

Terms of Reference iCare Community Project Review Meeting

Aims:

The purpose of the iCare Community Project Review Meeting is to regularly:

- review the day to day operation of the iCare Community Project
- reflect upon connecting project initiatives, programmes, events and resources
- review donations to the iCare Community Project – including contributor details and budget review
- review Consumers receiving support from the iCare Community Project – including data of eligibility, allocation, demographics, agency referral and follow ups. Consumer identity will be confidential
- review outcomes achieved - includes value and benefit to participants contributors, consumers, agencies and the Livingstone community
- review trends and challenges faced by participants, contributors, consumers, agencies and the Livingstone community
- consider recommendations for the continuous improvement of the iCare Community Project

Strategies:

Interested persons and service providers with the chair for the next meeting identified at the end of each meeting.

Livingstone Shire Council via the Community Centre, Capricorn Coast will

- extend invitations to contributors, interested persons and service providers
- facilitate administration of the review meeting, meeting reminders, agendas, minutes of meetings and action plan, data collection
- maintain a database of contributors and maintain contributor's confidentiality when requested
- collect and provide data of donations received including but not limited to number, type of donation, frequency, contributor, number of anonymous donations
- collect and maintain a private and confidential database of consumer personal details and eligibility to assist in providing support
- collect information for data reporting purposes detailing consumer access eligibility, allocation and demographics
- collate feedback and surveys

Frequency of Meetings:

Three monthly

Review:

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