Dementia Training Advisory Group

Terms of Reference

EXECUTIVE

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Dementia Training Advisory Group

The purpose of the Dementia Training Advisory Group (DTAG) is to provide advice and insights to Dementia Training Australia to support the development of culturally appropriate training, learning pathways and program development and improved service delivery to those caring for Indigenous Australians living with dementia.

Function of the Advisory Group

The role of DTAG is to provide advice and support to Dementia Training Australia on:

- guiding the ongoing development of appropriate training content, learning pathways and support tools for those caring for people living with dementia;
- guiding the ongoing development of strategies to build capability and capacity;
- guiding the ongoing development of culturally appropriate care strategies for Indigenous communities;
- guiding Dementia Training Australia in strategies to build capability and capacity of the care workforce and health professionals including Indigenous communities, Culturally and Linguistically Diverse (CALD), Regional, Rural and Remote, and LGTBQI communities;
- engage with communities to advocate for their input into shaping appropriate training content, learning pathways and support tools with Dementia Training Australia;
- support Dementia Training Australia build collaborative relationships with local Indigenous health networks;
- support Dementia Training Australia with communication strategies for engaging identified stakeholders.

Working Groups

Once selected to the DTAG, topic specific working groups will be established to provide guidance and advice on more focused topics.
The working group will review any project, training content or communications referred by DTA which require expert consideration and advice, such as investigating its appropriateness, suitability, and quality

improvements. The working group/s will meet up to 6 times per year, or as required if a particular need arises or conditions are met.

The membership of the working group/s will support a partnership approach through appropriate Industry and Community representation as well as technical and clinical expertise.

The DTAG will be responsible for ensuring appropriate representation of the Industry and Community within the working group/s. The working group/s will be chaired by DTAG members on a rotational basis, as required.
DTA will provide secretariat support to the working group/s as required. The working group will report back to the DTA with options and recommendations within an agreed time frame. The working group/s will have a standing agenda item to provide an update at every meeting over the life of the working group/s.

Membership

The DTAG, as an advisory body, will operate at a strategic level to provide advice on issues identified by its members and stakeholders. The DTAG will consist of up to 8 members who:
- represent key stakeholder interests;
- have the expertise to provide advice on training content, learning pathways and support tools that are of interest to the group; and
- represent a diversity of views through organisational representation and geographical location.

The DTAG is co-chaired by the Executive Director, DTA. DTA will nominate one additional member. The remaining membership will be representative of a wide range of stakeholders with an interest in Indigenous Health, Learning & Development, Aged Care Workforce, Lived Experience and Health Networks.

A representative from the Department of Health and Aged Care will also be invited to join the advisory body.

Members may approach the DTAG co-chairs to invite participation of additional people with relevant expertise to discuss or provide advice on particular issues. Attendance of observers is to be confirmed through the

co-chairs prior to each meeting. Members who represent organisations will be allowed to appoint a proxy to attend meetings on their behalf.

The DTAG will aim to reach consensus on all items discussed by the group. Where no consensus has been achieved, the views will be documented, and DTA will take these views into consideration and determine the way forward.

DTAG Submission Process

All stakeholders can make submissions to the DTAG through the DTAG Secretariat. Stakeholders will be required to email the secretariat DTA-admin@uow.edu.au for each submission. All submissions will be reviewed for inclusion by the co-chairs for appropriateness, priority and conformity. Communication: Process to Document and Communicate Decisions

Unless marked confidential:
- meeting agenda papers are expected to be used by members to consult widely with their stakeholders in order to provide a representative view to the group at each meeting; and
- meeting minutes and decisions are expected to be circulated by members to stakeholders in order to consult widely on outcomes and decisions from meetings within one month after the minutes have been finalised and agreed.

The DTAG will communicate decisions/outcomes with broader national groups and other stakeholders through DTA existing communication channels. All correspondence from the DTAG will be considered by the co-chairs and signed by DoHAC, unless the co-chairs deem it appropriate to be co-signed.

Confidentiality and Conflict of Interest

When draft, unpublished DTA training content, communications or training support tools is received, members will be required to sign a Confidentiality form.

However, to assist members to consult effectively, meeting papers that require broader input will not be assigned as confidential. Papers that are confidential will be marked as such (with Committee In Confidence) and

members must abide the non-disclosure requirements.

Conflict of interest declarations will be requested at the commencement of each meeting. The co-chairs will decide on a course of action should any declarations be made.

Expectations, roles and responsibilities of members

Co-chairs will:
- approve agenda items, agenda papers, and minutes;
- if appropriate co-sign agreed letters; and
- nominate and approve new members as required.

Members will:
- provide views that are representative of the organisation/s or communities they are representing on the group;
- consult with stakeholders on agenda items and papers prior to meetings;
- provide feedback to the secretariat on the draft meeting minutes within one week of them being provided;
- provide outcomes and feedback from meetings to those who they are representing within one month of minutes being finalised; and
- attend at least two meetings per annum to remain a current member.

Members may also nominate relevant items for the agenda through the submission template to the HS DAG Secretariat, and once the item is confirmed can develop papers for discussion.

Timing

The DTAG will meet as required and include at least two face to face meetings per year and up to two additional meetings will be convened at the discretion of the co-chairs. A quorum of a minimum of 4 members is required for DTAG meetings.

DTAG meetings will be held up to May 2025, when continuation of the group will be assessed based on ongoing funding agreements with the Department of Health and Aged Care

Secretariat

DTA will provide Secretariat support and:
- provide the agenda and agenda papers to members two weeks before meetings (subject to timely submission by members); and
- provide draft minutes to members within two weeks of the meeting date to enable members to provide any feedback. The minutes will document decisions taken, dissenting views and any unresolved issues, as well as any actions arising.

DTAG Expressions of Interest

Dementia Training Australia is seeking representatives to contribute to the Dementia Training Advisory Group (DTAG).

Suitable candidates will form part of the DTAG panel of advisors, providing wide ranging voices and perspectives, independent review and validation to support the development of training, learning pathways and program development and improved service delivery to those caring for people living with dementia.

For more information, please see [here](#).