

Terms of Reference

Capricorn Coast Interagency Network Meeting

Aims:

The Capricorn Coast Interagency Network Meeting aims to:

- Provide a forum for human service providers to meet regularly to share service delivery information.
- Create an up-to-date database of human service agencies available on the Coast to facilitate effective referral and communication.
- Provide a forum to enhance effective and timely referral of services to clients.
- Provide opportunities for participants to partnership in join activities such as professional development, project work and problem solving.

Strategies:

- Livingstone Shire Council via the Community Centre, Capricorn Coast send out the reminder and agenda for the meetings. The Yeppoon Town Hall will provide the meeting place for the network.
- Livingstone Shire Council via the Community Centre, Capricorn Coast will manage the database and make it accessible to group members. Each individual member is responsible for sending updates to the Community Centre when updates are required.
- It will be each individual member's responsibility to keep any notes from the meetings.
- The format of the meeting will be as follows:
 1. 15 minute informal catch up and cup of tea/coffee
 2. Facilitated session that could involve topics such as barriers to service delivery, case studies, projects, research, etc. The theme for the facilitated session will be identified at the end of each meeting.
 3. Updates or new information from attendees
- The chair will be rotated around the services with the chair for the next meeting identified at the end of each meeting.

Frequency of Meetings:

Three monthly

Review:

A review of the Terms of Reference will be undertaken each November to determine future direction.