive and read minutes.	All
Week 3 and 4	Complete assigned actions. <ul style="list-style-type: none"> Attempt to complete actions assigned. 	All
Week 5	Deadline for agenda items. <ul style="list-style-type: none"> All agenda items for next meeting to be submitted to the Strategic Community Project Officer, Ageing, by the end of this week Some items will automatically arise from completing actions of previous meeting. 	All
Week 9	Distribute agenda and minutes <ul style="list-style-type: none"> Agenda and minutes distributed by end of this week. 	Convenor
Week 10 and 11	Reading and preparation <ul style="list-style-type: none"> Background reading and preparation on any actions for next meeting. 	All
Week 12	Next meeting	All
