TERMS OF REFERENCE
University of Western Sydney (trading as Western Sydney University) and Population Health

Mental Health and Wellbeing Strategy Group

PURPOSE
The Mental Health and Wellbeing Strategy Group oversees the development, implementation and evaluation of the Western Sydney University Mental Health & Wellbeing Strategy. The Mental Health & Wellbeing Strategy is a university wide strategy covering staff, students and Western Sydney University entities. The Mental Health and Wellbeing Strategy Group aims to work with different areas of the University to meet the objectives of the strategy.

The Mental Health and Wellbeing Strategy Group may advise on other matters as appropriate, including current and emerging issues, trends, themes and research relating to mental health and wellbeing. The group also aims to raise awareness of these matters across the University.

OBJECTIVES

• Development and coordination of agreed mental health and wellbeing activities/projects across the University with priority given to those activities/projects that are aligned with the objectives of the strategy.
• Coordination, planning and review of mental health resources including literature, promotional material, website development and other e-resources.
• Input into staff and student awareness in the areas of mental health and wellbeing.
• Promotion of the strategy and activities/projects related to the strategy across Western Sydney University.
• Operational Group for the three strategic working groups associated with the Western Sydney University Population Health, Nepean Blue Mountains and Western Sydney Local Health Districts (NBM & WS LHDs), namely the Tobacco Working Group, Alcohol & Other Drugs and Sexual Health Working Group, and the Healthy Lifestyles Working Group.
• Oversee and support the activities/projects of Western Sydney University Population Health Partnership.
• Operational Group for the Transcultural Working Group and related activities.

MEMBERSHIP – WESTERN SYDNEY UNIVERSITY

• Student Support Services, Head of Counselling
• Student Support Services, Mental Health Coordinator
• Student Support Services, Head Student Equity & Disability Services
• Student Support Services, Manager, Student Representation & Participation
• Student Support Services, Head Welfare Service
• Work Health & Safety Unit, Work Health & Safety Representatives (x2)
• Equity & Diversity Representatives (x2)
• UwsConnect Events, Activities & Recreation Coordinator
• International Executive Manager
• The College Representative
TERMS OF REFERENCE Mental Health and Wellbeing Strategy Group

- Office of People and Culture, Senior HR Business Partner2 currently enrolled Western Sydney University students, at least one to be nominated by the Student Representative Council (SRC)
- 2 Western Sydney University Academic staff members as nominated by Academic Senate

MEMBERSHIP – OTHER
- Village, General Manager
- Population Health NBM & WS LHDs Education Partnerships Program, Population Health Project Officer- University
- Other invited members

If a member of the Working Group is unable to attend scheduled meetings they may nominate a suitable representative to attend on their behalf.

If a member has not attended after 12 months without notification they will be deemed to no longer be a member of the Strategy Group.

New members will be determined by the Strategy Group. Other representatives can be invited to specific Strategy Group Meetings by the Strategy Group as invited guests.

The Strategy Group has the power to create Sub Working Groups in the delivery of their activities/projects, and to co-opt members of the Strategy Group as representatives when needed.

MEETINGS & OPERATION
The working group will meet at least four times per year for no longer than 2 hours.
Dates for the year will be determined at the first meeting of the year.

MEETING CHAIR
To be elected by the strategy group at the first meeting of the year.

SECRETARIAT
To be determined by the strategy group at the first meeting of the year.

AGENDA
Strategy group members are to inform the Secretariat/Chair of agenda items no later than one week prior to the meeting. Agenda items will be sent to members one week prior to the meeting.

MINUTES
The Secretariat will record and distribute the minutes of meetings. Minutes of meetings will be circulated to the strategy group no later than two weeks following the meeting.

REPORTING MECHANISMS
The strategy group will report to the Director of Student Support Services and Western Sydney University Deputy Vice-Chancellor, Corporate Strategy & Services, as Patron of the group, on its progress and activities, at least every 12 months.

Sub-committees and working groups will report to the Mental Health & Wellbeing Strategy group as a standing agenda item.

INFORMING MECHANISMS
Nominated members will provide updates to the Partnership Executive Group and the Western Sydney University Behaviour Review & Risk Group at least once every 12 months, outlining the progress of the strategy.

REVIEW MECHANISM
Strategy group membership will be reviewed at least every three years or as required.

Strategy group Terms of Reference will be reviewed at least every three years or as required.