



Lived Experience (Peer) Workforces Development Steering Committee

Terms Of Reference



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Steering Committee	25/07/23

Record of issue		
Version	Date	Reason and comment
1.0	23/02/2021	Initial draft
2.0	13/07/2021	Amendments made to align with changes to the Project Terms of Reference.
3.0	02/08/2021	Amendment made after feedback from the Steering Committee.
4.0	20/09/2021	Addition of new Steering Committee members
5.0	16/03/2023	Amendments made due to change of scope post-delivery of Lived Experience (Peer) Workforces Framework
6.0	11/07/2023	Proposed Terms of Reference (ToR) for Endorsement by the Steering committee following ToR Working group meeting.
7.0	18/09/2023	Minor amendments for steering committee endorsement 19/09/23

Contact for enquiries and proposed changes	
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1. Purpose

The Lived Experience (Peer) Workforces Development Steering Committee is responsible for providing Lived Experience and sector (mental health, alcohol and other drugs and suicide prevention) expertise, external governance and accountability¹ to support the work of the Mental Health Commission's (the Commission) Lived Experience (Peer) Workforces Development team (LE WD). Work undertaken by the LE WD is inclusive of but not limited to, the implementation of the Lived Experience (Peer) Workforces Framework (the Framework) and development and delivery of additional initiatives to support the growth and development of the Lived Experience (Peer) Workforces.

2. Objectives

Through the provision of Lived Experience and sector expertise, the Lived Experience (Peer) Workforces Development Steering Committee ("the Steering Committee") will guide and support the implementation of the Framework and relevant supporting initiatives. The Steering Committee will provide guidance, external governance, and accountability to support relevant work of the LE WD.

This includes:

1. providing Lived Experience and sector specific expertise as requested by the LE WD.
2. reviewing, advising on, and endorsing relevant work of the LE WD to support the implementation of the Framework recommendations.
3. monitoring the performance and ensuing overall progress of the Framework implementation is undertaken in line with the Lived Experience (Peer) Workforces Principles and contemporary understandings.
4. ensuring the views of key system stakeholders are represented throughout the implementation of the Framework.
5. assisting the LE WD in identifying and managing risks and issues and providing direction, advice, and support to ensure these are addressed.

3. Governance

The LE WD team is formally governed by internal Commission structures reporting to the Director - System Governance and Stakeholder Engagement and Deputy Commissioner, System Development. Further system governance mechanisms include the Mental Health Leads Sub-Committee (MHLS), Mental Health Executive Committee (MHEC), the Community Mental Health, Alcohol and Other Drugs Council (CMC). The work of the Commission is overseen by the Minister for Mental Health. The LE WD team inform their work by engaging key stakeholders including:

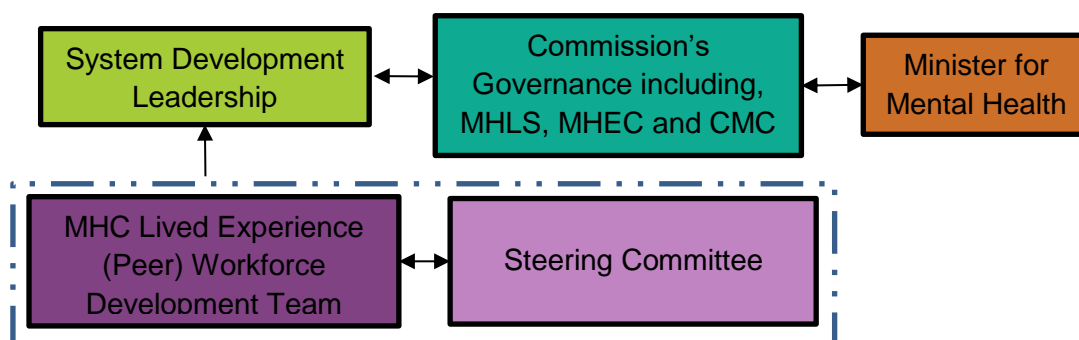
- Consumers, family members and significant others;
- Lived Experience (Peer) workers;
- Relevant peak bodies and key systemic advocacy groups from the mental health, suicide prevention and alcohol and other drug sectors; and
- Government and community mental health and alcohol and other drug service providers.

The Terms of Reference for this Steering Committee will be reviewed on an annual basis by the co-chairs and endorsed by the Steering Committee and the Deputy Commissioner, System Development.

¹ For the purpose of this document a definition of 'external governance and accountability' is provide in section 18 of the document.

In addition, the Steering Committee provides Lived Experience and sector expertise, guidance, and external governance to support the work of the LE WD.

**Lived Experience (Peer) Workforces Development Team
Governance and Support Structure**



4. Membership

Organisation / portfolio / representation
Independent Lived Experience Consultant Family / community mental health, alcohol and other drug and forensic portfolios (Co-Chair)
A/Director, System Governance and Stakeholder Engagement, Mental Health Commission (Co-Chair)
LE WD Principal Project Manager, Mental Health Commission
LE WD Senior Project Manager, Mental Health Commission
Representative of the Workforce Strategic Framework, Mental Health Commission
Independent Lived Experience Academic & Consultant: bringing individual lived experience (mental health and alcohol and other drug) portfolios
Independent Lived Experience Leader / National and Family portfolio
RUAH, NGO Lived Experience (Peer) Employer representative
Consumers of Mental Health WA, Lived Experience (Peer) Consumer Representative
Alcohol and Other Drug Consumer and Community Coalition
Lived Experience Program Manager, WA Country Health Service Provider
Relevant representative North Metropolitan Health Service Provider
Relevant representative Child and Adolescent Mental Health Service Provider
Relevant representative East Metro Health Service Provider
Relevant representative South Metro Health Service Provider
Aboriginal Health Council WA
Aboriginal Elder, Aboriginal and Torres Strait Islander Lived Experience Centre
Wungening, Aboriginal Lived Experience (Peer) Representative
Suicide Prevention Lived Experience (Peer) Representative
LGBTIQ+SB Lived Experience (Peer) Representative
Alcohol and Other Drug Regional Lived Experience (Peer) Representative
Ethnoculturally and Linguistically Diverse Lived Experience (Peer) Representative

5. Secretariat

The secretariat functions of the Steering Committee will be supported by the LE WD.

6. Roles and Responsibilities

Role	Responsibilities
Co-Chairs	<ul style="list-style-type: none"> • Director of System Development (or nominated representative) and a community nominated Representative from the Membership. • Work together to ensure the Steering Committee meets their objectives and that the Terms of Reference are applied. • Determine any items that require urgent consideration by the Steering Committee out-of-session. • Review and approve the meeting communique. • Hold members accountable² for attendance, actions and actively encourage input of all members into discussions and decision making, noting their unique sector and/or lived experience expertise. • Provide briefings to the Commissioner and Minister for Mental Health as required. • Provide regular feedback to the MHLS, MHEC and CMC. • Ensure reflective practice is a core part of the meeting and way the Steering Committee operates including adherence to the Principles of the Lived Experience (Peer) Workforces Framework.
Members	<ul style="list-style-type: none"> • Provide advice and input based on their area of expertise (Lived Experience / mental health, alcohol and other drug, suicide prevention Sector). • Monitor and review the performance of the Steering Committee, including progress of outputs, and provide advice to support the achievement of initiatives as required. • Work with the LE WD to identify key consultation, partnership, and engagement opportunities/requirements. • Review/approve meeting minutes and complete actions as required. • Abide by the Principles of the Lived Experience (Peer) workforces Framework.
Secretariat	<ul style="list-style-type: none"> • Manage the meeting schedule. • Compile meeting agendas. • Compile the communique • Minutes/Action taking. • Distribute documents. • Other coordination functions as required.

It is anticipated that all members will have read and familiarised themselves with meeting papers prior to the meeting. To support this, the Secretariat will ensure that meeting papers are available in a timely manner.

7. Meeting Frequency

The Steering Committee will meet bi-monthly as a minimum; however, meetings may be replaced with written correspondence as appropriate.

8. Cessation

The Steering Committee will operate through to the end of the current LE WD funding period, 30 June 2025. Prior to this date, by agreement with the Co-chairs and the Deputy Commissioner, the Steering Committee can be ceased or extended with at least one month written notice to

² For the purpose of this document a definition of accountability is provide in section 18 of the document.

Steering Committee Membership.

Any open actions will be closed prior to cessation or forwarded to relevant area within the Commission and members will be advised of the outcome of the actions once closed.

9. Quorum

A quorum will consist of at least eight (8) members including at least one of the co-chairs.

10. Attendance

If a member is unable to attend, they may send a proxy with the prior approval of the Co-Chairs via the Secretariat.

The proxy must represent the Steering Committee priorities as set out in the Framework and this Terms of Reference. Members should work actively with their proxies to ensure they are informed and prepared for the meeting and clear on the position they are representing. Members will inform the Co-Chairs prior to each meeting if a proxy will be attending.

11. Participation Payments

Paid participation is offered to Steering Committee members attending outside of their paid work time at the Advisor Tier of \$75.00 per hour for a minimum of three hours (that is, \$225 per meeting), in line with the MHC's [Consumer, Family, Carer and Community Paid Participation Policy](#). Related activities are bundled into the minimum hour remuneration (i.e. out of session responses, reading etc.). Payment will also be offered for additional work over and above the three-hour minimum that substantially informs the work being undertaken – additional work must be approved in advance by the Commission Co-Chair, via the secretariat.

Lived Experience Co-Chairs are offered a four-hour minimum remuneration. Steering Committee members who will be attending in their work time (that is, are being paid to participate by their workplace) will not be offered a participation payment.

12. Standing Agenda Items

1. Acknowledgement of Country
2. Welcome and Apologies
3. Recognition of Lived Experience
4. Principles for this meeting and the work being undertaken
5. Conflict of Interest
6. Endorsement of Previous Minutes / Actions Log
7. Project Update
8. Feedback, Advice and Guidance
9. Other Business
10. Confirm Next Steps and Actions
11. Reflection on the Principles
12. Confirm next meeting, Close

13. Minutes

Minutes will be taken in a succinct format, capturing outcomes of discussions and actions only. Meetings will be recorded to support the accuracy of the minutes and available for review for up to 30 days before automatic deletion. Draft minutes (including action log) will be provided to co-chairs within five working days post the Steering Committee meeting and to members at least five working days prior to next meeting. Additionally, a one-two page summary (communique) will be developed based on key decisions and outcomes of the meeting. The Minutes and Communique will be endorsed by the co-chairs and the communique will be publicised on the Commission's website.

14. Out-of-session Items

At the discretion of the Co-Chairs, items may be considered out of session if deemed urgent and/or requiring immediate attention.

Members must propose out of session items to the Co-Chairs via the Secretariat. Members undertaking out of session work will be offered remuneration accordingly and as appropriate.

15. Conflict of Interest

In accordance with the Commission's Code of Conduct, members shall continually disclose and manage any potential, perceived or actual conflicts of interest. All declarations of conflicts of interest will be recorded in meeting minutes and a register of interest will be kept by the Secretariat.

16. Confidentiality

Steering Committee members, invited attendees, and any proxies may have access to information that is not in the public domain or that constitutes cabinet-in-confidence, commercial-in-confidence, or sensitive personal information. Members will treat this material as strictly confidential and will maintain all documents in a confidential manner.

17. Related Documents

- [Lived Experience \(Peer\) Workforces Framework.](#)
- [The National Lived Experience Workforce Development Guidelines](#)

18. Definitions

For the purpose of this document, External Governance and Accountability, as provided by the Steering Committee to the LE WD, is defined by the following activities:

- 1) External governance:
 - a) Identifying major risks facing the LE WD for the work being implemented.
 - b) Guiding the LE WD on compliance to the National and State Lived Experience (Peer) Frameworks and Guidance documents.
 - c) Building a positive reputation for the work amongst key stakeholders.
 - d) Exercise due diligence in informing decisions and ensuring this informs the work completed by the LE WD in the interests of the key stakeholders and the Lived Experience sector.
 - e) Advocating towards co-governance and a system wide Lived Experience Leadership Strategy and implementation plan to support what is required to transform the system.
- 2) Accountability:
 - a) Holding the LE WD accountable; ensure the work is undertaken in line with the Lived Experience (Peer) Workforces Framework, the Commission's Engagement Principles and contemporary understandings within the Lived Experience movement.
 - b) Holding the members accountable; Co-chairs promptly identify lack of attendance, engagement, and completion of actions.
 - i) Discussing with the individual member of the group out of session.
 - ii) Recommend change of an individual membership to the Steering Committee for endorsement by majority.