

Draft Terms of Reference – May 2007

MHCC Workforce Development Reference Group

Purpose

The Workforce Development Reference Group will provide MHCC with advice and knowledge of the NGO mental health workforce sector's training and workforce development needs. The reference group will also:

- assist MHCC Officers identify gaps and opportunities for the strategy to develop the capacity of the sector's workforce, and
- provide guidance on how to best implement any initiatives identified.

Membership

Membership of the Reference Group will consist of representatives from the wider NGO mental health sector, including NGOs that do not specialise in mental health, yet provide services to clients with a mental illness. It will include consumer and carer group representation. If required, the membership may also include representation from other bodies, such as:

- VET sector bodies – i.e. NSW CS&H ITAB
- Tertiary institutions, including TAFE NSW and universities
- Trade Unions and Industry bodies
- Area Mental Health Services
- Relevant peak bodies e.g. NADA and NCOSS
- Relevant government departments

Membership of the Reference Group may vary in response to the needs of the MHCC's Workforce Development initiatives. Membership of the Reference Group remains open, in response to need and interest from representatives of the NGO mental health sector and other relevant groups.

Frequency of the meetings

A schedule of meetings is available to all members. Meetings are held every 2 months.

Duration of Reference Group

The duration of the Reference Group will be determined by Group members, in response to the needs of MHCC's sector wide workforce development initiatives.

Sub-committees

Sub-committees of the Workforce Development Reference Group will be formed, to provide specialist advice and assistance as required. They will report back to the Workforce Development Reference Group.

Chairperson

The Executive Officer of MHCC or her representative will chair the meetings.

Secretary

An MHCC staff member will record the meeting minutes and circulate them for comment.

Role of the Reference Group:

The Reference Group will:

1. Help ensure MHCC's workforce development initiatives meet the needs of NSW NGO Mental Health sector.
2. Provide feedback about the needs and nature of the sector
3. Provide advice and information relevant to the activities undertaken in the sector.
4. Provide advice and knowledge on the best practice for workforce development and training initiatives in the NSW NGO mental health sector.
5. Provide advice and assistance in developing initiatives / resources when required and able. For example, providing help and advice in ensuring new resources or courses gain approval from necessary authorities such as university senates and VETAB.
6. Help identify appropriate resources in the community that would benefit MHCC's workforce development and training initiatives.
7. Help promote the workforce development and training initiatives where able and appropriate.
8. Help ensure MHCC's workforce development and training initiatives comply with relevant legislation and industrial regulations.
9. Provide assistance in selecting contractors to undertake workforce development and training projects.
10. Provide comment on reports and other material generated through MHCC's workforce development initiatives.

Sub-committees of the Workforce Development Reference Group:

1. Sub-committees of the Workforce Development Reference Group will be formed, to provide specialist advice and assistance as required.
2. They will report back to the Workforce Development Reference Group.
3. The frequency of meetings and duration of sub-committees will be determined by sub-committee members in response to needs.
4. Terms of reference for sub-committees will be developed by MHCC staff, in consultation with the Workforce Development Reference Group and sub-committee members, when required.