

**Women's Mental Health Network Victoria  
Royal Commissions and Special Inquiries Sub-Committee  
Terms of Reference**

**PURPOSE:**

To assist Women's Mental Health Network Victoria (WMHNV) in the development and coordination of responses to the Royal Commission into Mental Health in Victoria and any other inquiries determined appropriate by the Committee of Management.

**RELATED DOCUMENTS:**        *Committees Policy 2017*

**DELEGATIONS:**        The Sub-committee develops and coordinates responses to inquiries for the final approval of the Committee of Management.

**OBJECTIVES:**

- a. To coordinate and develop responses specifically for the Royal Commission into Mental Health in Victoria and any other inquiries deemed appropriate for the WMHNV to make a submission or comment.
- b. To coordinate input on responses and submission from the Committee of Management and WMHNV members, consumers, carers and other organisations.
- c. To provide advice to the Committee of Management on inquiries identified where comments and/or a submission from WMHNV would be beneficial and promote the strategic issues and areas of WMHNV.
- d. To promote the strategic issues and areas of the WMHNV, and any responses, comments or submissions developed are consistent with these issues and areas.

**RESPONSIBILITIES:**

- a) Advise the Committee of Management on the Royal Commission into Mental Health in Victoria and any other inquiries for response by the WMHNV;
- b) Develop and coordinate responses to inquiries for the WMHNV;
- c) Monitor and inform the Committee of Management on the progress of inquiries;
- d) Coordinate input on responses and submission from the Committee of Management and WMHNV members, consumers, carers and other organisations

**REPORTING:**

- a. The Chair reports on activities to the Committee of Management at each meeting.
- b. Provides updates as required and requested.
- c. Minutes of meetings shall be kept of all meetings.
- d. Decisions may be made out-of-session where determined necessary and appropriate.

**MEMBERSHIP:**



Any member is eligible to join the Sub-committee upon nomination by the Committee of Management of the WMHNV. A request for nomination may be sent to the Chair of the Sub-committee. The membership will comprise:

- Chair – Member of the Committee of Management
- Member of the Committee of Management
- Members of WMHNV with an expressed interest in the Royal Commission into Mental Health in Victoria or assisting with responses or submission to inquiries for the WMHNV.

Nominations will be called from WMHNV members when identified by the Sub-committee or Committee of Management. The Sub-committee may co-opt other members or expertise as required until the time of the next AGM and subject to Committee of Management approval. A key task for the Sub-committee will be to ensure diversity in representation including non-clinical members. Members will hold office for 2 years and can be reappointed for a maximum of a further 2 years.

#### MEETINGS:

- a) Meetings will be held at least four (4) times per year or as otherwise agreed to by the Sub-committee.
- b) A quorum for meetings is at least half the number of currently appointed Sub-committee members.
- c) Minutes of meetings shall be kept of all meetings.
- d) The Sub-committee will meet by telephone, videoconference or face-to-face as determined by the Sub-committee.

#### GOVERNANCE:

- a) The Sub-committee will report regularly to the Committee of Management of WMHNV through the Sub-committee Chair.
- b) The Sub-committee Women's Mental Health Network Victoria at the AGM.
- c) Any issues of conflict or uncertainty about the operation of the Sub-committee will be resolved by a decision of the Committee of Management.
- d) The operations of the Sub-Committee can be ceased by the Committee of Management if agreed to by the Committee of Management.

REVIEW: To be reviewed as part of the annual review of the Strategic Plan.