

# Nepean Blue Mountains Suicide Prevention Collaborative Terms of Reference

## Background

The Program Guidance for Targeted Regional Initiatives to Suicide Prevention document, outlines the need for the relevant Primary Health Network (PHN) Regional Suicide Prevention Coordinator to take primary responsibility for engagement, coordination and integration of suicide prevention activities across the region, working closely with people who have a lived and/or living experience of suicide, regional stakeholders, and service providers. Establishing a Suicide Prevention Collaborative is a key component of this engagement and an essential element in supporting and implementing a whole of community response to support effective changes in suicide prevention across the region.

The Collaborative has articulated its culture, values, purpose, and aims to be:

## Our Culture and Values

- Lived and/or living experience of suicide embedded in everything we do;
- Respect for each other and human life;
- Safety, integrity, transparency, honesty;
- Compassion and no judgement;
- Inclusivity, representing many voices and perspectives;
- Listening to community, valuing every story; and
- Shared learning and evidence embedded in everything we do

## Purpose

Provide an opportunity for people with a lived and/or living experience of suicide, organisations, community groups, and individuals to contribute to a whole of community approach to suicide prevention across the Blue Mountains, Hawkesbury, Lithgow and Penrith local government areas.

The Collaborative aims to reduce the impact of suicide across the region by:

- fostering connection between people who bring a genuine desire and commitment to suicide prevention, aftercare, and postvention;
- engaging in collaborative projects and initiatives to reduce suicide deaths;
- improving awareness about suicide and reducing stigma surrounding suicide through creation of a dialogue in community and supporting education and training;
- publicising clear options for people seeking support; and
- measuring the impact of the Nepean Blue Mountains Suicide Prevention Collaborative.

## Aims of the Collaborative

Through engagement, connections and partnerships, the Collaborative will aim to:

- help create a community where people want to live;
- increase opportunities for community to be actively involved in suicide prevention;
- collect evidence and data to inform decisions and actions about the implementation of evidence-based suicide prevention activities and achievement of intended outcomes;
- identify ways to enable easier access to services and build the capacity of those services to help people;
- advocate for funding and systems change;
- identify ways to tackle the 'tyranny of distance' to reach whole region with nuanced approach to regional needs; and
- develop its action plans to reduce suicide deaths at a local level and fill existing service gaps or support broader approaches to suicide prevention.

Consistent with the above, the Collaborative will offers its support for the ongoing evaluation of local suicide prevention initiatives to support the aligned activities to continue to:

- complement other activities (i.e. in line with a systems approach) and avoid duplication;
- be evidence-based or contribute to the evidence-base;
- have involvement of people with lived and/or living experience at all levels; and
- meet the known needs of the region

## MEETING CONDUCT

Chair & Co-Chair	The Chair will be a Suicide Prevention Regional Coordinator employed by Wentworth Healthcare until otherwise determined by the membership. A Co-Chair will be appointed to each meeting date as determined by the membership.
Backbone Support to Core Membership	Support for meetings will be provided by Wentworth Healthcare and includes: <ul style="list-style-type: none"> <li>• Scheduling of meetings</li> <li>• Co-Chairing meetings</li> <li>• Distribution of agenda in a timely manner</li> <li>• Minuting meetings and distributing minutes in a timely manner</li> <li>• Communication and distribution of related information to members</li> <li>• Maintaining documentation produced by the Collaborative</li> <li>• Communication with new and existing members</li> <li>• Venue booking and costs</li> <li>• Notifying members of a data breach and taking action to support containment</li> </ul>
Frequency	Up to 10 meetings per calendar year, held Monthly between February and November to be held at dates and times as determined by the members.
Duration	Up to 2 hours
Venue	The Launchpad Meeting Room, Ground Floor, UWS Werrington Park Corporate Centre, 14 Great Western Hwy, Werrington NSW 2747 until otherwise determined by the membership
Members' responsibilities	<ul style="list-style-type: none"> <li>• Actively contribute toward the meeting discussions</li> <li>• Contribute to follow up of meeting actions as required</li> <li>• Appointing person(s) to check-in with absentees after meetings</li> <li>• Contribute to maintaining psychological safety of the people involved</li> <li>• Abide by the Terms of Reference</li> </ul>
Agenda, minutes, and papers	<ul style="list-style-type: none"> <li>• Agenda distributed to members at least three business days prior to the meeting date</li> <li>• Minutes &amp; Actions list to be finalised &amp; distributed within one month after each meeting</li> <li>• Inclusions in any recorded minutes are to be de-identified</li> <li>• Agenda topics to align with fulfilling the purpose and aims of the Collaborative</li> </ul>
Conflicts of interest	Declare any conflicts of interest as and when they occur where personal or organizational interests conflict with the interests of the Collaborative. Upon discussion of topics where a member has a conflict of interest, that member will not be able to participate in voting for the decision relating to the topic.
Quorum	<ul style="list-style-type: none"> <li>• at least 5 people</li> <li>• lived and/or living experience representation</li> <li>• If a quorum is not met, continuation of the meeting will be at the Chair's discretion</li> </ul>

Attendance	<ul style="list-style-type: none"> <li>• Members must attend at least 50% of meetings in a calendar year</li> <li>• If members representing an organisation are unable to attend then a different representative may attend from that same organisation on their behalf. Nominating a consistent substitute to attend all absences is preferred for multiple or prolonged absences.</li> </ul>
Proxies	Members may appoint a proxy in advance of any meeting via email to Wentworth Healthcare to allow the nominated proxy to cast a vote on their behalf on any motions raised at the meeting.
Confidentiality	Each member or member organisation shall keep confidential any information that it receives from another member or member organisation that is marked confidential or that another member has stated is confidential.
Reports to	It is the responsibility of all Collaborative members to ensure their networks are suitably informed of the Collaborative's activities and, where members are representing an organisation, report back to their senior management.
Sponsorship	Wentworth Healthcare as Backbone Organisation
Term	Membership term is flexible and recommended for as long as members are actively involved in the region's suicide prevention initiatives.
Remuneration	<p>Remuneration of people with a lived and/or living experience of suicide attending Collaborative meetings, its working groups, or events organised by the Collaborative will be provided by Wentworth Healthcare in line with Wentworth Healthcare's Consumer Representative Payment Policy 7.19. Wentworth Healthcare does not remunerate anyone attending as a public health professional, or an employee of another agency or company who attends on behalf of that organisation, or where a person is being paid by another organisation for their participation.</p> <p>When needed, the Collaborative may seek out or advocate for alternative funding for this purpose.</p>
Membership Requirements	<p>The membership may comprise of:</p> <ul style="list-style-type: none"> <li>• A diversity of lived experience of suicide inclusive of people from population groups at higher risk of suicide</li> <li>• Backbone staff from the PHN</li> <li>• People representing the Nepean Blue Mountains Local Health District</li> <li>• Other government services including education and emergency services</li> <li>• People representing non-government organisations</li> <li>• People representing community groups or relevant businesses</li> <li>• People who are volunteering in community in the Nepean Blue Mountains region</li> </ul> <p>When needed, the Collaborative may seek specific representation to ensure expertise, diversity, and the lived experience lens is being applied.</p>
Guests	As invited by members for purposes related to the plans, initiatives and or actions arising from the Collaborative's discussions.
Working Groups	Where a focus area of work is identified, short-term working groups may be formed to support focussed development/implementation of the plans, initiatives and or actions arising from the Collaborative's discussions.
ToR review	First review after 6 months. Following the first review of the ToR, an annual review will take place beginning the month of February each year.

<p>Lived and/or living experience readiness to be involved</p>	<p>People who have identified they have a lived and/or living experience of suicide seeking to join as a member of the Collaborative will be provided with the link to Roses in the Ocean’s online resource: “<a href="#">readiness to be involved in suicide prevention</a>”</p> <p>The Backbone Organisation may seek support from Roses in the Ocean to conduct readiness calls with prospective members prior to induction.</p>
<p>Distress Protocols</p>	<p>A rotating roster of Wellbeing Officers with a minimum of two members rostered for any meetings will be developed at the start of each calendar year and circulated to members.</p> <p>Members who have a lived experience of suicide can also utilise Roses in the Ocean’s Peer Care Companion Warmline by calling 1800 77 7337.</p>
<p>Safe Language</p>	<p>All members are expected to have read the <a href="#">Communicating about suicide language guidelines</a> developed by Mindframe prior to attending their first meeting and follow these guidelines during meetings and activities. This guide and any that supersede it will be attached to all meeting minutes.</p>
<p>Decision Making</p>	<p>Decisions are made by majority vote.</p> <p>All decisions are to support furthering the Collaborative’s purpose and aims.</p> <p>Anonymous input into decision making will be accepted at meetings.</p> <p>External consultation may be requested by members and organised by Backbone Organisation when insufficient information is available to make informed decisions.</p> <p>External moderation may be requested by members and organised by Backbone Organisation when multiple conflicts of interest arise.</p> <p>Where the chair or co-chair call an initial vote and results are not unanimous, additional discussion/review time to hear from different views and elaborate on the minority view must be provided and immediately followed by a second round of voting. If no clear majority is declared, then the item and any associated actions will be added to the agenda for the following meeting.</p>
<p>Conflict Resolution</p>	<p>Members have the option to submit identified or anonymous feedback on their experiences during activities of the Collaborative (including disclosure of a dispute or perceived conflicts) to the meeting chair or Backbone Organisation.</p> <p>In the event of a dispute or perceived conflict, members are encouraged to attempt to address the dispute or conflict directly with the other member outside of the Collaborative meetings where it is safe to do so. If this does not resolve the dispute satisfactorily, members can approach the meeting chair or Backbone Organisation for support to resolve the dispute.</p> <p>Any discussion/mediation initiated between members regarding conflicts must be preceded by asking each person involved if they would like a support person to be present during the discussion. External moderation may also be requested by members and organised by Backbone Organisation as required.</p>

<p>Statement and Guiding Principles for Collection, Storage, and Use of Data</p>	<p>Statement:</p> <p>The Collaborative members as part of a whole of community approach to suicide prevention work collaboratively with data stakeholders to successfully manage the privacy and security in the overall lifecycle of all data we receive, generate, provide and report upon. There is zero tolerance for unauthorised access to confidential data and noncompliance with regulatory obligations.</p> <p>Guiding Principles:</p> <p>All members are expected to comply with the Collaborative’s overarching guiding principles for the management of data, as follows</p> <p><b>Involvement of people with lived and/or living experience:</b> Review of data and information in reports or statements received by the Collaborative through the lens of lived and/or living experience of suicide in line with the Collaborative’s culture and values.</p> <p><b>Protecting privacy:</b> Protecting the privacy of individuals and organisations by responsibly and transparently handling any personal information collected through an informed consent process as required.</p> <p><b>Accountability:</b> Controlled management and use of data through legislative and policy obligations. Accountability aims to reduce or control for risk to safety, security and protection of data and to ensure reasonable steps are taken when the destruction or alteration of personal information no longer purposeful to retain is required.</p> <p><b>Shared learning and evidence:</b> To help members of the Collaborative plan and prioritise suicide prevention activities, it will collect or prepare in a timely and effective way high quality and insightful records of lived and/or living experience perspectives, quantitative data, and thematic information about populations, services and supports.</p> <p><b>Acknowledging complexity:</b> Recognising that data does not show the full impact of suicide and that it should not mask the strengths, protective factors, and resilience within communities disproportionately affected.</p>
--	--

This Terms of Reference for the Nepean Blue Mountains Suicide Prevention Collaborative is hereby agreed to and signed by the following individual or agency representative:

Printed name: \_\_\_\_\_

Organisation Name (if applicable): \_\_\_\_\_

Position at organisation (if applicable): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(If applicable) Agreed to and signed by the following Executive sponsor of the agency representative:

Printed name: \_\_\_\_\_

Organisation Name: \_\_\_\_\_

Position at organisation: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_