

# GOLDFIELDS INCLUSION GROUP

## Terms of Reference

### 1. Purpose/Role Statement

To advocate, support, encourage, promote, and build capacity to achieve the inclusion of all people in the community of the region.

Strengthen partnerships between the community, local services and agencies so that we can continue to build an inclusive community for all people.

### 2. Vision

To have a truly inclusive community which is accepting and supportive of all people and values, differences and diversity.

### 3. Goals

The vision of the Goldfields Inclusion Group will be achieved through 12 monthly action plans and always taking into consideration long term strategic planning. Refer to business and strategic plan for the current year.

### 4. Composition

Parents, people with disabilities, carers, community members and service providers who are committed to the vision of the Goldfields Inclusion Group.

### 5. Co-opting

The Goldfields Inclusion Group may co-opt persons to the group as required.

### 6. Meeting Procedure

- **A quorum** must consist of five (5) members.
- **A quorum must include** of a member of the key stakeholder group (family member, carer or person with a disability).
- **Agenda items** are to be presented to the minute taker at least five (5) working days prior to the next meeting, and the agenda will be circulated at least two (2) working days prior to the scheduled meeting.
- **Apologies** are to be made in advance to the minute taker.
- **Chairperson** - Disability Service Commission will chair the Goldfields Inclusion Group meetings for 2006-2007 financial year.
- **Frequency of Meetings** shall be the 2<sup>nd</sup> Monday of each alternate month.
- **Length of Meetings** shall be scheduled between 10.30am to 12.00 noon.
- **Minute Taker** - Career Contact will take the minutes for 2006-2007 financial year.
- **Minutes** of each meeting will note start and finish times, next meeting date, Action Items and a designated person to fulfil the action. Copies of minutes will be distributed to members no later than ten (10) working days after the meeting.
- **Subgroups** should meet on a 'when required' basis, and report outcomes at scheduled Committee Meetings when updates are available.

**7. Adoption and Amendment to Terms of Reference**

These terms will be reviewed on an annual basis and will be altered upon agreement of the Goldfields Inclusion Group.

**8. Terms of Reference Approval:**

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Name  
Chairperson

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Date