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Mental Health Commission

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Mental Health Network Governance and Strategic Alignment Project.

STEERING COMMITTEE TERMS OF REFERENCE

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Contact for enquiries and proposed changes	
All queries and changes regarding this document should be directed to	
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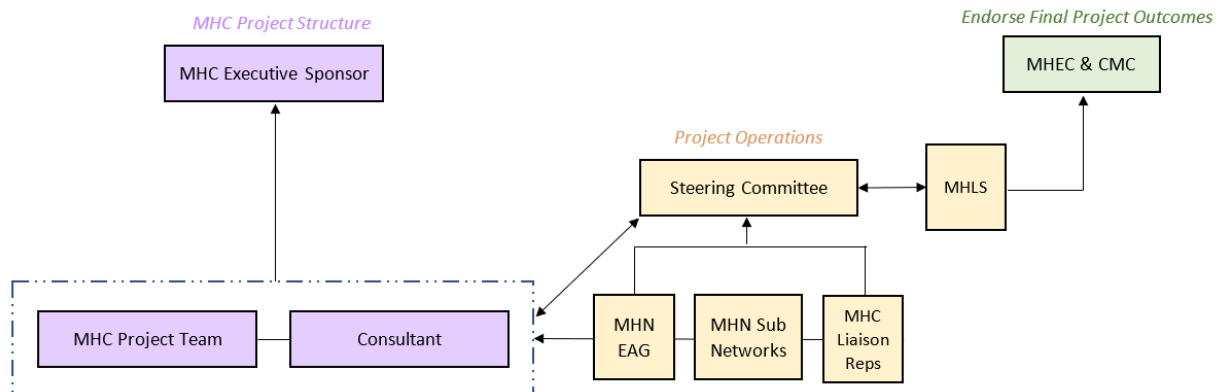
Steering Committee Terms of Reference

Mental Health Network Governance and Strategic Alignment Project

1. Purpose

The Steering Committee is responsible for managing the performance and delivery of the Mental Health Network (MHN) Governance and Strategic Alignment Project as described in the MHN Governance and Strategic Alignment Project Terms of Reference and Project Plan.

2. Governance



3. Objectives

The Steering Committee will provide strategic oversight and guidance to the project to ensure deliverables are met, and outcomes are robust and implementable. In particular this includes:

1. Reviewing and endorsing the Project Plan to ensure it will meet the project objectives.
2. Reviewing and endorsing any changes to the project scope or Project Plan that arise during the project.
3. Monitoring the performance and ensuing overall progress of all aspects of the project (governance, scope, priorities, deliverables, milestones and reporting).
4. Reviewing and endorsing key project decisions and reports.
5. Working with the Mental Health Commission (MHC) project team and external consultant to guide the direction of the project.
6. Ensuring the views of key system stakeholders are represented throughout the project.
7. Overseeing the conceptual development of new documentation and materials and providing input and guidance into the Program Charter.
8. Assisting the project team in identifying and managing risks and issues and providing direction, advice and support to ensure these are addressed.
9. Advising the Mental Health Leads Sub-Committee (MHLS), Mental Health Executive Committee (MHEC) and Community Mental Health, Alcohol and Other Drug Council (CMC) on project performance and outcomes.

4. Membership

- Assistant Director, System Engagement Mental Health Commission (Co-Chair)
- MHN Community Co-Lead (Co-Chair)
- MHN Clinical Co-Lead
- A/Principal Policy Officer, System Engagement MHC

- Two x MHN Executive Advisory Group (EAG) representatives (one Lived Experience representative)
- Three x MHN Sub Network Steering Committee representatives (one Lived Experience representative)
- MHC Liaison Representative

5. Secretariat

The Secretariat will be provided by the MHC project team.

6. Roles and Responsibilities

Role	Responsibilities
MHC Co-Chair	<ul style="list-style-type: none"> • Ensure the Committee meets their objectives and that the Terms of Reference are applied throughout the term of the project. • Determine any items that require urgent consideration by the Committee out-of-session • Provide regular briefings to the MHC Commissioner and Minister for Mental Health as required • Provide feedback to the MHLS, MHEC and CMC as required • Work with MHC Project Team and external consultant to ensure project is delivered.
MHN Co-Chair	<ul style="list-style-type: none"> • Ensure the Committee meets their objectives and that the Terms of Reference are applied throughout the term of the project. • Determine any items that require urgent consideration by the Committee out-of-session • Capture relevant key messages and provide regular updates to MHN EAG, MHN Sub Network Co-Chairs and Sub Network Steering Committees as required • Provide feedback to wider Project Steering Committee members from Sub Networks as required • Work with MHC Project Team and external consultant to ensure project is delivered.
Members	<ul style="list-style-type: none"> • Monitor and review the project's performance, including progress of outputs, and provide advice to support the achievement of objectives as required • Work with the project team and external consultant to identify key consultation and engagement • Assist with the development and operationalisation of project outcomes
Secretariat	<ul style="list-style-type: none"> • Manage the meeting schedule • Compile meeting agendas • Note/Action taking • Distribute documents • Other coordination functions as required

7. Meeting Frequency

The Committee will meet fortnightly for the life of the project (3 months) with reasonable out of session contact as required.

8. Quorum

A quorum will consist of at least 5 members.

9. Attendance

If a member is unable to attend they may send a proxy with the prior approval of the Chair via the Secretariat.

The proxy must represent the project priorities as set out in the MHN Governance and Strategic Alignment Project Terms of Reference and this MHN Governance and Strategic Alignment Project Steering Committee Terms of Reference.

10. Standing Agenda Items

1. Project status update
2. Communique endorsement

11. Minutes

Formal minutes will not be taken however Notes and Action items will be prepared in draft form and provided to members within 5 working days of each Committee meeting, following initial review by the Chair. A decision and action log will be maintained by the Secretariat.

12. Out-of-session Items

At the discretion of the 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 Chair via the Secretariat.

13. Conflict of Interest

In accordance with the MHC Code of Conduct, members shall continually monitor and disclose any conflict of interest. All declarations of conflicts of interest will be recorded in meeting minutes and a conflict of interest register.

14. Confidentiality

Steering Committee members, 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.

15. Related Documents

- MHN Governance and Strategic Alignment Project Plan
- MHN Governance and Strategic Alignment Project Terms of Reference