

**Lived Experience Mental Health Peer Work Committee**

**Terms of Reference & Members**

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**1. Background and Purpose**

1.1   HumanAbility is a Jobs and Skills Council (JSC) responsible for workforce planning and the review and development of training products in the care and support sectors, including Aged Care and Disability Services, Children’s Education and Care, Health, Human Services, and Sport and Recreation.

1.2 A Lived Experience Mental Health Peer Work Committee is being established to advise HumanAbility on the review of the *CHC43515 Certificate IV in Mental Health Peer Work* qualification.

1.3 Members of this committee will be subject matter experts who will provide expert advice and input into the Mental Health Peer Work qualification. They will have experience as a peer worker (consumer or carer) and experience in developing or delivering the *CHC43515 Certificate IV in Mental Health Peer Work.*

1.4 Members of the Committee are appointed by the CEO of HumanAbility based on their individual expertise.

1.5 The Committee will be guided by the training package product development rules, set out in the Training Package Organising Framework (TPOF). See section 8 for more detail.

1.6 The TPOF sets out the rules and requirements for the development and content of nationally endorsed training packages.

1.7 The Terms of Reference relate to the project: *CHC43515 Certificate IV in Mental Health Peer Work.* See section 4 for more detail on the scope and duration of this project.

**2. Role of the Committee**

2.1 The role of the committee is to draw on their experience and expertise to advise HumanAbility on training product development for the *CHC43515 Certificate IV in Mental Health Peer Work*. This includes consideration of training design, delivery and assessment, impacts on learners, possible implementation issues, and identifying any additional stakeholders that should be included in the consultation.

2.2 Members should genuinely contribute to discussion and respect the viewpoints of others and the right for them to express their views.

2.3 The expectation is that the committee will meet online for a minimum of 20 hours across the project and will also need to be available to review materials and provide timely feedback. Timely is defined as responding within five (5) working days.

2.4 Input might be sought through email and collaboration tools, as well as meetings.

**3. Function and Appointment of Membership**

3.1. The Lived Experience Mental Health Peer Work Committee will comprise no less than 6 and no more than 11 individuals.

3.2   Members of this committee will be subject matter experts. They will have experience as a peer worker (consumer or carer) and experience in developing or delivering the *CHC43515 Certificate IV in Mental Health Peer Work.*

3.3 Members of the committee will provide expert advice and input into the initial draft of the *CHC43515 Certificate IV in Mental Health Peer Work* (including a review of the existing qualification and advice on changes for the new draft product).

3.4 Committee member engagement will take a minimum of 20 hours – mainly in July and up until October 2025

3.5 There will be remuneration for Lived Experience Members of this Committee, in line with the *HumanAbility Lived Experience Payment Recognition Policy.*

3.6 Members are appointed based on their expertise and experience. If a member is unable to attend a meeting, they are unable to appoint a proxy.

3.7 The spread of Committee membership will reflect geographical and other distributional representation to the extent possible for the project and context.

3.8 Following nominations and expressions of interest, HumanAbility will determine a proposed Committee reflecting the criteria set out in this section. HumanAbility will then invite those nominees to become members of the Committee.

3.9 The CEO will appoint a Chair and Deputy Chair of the Committee.

3.10 Secretariat services are provided by HumanAbility staff.

3.11 Members of the Committee must read and agree to adhere to the [Jobs and Skills Council Code of Conduct.](https://www.dewr.gov.au/skills-reform/resources/jobs-and-skills-councils-code-conduct#:~:text=The%20Jobs%20and%20Skills%20Councils%20%28JSCs%29%20Code%20of,expected%20standards%20as%20well%20as%20internal%20governance%20practices.)

3.12 Observers may be invited to a meeting to foster collaboration or knowledge sharing on critical issues. Observers do not have voting rights nor decision-making authority and must adhere to the rules of conduct set out in the Terms of Reference. Observer status is only for the meeting specified in the invitation. HumanAbility may extend or revoke observer status based on Members’ feedback on the value of the observer participation.

3.13 The Department of Employment and Workplace Relations may attend a committee meeting at any time.

**4. Scope and Duration**

4.1 The Scope of the Committee is limited to advice as it pertains to the project listed in 4.1.1.

4.1.1 The project scope includes research, consultation, development work and implementation support in relation to: *CHC43515 Certificate IV in Mental Health Peer Work.*

4.2 The duration of the committee is limited to the duration of the project. The project is due to be completed in September 2025.

**5. Decision-making**

5.1 The Committee will be established for the*CHC43515 Certificate IV in Mental Health Peer Work training* product review.

5.2 The Committee will be overseen by HumanAbility CEO via the Director, Training Product Development (Director).

5.3 The Director will provide progress reports and recommendations to the CEO at key points in the project, where the CEO will decide how to proceed, considering all advice received from the members of the Technical Committee. These reports and updates will include advice and supporting rationale from the Technical Committee to assist the CEO’s decision-making.

5.4 The HumanAbility Board will be given periodic updates on the advice provided by the Committee and project progress through the standard CEO reports to the Board.

5.5 As the Committee is not a decision-making body, if members of the Committee hold divergent views, the range of opinions and rationales will be provided to the CEO for consideration alongside stakeholder feedback received throughout the project from consultation activities.

5.6 A statement that the Committee has provided advice and reviewed the draft training product will form part of the submission to the Assurance Body.

**6. Conflict of Interest**

6.1 Committee members are required to disclose any actual, potential, or perceived conflicts of interest in relation to the training package project under review.

6.2 A perceived or actual conflict of interest will not exclude a person from membership of the Committee but must be declared for transparency and appropriate management as per the JSC Code of Conduct.

**7. Privacy and Confidentiality**

7.1 The name, organisation, job title and stakeholder category of Committee members will be published on the HumanAbility website.

7.2 Stakeholder contributions made through the broader consultation on this project will be captured in the Consultation Log which will also be published on the website.

7.3 Where virtual meetings are held; these will be recorded to assist with record keeping.

7.4 All Committee Members are required to maintain strict confidentiality regarding any sensitive, commercial-in-confidence or restricted information discussed or shared during Committee activities and meetings

**8. Training Package Organising Framework**

8.1 The Training Package Organising Framework is a set of rules owned by Skills Ministers. It includes content and process requirements guiding the development and content of nationally recognised training packages, and is made up of the:

• Standards for Training Packages ('the Standards’) which sets the overarching training product design and development requirements for endorsement by Skills Ministers.

* Training Package Products Policy (TPPP) which outlines the design rules for developing or modifying a training product.
* Training Package Products Development and Endorsement Process Policy (TPPDEPP) which outlines the process for developing, and seeking endorsement of, training products.

The framework was updated in November 2022 in preparation for new industry engagement arrangements and policies which commenced from 1 January 2023. This included the establishment of Jobs and Skills Councils. Further details can be found on the Department of Employment and Workplace Relations website.

**9. Remuneration**

9.1 There will be remuneration for Lived Experience Members of the Committee, in line with the ***HumanAbility Lived Experience Payment Recognition Policy.***The policy applies to individuals who are not representatives of an organisation, group, or council that already receives funding or remuneration for their participation.

**10. Lived Experience Mental Health Peer Work Committee Members**

*Committee membership may change throughout a project. This table shows Committee membership as at:* ***June 2025****.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Organisation | Role Title | State/Territory |
| Michael Mawson | TAFE QLD | Teacher  | QLD  |
| Maree Jones | Consumers of Mental Health WA | Education Manager | WA |
| Heather Nowak  | Lived Experience Australia | Educator | SA |
| Lorna Downes  | Lived Experience Australia | Facilitator | Vic  |
| Margaret Doherty | Mental Health Matters 2 Ltd | Founder/Chairperson | WA |
| Shannon Calvert  | Independent  | Lived Experience Educator & Systems Advisor  | WA & National  |
| James Landsberg | Brook RED | Operations Manager | QLD |
| Rowena Jonas | Wellways  | Acting Carer Lead  | VIC |
| Chris Grumley | Wellways  | National Lived-Living Experience Workforce Development Lead | NSW |
| Ash Hem | Orygen RTO | Peer Trainer  | VIC |
| Michelle Hoomans | Mental Health Coordinating Council | Learning and Development Manager | NSW |