Inner West Region Dementia Friendly Community Alliance (IWRDFCA)

Inner West Dementia Alliance Terms of Reference

1. Role/Purpose

The role of **Inner West Region Dementia Friendly Community Alliance** is to lead the local development of the dementia-friendly community.

A dementia-friendly community has an understanding and awareness of dementia and is inclusive and welcoming of people living with dementia and their family carers. The physical and social environment is accessible and incorporates inclusive signage, lighting and building design.

It includes:

o Dementia Friends who have an awareness of the lived experience of dementia and understand that small actions can make a big difference to how included and welcomed people living with dementia feel in their community
o Dementia Friends hosts who raise awareness of the lived experience of dementia and build engagement with the dementia-friendly community
o Inclusive social activities and opportunities for people living with dementia to contribute to the community
o Local organisations, businesses, and groups who understand dementia and provide appropriate services and support

The **Inner West Region Dementia Friendly Community Alliance** sets out to achieve:

Aims

o To become a point of contact for services in the Inner West Region with regards to Dementia knowledge and local champions
o Developing referral pathways, identifying and strengthening service provider partnerships and community partnerships
o Raising awareness in the local community, community workers and volunteers to identify and respond to Dementia
o Developing local tools and resources
o To raise dementia awareness and support diverse groups living with dementia

Inner West Region Dementia Friendly Community Alliance (IWRDFCA)

- o To define and progress key issues and opinions of the alliance, where consensus have been reached by the members of the alliance

2. Term

This Terms of Reference is effective from **Nov 2021** and will be ongoing until terminated by agreement between the parties.

Terms of Reference will be reviewed yearly.

3. Membership

The alliance covers a broad based Inner West Region which crosses several local government areas Burwood, Canada Bay, Inner West and Strathfield. It also covers Canterbury which is part of the Canterbury Bankstown Local Government Area.

Members reflect the diversity of the local region with its cultural and diversity populations and aims to reflect principles of access and inclusion.

The group will endeavour to increase its membership in consultation with alliance members.

The membership of the dementia alliance will comprise:

- o People with lived experience of dementia
- o A 'recognised' dementia alliance should include at least one person with a lived experience of dementia
- o These members represent themselves as private individuals
- o Their membership is voluntary
- o Community Members
- o These members represent themselves as private individuals
- o Their membership is voluntary
- o Community members who are also Dementia Australia staff may become members of dementia alliances but do so as voluntary community members rather than as representatives of Dementia Australia.
- o Representatives from local organisations and businesses e.g. council, health services and aged care providers
- o These members attend as a representative of an organisation and business
- o Their membership may be part of a paid employment role
- o The individual who attends meetings may change from meeting to meeting

Inner West Region Dementia Friendly Community Alliance (IWRDFCA)

The Dementia-Friendly Communities program does not provide representatives as members of dementia alliances, though staff may request an invitation or be invited to attend meetings from time to time.

Membership List of *Inner West Region Dementia Friendly Community Alliance*

(We can add this as an appendix)

Name	Position	Organisation/Group
Marina Antonas	Inner West Sector Support Development & Training Coordinator	ETHNIC COMMUNITIES' COUNCIL OF NSW
Mary Ciantar	Healthy Ageing Programs Supervisor	INNER WEST COUNCIL
Vi Pham	Executive Officer	COMMUNITY AND CULTURAL CONNECTIONS
Sharitah Shanmuganathan	Inner West Multicultural Access Project Officer (MAPS)	ETHNIC COMMUNITY SERVICES CO-OPERATIVE INC
Dana Rosinski	Service Quality Manager	PAWA COMMUNITY CARE INC.
Rachel Lam	Registered Nurse Home Ageing Services	CASS CARE
Ollie Hand	Individual Social Support and Volunteer Coordinator	NEWTOWN NEIGHBOURHOOD CENTRE
Kerryn Wills	Senior Coordinator,	UNITING

Inner West Region Dementia Friendly Community Alliance (IWRDFCA)

	Glen Osmond House Respite Cottage	
Maja Sorensen	Garden Aid, Team Leader	INNER WEST NEIGHBOURHOOD AID INC
Melissa Reynolds	A/Team Leader	ACCR Dementia Respite Services	SYDNEY LOCAL HEALTH DISTRICT

4. Roles and Responsibilities

The *Inner West Region Dementia Friendly Community Alliance* is accountable for:

o fostering collaboration and positive change
o removing obstacles to the dementia alliance's successful development and implementation of its action plan
o ensuring it is accessible to people living with dementia and their care partners
o maintaining at all times the focus of the dementia alliance on the agreed scope, outcomes and benefits
o monitoring and managing the factors outside the dementia alliance's control that are critical to its success

The membership of the dementia alliance will commit to:

o attending 70% of all scheduled dementia alliance meetings
o wholeheartedly championing the dementia alliance within and outside of work areas
o sharing all communications and information across all dementia alliance members
o making timely decisions and taking action so as not to hold up the project
o notifying members of the dementia alliance, as soon as practicable, if any matter arises which may be deemed to affect the development of the dementia alliance
o attending all meetings and, if necessary, nominating a proxy

Inner West Region Dementia Friendly Community Alliance (IWRDFCA)

Members of the dementia alliance will expect:

- that each member will be provided with complete, accurate and meaningful information in a timely manner
- to be given reasonable time to make key decisions
- to be alerted to potential risks and issues that could impact the dementia-friendly community project, as they arise
- open and honest discussions, without resort to any misleading assertions
- ongoing 'health checks' to verify the overall status and 'health' of the dementia alliance

5. Meetings

Meetings will be chaired by SSDT, Marina Antonas.

A meeting quorum will be *20%* members of the dementia alliance.

Decisions will be made by consensus (i.e. all members are satisfied with the decision even though it may not be their first choice). If not possible, the dementia alliance's Chair makes final decision.

Meeting agendas, minutes will be rotated by members of the Alliance, this includes:

- preparing agendas and supporting papers
- preparing meeting notes and information

Meetings will be held

- bimonthly
- for 2hrs
- 1pm to 3pm
- virtually and/or in person, at a location that is specified and agreed to at the previous meeting

If required subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

Inner West Region Dementia Friendly Community Alliance (IWRDFCA)

6. Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by dementia alliance members.

7. Review

The Terms of Reference will be reviewed in November 2022*.*