

# Victorian Collaborative Centre for Mental Health and Wellbeing

## Lived Experiences Advisory Panel

### Terms of Reference

#### **About the Collaborative Centre**

The Royal Commission into Victoria's Mental Health System recommended a new Victorian Collaborative Centre for Mental Health and Wellbeing. The Collaborative Centre will bring together people with lived experience, researchers and mental health service providers to:

- provide treatment, care and support to adults and older adults
- conduct research for the benefit of consumers, carers, families, and the community
- share knowledge of advances in mental health treatment, care and support
- support the mental health workforce.

The Collaborative Centre into operation on 1 September 2022 and is governed by a Board. The perspective of people with lived experience of mental ill health or psychological distress and those who provide care and support is central to the Collaborative Centre.

#### **Purpose of the Lived Experiences Advisory Panel**

The Lived Experiences Advisory Panel (LEAP) will provide strategic advice to the Board, Executive Director and Establishment Team on the Collaborative Centre's priorities for the next 12 months.

These priorities are:

- developing a Lived Experience Framework that outlines how people with diverse lived and living experiences, including both consumer and family/carer/supporter perspectives, will work in partnership to help the Collaborative Centre achieve its priorities
- developing and implementing a communications strategy including branding and digital presence
- developing the Collaborative Centre's first 3-year strategic plan
- developing and publishing the Collaborative Centre's first research strategy aligned with initial reform priorities identified by the Royal Commission
- the appointment of the co-Directors (Co-CEOS).

#### **Membership**

LEAP members are appointed by the Board of the Collaborative Centre and will include people with diverse lived and living experiences including both consumers and family/carer/supporters. Ten members will be appointed including a chair. Members are appointed as individuals and do not represent the views of any organisation.

The composition of the LEAP will reflect the diversity of the Victorian community including LGBTIQ+, Aboriginal, culturally and linguistically diverse, women, young people and rural/regional.

The term of appointment is for one year. If a vacancy occurs during the term of appointment, the casual vacancy will be filled through the normal appointment process.

## **Responsibilities**

Members' responsibilities include:

- using their lived and living experiences to advise and contribute to the Collaborative Centre's 12-month priorities
- participating in co-design activities with the Board
- working collaboratively with other LEAP members
- attending scheduled meetings, either in person or online.

In addition to this, the Chair's responsibility includes:

- conducting meetings in a collaborative, welcoming, accessible and productive way
- working with the Secretariat to finalise agendas, minutes and papers.

## **Meetings**

The LEAP will meet monthly, either face-to-face or online at each member's preference. A quorum will consist of the Chair (or acting Chair) and four members. If there is not a quorum, members may choose to hold the meeting with any advice made not being made final until the next meeting with a quorum. At this time the advice and recommendations can be endorsed.

Board members with lived experience may attend meetings from time to time.

## **Governance**

The LEAP is supported by a Secretariat in the Collaborative Centre's Establishment Team. This support will include:

- preparing meeting agendas and papers
- taking minutes
- timely access to information and support with understanding any pre-reading
- providing any other support as required by the LEAP.

## **Conflict of Interests**

At the start of each Advisory Committee meeting, LEAP members will declare:

- if they have an interest in any item on the agenda
- the nature of the interest
- the conflict that results, or may result, from it.

Where a member declares a conflict of interest, this will be recorded in the minutes of the meeting.

## **Confidentiality and privacy**

Members may have contact with confidential or personal information. Members are required to maintain the security of this information.

## **Remuneration**

Remuneration for LEAP members will be in accordance with the Victorian Government's Appointment and Remuneration Guidelines (Guidelines). The LEAP is classified as a Group C organisation with remuneration set at up to \$237 per day for members and \$276 per day for the Chair. Members will be paid for meeting attendance and preparation (approximately one day per month).