

North Western Melbourne PHN Regional Suicide Prevention Advisory Group Terms of Reference

Document Status	DRAFT	FOR APPROVAL	IN REVIEW	APPROVED
Responsible Executive:	Executive Director, Service Development and Reform			
Business Area Owner:	Director, Alcohol and Other Drug and Suicide Prevention			
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Related Documents:				

Introduction

NWMPHN is establishing a Regional Suicide Prevention Advisory Group to support the delivery of a number of suicide prevention programs across the catchment.

The Victorian Department of Health and Human Services (DHHS) and Primary Health Networks (PHNs) are jointly commissioning place-based suicide prevention trials. The purpose is to trial a systemic, coordinated approach to suicide prevention, with each site supported to implement proven suicide prevention interventions. The locations in North Western Melbourne are Melton/Brimbank and Macedon Ranges.

The Australian Government is investing in a national trial of suicide prevention activity and North Western Melbourne PHN is a lead site for this initiative. There will be a focus on a services for those who have attempted or are identified as at high risk of attempting suicide. Initially, the population group of focus for NWMPHN will be Lesbian, Gay, Bisexual, Transgender, Intersex, and Queer (LGBTIQ) people.

Both State and Commonwealth initiatives will use an evidence-based suicide prevention approach, with an aim to provide evidence of how a more systems based approach might be best undertaken within the Australian context. Each approach will be involved in evaluation conducted by external evaluators.

Role and Objectives

The NWMPHN Regional Suicide Prevention Advisory Group will provide support and advice to NWMPHN in its planning and service development activities in relation to the provision of suicide prevention and intervention services as part of the trials.

The Group will work collaboratively to provide support and advise on the strategic priorities and guidance to proposed approaches to commissioning services.



Reporting

The NWMPHN Regional Suicide Prevention Advisory Group reports through its minutes to the NWMPHN Executive team.

Membership

Appointment to the NWMPHN Regional Suicide Prevention Advisory Group is made by NWMPHN and consists of members across a variety of sectors and organisations, relevant to suicide prevention, community capacity building and mental health.

Membership is made up of members of targeted groups in the region, namely;

- Independent Chairperson
- People with lived experience (including carers/families)
- Area Mental Health Service
- Local hospital
- GP
- Suicide prevention peak body
- NGO specialist suicide prevention services
- Government agencies (including local government)
- Headspace School Support
- Department of Education and Training
- A Victorian Aboriginal Community Controlled Health Organisation
- Chairperson of the Lesbian, Gay, Bisexual, Transgender, Intersex taskforce
- Culturally and Linguistically Diverse organisation
- Academics with suicide prevention research expertise
- Local Action Groups
- Chairperson of the Brimbank/ Melton taskforce
- Chairperson of the Macedon Ranges taskforce
- Youth Lived Experience

Core NWMPHN Staff:

- Executive Director, Service Development and Reform
- Director, Alcohol and Other Drugs and Suicide Prevention: Michal Morris
- Coordinator of Suicide Prevention and Intervention: Lori Schell


Tenure – appointment of members

The term of membership is until 31 June 2018, with the opportunity for extension as determined by NWMPHN.

Attendees

Any other individuals as requested and invited by the committee.

Meetings



The NWMPHN Regional Suicide Prevention Advisory Group will meet in face to face meetings and/or via teleconference 4 times per year.

Each member of the Advisory Group is expected to assist in achieving the functions of the group through active contributions. In discussing issues, members will bring to bear their expertise, decisiveness and focus on the issues.

Between meetings, members may be invited to comment on documents such as draft proposals, criteria guidelines and professional or consumer resources. From time-to-time, advice may be sought from non-Committee members, or external individuals.

Confidentiality

All information provided to, and decisions made by the NWMPHN Regional Suicide Prevention Advisory Group will be treated as commercial-in-confidence. Members will not speak publicly about the business of the Advisory Group without prior consent from NWMPHN.

Members will not reveal any confidential or proprietary information entrusted in the course of their duties with the Advisory Group, and may not use or attempt to use any such information, documents or data, other than for the fulfilment of their duties. This would include public statements that could be construed as NWMPHN views.

Upon cessation of the Advisory Group membership, and thereafter, members shall not reveal any confidential or proprietary information, which they obtained while members, and may not use or retain, or attempt to use or retain, any such information, documents or data.

Payment

NWMPHN will provide payment based on the NWMPHN Stakeholder Reimbursement Policy, where required by participants who are not supported by their organisation to attend.

Termination

In the event of a member requiring a suspension of membership for greater than 6 months (maximum of two meetings assuming one meeting per quarter), due to the member being unable to contribute to the Advisory Group; or is unable to attend face-to-face meetings requiring travel, e.g., maternity leave, overseas commitments, illness; the member is required to resign unless agreed otherwise with the chair and/or NWMPHN Executive Director, Service Development and Reform.

NWMPHN reserves the right to terminate a member's appointment before the term is completed if deemed in the best interests of NWMPHN. Reasons for termination may include notification of a conflict of interest, unable to implement the philosophy of NWMPHN or breaches of confidentiality. NWMPHN Executive Director, Service Development and Reform is required to provide written notice of termination.

Should a member wish to end their membership before their term is up, the member is required to provide written notice of termination of not less than two (2) months.