



Government of **Western Australia**
Mental Health Commission

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Western Australia.*

CTER Roadmap Project
*Roadmap for community mental
health treatment services, including
emergency response services.*

**STEERING COMMITTEE
TERMS OF REFERENCE**

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Contact for enquiries and proposed changes	
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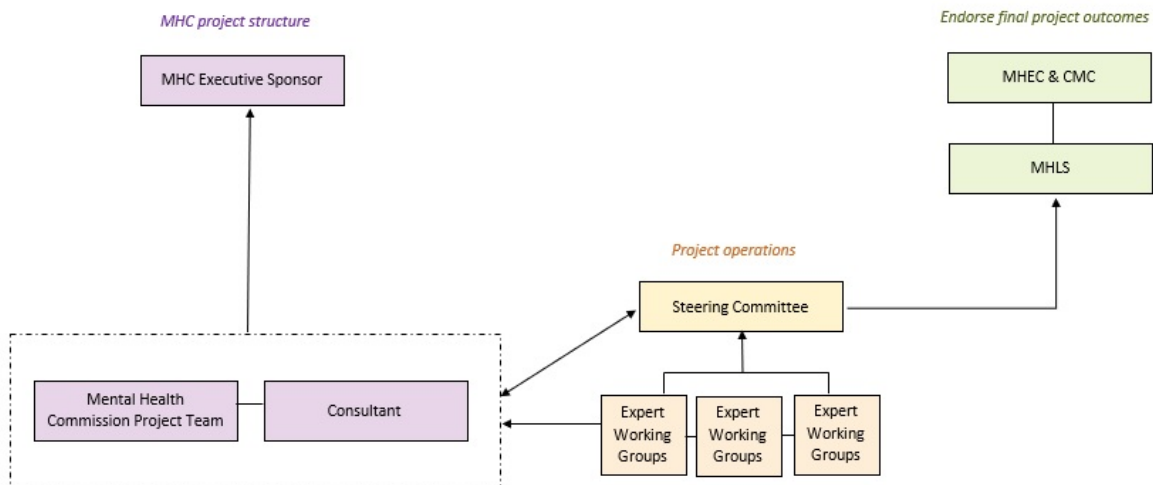
Steering Committee Terms of Reference

Roadmap for community mental health treatment services, including emergency response services (CTER Roadmap)

1. Purpose

The Steering Committee is responsible for managing the performance and delivery of the CTER Roadmap Project as described in the CTER Roadmap Terms of Reference and Project Plan.

2. Governance



3. Objectives

The Steering Committee will provide strategic oversight and guidance to the development of the roadmap to ensure it is 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 ensuring 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 project Expert Working Groups to seek advice and consultation.
6. Ensuring the views of consumers, family members, carers and key system stakeholders are represented throughout the project.
7. Overseeing the conceptual development of new models of service and providing input and guidance into the contents of the Roadmap.
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

- Two Co-chairs: Clinical (Chief Medical Officer, Mental Health) and Lived Experience Representative
- Four MHLS representatives
- One CMC representative
- One Mental Health Commission (MHC) representative
- Two consumer and two carer representatives (of which one is the Lived Experience Co-chair)
- One Aboriginal representative

5. Secretariat

The Secretariat will be provided by the MHC Project Team.

6. Roles and Responsibilities

Role	Responsibilities
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 regular feedback to the MHLS, MHEC and CMC• Provide direction and advice to the Expert Working Groups• Liaise regularly and closely with the Chair of the Ministerial Taskforce into Public Mental Health Services for Infants, Children and Adolescents Aged 0-18 Years in Western Australia to ensure the Taskforce findings inform the project recommendations and Roadmap in relation to this client cohort.
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 to identify key consultation and engagement.• Assist with the development and operationalisation of the Expert Working Group.
Secretariat	<ul style="list-style-type: none">• Manage the meeting schedule• Compile meeting agendas• Minute taking• Distribute documents• Other coordination functions as required

7. Meeting Frequency

The Committee will meet minimum monthly. The Co-Chairs may convene extraordinary meetings on an as needs basis.

8. Quorum

A quorum will consist of at least 6 members.

9. 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 project priorities as set out in the CTER Project Terms of Reference and this CTER Steering Committee Terms of Reference.

10. Standing Agenda Items

1. Project status update
2. Risk register update
3. Communique endorsement

11. Minutes

Minutes and Action Items will be prepared in draft form and provided to members within five working days of each Committee meeting. A decision and action log will be maintained by the Secretariat.

12. 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.

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

- CTER Roadmap Project Plan
- CTER Roadmap Project Terms of Reference
- CTER Roadmap Expert Working Groups Terms of Reference