

# SYSTEM-WIDE DATA WORKING GROUP

## TERMS OF REFERENCE

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### 1. INTRODUCTION AND PURPOSE

On 4 March 2020, the Minister for Mental Health announced several new governance arrangements for mental health, alcohol and other drug services in Western Australia, including the establishment of a Mental Health Executive Committee (the MHEC) for the, public health system, and the Community Mental Health, Alcohol and Other Drug Council (the CMC) for the, community sector.

The purpose of the MHEC and the CMC are to lead the continuous development of a mental health, alcohol and other drug system that is efficient, sustainable, recovery-focussed, consumer-led, and integrated. This will be achieved, in part, by driving the development, reform and delivery of mental health, alcohol and other drug services, which are set out in the Better Choices, Better Lives, Western Australian Mental Health, Alcohol and Other Drug Services Plan 2015-2025, the associated Plan Update 2018, and the WA State Priorities, Mental Health, Alcohol and Other Drugs 2020-2024.

To inform and support this work, it is important to have access to timely and robust data for monitoring, reporting and evaluation purposes, while protecting patient privacy and confidentiality as well as the data governance principles of the participating organisations. In response to this, a System-Wide Data Working Group, comprising members nominated by the MHEC and the CMC, was formed in August 2020.

### 2. ROLE AND FUNCTIONS

The purpose of the System-Wide Data Working Group is to support the MHEC and the CMC by undertaking time-limited data-related projects. These projects will provide advice in relation to the ongoing monitoring, reporting and evaluation of the Mental Health and Alcohol and Other Drug sectors.

### 3. PRINCIPLES

- 3.1. **Lived experience** – the lived experience of consumers and carers is acknowledged and guides the System-Wide Data Working Group in carrying out its role and functions.
- 3.2. **Effective collaboration** – members of the Working Group work collaboratively to share data and information to achieve project outcomes.
- 3.3. **Evidence based decision making** – data and information is used by the System-Wide Data Working Group to provide advice and support evidence-based decision-making.
- 3.4. **Create efficiencies** – efforts will be made to create efficiencies and avoid unnecessary reporting burden.

### 4. MEMBERSHIP

All MHEC and CMC members can nominate a representative for the System-Wide Data Working Group. In addition to the MHC representatives, members may be nominated from the following organisations:

#### MHC representatives

Assistant Director System-Wide Performance, MHC – Chair  
Deputy Commissioner System Development, MHC  
Assistant Director Performance, MHC

#### MHEC nominations include:

Department of Health representative  
Child and Adolescent Health Service representative  
East Metropolitan Health Service representative  
North Metropolitan Health Service representative  
South Metropolitan Health Service representative  
WA Country Health Service representative  
Clinician representative

#### CMC nominations may include:

Aboriginal Health Council of WA representative  
Alcohol and Other Drug Advisory Board representative  
Consumers of Mental Health WA representative  
Mental Health Advisory Council representative  
Western Australian Association for Mental Health representative  
Western Australian Network of Alcohol and other Drug Agencies representative  
Western Australian Primary Health Alliance representative  
Consumer representative/s  
Carer representative/s

#### **5. PROXIES**

Proxies will be allowed with prior agreement from the Chair. Requests to provide a proxy should be forwarded in writing to the Chair, at least three days prior to the date of the meeting. All those attending as proxy members need to be provided with sufficient authorisation to speak on behalf of the member they are representing.

#### **6. CONDUCT**

Members will be required to comply with their existing MHC or DoH code of conduct arrangements, or the MHEC and the CMC's Charter.

In particular, members will be required to declare any potential, perceived and actual conflicts of interest. These conflicts, and the way in which they will be addressed, are maintained in a register by the System-Wide Data Working Group Secretariat.

During the System-Wide Data Working Group operations, members may have access to information that constitutes sensitive government information. Members must treat this material as strictly confidential. Information that constitutes sensitive government information will be recorded on the relevant documents, and will be revised so members are aware when information can be shared beyond the Working Group.

#### **7. MEETINGS**

The System-Wide Data Working Group will meet on an as required basis, dependent on the specific project requirements. Meeting frequency will be stated in the project plans developed for specific projects. Additional meetings may be convened by the Chair.

A communique summarising the discussions at the System-Wide Data Working Group meetings will be made available to the public on the Mental Health Commission's website following each meeting (subject to member approval). This communique will be provided to the MHC System Development Secretariat to be circulated with the MHEC and CMC. Each representative on the System-Wide Data Working Group will be expected to provide this communique or brief their respective Chief Executive Officer/ Director General through their own internal briefing process regarding discussions and outcomes of the Working Group's meetings.

#### **8. SECRETARIAT**

Secretariat support for the System-Wide Data Working Group will be provided by the Mental Health Commission.

The Secretariat will send out a call for agenda items at least three weeks prior to each meeting, with all papers to be submitted to the Secretariat at least ten working days prior to the meeting. The Secretariat

will finalise the agenda and papers and circulate these to System-Wide Data Working Group members five working days prior to the meeting.

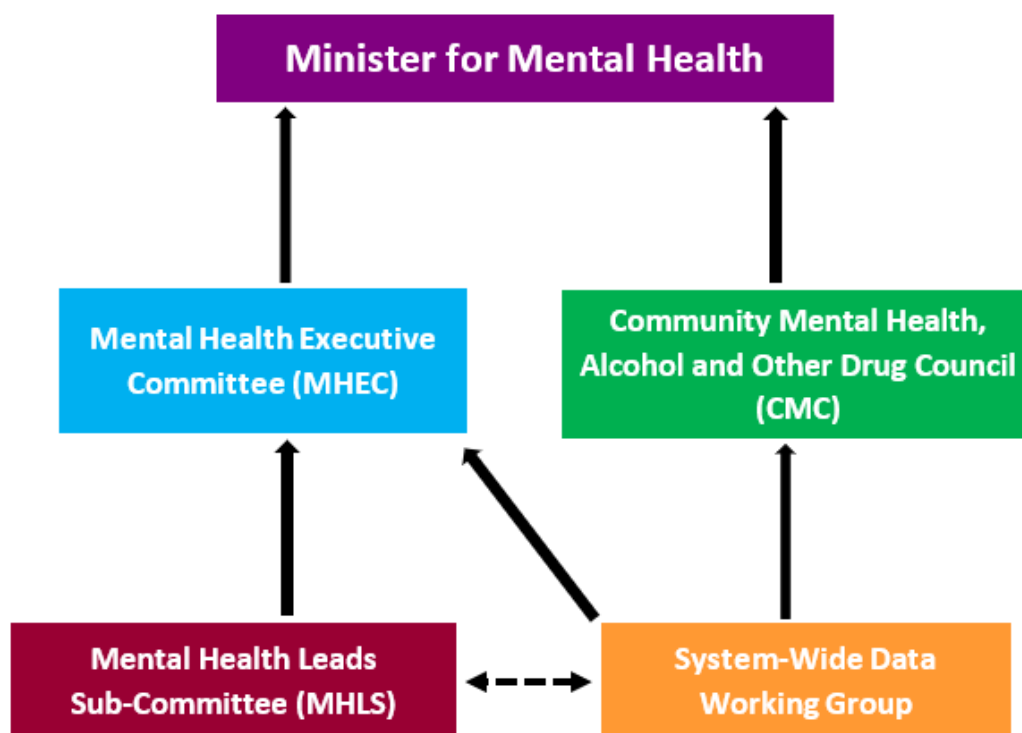
Notes of meetings and other records will also be developed and maintained by the Secretariat in TRIM. Notes will be provided to the System-Wide Data Working Group for review and approval following each meeting.

### 9. REPORTING

The Chair will provide a report, summarising the discussions and work of the System-Wide Data Working Group to each MHEC and CMC meeting. In addition to the report, any deliverables produced by the Working Group, will be provided to the MHEC and the CMC for consideration and endorsement. Through the Chair, additional papers may also be provided to the MHEC out of session.

The Mental Health Leads Sub-Committee will also be provided with an opportunity to review deliverables and provide feedback prior to submission to the MHEC and the CMC.

**Diagram 1: Reporting Structure between the Minister for Mental Health, Mental Health Executive Committee and Mental Health Leads Sub-Committee**



### 10. REVIEW

The terms of reference will be reviewed annually by the working group to ensure they are fit for purpose and up to date. The next review will occur in April 2023. As part of the annual review process, an Annual Report will also be developed.