

Community Falls Network Group

Terms of Reference

1. Aim of the Network

The Community Falls Network Group aims to bring together a variety of health and community professionals to discuss key issues and share solutions in community falls prevention.

2. Objectives of the Network

The purpose of this group is to:

- Provide an opportunity to increase understanding of each other's roles, challenges and opportunities in community falls prevention.
- Share information about existing services and identify a cohesive approach to falls prevention in the community.
- Discuss issues and advocate for change in community falls prevention.
- Explore joint best-practice solutions to existing community falls related issues.

3. Benefits to Members

- Collective approach to falls prevention initiatives
- State-wide interaction to provide sharing of information
- Updates from service providers on falls prevention activities
- Networking
- Guest speakers

4. Operational guidelines

4.1 Membership and Eligibility

To be a core group member, an individual must be from a Western Australian organisation that *delivers a program or service in primary or secondary health in the area of falls prevention.*

Membership is open to falls prevention, injury prevention and community safety practitioners working in WA in the following areas:

- Health and community care professionals, in particular those working with older adults in the community
- Hospital Falls specialist and subsidiary services and WA Country Health Services
- Not for profit organisations
- Local government
- Public Health and Health Promotion
- Tertiary institutions
- Aboriginal community organisations or medical services

4.2 Member Responsibilities

Each member of the group has the responsibility to inform other falls prevention stakeholders of the trends/activities and also the wider community of any relevant falls prevention information provided through the group, where appropriate.

4.3 Guests

In order to encourage networking with a wider variety of practitioners around WA, members will be encouraged to introduce guests to the group, where appropriate and / or put forward suggestions for guest speakers.

4.4 Meetings and Venue

Four group meetings will be held every calendar year. Meeting dates will be distributed to all members at the beginning of each calendar year. Meetings will be on a Friday morning at Injury Matters, 297 Vincent Street, Leederville or via video-conferencing. Meetings will run for 90 minutes.

4.5 Network Structure

Agenda items: Agenda items will be called for two weeks prior to the meeting. Group members can request agenda items. In the event that group members request no additional items, the agenda will generally be as follows, though the order may vary.

- Welcome and apologies
- Matters arising from last meeting
- Member updates on services/initiatives
- Any agenda items posed by group members
- Professional development presentation/case study (rotate between members or have guest speaker)
- Question and Answer
- Networking
- Close of meeting.

The completed agenda will be circulated to group members, the Friday prior to each meeting.

4.6 Roles and Responsibilities of Network Coordinating Team

Chairperson, agenda, and minutes are the responsibility of Injury Matters.

Contact List: It is the role of Injury Matters to keep an up-to-date contact list of members. All members will be provided with a current Network contact list to use to build partnerships outside of the meeting time. Only members can use the contact list and should blind cc all communication. Those guests, guest speakers and others external to the group can only use the contact list if all members of the group have given permission.

Contact person: All enquiries regarding the Network should be directed to:

Catrina Wold

Program Delivery Lead, Injury Prevention

Email: cwold@injurymatters.org.au

Phone: 6166 7688

4.7 Role and Responsibilities of Core Group Members

Agenda items: It is highly encouraged that members contribute to the agenda or propose guest speakers.

Contact List: It is the responsibility of all members to inform Injury Matters of their most up-to-date contact details.

Apologies: The Chairperson should be informed of any meeting apologies at least 24 hours prior to the meeting time. Group members who are apologies should provide the chair with any relevant information to be disseminated before, during or after the meeting.

Proxies: In the event that a group member is unable to attend, they are able to send a proxy in their absence should they wish.

4.8 Falls Prevention Model of Care Sub-Group

4.8.1 Aim of Sub-Group

The Falls Prevention Model of Care (MoC) community sub-group aims to;

- a) Review past and current activities in community falls prevention across Western Australia (WA);
- b) Identify gaps and opportunities for community falls prevention action;
- c) Provide advice on leading falls prevention priorities;
- d) Help advocate for collective activities across WA.

4.8.2 Sub-Group Working guidelines

- Frequency: meet between Community Falls Network (CFN) meetings on a as need basis.
- Meeting format: online.
- Agenda: Circulated prior to meeting by Injury Matters.
- Participant Responsibility: Provide expertise advice; prepare for meetings as needed.

4.9 Review and adoption of Terms of Reference

Core group members will be asked to review and update the Terms of Reference annually.

Next Revision: July 2021