# National NDIS Mental Health Conference

## Conference Reference Group
## Terms of Reference

### 1.0    Event Summary

The proposed event is a sector development and mental health promotion conference targeting the mental health sector and wider community with an interest in mental health and the NDIS.

The event will be a two day, open registration conference in November 2017, in Sydney, NSW.

Project objectives:

- To provide the nation's first nation-wide, sector-driven professional development conference, focused on NDIS and mental health

- To demonstrate proactive leadership of the community sector in the emerging NDIS landscape

- To provide a forum for sharing learnings, professional development and networking around NDIS and the mental health sector

- To develop positions on NDIS and consider emerging issues, towards influencing decision making

- To showcase success and innovation related to NDIS and mental health

- To foster effective partnerships and collaborations

### 2.0    Group Purpose

The purpose of the Conference Reference Group (CRG) is to:

- Provide advice and support to the conference operational team;

- Provide advice to assist with strategic event decisions;

- Contribute ideas and expertise, especially in the areas of theming, programing and sector engagement; and

- Help promote the conference across Australia's mental health community and encourage attendance among their own networks.

### 3.0    Accountability

The CRG is accountable to the Operational Team, comprised of representatives from WA Association for Mental Health (WAAMH) and Mental Health Coordinating Council (MHCC) NSW, which is in turn accountable to the Executive Leadership Group (ELG) of Community Mental Health Australia.

## 4.0 Functions and Responsibilities

The CRG's functions and responsibilities are to:

- Develop the conference theme.

- Assist with the promotional plan and other marketing issues as required.

- Develop ideas to enhance the relevance and quality of the conference.

- Provide advice about keynote (and some invited) speakers.

- Provide ideas towards the program structure and event delivery.

- Review content submissions and provide feedback regarding the program content. The conference theme will inform the abstracts submitted.

- Teleconference regularly as a committee and/or provide written feedback via email to ensure all tasks are undertaken and completed in a timely and efficient manner.

- Oversee the development and implementation of the conference.

## 5.0 Sub-Committees

The CRG may create Sub-Committees as required and may include key stakeholders within the mental health sector. Clear guidelines will be given for the work and scope of each sub-committee.

## 6.0 Membership

The members of the CRG will comprise representatives/stakeholders from within the Australian mental health sector.

Specifically, the members will comprise a representative group of 8-12 people selected on to their ability to contribute to the committee's functions and responsibilities.

Members will be selected by the Operational Team, based on applications received through a call for Expressions of Interest that will be distributed to:

- People with Lived Experience as Consumer and their representative organisations
- People with Lived Experience as Family/Carer and their representative organisations
- People from specific populations including Aboriginal, CALD, LGBTIQ
- Community Managed Mental Health Services
- Public Mental Health Services
- Primary Mental Health Services
- National Sector Representation/Advocacy Organisations
- National Disability Insurance Agency,
- National Policy/Funder Agencies
- State Policy/Funder Agencies

## 7.0 Chairperson

The Chairperson is Rod Astbury, the Convenor of the CMHA ELG, who may delegate the Chair to Katrina Bercov, the WAAMH's Events Manager, as necessary.

## 8.0 Secretariat to the CRG

The Secretariat to the CRG shall be provided by WAAMH. Key responsibilities will include preparing/circulating the meeting papers, preparing minutes/action summaries, and channelling member communications.

**9.0 Operational Procedures**

**8.1 Meetings**

The CRG schedule is as follows:

Call for EOIs    29 November 2016
EOIs close    13 December 2016
RG appointed    16 December 2016
Meeting 1    Wed 21 Dec 2016, 2pm AESDS time (11am AWST)
Meeting 2    Wed 11 Jan 2017, 2pm AESDS time (11am AWST)
Meeting 3    Wed 8 Feb 2017, 2pm AESDS time (11am AWST)
Meeting 4    Wed 22 March 2017, 2pm AESDS time (11am AWST)
Meeting 5    Wed 5 July 2017, 2pm AESDS time (11am AWST)
Meeting 6    Wed 6 Sept 2017, 2pm AESDS time (11am AWST)

**8.2 Quorum**
A quorum consists of a Chairperson or delegate, plus three (4) CRG or proxy members.

**8.3 Apologies**
If a member is to be absent, then a proxy should be arranged wherever possible and notification should be given either through the CRG's Secretariat.

**8.4 Conduct of Meetings**
The decision of the Chairperson is final in all matters of procedure.

**8.5 Confidentiality**
The records of the CRG are to be considered confidential unless agreed or stated otherwise.

**8.6 Conflict of Interest**
Any member who has any conflict of interest should as soon as practicable declare such interest to the Chairperson.   At the request of the Chairperson, the CRG member may not participate in discussions at which the matter is the subject of consideration; and/or withdraw from the meeting until the relevant matter has been completed.

**ADOPTION AND AMENDMENT OF TERMS OF REFERENCE**
These Terms of Reference shall be altered only with the approval of the CRG.

These Terms of Reference were first endorsed by the CRG on:

Subsequent revision dates: