



Government of Western Australia  
Mental Health Commission

# Clinical Advisory Group Frequently Asked Questions

## What is the role of the Clinical Advisory Group?

The Clinical Advisory Group (CAG) is an advisory body to the to be established Mental Health, Wellbeing, and Alcohol and Other Drugs Joint Leadership Group (JLG). The CAG will provide contemporary expert advice on clinical matters as they relate to the strategic priorities and objectives that the JLG is accountable for.

The CAG will contribute to the delivery of an integrated, recovery-oriented system that incorporates whole of system priorities. This will include transitioning to more community-based services that provide prevention, earlier intervention, and diversion away from acute in-patient services.

In order to achieve these objectives, the CAG will work collaboratively with key stakeholders within the health, mental health and alcohol and other drugs systems, broader government agencies, academics, professionals, private organisations and the community sector.

## Who will be members of the Clinical Advisory Group?

Membership will be broad, to ensure diverse representation by individuals with qualifications in medical, nursing and allied health professions with expertise in mental health and/or alcohol and other drugs. The collective membership will have experience in a wide range of settings that may include inpatient and community settings as well as academic organisations.

## What sort of work will the Clinical Advisory Group be involved in?

The CAG will provide clinical feedback and advice on strategic priorities and objectives that the JLG is accountable for. This contribution will assist in delivering an integrated and recovery-oriented system with a person-centred approach. Whole of system priorities will be addressed, including transitioning to more community-based services that provide prevention and earlier intervention, and diversion away from acute in-patient services.

## Where will meetings be located and how can I attend?

Meetings will be held at the Mental Health Commission's office located at 1 Nash Street, Perth. Attending the official meeting in person is required, except for certain circumstances. Meetings will be three hours in duration.

CAG members who reside in rural and remote Western Australia will have their travel and accommodation costs reimbursed.

Public transport is easily accessible with the McIver train station located across the road and paid parking readily available.

### **Will I be remunerated for my time?**

Public sector employees or applicants otherwise engaged through a contract of services are not eligible for remuneration. Successful applicants who are public sector employees will need approval from their employer regarding the time required to participate in the CAG.

Eligible members will be paid in line with the Commission's [Paid Participation Policy](#) at the Advisor Tier. It is expected that details about engagement, including work required and associated payments, will be confirmed in an Agreement upon appointment.

### **How do I respond to this Expressions of Interest (EOI)?**

To apply for membership on the CAG, you will need to provide:

- A Curriculum Vitae/ resume (no more than three pages), including contact details for two referees; and
- A cover letter (no more than two pages) addressing the selection criteria.
- Submit a completed [Additional Information Form](#).

Applications will need to be marked "EOI Private and Confidential – CAG Membership" in the subject line and sent via email to [SystemGovernance@mhc.wa.gov.au](mailto:SystemGovernance@mhc.wa.gov.au).

### **How long will Expressions of Interest (EOI) Applications be open? Will late applications be accepted?**

Applications will be open from 19 February 2024 and will close on 5 March 2024 at 5pm.

Late applications will not be accepted.

### **How will I know my EOI has been received?**

Applicants will receive an email notification confirming receipt of their application. If you do not receive a notification, please email [SystemGovernance@mhc.wa.gov.au](mailto:SystemGovernance@mhc.wa.gov.au).

### **Who will decide who is on the Clinical Advisory Group?**

A selection panel will review all applications and appoint members to the CAG following the conclusion of the Expression of Interest process against the Essential Selection Criteria.

### **Do I need to be a resident of Western Australia to apply?**

Yes, applicants must reside and practice in Western Australia.

### **Are there any exclusions to applying for the Clinical Advisory Group?**

Yes. Members of the Mental Health, Wellbeing, and Alcohol and Other Drugs Ministerial Advisory Panel are not eligible to apply.

With the exception of Next Step employees, Mental Health Commission employees are not eligible to apply.

### **How will I know if I'm selected for the Clinical Advisory Group?**

After applications close, those who applied will receive a letter regarding the outcome of their application.

## **If I am successful, is a Police Clearance required?**

Yes, a criminal record screening is required, and you would need to pay the cost for this to be completed prior to being appointed. Having a criminal record does not exclude an applicant from applying nor mean an applicant will be excluded from the selection process. We understand that people have diverse life experiences, and these unique justice perspectives may contribute to the work of the CAG; several factors are taken into consideration when assessment is conducted by a Commission Decision Making Committee.

## **How long are the terms of appointment?**

The CAG members may initially be appointed for a term of two years, with the possibility of a one-year extension (three years total). Maximum appointment is for a period two terms (six years total).

Successful applicants will receive the Terms of Reference and other associated meeting documents prior to the first meeting.

## **What documentation will I be required to complete as part of the induction process?**

Successful applicants will be required to complete the following documents:

- Confidentiality and Non-Disclosure Agreement
- Conflict of Interest Declaration
- Code of Conduct.

## **Is there an information session I can attend for further information?**

An optional one-hour online information session will be held on 22 February 2024 from 4 to 5pm, where the role of members will be discussed and any questions you may have can be answered.

The information session will be held online using Microsoft Teams. If you wish to attend, please ensure to complete the [register your interest](#) form. Once you have registered you will be sent the information session Teams invitation.

## **Who can I contact if I have additional questions and cannot attend the online information session?**

Please contact Dr Sophie Davison, Chief Medical Officer Mental Health at [cmomh@mhc.wa.gov.au](mailto:cmomh@mhc.wa.gov.au) or the Commission System Governance team at [SystemGovernance@mhc.wa.gov.au](mailto:SystemGovernance@mhc.wa.gov.au).