



## Terms of Reference (TOR)

### PSYCHIATRIC DISABILITY SERVICES OF VICTORIA (VICSERV) TRAINING ADVISORY GROUP

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#### 1. PURPOSE

VICSERV and the Committee of Management recognise the important role that training plays in realising the VICSERV's mission of "Psychiatric Disability Services of Victoria (VICSERV) is dedicated to the achievement of the best outcomes for people with a psychiatric disability, their families and their communities."

VICSERV operates a number of advisory and working groups including the VICSERV Training Advisory Group (TAG). The TAG is appointed by the VICSERV Committee of Management and works with the Manager Education and Training Unit, to contribute to the development, communication and implementation of the VICSERV training agenda in line with the strategic and operational plan, and in the context of current workforce and training policy.

#### 2. RESPONSIBILITY

The VICSERV Training Advisory Group is responsible for the provision of advice to the Chief Executive Officer of VICSERV, the Committee of Management and the Manager Education and Training on the development and directions of sector training and development. VICSERV is responsible for providing information to the Training Advisory Group that supports such advice. Advisory Group Members have a responsibility to represent the sector and provide information on activities and emerging issues that will impact on VICSERV reaching its goals.

All members of the committee are responsible for the disclosure of any conflicts of interest.

#### 3. TERMS OF REFERENCE

The VICSERV Training Advisory Group shall:

1. Provide advice to the Manager Education and Training to assist with the strategic planning of the Training Unit, including the targeting of training advice and training delivery for VICSERV membership and the broader Mental Health Sector;
2. Provide an interface between local, regional and state-wide training providers;
3. Provide advice to the Manager Education and Training on policy and practice issues and trends which impact on the aims and activities of the training unit;
4. Provide a forum for consultation and information flow on training issues between Department of Health and Human Services, VICSERV, MHCSS and other relevant Sector organisations.

5. Deal with all other relevant matters directly referred by the VICSERV Committee of Management;
6. Through the Training Unit report back on key issues to the membership;
7. VICSERV Training Advisory Group will be provided with reports from the VICSERV Training Unit and information shared from Members, Department of Health and Human Services and others and will report back through the Advisory Group on issues, trends etc.

#### 4. AUTHORITY

The role of the VICSERV Training Advisory Group is solely advisory. The quorum is four representatives from VICSERV member organisations. Working groups to provide detailed advice may be formed when recommended by the VICSERV Training Advisory Group.

#### 5. MEMBERSHIP

A maximum of twelve representatives from member organisations and at least one member of the VICSERV training team:

Manager Education and Training – VICSERV, Chair	John Katsourakis
Senior Training Consultant – VICSERV	Sue Harrison
Senior Trainer – VICSERV	Lorelle Zemunik
Representatives from a broad range of Community Managed Mental Health Services including rural and metropolitan organisations	Leah Martin – NEAMI National Kerry Boyd – EACH Matt Riley – EACH Zoe Smith – MIND Stav Stathopoulos – Wellways Annie Trainor – ACSO
Representative from a Tertiary and/or TAFE Training Provider	Fiona Maher – Wodonga Institute of TAFE

Up to two additional members may be invited by the Training Advisory Group to provide relevant expertise from outside the Community Managed Mental Health sector.

These members may be from specialist sector organisations;

e.g. Spectrum, ADEC, VTMH, Women's Mental Health Network Victoria or from relevant partner peak bodies e.g. VMIAC, Tandem Carers

#### 6. MEETING SCHEDULE

Meetings to be held Quarterly with dates advised prior to the start of a new year.

Meetings may be held at VICSERV or at member sites. Teleconference may be made available if members are unable to attend meetings in person.

## 7. COMMUNICATION

Meeting minutes to be taken and distributed by VICSERV.

Members to receive copies of the meeting agenda at least a week prior to meeting.

Agenda items to be received by the chair for inclusion prior to the meeting day.

Meeting minutes to be distributed electronically to all members within two weeks of the meeting with hard copies made available at each meeting.