



## Terms Of Reference

### ACTHD and MHCC Outcomes Advisory Panel

<b>Aim</b>	<b>To establish and implement a new mental health outcomes and performance framework for the ACT, aiming to facilitate clearer demonstration of the contribution mental health services make to the mental health and wellbeing of the Canberra community.</b>
<b>Role</b>	<p>The ACTHD and MHCC Outcomes Advisory Group will:</p> <ul style="list-style-type: none"> <li>• Provide guidance and leadership in relation to the <b>development</b> and <b>implementation</b> of a Mental Health outcomes and performance framework for the ACT.</li> <li>• This framework will focus on outcomes for the NGO sector but also consider wider mental health services and frameworks.</li> <li>• Provide leadership and a best-practice approach to accountability and transparency concerning the use and effectiveness of mental health funding, useful to other mental health services;</li> <li>• Provide a forum for discussion and collaborative decision making regarding the project;</li> <li>• Support and ensure effective and appropriate consumer and carer engagement opportunities in the Project;</li> <li>• Identify and monitor potential risks including mitigation strategies;</li> <li>• Communicate and collaboratively address any issues that may have implications for the Project; and</li> <li>• Promote the progress and achievements of the Project.</li> </ul>
<b>Reporting Mechanism</b>	Reporting through internal ACT Health Directorate mechanisms and through represented organisations' channels and networks as applicable.
<b>Membership</b>	<p><b>Members</b></p> <p>There will be up to 20 members in the group, with up to 10 chosen by ACTHD, and up to 10 chosen by MHCC. There may be less members if the chairs determine the correct mix of skillsets have been met with fewer members.</p> <p>Members could possess a range of skills, experiences, and perspectives, including, but not limited to:</p> <ul style="list-style-type: none"> <li>- Technical expertise on the development of outcomes and performance frameworks, particularly in innovative or different ways</li> <li>- Evaluation experience</li> <li>- Experience embedding outcomes frameworks within an NGO or clinical setting</li> <li>- Experience with involving people with lived experience in the development of outcomes</li> <li>- Experience working within NGOs delivering mental health services, large and small</li> </ul>

<b>Quorum</b>	To be determined by the group
<b>Meeting Format</b>	<ul style="list-style-type: none"> <li>• Frequency of meetings to be determined by the membership of the group. However, we anticipate between monthly or bi-monthly.</li> <li>• Where necessary the group may choose to make out-of-session determinations and decisions via electronic means such as e-mail or teleconferences.</li> <li>• Minutes and action items will be distributed prior to the scheduled meeting to ensure action items can be completed in a timely manner.</li> <li>• Minutes and action items will be managed by Mental Health Policy and Strategy (secretariat).</li> </ul>
<b>Meeting Frequency</b>	To be agreed with members of the group
<b>Invitees</b>	The Group may call on the expertise of others as required and when the need arises.
<b>Confidentiality and Conflict of interest</b>	<ul style="list-style-type: none"> <li>• All members of the group are to agree to, understand and sign the ACT Government Declaration of Confidentiality.</li> <li>• Matters discussed at this meeting may be of a confidential nature and must be treated as such by all members and attendees. These matters may be discussed within your network, however if there is information that cannot be shared, the chair will advise the group on a case-by-case basis.</li> <li>• Client information of a confidential and / or sensitive nature may be protected or withheld from publication at the discretion of the chair.</li> <li>• All members will declare all existing or potential conflicts of interest and stand aside when conflict of interest arises or may be perceived.</li> </ul>
<b>Chair and Secretariat</b>	<p>Co- Chairs: Director, Mental Health Policy &amp; Strategy, and CEO, Mental Health Community Coalition</p> <p>Chairing duties will alternate per meeting between co-chairs.</p> <p>Secretariat: Mental Health Policy &amp; Strategy.</p>
<b>Term</b>	ACT Mental Health Outcomes Advisory panel will be time-limited and operate for the life of the Project. This will include guidance over the development and implementation stages of the project. We anticipate that the formal project will end in July 2026.
<b>TOR Approved</b>	
<b>TOR Review Frequency</b>	As required