



Lived Experience Advisory Committee (LEAC)

Terms of Reference

1. Purpose

The Lived Experience Advisory Committee (the 'Committee') provides strategic advice relating to lived experience matters to the Suicide Prevention Australia (SPA) Board through the Chair of the Committee (SPA Board Director). The purpose of the Committee is to support a national reform agenda that strengthens the role of lived expertise and embeds lived experience across the suicide prevention sector and in government decision-making impacting on suicide. This purpose will be achieved through strategic engagement with the SPA Board and member organisations.

2. Role

2.1 Advisory Committee

As an advisory committee to the Suicide Prevention Australia Board, the role of the Committee' is to provide strategic advice to support and guide the sector's approach to integrating lived experience into suicide prevention including but not limited to:

- a. Examining current sector knowledge and evidence
- b. Actively examining the policy and advocacy implications of such knowledge and evidence
- c. Exploring the gaps and challenges of integrating lived experience into the work of the sector
- d. Identifying gaps and short falls in current systems and practices
- e. Guiding and advising research agendas to include lived experience initiated and led research.

2.2 Represent Suicide Prevention Australia

Represent Suicide Prevention Australia members to understand the lived experience challenges within the sector through the following activities:

- a. Identify systemic challenges and reforms in service design and delivery
- b. Highlight challenges in incorporating lived experience within the sector and government decision-making
- c. Guiding and advising on collaboration with lived experience groups within member organisations to promote and implement change.

3. Function

3.1 Activities

The Committee will determine key themes for discussion and exploration each financial year for consideration by the Board. Once the themes are agreed the Committee will undertake the following activities:

- a. Direct input into policy and position statement development
- b. Lived experience advocacy considerations
- c. Actively participating in strategy decisions around implementation of policy and advocacy objectives

- d. Involvement in stakeholder engagement
- e. Encourage members of SPA to integrate Lived Experience in all practices.
- f. Making recommendations concerning expressions of interest for the appointment of a Lived Experience Independent Director
- g. Informing the Board of Suicide Prevention Australia (the 'Board') on key issues as relevant.

3.2 Definition of Lived Experience

A person has Lived Experience of suicide if they have:

- a. survived a suicidal attempt
- b. experienced suicidal thoughts
- c. cared for someone that has survived a suicidal attempt or experienced suicidal thoughts
- d. been bereaved by suicide of a family member or friend

3.3 Lived Experience Panel

The Lived Experience Panel ("LEP") is a separate body that may have overlapping membership with the Committee. The LEP and the Committee play different roles. The LEP is a panel of experts that provides input (operational) to our work. Some of these projects are subject to the paid participation policy. The LEP provides feedback on SPA policy papers, submissions, and campaigns like World Suicide Prevention Day. The LEAC and LEP will at times be required to collaborate.

4. Reporting to Suicide Prevention Australia

The Committee Chair will provide regular reports to the Board on activity and progress.

5. Committee Membership

5.1 Committee

- a. The Committee is to have a minimum of seven and a maximum of 12 members, including a Chair.
- b. The Committee members are required to be Associate Members or employees of Organisational Members.
- c. Members are expected to abide by the Code of Conduct (11b). Failure to do so may result in their removal from the Committee by decision of the Board on recommendation from Committee Chair and CEO.

5.2 The Committee Chair

- a. The Chair of the Committee shall be appointed by the Board from among those Directors who have both Lived Experience and Lived Experience leadership skills.
- b. The Chair is appointed for a term of two (2) years with an option to renew at the discretion of the Board. The Chair's position is vacated if they cease to be a SPA Board Director.
- c. The Chair reports back to the Board on behalf of the Committee.

5.3 Other Committee Members

- a. Members must have lived experience of suicide, either through personal experience or through bereavement.
- b. Members must possess lived experience leadership skills.

6. Secretariat

6.1 SPA will provide secretariat function for the Committee.

A staff member will be nominated as a key point of contact for the Committee. Where practical this staff member will be in a declared lived experience role. This staff member will attend and be able to contribute to Committee meetings (but not vote).

Standard Terms for all Suicide Prevention Australia Committees

7. Membership Recruitment [for members who are not on the Board of SPA]

7.1 Members of the Committee are appointed by the Board unless delegated to the CEO of Suicide Prevention Australia.

- a. A selection process, developed by the Chair in consultation with the Committee Chair and approved by the Board of Suicide Prevention Australia, will be implemented by the Committee Chair to ensure the most suitable candidates are put forward for approval by the CEO or, as applicable, the Board of Suicide Prevention Australia.
- b. On the creation of the Committee, the recruitment of members will be drawn from current members of Suicide Prevention Australia (including employees of organisational members), but may include others who are in the process of obtaining membership.
- c. Any remaining vacant positions, and all future new appointments at the end of committee member's terms, will be drawn from a process where the committee and Suicide Prevention Australia members and associates will be informed of the recruitment process.
- d. Where a committee member resigns, a replacement will be recommended by the Committee Chair and the committee's nominated Suicide Prevention Australia staff member, to the Chair and the CEO, selected from the pool of applicants from the previous recruitment process. They will be appointed (subject to Board approval) for the period of the remaining term of the committee member they are replacing.

8. Tenure

8.1 Appointment and cessation

- a. Committee members are appointed for a term of three years, unless they are replacing a Committee member who has resigned, in which case they are appointed for the period of the remaining term of the Committee member they are replacing.
- b. Previous Committee members may be reappointed for a second term of three years.
- c. The appointment of committee members will cease if they cease to be an Associate Member, or an employee of an Organisational Member, of Suicide Prevention Australia, or if the Board resolves to remove them.

8.2 Committee members who are employees of a member organisation:

- a. Are appointed as individuals and not as representatives of their respective organisation, although they are encouraged to bring the perspective of their organisation.
- b. If unable to join a meeting, they will not appoint a proxy, but can request the Committee Chair agree to another member of their organisation attending the meeting as an observer.
- c. If their employment with the Member organisation ceases, the Committee Chair may consider it appropriate (and subject to these Terms of Reference) for the member to continue on the Committee should they become an associate member. If it is not considered appropriate, or they wish not to continue, the position will not automatically be filled by another employee of that organisation. The position will be declared vacant and subject to the recruitment clauses of these Terms of Reference.

9. Resignation

Resignation from the committee is to be provided in writing, preferably with two months' notice to allow for recruitment of new committee members and maintain the continuity of the committee.

10. Costs and budget

- a. Any initiative being delivered by the committee that requires a budget allocation must first make application to Suicide Prevention Australia after discussion with the Executive.
- b. Committee members will be entitled to reimbursement of pre-approved out of pocket expenses incurred during the tenure of their appointment to the Committee.

Reimbursements for pre-approved out of pocket expenses must be made according to Suicide Prevention Australia's policies and procedures.
- c. The Committee does not have authority to incur, or authorise the incurrence of, any expense or liability, nor a discretionary budget.

11. Conduct

11.1 Attendance

- a. Committee members are expected to take reasonable steps to attend all scheduled meetings of the Committee.
- b. Committee members to provide an apology in advance of a meeting to the Committee Chair and the Secretariat if they cannot attend.
- c. Non-attendance at three consecutive meetings may result in a recommendation for removal from the Committee.

11.2 Code of Conduct

- a. During meetings, debate and discourse are highly encouraged, however Committee members are expected to use respectful, safe, and appropriate language and engage in a reasonable standard of behaviour at all times.
- b. The papers for, and the proceedings of, Committee meetings are to be kept confidential by members.
- c. Committee members are not permitted to speak on behalf of, or purport to represent, Suicide Prevention Australia or this Committee without the express permission of the Committee Chair, in consultation with the CEO.
- d. Committee members, whether acting in an authorised capacity or otherwise, must not act in any way that would disparage or cause reputational or other damage to Suicide Prevention Australia.

12. Meetings

- a. Meetings will be held either in person and/or via tele/videoconference three times a year. Additional meetings may be scheduled by the Committee Chair and CEO when necessary. Where possible it will be aimed to have one in-person meeting per year.
- b. The Committee Chair is responsible for setting meeting agendas and will work with the Committee Secretariat to ensure the agenda is aligned with organisational needs and focus.
- c. Final agendas and meeting papers should, if practicable, be circulated no less than seven calendar days before meetings, ensuring adequate time for reading and preparation.
- d. The quorum for any meeting of the Committee is at least half of the current members and one of these must be the Committee Chair.
- e. Short minutes will be prepared by the committee secretariat, and will document key discussion and decision points, and actions arising including who is responsible for undertaking those actions. Draft minutes will be sent to the Committee for comment not more than ten calendar days following the meeting and after review by the Committee Chair. The minutes will be finalised at the subsequent meeting by resolution of members.

13. Recognition and acknowledgement

- a. Suicide Prevention Australia owns the intellectual property generated by the Committee.
- b. Suicide Prevention Australia will acknowledge the contribution of Committee members to products of the Committee (e.g. by listing names as contributors within documents) where appropriate.
- c. SPA staff will be recognised as participants in the production of products, where appropriate, however will not be recognised as authors on published papers where this has been completed as part of their work role.

14. Dispute Resolution

In the event of any dispute the CEO of Suicide Prevention Australia will make a recommendation to the Chair of SPA after receiving representation from involved parties. The Chair's determination will be final.

15. Review

- a. A review of the effectiveness of committees will be conducted within two years of the first meeting.
- b. The Chair of the Committee and Secretariat will be responsible for initiating the review. The findings of the review and any recommendations arising from it will be provided to the Board and CEO of Suicide Prevention Australia.
- c. These Terms of Reference can be amended at any time by the Board of SPA, and will be reviewed by the Board at least once every three years.

Definitions – Term		Use of term in this document			
Member		Organisational Member, Associate Member, or Life Member of SPA – clause 2.1 of Constitution			
LEP		The Lived Experience Panel, a separate operational body that collaborates with the Committee			
Supporting documents		Related documents and links			
Expression of Interest form		SPA Annual Operating Plan and Strategic Plan			
SPA Constitution		Lived Experience Panel (LEP) Terms of Reference and Guidelines			
Board & Governance Charter		National Lived Experience (Peer) Workforce Development Guidelines			
Delegated Authority Policy					
Risk Management Policy					
Code of Conduct for Engagements in Suicide Prevention					
Anti-Discrimination Policy					
Policy Suite – Travel Policy					
Title	Lived Experience Advisory Committee Terms of Ref	Administrator	CoSec	DoA approver	Board
Version	Description of amendments	Consultation	Approved by	Date	Review 3y
1	Adoption	GC	Board	11 July 2024	2027