



Government of **Western Australia**
Mental Health Commission

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Western Australia.*

Lived Experience (Peer) Workforce Project

STEERING COMMITTEE TERMS OF REFERENCE

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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.

Contact for enquiries and proposed changes	
All queries and changes regarding this document should be directed to	
Name	John Brearley
Position	Assistant Director System Engagement

Steering Committee Terms of Reference

Peer Workforce Project

1. Purpose

The Steering Committee is responsible for managing the performance and delivery of the Lived Experience (Peer) Workforce Project as described in the Lived Experience (Peer) Workforce Project Terms of Reference.

2. Governance

The MHC Project Team, consisting of the Project Officer, Consumer Advisor and Principal Policy Officer of System Engagement, will lead the co-design of the Project and work with stakeholders including:

- Consumers, family, carers and significant others;
- Peer workers;
- Peak Bodies and key systemic advocacy groups from the mental health (including suicide prevention) and alcohol and other drug sectors; and
- Government and community mental health and alcohol and other drug service providers.

The Project will be governed by a Project Steering Committee who will guide the work being undertaken. The Project Steering Committee will be supported by the MHC Peer Workforce Project Officer, with membership as defined in section 4 of this document.

The below figure depicts the Governance of the Project.



3. Objectives

The Steering Committee will provide strategic oversight and guidance to the development of the project to ensure it is robust and implementable. This includes:

1. reviewing and endorsing the Project Terms of Reference and Consultation Plan to ensure it will meet the project objectives.
2. reviewing and endorsing any changes to the project scope or Project Terms of Reference and Consultation 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 team 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 the co-designed Peer Workforce Framework.
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

	Portfolio/represent	Name	Organisation	Email
1	Mental Health	John Brearley (Co-Chair)	Mental Health Commission (MHC)	John.Brearley@mhc.wa.gov.au
2	Family Carer/Community Mental Health	Margaret Doherty (Co-Chair)	Mental Health Matters 2	Margaret4mhm2@gmail.com
3	Consumer	Louise Howe	MHC	Louise.Howe@mhc.wa.gov.au
4	Workforce Strategic Framework	Caroline Heffer	MHC	Caroline.Heffer@mhc.wa.gov.au
5	System Engagement	Sara Walsh	MHC	Sara.Walsh@mhc.wa.gov.au
6	Peer Practice Expert Group Representative	Lyn Mahboub	Independent/ Curtin University	caelan_consulting@outlook.com
7	Sector Reference Group Representative	Sandra Higgins	Consumers of Mental Health WA	Shiggins@comhwa.org.au
8	Health Service Providers	Laura Veleff	Health Service Provider	Laura.Veleff@health.wa.gov.au
9	Primary Care/Community	Alex Bickford	WA Primary Health Alliance	Alex.Bickford@wapha.org.au
10	Alcohol and Other Drugs	Alex Arpino	Alcohol and Other Drug Consumer and Community Coalition.	Alex.Arpino@aodccc.org
11	Aboriginal Health	Patricia Pearce	Aboriginal Health Control Council WA HCWA	Patricia.Pearce@ahcwa.org
12	Suicide Prevention	Antonella Segre	Alternatives to Suicide Program	antonella@connectgroups.org.au

5. Secretariat

The Secretariat will be provided by the MHC Project Team.

6. Roles and Responsibilities

Role	Responsibilities
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.

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, partnership and engagement opportunities/requirements. • Assist with the development and operationalisation of the PPEG and SRG.
Secretariat	<ul style="list-style-type: none"> • Manage the meeting schedule. • Compile meeting agendas. • Note/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 way.

7. Meeting Frequency

The Committee will meet minimum monthly; however meetings may be replaced with written correspondence as appropriate.

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 Co-Chairs via the Secretariat.

The proxy must represent the project priorities as set out in the Peer Workforce Project Terms of Reference and this Peer Workforce Steering Committee 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 Chair prior to each meeting if a proxy will be attending.

10. Participation Payments

Paid participation is offered to lived experience 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](#). Payment will also be offered for work over and above the three hour minimum that substantially informs the Project. Lived Experience Co-Chairs are offered a four hour minimum. However, 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.

11. Standing Agenda Items

1. Welcome and Apologies
2. Acknowledgement of Country
3. Recognition of Lived Experience
4. Principles for this meeting and the Project
5. Conflict of Interest
6. Project Update
7. Feedback, Advice and Guidance

8. Other Business
9. Confirm Next Steps and Actions
10. Reflection on the Principles
11. Confirm next meeting, Close

12. Minutes

Formal minutes will not be taken however Notes 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.

13. 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.

14. Conflict of Interest

In accordance with the MHC 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.

15. 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.

16. Related Documents

- Consultation Plan
- Peer Workforce Project Terms of Reference
- Peer Practice Expert Group Terms of Reference
- Sector Reference Group Terms of Reference