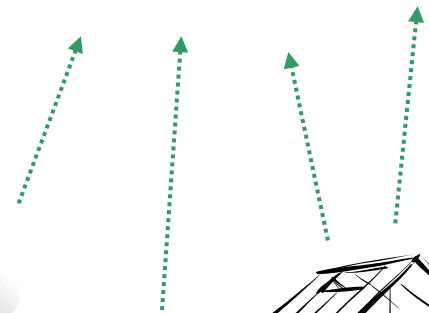
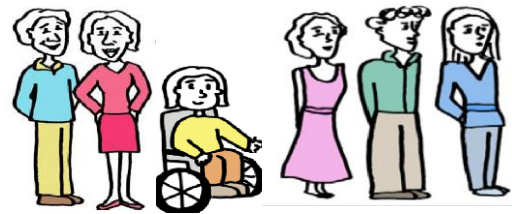


Kyeema Speaking Up Advocacy Group Terms of Reference & Guidelines

Why have a Speaking Up Advocacy Group?

- **Kyeema Support Services** wants to hear about things (issues, ideas) from the people who use their services.
- At times the management of **Kyeema Support Services** will also talk to the Speaking Up Advocacy Group and tell them about changes or new things that are happening.



Windward Industries



Seawinds Nursery



Who is on the Speaking Up Advocacy Group?

The Speaking Up Advocacy Group will be open to people that attend any of the support services that are provided by **Kyeema Support Services**, including:

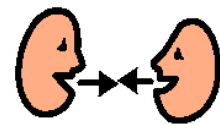
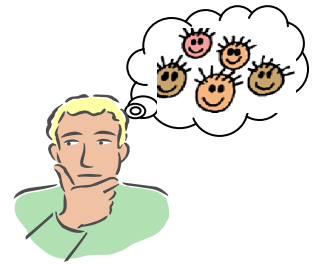
*Seawinds, Windward
and
Green Fingers.*

Kyeema Speaking Up Advocacy Group Terms of Reference & Guidelines

What will the Speaking Up Advocacy Group do?

The role (job) of the Speaking Up Advocacy Group is to:

- talk about things that are important to the people (participants) who use **Kyeema Support Services**
- give management a chance to consult (talk) with the people who use services about any changes that are happening

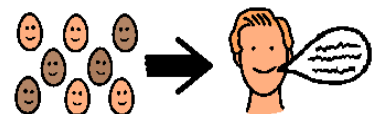


What is the job of the people on the Speaking Up Advocacy Group?



The job of the people on the Speaking Up Advocacy Group is to:

- speak up about things that are happening at **Kyeema Support Services**
- represent the views of other people who use **Kyeema Support Services**
- tell the managers what service users think about important things
- join in when the Speaking Up Advocacy Group talks about important things, like changes
- work with staff on making **Kyeema Support Services** better for everyone



Kyeema Speaking Up Advocacy Group Terms of Reference & Guidelines

Record of Meetings?

The advocate and/or participant will take notes from each meeting, which will be presented to the Advocacy Group for approval.



Confidentiality

The Advocacy Group will not discuss any private matters raised regarding individuals, either participants or staff members. Any issues or concerns of this nature should be raised separately with the CEO.



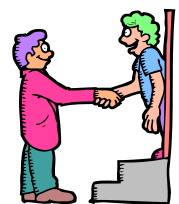
How do you get on to the Speaking Up Advocacy Group?

By being a Kyeema participant.



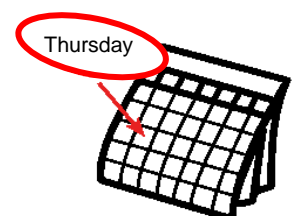
For how long are people on the Speaking Up Advocacy Group?

People can remain in the group as long as they want to be.



When and where are meetings?

Meetings are held most Thursdays at Kyeema.



Kyeema Speaking Up Advocacy Group Terms of Reference & Guidelines



To get along &
have good meetings,
we all have the
RIGHT to



be involved in changes
to our service



be heard



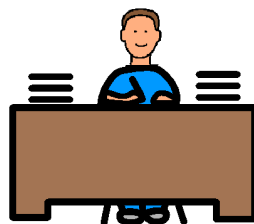
be treated with
respect



have our say



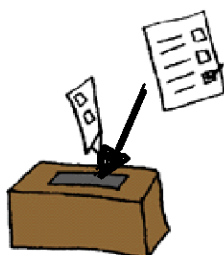
have actions followed
up



have information that
we can understand



vote



speak up about
problems



Kyeema Speaking Up Advocacy Group Terms of Reference & Guidelines



To get along
and have good meetings,
we all have to be
RESPONSIBLE by



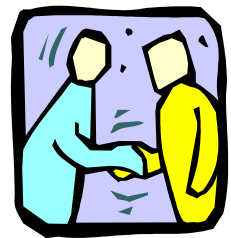
taking turns



not gossiping about
personal things



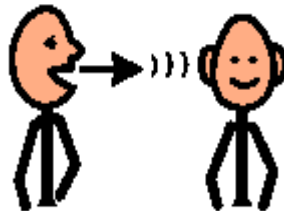
being fair to others



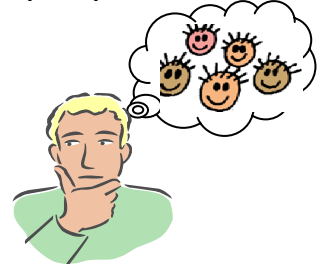
being on time for the
meeting



listening to others



thinking about other
people's needs



keeping the meeting
private



following guidelines



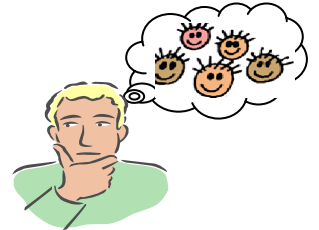
Let someone know if you are not coming to the meeting
Phone: Kyeema Reception on 5523-5999

Kyeema Speaking Up Advocacy Group Terms of Reference & Guidelines

What other things can people on the Speaking Up Advocacy Group do or learn?

Speaking Up Advocacy Group representatives can:

- Learn more about Self-Advocacy skills
- Learn more about making decisions
- Support other people who use **Kyeema Support Services** to have a say & help them to learn more about
 - ✓ meeting skills
 - ✓ working together with **Kyeema Support Services** Managers on important things like changes
- Be a part of other meetings like the All Abilities Advocacy Network
- Be a part of other committees or groups in the community



Is there anyone else who might come to a Speaking Up Advocacy Group meeting?

- **Kyeema Support Services** CEO may ask or be invited to a meeting
- Other Managers from **Kyeema Support Services** may be asked or be invited to a meeting



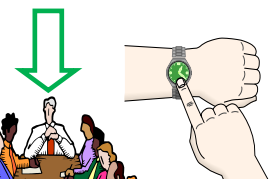
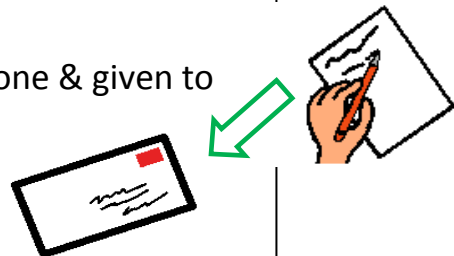
Kyeema Speaking Up Advocacy Group Terms of Reference & Guidelines

What is the job of the staff supporting the Speaking Up Advocacy Group?



Mostly the group meets with only the participant and advocate, rather than staff. If staff are needed, they can participate.

- Help with setting up the meeting, like making sure the meeting has an agenda and asking guest speakers to the meeting
- Supporting members to have their say and be a part of the meeting.
- Support members to run the meeting (if needed)
- Making sure everyone in the meeting has a say
- Make sure the minutes from the meeting are done & given to Speaking Up Advocacy Group representatives
- Try not to talk about what staff think might be right, unless it's in a way that can help members to learn new ways of doing things
- Help members to keep on the topic
- Support chairperson or members to keep on time.



Kyeema Speaking Up Advocacy Group Terms of Reference & Guidelines

For more information on the Speaking Up Advocacy Group you can talk to:

CEO Kyeema Support Services Inc
PO Box 86
50 Lalor Street
Portland Victoria 3305

Phone: (03) 5523 5999

Email: admin@kyeema.com.au



This document was developed by VALID
For alterations contact VALID on 03 9416 4003

