



Government of **Western Australia**
Mental Health Commission

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Lived Experience (Peer) Workforce Project

Sector Reference Group (SRG) TERMS OF REFERENCE

Document Control			
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1.0	15 June 2021	First draft
2.0	30 July 2021	Feedback from Steering Committee

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

Sector Reference Group

Terms of Reference

1. Background

The Peer (Lived Experience) Workforce Project (Project) aims to guide the development of a thriving state-wide peer workforce across the mental health (including suicide prevention) and alcohol and other drugs sector. This Project aims to meet the following actions:

1. [WA State Priorities Mental Health, Alcohol and Other Drugs 2020 – 2024](#)
 - a. Sector Development
 - i. Workforce - Implement Workforce Strategic Framework release package:
 - Peer Workforce Capacity Building
 - b. Peer workers across the sector
 - i. Peer worker framework
2. [Workforce Strategic Framework](#)
 - a. Building the capacity of the peer workforce
 - i. The Mental Health Commission (MHC) will develop a co-designed approach and strategies to build the capacity of the peer workforce across the mental health and alcohol and other drug sectors.

2. Rationale

The Project will require key stakeholders and peak bodies to provide guidance and feedback to ensure the Project meets the requirements of both the mental health and alcohol and other drug sectors.

3. Objectives

The Sector Reference Group (SRG) will inform the project by providing:

- a mental health and alcohol and other drug sector perspective;
- advice and feedback regarding co-design approaches and engagement methods to guide the Project;
- information regarding relevant sector and/or workforce reports and research;
- Assist with identifying and contacting other stakeholders; and
- Provide feedback draft documents for example, the peer mapping survey, framework, roadmap, recommendations etc.

4. Project Governance

The Project will be governed by a Project Steering Committee who will guide the work being undertaken by the MHC Project Team and consist of members representing the following portfolio areas:

1. MHC (Co-Chair)
2. Family Carer/Community (Co-Chair)
3. MHC Workforce Strategic Framework
4. MHC System Engagement
5. Consumer portfolio
6. Peer Practice Expert Group (PPEG) Representative
7. Sector Reference Group (SRG) Representative
8. Health Service Provider portfolio
9. Primary Care/Community portfolio
10. Suicide Prevention Portfolio

11. Alcohol and Other Drug portfolio

12. Aboriginal Health

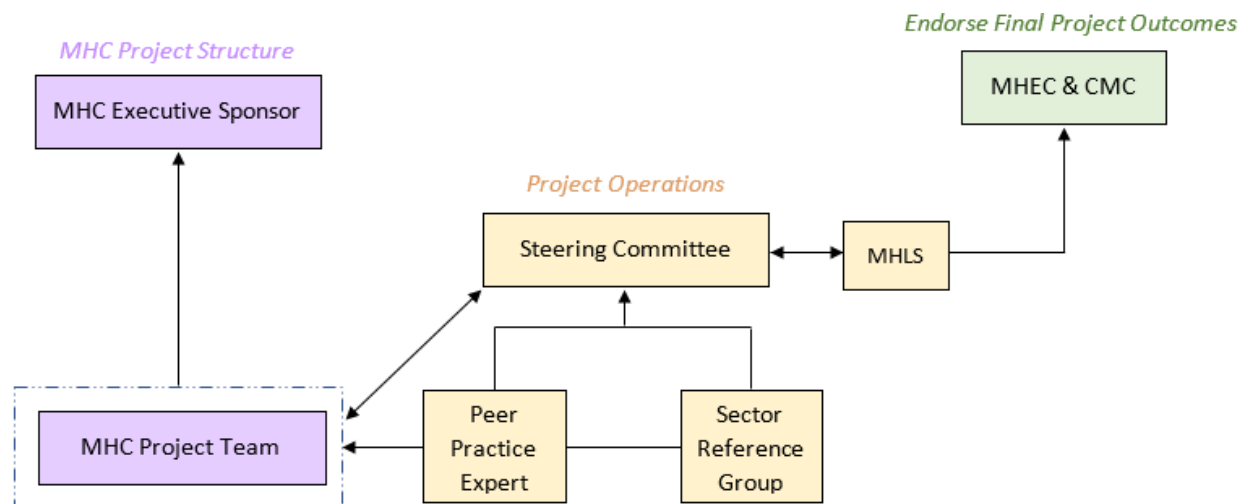
The MHC Project Team comprises:

- Consumer Advisor, System Engagement, MHC
- Principal Policy Officer, System Engagement, MHC
- Peer Workforce Project Officer, MHC.

The Project Team will lead the consultation and partnership engagement for the project and facilitate co-designed outcomes with the key project operation groups including the PPEG and SRG. The Project Team will report to the Project Steering Committee.

The SRG will work in partnership with and inform the MHC Project Team and report to the Project Steering Committee.

The below figure depicts the Governance of the Project.



5. Membership

	Organisation	Representative	Email
1	MHC	Louise Howe (Chair)	Louise.Howe@mhc.wa.gov.au
2	MHC	Phoebe Wilson	Phoebe.Wilson@mhc.wa.gov.au
3	AOD CCC	Alex Arpino	alex.arpino@aodccc.org
4	WAAMH	Collette Wrynn	cwrynn@waamh.org.au
5	WANADA	Kimberley Wilde	kimberley.wilde@wanada.org.au
6	CoMHWA	Sandra Higgins	shiggins@comhwa.org.au
7	Carers WA	Sean Gardyne	Sean.Gardyne@carerswa.asn.au
8	Connect Groups	Antonella Segre (Proxy Christine Hendriks)	antonella@connectgroups.org.au christine@connectgroups.org.au
9	MHM2	Ann Maguire	mentalhealthmatters2@gmail.com
10	Helping Minds	Deborah Childs	deb.childs@helpingminds.org.au
11	WAPHA	Alex Bickford	Alex.Bickford@wapha.org.au
12	Aboriginal Health	Representatives from Wungening Aboriginal Corporation.	TBC
13	WASPN	Richard Papais	papkerry@bigpond.com
14	Next Step	Helen Jackson	Helen.Jackson@mhc.wa.gov.au
15	HCC	Pip Brennan	pip.brennan@hconc.org.au
16	LE MHEC and CMC	Amanda Waegeli	Amanda.Waegeli@mhc.wa.gov.au
17	LE MHEC and CMC	Kerry Hawkins	Kerry.Hawkins@mhc.wa.gov.au

6. Chair, Quorum, Proxies, Co-Opting and Sub-Committees

Chair: MHC delegate.

Secretariat: MHC

Quorum: as the SRG is not a decision making group no quorum is required.

Proxies: Proxies are permitted. SRG 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. SRG members will inform the Chair prior to each meeting if a proxy will be attending.

Co-Opting: The SRG may co-opt members as needed if a particular expertise is required to inform the work of the SRG and Project.

Other members of the MHC Project Team may attend SRG meetings from time to time

Sub-Committees: Working Groups and Sub-Committees may be established as part of this Project, directly under the SRG or in parallel under the PPEG or Project Steering Committee.

7. Participation Payments

Paid participation is offered to lived experience members of the SRG 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 SRG and/or Project.

Meetings

The SRG will meet up to 4 times during the length of the project from June to December 2021, however the co-design approach to Project will provide flexibility and more meetings may be required.

Meetings will be scheduled in advance with planned agendas. Attendance will be either via an online platform or in person at the Mental Health Commission or other agreed venue.

Notes and Action Items will be prepared in draft form and provided to members within 5 working days of each meeting.

8. 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

9. Confidentiality

As SRG members may be requested to consult with their networks and connections, the MHC will clarify what information is confidential and what can be shared. It is noted that SRG 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.

10. Conflict of Interest

SRG members shall continually monitor and disclose and manage any potential, perceived or actual conflicts of interest. All declarations of interest will be recorded in meeting minutes and the Register of Interest associated. However, it is noted that most if not all SRG members are employed by MHC funded service providers.

11. Related Documents

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