



Getting communities ready for the NDIS

Having an effective interagency meeting

Is your Community ready?

The Queensland Government is getting our state ready for the rollout of the National Disability Insurance Scheme (NDIS) from 1 July 2016.

People with disability will have more opportunities, more choices and more connections. This will open doors to new possibilities in our economy and community life.

Everyone in the community has a role to play to ensure the NDIS is a success.

This brochure outlines:

- what is an interagency meeting
- who to invite
- how to maintain meeting effectiveness
- the importance of interagency collaboration.

What is an interagency meeting?

Interagency meetings are an opportunity for those working in a similar area (e.g. disability services) to meet and discuss their current activities and potential ways of working together.

These meetings are an informal means of learning and developing a Community of Interest. The informal networking opportunity presented by these meetings can result formal collaboration.

Who to invite?

Appropriate attendees at interagency meetings include:

- individuals involved in the provision of goods and services within the community, and/or

- those willing and able to be part of a network to share resources and information for the betterment of their community.

Interagency meetings may be added to the agenda of existing network meetings, or established as a separate meeting.

Terms of reference should be developed, which define the structure and governance of the meetings.

How to maintain meeting effectiveness

An effective interagency meeting:

- allows for open and honest information sharing
- enables each attendee to have a voice
- encourages each attendee is able to share their activities, challenges and opportunities
- identifies any overlap of activities or opportunities for collaboration
- has a quorum of attendees across a number of services – this is important to allow for effective information sharing and the development of appropriate supports
- is held regularly.

These measures of effectiveness should be monitored. If these indicators of effectiveness are not being met, action must be taken to review the structure and conduct of meetings.

For more information

- www.ndis.gov.au for further information on the NDIS and to sign-up for the NDIS e-newsletter or call the **NDIS Hotline 1800 800 110**
- www.communities.qld.gov.au/ndis for information on Queensland's NDIS preparations, the Queensland NDIS events calendar and to sign up to the Queensland NDIS e-blast
- www.qld.gov.au/disability for information about current services for Queenslanders with disability or call **13 QGOV (13 74 68)**
- follow us on **Twitter @NDIS** or **@disabilityQLD**
- for people with hearing or speech loss **TTY 1800 555 677**
- speak and listen **1800 555 727**
- for people who need help with English **TIS 131 450**