



Government of **Western Australia**  
**Mental Health Commission**

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# **Lived Experience (Peer) Workforce Project**

## **Peer Practice Expert Group (PPEG) TERMS OF REFERENCE**

<b>Document Control</b>			
Document Title	<b>Peer Practice Expert Group (PPEG) Terms of Reference</b>		
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<b>Contact for enquiries and proposed changes</b>	
All queries and changes regarding this document should be directed to	
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Position	Assistant Director System Engagement

# Peer Practice Expert Group

## Terms of Reference

### 1. Background

The Lived Experience (Peer) 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 experienced Lived Experience peer workers from a variety of backgrounds in the mental health and alcohol and other drug sectors to inform the work of the Project. A detailed log of the members diversity and expertise has been created to capture this and will be updated as and if appropriate.

### 3. Objectives

Drawing on extensive professional experiences the Peer Practice Expert Group (PPEG) will include:

- Provide peer workforce technical expertise and support to the Project when required;
- Provide advice and feedback regarding co-design approaches and engagement methods to guide the Project;
- 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 portfolio

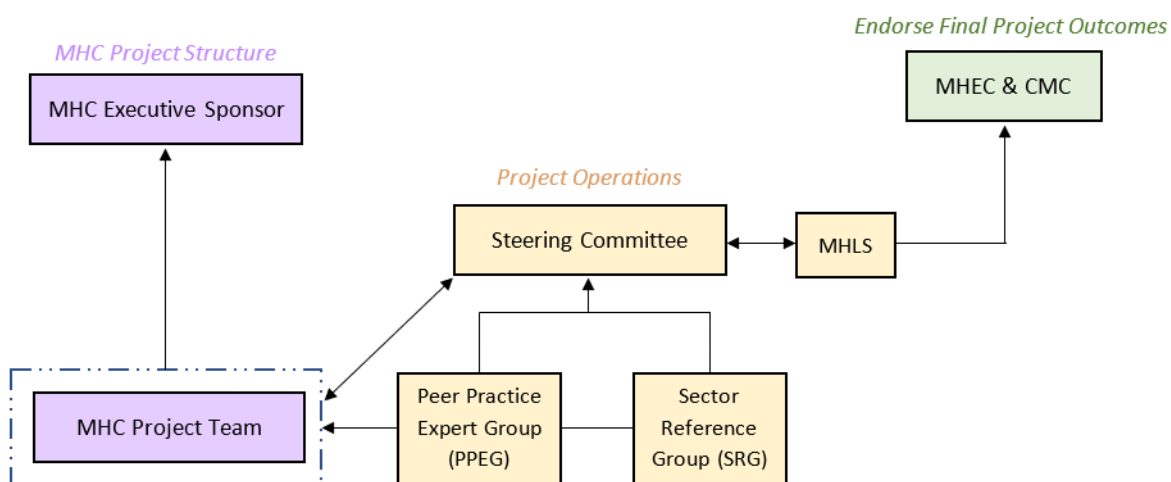
The MHC Project Team comprises:

- 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 PPEG 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

	Name	Expertise	Email
1	Louise Howe	MHC Project Team	<a href="mailto:Louise.Howe@mhc.wa.gov.au">Louise.Howe@mhc.wa.gov.au</a>
2	Phoebe Wilson	MHC Project Team	<a href="mailto:Phoebe.Wilson@mhc.wa.gov.au">Phoebe.Wilson@mhc.wa.gov.au</a>
3	Margaret Doherty	Members are engaged on an individual basis and reflect a range diverse portfolios and experiences.	<a href="mailto:margaret4mhm2@gmail.com">margaret4mhm2@gmail.com</a>
4	Lyn Mahboub		<a href="mailto:caelan_consulting@outlook.com">caelan_consulting@outlook.com</a>
5	Amanda Waegeli		<a href="mailto:Amanda.Waegeli@mhc.wa.gov.au">Amanda.Waegeli@mhc.wa.gov.au</a>
6	Kerry Hawkins		<a href="mailto:Kerry.Hawkins@mhc.wa.gov.au">Kerry.Hawkins@mhc.wa.gov.au</a>
7	Kathy Logie		<a href="mailto:kathy.logie@ruah.org.au">kathy.logie@ruah.org.au</a>
8	Tracey Hennessy		<a href="mailto:Tracey.Hennessy@nmtafe.wa.edu.au">Tracey.Hennessy@nmtafe.wa.edu.au</a>
9	Patricia Tran		<a href="mailto:patricia.tran@helpingminds.org.au">patricia.tran@helpingminds.org.au</a>
10	Hayley Solich		<a href="mailto:hayley.solich@helpingminds.org.au">hayley.solich@helpingminds.org.au</a>
11	Phoebe Kingston		<a href="mailto:info@thrutherabbithole.com.au">info@thrutherabbithole.com.au</a>
12	Aimee Sinclair		<a href="mailto:aimee.sinclair@postgrad.curtin.edu.au">aimee.sinclair@postgrad.curtin.edu.au</a>
13	Vince Alessandro		<a href="mailto:valessandro@comhwa.org.au">valessandro@comhwa.org.au</a>
14	Vanessa Stasiw		<a href="mailto:vstasiw@cyrenianhouse.com">vstasiw@cyrenianhouse.com</a>
15	Drew Vagg		<a href="mailto:Dr3wvagg@gmail.com">Dr3wvagg@gmail.com</a>
16	Derek Horlin		<a href="mailto:Derek.Horlin@health.wa.gov.au">Derek.Horlin@health.wa.gov.au</a>

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

**Chair:** MHC delegate.

**Secretariat:** MHC

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

**Proxies:** As each PPEG member brings their own unique set of skills, knowledge and experiences proxies are not permitted.

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

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

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

## 7. Participation Payments

Paid participation is offered to PPEG 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 PPEG and/or Project. However, PPEG 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.

## 8. Meetings

The PPEG will meet up to 4 times during the length of the project from June to December 2021, however due to the co-design approach one or two additional 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.

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.

## 9. 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

## **10. Confidentiality**

As PPEG 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 PPEG members 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.

## **11. Conflict of Interest**

PPEG 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 PPEG members work (either paid or volunteer) for MHC funded service providers. A detailed list outlining current and ongoing conflicts of interest regarding workplaces has been created and will be reflected upon at PPEG meetings and updated as appropriate. Members who are not representing workplaces will undoubtedly be drawing their experiences from past and present workplaces to inform the work of the PPEG.

## **12. Related Documents**

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