



Social Inclusion Mirrabooka and Surrounds

Terms of Reference

Purpose

The purpose of the North Metropolitan Health Service (NMHS) Social Inclusion Mirrabooka and Surrounds (SIMS) membership group is to:

- bring local services together with community members who want to make a difference and influence projects and services in their local area
- create action by working on projects tailored to improve health outcomes, health inequities and social inclusivity for those who live in Mirrabooka and surrounding suburbs
- raise awareness of public health priorities and issues
- share information relating to health and wellbeing interventions including up-to-date data, emerging trends, lessons learnt, available grant opportunities, resources and services
- provide professional development and networking opportunities

2. Priority areas

SIMS will focus on the health priorities outlined in the [WA Health Promotion Strategic Framework 2022 – 2026](#), that is smoking (and e-cigarettes), nutrition, alcohol, physical activity and injury prevention (SNAPI). Each core SIMS meeting will focus on a health topic or issue determined by SIMS members as a result of the Annual SIMS Evaluation. SIMS will focus on Mirrabooka and surrounding suburbs, i.e. Girrawheen, Koondoola, Balga, Westminster and Nollamara.

3. Membership

Membership is open to community members living in, and services working in, Mirrabooka and the surrounding suburbs noted above. Other organisations and community members may be members if there is a special interest or connection to the area and purpose of SIMS. Other organisations and individuals may be invited as special guests and/or speakers as needed.

4. Administration

The Priority Communities team, Health Promotion Service, NMHS is responsible for the overall administration of SIMS. This includes preparing the agenda, arranging host organisations, booking venues, managing calendar invitations, inviting guest speakers, preparing and circulating meeting minutes (where relevant), providing light refreshments, responding to attendees' enquiries, sending out information sharing emails and all other administrative tasks. The NMHS Priority Communities team will upload any relevant SIMS documents to their website: [North Metropolitan Health Service - Health Promotion](#).



5. Agenda Items

The template for standard agenda items are as follows:

Agenda Item	Description
1. Acknowledgement of Country	
2. Welcome and housekeeping	
3. Group photo	
4. Introductions	Each attendee to introduce self.
5. Spotlight on Chairperson	Community member: Opportunity to get to know the Chairperson, their passions and their connection to Mirrabooka and surrounds. Organisational member: Opportunity to deep dive into the services the Chairperson provides and introduce any new and exciting projects.
6. Special presentation	Opportunity for members or guest speakers to present on a topic of interest to SIMS.
7. SIMS updates	Updates arising from previous meeting. Working group updates.
8. SIMS workshop	Opportunity for group discussion.
9. Member updates	Opportunity for members to provide their updates.
9. Next meeting and conclusion	Summary of future actions. Next host: Next meeting:
9. Networking	Allow 30 minutes for all attendees to stay post-meeting and network with others.

Agenda items may be adapted to suit the context of the meeting. Additional agenda items can be provided to the Priority Communities team on request prior to the meeting.

6. Chairperson

The Chairperson will rotate between members to empower the members of SIMS. The Chairperson will ensure the meeting is run with procedure and order. The Chairperson will follow the meeting agenda and will present the Spotlight on Chairperson item (see 5. Agenda Items above). NMHS Priority Communities team will guide the Chairperson as necessary. The meeting venue may be at a different location to the Chairperson if the Chairperson is representing a service. NMHS Priority Communities team will assume Chairperson responsibilities if role is not fulfilled.



7. Host Organisation

The Host Organisation will rotate as necessary to increase member familiarity with different organisations and their venues. The Host Organisation may also be represented through the Chairperson role. The Host Organisation will provide a meeting room suitable to house 30 to 50 people, and will be based in Mirrabooka or surrounding suburbs. The Host Organisation is responsible for providing attendees with the appropriate housekeeping (such as toilet access) and emergency evacuation information to maintain safety. It is preferred that suitable options for online meeting capabilities are available. NMHS Priority Communities team can provide IT equipment such as camera, projector and microphone. In the absence of a suitable Host Organisation, NMHS Priority Communities team will source a venue.

8. Meeting frequency

SIMS meetings will be held quarterly (every three months).

9. Meeting attendance

SIMS members are welcome to attend regular SIMS meetings as necessary. Members are encouraged to nominate a proxy to attend a meeting in their absence to ensure their organisation is represented.

10. Format

Each SIMS meeting will be held face-to-face with varying opportunity to facilitate the meeting as a hybrid (face-to-face and online). It is expected that members attend meetings face-to-face where possible.

11. Duration

SIMS meetings will be no longer than 1.5 hours with 30 minutes of networking allowed post-meeting.

Working Groups

1. Purpose

The purpose of SIMS working groups is to work collaboratively to address specific priorities identified by SIMS.

2. Membership

SIMS members can register their interest in participating in SIMS working groups at any time, but are required to be actively involved in the group. Other organisations and individuals such as subject matter experts may be invited as special guests, observers and/or speakers as needed.



3. Administration

The NMHS Priority Communities team will provide assistance with administration to the SIMS working groups where necessary, however it is the expectation that the SIMS working groups primarily manage their own administration.

4. Chairperson

SIMS working groups will be chaired by the working group members, to ensure that projects are generated from and guided by the members from a bottom-up approach. The NMHS Priority Communities team may provide assistance with Chairperson responsibilities until a working group is established and independent. If there is a lead organisation chosen by the working group, Chairperson responsibilities will reside with the lead organisation. The working group Chairperson, or nominated representative, will be responsible for updating SIMS on progress.

5. Meeting frequency

SIMS working group meetings may be convened if a need is determined by NMHS and/or SIMS members. The working group meeting frequency will be determined by the members of the working group.

6. Meeting attendance

SIMS working group meetings require a minimum attendance of 50% to convene. Each working group member is expected to be actively involved as required by the group. Active involvement will be determined by the working group. Members are inactive if they do not participate in, or contribute to, two consecutive meetings without notification. If members are deemed inactive, their participation will be reviewed.

7. Format

SIMS working group meeting format will be determined by the working group members as required.

8. Review

SIMS working group topics will be determined and reviewed annually by SIMS members through the SIMS Annual Evaluation.



8. Duration

SIMS working group meeting duration will be determined by the working group members as required.

8. Acknowledgements

SIMS working groups are collaborative groups facilitated by multiple organisations and community members. All acknowledgements must recognise SIMS through one of the below acknowledgements (or similar):

“A Social Inclusion Mirrabooka and Surrounds collaboration” or “Proudly supported by Social Inclusion Mirrabooka and Surrounds members”

If the SIMS working group would like to acknowledge individual members, acknowledgements must feature all active working group member organisations fairly and clearly to ensure that the working group's collaborative work is acknowledged as the working group's and not one organisation.

To ensure fairness and clarity, any funding bodies and actively involved working group members (determined by the working group, see 6. Meeting Attendance above) can represent their logos on any collateral. The funders will be featured alphabetically, from most to least funding provided, and the core members will be featured alphabetically or placed strategically due to size constraints.

NB: Funders and active working group members can change from year to year. At times, new and existing organisations may require their logos to be represented on the collateral, requiring a meeting quorum and a minimum of 80% member agreement to add the logo to a specified document and/or timeframe.

Adoption and review of Terms of Reference

The Terms of Reference (TOR) were first adopted by Social Inclusion Mirrabooka and Surrounds members on 22nd August 2023. The TOR will be reviewed annually.

Updates

Version 2: 05/12/2024

Version 3: TBA 2025

This document can be made available in alternative formats on request.

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