

1. Name of Group

Carer Representative Network (CRN)

2. Purpose

- To encourage the sharing of issues arising from carer's experiences and to discuss effective strategies to address any challenges.
- To enable members to develop peer networks of carer representatives and share information from their experience in the WA health and mental health sectors.
- To provide relevant education opportunities to members of the group.

3. Ground rules

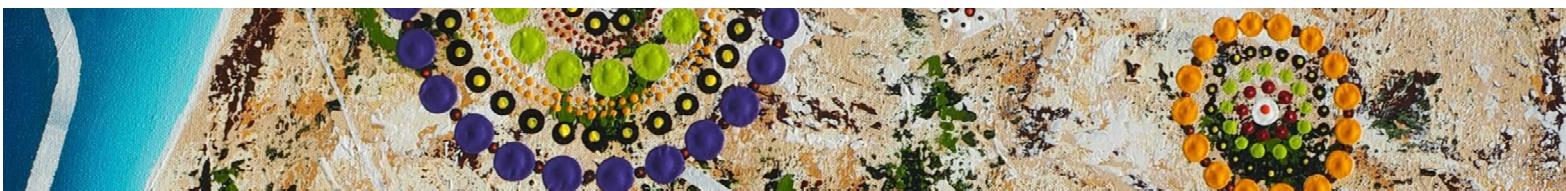
To ensure that every member of the Network that attends the CRN has the opportunity to be heard and feel comfortable, the following ground rules will be adhered to in every meeting. It is the Chair's role to ensure that all members comply with the rules.

1. Prepare for the meetings
2. Show up on time
3. Contribute to discussions
4. Stay on point and on time
5. Be respectful of other people's ideas or situations when they talk
6. Address the problem, not the person
7. Avoid side conversations
8. Maintain confidentiality
9. Put mobiles on vibrate or silent
10. If you must take urgent calls on your mobile, please take the conversation outside the meeting room

4. Membership

Network meetings may be attended by all Carers participating in the Carer Representation Program. Carer Representatives may be past or active in the Program or pending placement.

Other Carers WA staff may attend meetings to provide policy advice and support as required. The Network may invite additional members at their discretion.



5. Chairing

Carers WA will chair the CRN meetings. The role of the Chairperson is to maintain the order of business during meetings. The Chairperson will not generally act as a spokesperson for the CRN unless by specific resolution of the CRN.

6. Frequency of meetings

A total of 6 meetings will be held each year. A minimum of four meetings will be held at the Carers WA premises at 182 Lord Street, with up to two meetings per year to be held at external venues. Additional meetings may be convened at the discretion of the Network.

Secretariat and facilitation will be provided by Carers WA.

7. Mode of meetings

Meetings will be in person (preferred) with an option to join online if needed. All in-person meetings will follow Department of Health guidelines regarding COVID-19 infection control.

8. Executive Support

Administrative support will be provided by Carers WA. Actions and decisions will be recorded and reminders sent to relevant members. The secretariat will circulate all relevant papers tabled as well as any materials relating to presentations at the meetings.

The Carer Representation Advisor will arrange for guest speakers or information sessions to be provided at each meeting throughout the year. Topics for discussion will be determined via suggestions from Network members and Carers WA staff.

9. Reporting mechanism

Network attendance will be recorded on the Carers WA database for project reporting purposes.

Issues identified in meetings will be recorded in the Carers WA Issues Log.

Issues raised at the Network meeting will be conveyed to the Mental Health Carer Issues Network (MHCIN) and the Carer Participation in Health Forum (CPIHF) members.

