



## Expert Advisory Committee Terms of Reference

### Background

1. The Royal Commission into Victoria's Mental Health System (Royal Commission) is the first of its kind in Australia. It will provide an interim report by 30 November 2019 and its final report by 31 October 2020. The Royal Commission is led by Penny Armytage as Chairperson, supported by Commissioners Professor Bernadette McSherry, Professor Allan Fels AO and Dr Alex Cockram (collectively Commissioners). It will inquire into and report on how Victoria's mental health system can most effectively prevent mental illness, and deliver treatment, care and support so that all those in the Victorian community can experience their best mental health, now and into the future.

### Role

2. The Royal Commission's terms of reference, as set out in the letters patents dated 22 February 2019 (terms of reference), direct it to establish an Expert Advisory Committee (Advisory Committee) that:
  - is chaired by Professor Patrick McGorry AO
  - includes people with lived experience, which the terms of reference define as people with experience of living with mental illness, their family members and carers.
3. The terms of reference also provide that the Royal Commission may consult the Advisory Committee about matters it considers appropriate to inform its inquiry, and that these matters may include:
  - engagement strategies to inform the conduct of the inquiry
  - opportunities to most effectively raise awareness of mental health as an issue, challenge stigma and reduce discrimination associated with mental illness
  - the likely impact of the Royal Commission's findings and recommendations on access, experience, safety and quality from the perspectives of people with lived experience and the mental health workforce.

### Responsibilities

#### Functions

4. The function of the Advisory Committee is to provide the Royal Commission with a sounding board and with advice during the conduct of its inquiry:
  - in accordance with a work program developed by the Commissioners, and key priorities and themes identified by the Commissioners during the course of their inquiry

- with reference, where appropriate, to research, information and data made available to it by the Royal Commission.

### **Work Program**

5. The Royal Commission has been appointed to inquire and report on its terms of reference.
6. The Commissioners will develop a work program for the Advisory Committee that is consistent with, and aligns to, its terms of reference and incorporates the work priorities of the Royal Commission.

### **Responsibilities**

7. Advisory Committee members are:
  - considered Royal Commission officers under the *Inquiries Act 2014* (Vic), and as such are subject to the requirement of confidentiality
  - are appointed in their personal capacity and not as a representative or nominee of any organisation.
8. The Advisory Committee and/or members:
  - do not represent the Royal Commission
  - cannot request, collect or store any research, information or data.
9. Any research, information or data made available to Advisory Committee members by the Royal Commission and any documents created during the operation of the Advisory Committee must be:
  - kept confidential at all times
  - returned to the Royal Commission on or before 30 October 2020.

### **Membership**

#### **Membership and Requirements**

10. In accordance with the terms of reference for the Royal Commission, the Advisory Committee is to be chaired by Professor Patrick McGorry and must include people with lived experience.
11. Members will be appointed by the Chairperson of the Royal Commission, in consultation with the Chair of the Advisory Committee.

#### **Induction**

12. The Chairperson, supported by the Chief Executive Officer and the Secretariat in the Royal Commission, will provide Advisory Committee members with all necessary and relevant information to enable them to understand the scope of operations of the Advisory Committee and their duties and responsibilities.

#### **Conduct**

13. Advisory Committee members:
  - should attend scheduled monthly Advisory Committee meetings
  - should ensure adequate preparation for Advisory Committee meetings to be able to contribute, clearly articulate points of view or concerns and work collaboratively with other Advisory Committee members
  - are subject to the duties and obligations imposed under the *Inquiries Act 2014* (Vic) and the *Public Administration Act 2004* (Vic).

## **Governance**

14. The Advisory Committee reports to the Chairperson of the Royal Commission and is supported by a Secretariat in the Corporate Services team of the Royal Commission.

### **Secretariat**

15. The Advisory Committee Secretariat support will include:

- assisting in preparing meeting agendas and papers in consultation with the Chairperson of the Royal Commission and the Chair of the Advisory Committee
- organising meeting rooms, taking minutes, distributing agendas and providing other administrative support
- disseminating information and papers to members in an efficient and effective manner.

### **Resignation and Removal**

16. An Advisory Committee member may resign in writing to the Chairperson of the Royal Commission. Only the Chairperson of the Royal Commission is able to appoint or remove a member of the Advisory Committee at any time for any reason.

### **Freedom of Information**

17. Advisory Committee members should be aware that all documents relating to the Advisory Committee (for example meeting papers, correspondence, expense claims) will be placed on file at the conclusion of the Royal Commission with the Department of Premier and Cabinet and will be subject to the *Freedom of Information Act 1982* (Vic).

18. Members should also be aware that electronic documents could be the subject of a request for production under the *Freedom of Information Act 1982* (Vic).

### **Conflict of Interests**

19. At the start of each Advisory Committee meeting, members shall declare if they have an interest in respect to any item on the agenda, the nature of the interest and the conflict that results, or may result, from it.

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

### **Media and Public Comment**

21. The Advisory Committee Chair and Advisory Committee members will make no public comments or undertake any media activities in respect of the Advisory Committee or the Royal Commission, unless given prior approval in writing by the Chairperson of the Royal Commission.

## **Meeting Procedure**

### **Frequency of Meetings**

22. The Advisory Committee will meet monthly from April 2019 until October 2020, or otherwise as determined by the Chairperson of the Royal Commission.

## **Quorum**

23. A quorum of the Advisory Committee shall consist of the Chair, or acting Chair, and three members. Should a quorum not be achieved, members may choose to hold the meeting, with any advice made not being considered final until the next meeting with a quorum, at which time the advice and recommendations can be endorsed and minuted.

## **Remuneration and Expenses**

### **Remuneration**

24. Remuneration for Advisory Committee members will be in accordance with the *Appointment and Remuneration Guidelines* (Guidelines). The Advisory Committee is classified as a Group B2 organisation as defined by the Guidelines.

25. Members will be paid a day rate for each meeting, inclusive of meeting preparation.

### **Expenses**

26. Advisory Committee members are entitled to reimbursement of reasonable travelling and personal expenses that they incur as a result of their duties (refer to the Victorian Public Service Travel Policy). To claim a reimbursement, Advisory Committee members are required to:

- complete and sign the Personal Expense Claim Form
- attach receipt(s) for expenses
- submit the form to the Secretariat.