



Lived Experience Leaders' Roundtable

Terms of Reference

2021

1. Purpose

The Lived Experience Leaders' Roundtable will provide strategic advice and oversee the establishment of the Queensland Lived Experience Workers' Network (Q-LEWN) as an independent peak body representing, supporting and advocating for the Queensland Lived Experience workforce.

2. Responsibilities

The Roundtable will

- Ensure the process of establishing Q-LEWN is informed by and representative of the diverse interests of the Lived Experience workforce.
- Provide strategic advice and approve the direction and activities for establishing Q-LEWN

3. Membership

Membership is open only to individuals who are engaged in identified Lived Experience Leadership roles and is by invitation from existing Roundtable Members. Membership should include diverse representatives of consumer-led organisations, Queensland Health, Primary Health Networks, community-based organisations, tertiary education institutions and private Lived Experience consultants.

Other Lived Experience workers may request to engage with the Roundtable as either an invited guest or member but must demonstrate capacity to contribute purposefully and agree to the Terms of Reference. Lived Experience workers who can represent Aboriginal and Torres Strait Islander; LGBTIQ; Culturally and Linguistically Diverse and other minority communities are encouraged to engage with the Roundtable.

Representatives of sister peaks and/or other stakeholders (who are not working in identified Lived Experience roles) may be invited to attend Q-LEWN meetings as invited guests.

Current members of the Roundtable include:

- Eschleigh Balzamo, Peer Operated Service, Brisbane
- Paula Arro, PHN, Brisbane
- Donna Humphrey, Peer Operated Service, Brisbane
- Amanda Waegeli, Private Consultant, Darling Downs
- Viv Kissane, Peer Operated Service, Brisbane
- Karalee Busniak, Community Based Service, Brisbane
- Michelle Edwards, Queensland Health, Gold Coast
- Michael Isager, Ipswich

- Sarah Reed, Wide Bay
- Carmen Delaney, Townsville

4. Meetings, Attendance & Quoracy

Members attend monthly formal meetings in person, by phone, or via teleconference. The Roundtable will meet six (6) times a year. If unable to attend, apologies will be noted.

Ongoing and active involvement is required to maintain membership. It is expected a Member will attend a minimum of 80% of meetings and if unable to fulfil this commitment, Membership will be annulled.

Governance support such as chairing meeting, secretariat support will be a shared responsibility amongst the Roundtable.

Subcommittees or Working Groups are to meet in between formal meetings and report progress back to Roundtable.

Quorum is considered to be 5 Roundtable Members.

5. Communication

The minutes will record

- Attendance and apologies of members
- The main issues and decisions made
- Actions arising, agreed timeframes and responsibility.

Minutes will be circulated within ten working days after the meeting

A communiqué will be circulated with the minutes for approval to circulate through the Q-LEWN email distribution list and upload on the Q-LEWN website.

6. Confidentiality

Any discussions held by, and documents created and circulated by the Roundtable are considered to be confidential and are not to be shared externally unless with prior consent with the Roundtable Membership.

7. Review Date

These Terms of Reference will be reviewed annually. However, if the legal framework of Q-LEWN changes, these Terms of Reference will be reviewed again at time of Incorporation.

Last updated September 2021