



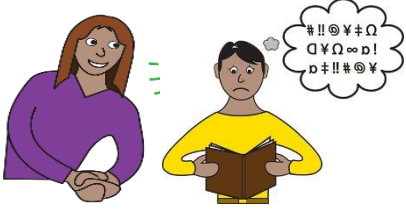


Northern Region Co-op Easy Read Terms of Reference

<p>Northern Region Co-op</p> <p>?</p>	<p>This information tells you about the Northern Region Co-op.</p>
<p>Co-op</p>	<p>The Northern Region Co-op is called 'Co-op' in this handout.</p>
<p>Foundation Group</p> 	<p>A small group of people with a disability and their family/carers from the Co-op will help to decide how the Co-op will run. They are called the Foundation Group.</p>
 <p>Project Team</p> 	<p>A small group of people called the Project Team have received money to do the work to set-up the Co-op.</p>
<p>Disability Service Providers</p> 	<p>The disability service providers will join the Foundation Group</p>


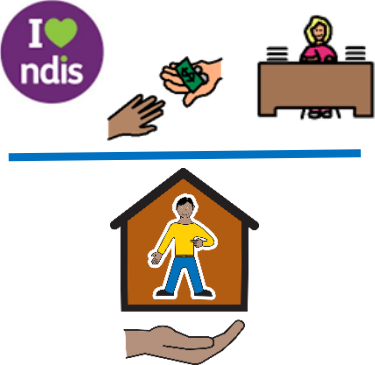


Northern Region Co-op Easy Read Terms of Reference

	<p>These terms of reference tell you how the Co-op's Foundation Group will work with the Project Team to set-up the Co-op</p>
	<p>If you don't understand this information, ask your family, carer or support person to help you.</p>
<h2>1. Role and Purpose</h2>	
	<p>The Northern Region Co-op is a new service for people with a disability living in the northern Adelaide suburbs.</p>
<p>Project Team</p> 	<p>A small group of people called the Project Team have received some money to do the work to set-up the Co-op.</p>






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	<p>The Co-op is for people living in the Northern Region of Adelaide who have a disability and a NDIS plan.</p>
	<p>They can join the Co-op and use their NDIS money to buy services to help them - the way they want to be helped.</p>
<p>Foundation Group</p>	<p>A small group of people with a disability and their family/carers from the Co-op help to decide how the Co-op will run. They are called the 'Foundation Group'.</p>
<p>Project Team</p> <p>+</p> <p>Foundation Group</p>	<p>They work with the Project Team to set-up the Co-op.</p>
	<p>They will get together and talk about the ways they and other people in the Co-op want to be supported to live the life they want.</p>

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	<p>Disability service providers also join the Co-op.</p>
	<p>A disability service provider is a business that gets paid by the NDIS to help people with a disability.</p>
<p>Foundation Group</p> 	<p>The disability service providers will join the Foundation Group.</p>
	<p>The Project Team helps people with a disability and their family/carers to talk to the disability service providers. They help them understand what the people in the Co-op want from the services they buy with NDIS money.</p>

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	<p>They all work together to make sure the services are good for people with a disability.</p>
	<p>The services will be of a high quality and a fair price.</p>
	<p>The Co-op will be working well when people with a disability in the Co-op are getting the right team of people to help them from their NDIS money.</p>
	<p>The Co-op will be working well when the disability service providers are selling their services to people with a disability in the Co-op, because they are a good fit for that person and their NDIS money.</p>
	<p>This is a new way of helping people to use their NDIS money. It is important that it is set-up and we check to make sure it will work.</p>

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	<p>Once the Foundation Group is happy the Co-op is working well the group will finish.</p>
	<p>Work to set-up the Co-op started in February 2020.</p>
<h2>2. Term</h2>	
	<p>The Foundation Group starts meeting from May 2020.</p>
	<p>The people on the Foundation Group will be asked to stay in the group for approximately 15 months.</p>
	<p>We want the Co-op ready for people to join by October 2021.</p>

3. Membership



The **Foundation Group** will include:

- People with a disability and their family/carers
- Disability service providers.







It is important to have people and providers and services that live and/or work in the local government areas of Playford, Salisbury and Tea Tree Gully.



Sometimes a special guest will be invited to the **Foundation Group** meetings if they have something special to say.

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<p style="text-align: center;">20</p> 	<p>The Foundation Group will have up to 20 people in it.</p>
<p style="text-align: center;">10</p> 	<p>At least half will be people with disabilities and their family/carers.</p>
<p style="text-align: center;">10</p> 	<p>The other half are for service providers</p>
	<p>Guests will sometimes come to the meeting to give extra support and advice.</p>

4. Roles and Responsibilities

	<p>People on the Foundation Group will have a number of things to do:</p>
	<p>1. Make sure that people with disability are very involved and their advice is heard in this project.</p>
	<p>2. Make sure that disability service providers are very involved and their advice heard in this project.</p>
<p>Project Team</p> 	<p>3. Think about the feedback from the Project Team and the ways the suggestions could work for people with a disability.</p>
	<p>4. Work with the Project Team to create new solutions to barriers people with a disability face in the Co-op.</p>

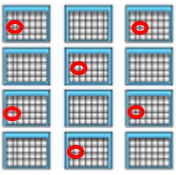


5. Project Team



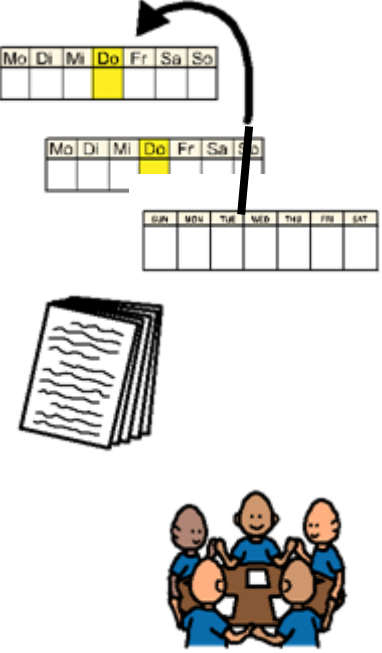

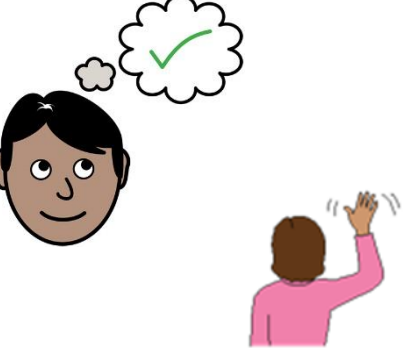
Name	Responsibilities
<p>Lis Burtnik</p> 	<p>Project Manager/Secretariat to The Foundation Group/Chairperson</p>
<p>Guy Turnbull</p> 	<p>Expert Advisor, governance, business planning, consultation, succession planning</p>
<p>Maria Eliadis</p> 	<p>Project Evaluator, Research Coordinator and Sustainability Analyst</p>
<p>Bridgette Ciabatonni</p> 	<p>Research Intern. With the Project until June 2020</p>


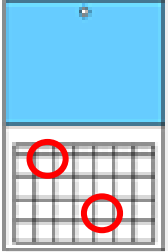




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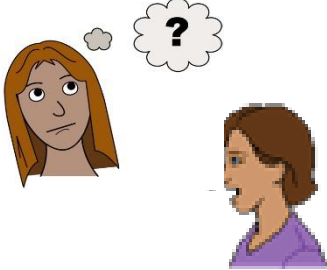


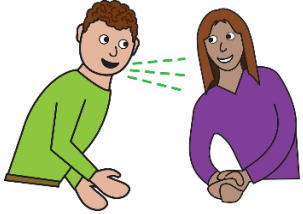
<p>The Chairperson will be the Project Manager</p>	<p>Convene and lead The Foundation Group meetings, support the Foundation Group members</p>
<h3>6. What do Foundation members need to do?</h3>	
	<p>Foundation Group members are to come to one meeting every second month.</p>
	<p>The meetings will run up to 3 hours</p>
	<p>The meeting time and where it will be held will be decided by the Foundation Group</p>

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	<p>2 weeks before the meeting you are sent Information to read. You will need to read them and prepare for the meeting.</p>
	<p>You will get some help from the Project Team to help you understand the information</p>
	<p>Talk to the Chairperson if you cannot come to a meeting.</p>

 An illustration showing a person in a green shirt and blue pants standing in a doorway, pointing towards the right. To the right, another person in a pink shirt is waving their hand.	<p>If you do not want to come to the Foundation Group meetings any more talk to the Chairperson.</p>
<h2>7. Schedule of Meetings</h2>	
 An illustration of a calendar with a blue header. Two dates on the calendar grid are circled in red.	<p>Meeting dates will be set at the first meeting.</p>
<h2>8. Standing Agenda</h2>	
 An illustration of a person in a yellow shirt holding up a checklist with several items, some of which are checked off.	<p>There will be a list of things to talk about at each meeting – called an agenda.</p> <p>This will include:</p>
 An illustration of a group of seven diverse people's heads, representing a community or group.	<ul style="list-style-type: none">• The Project Team will tell the Foundation Group how the project is going.

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	<ul style="list-style-type: none"> • The issues that need to be talked about and decisions made by the Foundation Group and Project group
	<ul style="list-style-type: none"> • Highlight special issues that need urgent attention
	<ul style="list-style-type: none"> • Things happening in the project the Project Team or Foundation Group members want to talk about
	<p>There may be other people invited to talk at the meeting if they have other information to share or talk about with the group.</p>
<h3>9. Chairperson</h3>	

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To start with, the person in charge of running the meeting called the Chairperson, will be the **Project Manager**. This can change if all members agree to elect a **Foundation member** to do this work.

10. Sitting Fees and Support for members living with disability



The members living with disability will be paid a small amount of money for their time at the meetings.

Details are attached as Appendix A

11. Secretariat



The Project Team will do all of the work to arrange, run and follow-up the meetings.



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Acknowledgement: The symbols used in this handout are from Boardmaker and ...

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