

Our Healthy Clarence Steering Committee

Date and Time	Thursday 26 th October 2017, 10 am – 1pm
Venue	Education Room One, The Education Centre, Grafton Base Hospital

MINUTES

Topic, Discussion & Outcomes	Who
<p>1.1 Present: Susan Howland (Carer Representative), Skye Sear (NSOA), Richard Buss (NNSW LHD), Russell Brewer (NNSW LHD), Megan Maitland (NCPHN), Joanne Reid (NSW Police), Giane Smajstr, Dan Griffin (Clarence Valley Council), Sue Hughes (NSOA), Keegan, Tia & Gabby (Clarence Youth Action), Shayne Rawson (CHESS), Roxie Collette (New Horizons), Jennifer Pursey (Education), Amy Byrnes & Jo O'Brien (Cranes)</p> <p>1.2 Apologies: Mark McGrath (Cranes), Sam Osborne RAMHP), Meghanne Wellard (Education), Narelle Coreless (headspace), Mardi Dunbar (StandBy Response), Gabi McMahon (headspace School Support), Allister Donald (Lifeline, Olivia Pantelidis (NCPHN), Rose Hogan (Standby Response), Lynne Hugginson (Education, Joanne Reid (Police)</p>	
<p>2. Declaration of Pecuniary Interests, Conflict of Interest (actual, perceived or potential) Nothing declared.</p>	
<p>3. Review & Acceptance of Minutes Minutes accepted by Sue Hughes & Richard Buss, with following amendment; 8.1 amend "Healthy Highs" to Youth Directions".</p>	
<p>4. Business Arising – See Action List</p>	
<p>5. Working Group Updates</p> <ul style="list-style-type: none"> Working Group 1 - 'Improving access to evidence based treatment, crisis care and coordinated care after a suicide attempt': <ul style="list-style-type: none"> Way Back Service (WBS); WBS will provide support coordination to assist clients in linking with required services and supports post a suicide attempt. Aims to provide easy access to service and will be getting information out to the public. Soft launch mid-November, with full launch 30/11/17. Staff are currently in the process of branding materials and attending meetings with service providers to build linkages. Developing resource packs for individuals and carers/families. These packs will be developed in accordance with client demographics, not one size fits all. Working Group 2 – 'Improving the capacity of the workforce and the community to respond to people at risk of suicide': <ul style="list-style-type: none"> 1 x AMHFA and 2 x MHFA delivered in the last 6 weeks with average of 20 per workshop. ATISP for clinicians and GPs to be held on 25/11/17. Registrations are low are present. ASIST training to be run on 16/11 & 17/11. Invitation to be forwarded to OHC Training to be delivered by Pharmacy Guild for pharmacists. 	<p>Amy Byrnes & Jo O'Brien</p> <p>Sue Hughes</p>

- **Working Group 3 – ‘Increasing the availability of evidence-based mental health and wellbeing programs within schools’:**
 - Training of staff in Youth MH to commence in early 2018.
 - YAM being rolled out statewide in public schools. Keith Brown is coordinator for Grafton area. Training is aimed at 14-16 years (Year 9 students) and is a universal program. Each group is delivered by a trained staff member and volunteer helper. Maybe OHC could assist in sourcing interest from community members who may want to become a volunteer.
 - Communication issue raised with regard to knowing what is happening in schools and the need for Education to better communicate what they are doing, with the wider community.

Sue Hughes will liaise with Meghanne Wellard and build strategies into the OHC Communications plan that is being developed.

Sue Hughes

- **Working Group 4/5** – *‘Improving community awareness of mental health and how to access information and services’ and ‘Improving community engagement, early intervention and prevention’*:
 - Draft Communications Plan emailed to members for comment and feedback. Meeting invite sent for 8/11/17 to work on Communication Plan. Looking for new members for this working group.
 - Yampa Pop Up Hub official launch 3/11/17. Flyer will be emailed out today.

Covered in other areas of discussion, including review of Plan due in February 2018. **Remove as standing agenda item**

7.1 Workplace Inclusion Network (WIN) project;

- Presented by Sue Hughes on behalf of Sam Osborne. Glenn Bailey is the project coordinator, please direct all inquiries to Glenn. Fact sheets and contact details provided with these minutes.

- Ministry of Health have asked Richard for OHC to assist Lithgow in establishing a similar network. Richard has spoken to them and sent some OHC information. Has offered assistance on behalf of the committee to answer any questions. Dan & Giane will also talk with their colleagues in Lithgow Council.
- Giane also advised that she has been liaising with Ryde City Council who also want to replicate OHC.

7.3 Mental Health Commission (MHC).

- New Commissioner has commenced. CRRMH have commenced writing the report on OHC, for the MHC, following a visit in September. They will be coming back again early in 2018 to meet with more members. Richard has asked that the MH Commissioner come back and talk to OHC before making the report public.

Richard

- Council put in a submission re CYA and OHC. The committee are thinking of coming to Grafton for a round table/sitting, but Richard has advised now is not good timing for those affected by recent suicides.

Richard

<ul style="list-style-type: none"> Committee is considering inviting OHC & CYA to come to/link into their sitting day. Coroner's office is seeking information re actions and outcomes of OHC. Richard has advised members to direct all inquiries to him as the LHD has policies and procedures to manage these requests. 	
7.5 Ministerial Rural Advisory committee meeting <ul style="list-style-type: none"> Next meeting is in Dubbo 4/12/2017 and they have requested OHC to present at this meeting. Richard has said yes to this request and will let the committee know the details once known, to see who presents. 	Richard
7.6 OHC Project Coordinator Role <ul style="list-style-type: none"> Richard would like OHC to start considering funding options, including sponsorship, to be able to continue the OHC project coordinator role beyond 12 months. Asked that committee members starting talking to their contacts/networks and bring back ideas to the next meeting. Need to consider if we are prepared to accept sponsorship and potentially co-branding of OHC? 	All
7.7 Terms of Reference <ul style="list-style-type: none"> CVC voted in as co-chair, however TOR state that it must be a community member. Do we want to change this in the TOR? Members to review the Terms of Reference and provide feedback via Megan Maitland (mmaitland@ncphn.org.au) so a review of the TOR can be discussed and finalised at the next meeting in February 2018. <p>NCPHN to circulate TOR, request and collate all feedback for next meeting.</p>	All Megan/NCPHN
8. Committee Member Update;	
8.1 Wellways Community Advocacy Forum; <ul style="list-style-type: none"> Sue attended the forum with approx. 20 others, including Carers, Consumers and Service Providers. Wellways have a funded advocacy division. 3 main issues identified at the forum; 1. Child and Adolescents, 2. Community connections, 3. Community Education and Information. Would like to see Advocacy including in the OHC Plan on review next year. Believes this will assist in increasing Community Representation on the OHC committee. Free training is available to help those with lived experience to tell their story. Sue will provide a written report to the committee once all information from the Forum is available to her. Recommended that we target TAFE students (studying Peer Support), MH Training lists (e.g MHFA) and the original OHC mailing list to try and increase community representation and participation on the OHC committee. 	Sue Howland
8.2 Clarence Valley Council; <ul style="list-style-type: none"> Zombie Walk held in Grafton with 130 people in attendance despite wet weather. Yamba Zombie Walk to be held this weekend. CV Pride has 10 to 15 members and meet weekly. Members are aged 16-19 years. They will be running their first event in November. Iluka Family Fun day to be held in November, with services providing information stalls. Spookfest event held by CYA, LGBTI event, with 50 young people in attendance. 	
8.3 Clarence Youth Action (CYA); <ul style="list-style-type: none"> Received the MH Commission (MHC) "Community Champions" award for the state. Representatives went to Sydney to collect their award. They were then called back by the MHC to showcase their work. 	

<ul style="list-style-type: none"> A film has been created by the MHC which features members of CYA, Giane will send a link to committee members to view. Volunteer aware received, to be presented in December. New members are joining as a result of their work and recognition/awards. A brochure has been developed about CYA, Giane will send a copy to members Funding was received to run "Spookfest" which was a great success, with lots of learnings for future events. 50 people attended, which exceeded expectations. CYA will be at the Yamba Zombie Walk CYA will be at the Jacaranda Festival twilight markets "Shades of Purple" on Wednesday 1/11/17 with Youth Performers, Workshops and Stallholders. 	Giane Giane
8.4 NCPHN; <ul style="list-style-type: none"> Megan attended the Wesley LifeForce Suicide Prevention Networks conference in Darwin last week. Information presented on the Wesley SP Network support, network establishment and Community Hub. Existing committees obtain affiliate membership and access resources via the "Community hub". 	Megan
8.5 New School of Arts; <ul style="list-style-type: none"> Grafton Pop Up Hub launched 13/10/17. Open Tuesdays Saturday. Yamba Pop Up Hub official launch 3/11/17, will be open Thursdays and Fridays. Volunteer orientation has been held in Grafton and will be held 9/11/17 in Yamba, for those interested in volunteering in the hubs. Ride 4 Youth 11th & 12th November. Hoping to raise \$10,000 this year and funds will go towards MHFA training and Pop Up Hubs. Partnership with CVC to provide Youth Work Support drop in sessions. Four positions closing Monday, including positions in the Pop Up Hubs. 3 x Our Healthy Clarence branded Banners now available for use at events. Thanks to Sue Howland and her son John for all of their help with Mental Health Month activities. 	Skye/Sue
8.6 Sue Howland; <ul style="list-style-type: none"> Light up the Darkness is willing to give funding for resources, etc. Will talk to Sam Osborne about what they may need. Maclean CWA is opening a room 1 day per week for a Community Drop in Place. Can provide information/resources to the community via this, including Pop Up Hub resources. This room is also available for others to use. 	Sue Howland
8.7 NNSWLHD <ul style="list-style-type: none"> Currently recruiting internally. Some staff recruited, but positions still vacant. Linking with the new Way Back Service Building relationship with headspace and developing interface for clients. 	Richard Brewer
8.8 CHESS <ul style="list-style-type: none"> Working on the PHAMS transition to NDIS. Assisting clients with the transition. 	Shayne Rawson
8.9 Education Department; <ul style="list-style-type: none"> Mini restructure in process within the Department 	Jennifer Pursey
9. Update from Black Dog Institute	NCPHN
<ul style="list-style-type: none"> Nil update 	
10. Mental Health Reform Update	NCPHN
<ul style="list-style-type: none"> Healthy Minds Position Paper with CEO awaiting approval to proceed to tender 	

<ul style="list-style-type: none"> • Low Intensity (including WBS) sitting with CEO awaiting approval to proceed to tender. • Psychiatry; <ul style="list-style-type: none"> ○ Dr Shah (Children) providing via tele psychiatry with 7 referrals in 2 months. ○ Dr Carne (Adults) held one clinic. Based in Grafton GP Super Clinic and referrals coming from other clinics also. Next two day clinic in November is fully booked with bookings for December clinic also. Will be visiting fortnightly from January 2018. • Will headspace be encouraged to join OHC? Megan to raise with Olivia 	Megan
11. Next Meeting Thursday 15 th February 2018 –Grafton Base Hospital Education Centre, 10am to 1.00pm.	NCPHN

ACTION LIST

Action	Who	Due Date	Outcome	Date completed
How would we like to screen Community Reps? Susan has sourced examples from other organisations. Sue Hughes & Sue Howland to work on EOI and screening process, for Community Members to join OHC. Provide final copy to NCPHN on completion.	Sue Hughes	26/10/17 ASAP	Committee endorsed EOI form with addition of contact details for Sue and NSOA, to assist people to complete the application.	
OHC Communications Plan	Sue Hughes/ Skye Sear	26/10/17	Draft Plan emailed to members for comment/feedback. Meeting invite sent for 8/11/17 to finalise plan	
“Anniversary Plans” being developed with relevant schools – provide relevant information to Olivia for Media purposes.	Meghanne Wellard	26/10/17	Sue Hughes will follow up with Meghanne	
Members to provide feedback on how to get people with lived experience involved in the committee	All	Ongoing	Refer to 8.1 in minutes; and Sue to email final version of Community Membership EOI, along with the Plain English OHC Plan, to members and promote via events and email lists. OHC members to also share via their networks.	
Megan to provide OHC email list (100+ subscribers) to Sue H	Megan Maitland	27/10/17	Completed.	27/10/2017
Establish website and social media presence for OHC	Sue Hughes	Ongoing	Facebook established. Website quotes received and provided to the OHC advisory group – awaiting decision	
Develop a process for endorsement of ‘event/support requests’ from OHC. Draft “OHC Request for Support” Template provided by NCPHN. Skye to provide “rapid decision making Process”, Sue to incorporate into template and include feedback from this meeting.	Sue Hughes	26/10/17	Committee endorsed form with addition of timeframe for response to application. No need for additional documentation for decision making process. Sue to forward NCPHN final form	
Send Waves of Wellness the “OHC Request for Support” form once it has been developed for OHC	Sue Hughes	26/10/17	Sue will now send endorsed form	
Request for support - Outward Bound Australia “Resilience & leadership Building” programs. Forward “OHC Request for Support” form once finalised	Sue Hughes	26/10/17	Sue will now send endorsed form	



Action	Who	Due Date	Outcome	Date completed
Plain language version of the OHC Plan— Year 9 level Plan achieved, now to be further refined/amended to achieve Year 5 level.	Sue Hughes	26/10/17	Completed. Sue will email out PDF and arrange for some to be printed by NSOA.	26/10/17
Liaise with Meghanne Wellard re Communication of School MH training and activities and build strategies into the OHC Communications Plan that is being developed.	Sue Hughes	ASAP		
Committee members starting talking to their contacts/networks and bring ideas to the next meeting, for fundraising or sponsorship to fund the OHC Project coordinator after the initial 12 months.	All	15/2/2018		
Members to review the Terms of Reference and provide feedback via Megan Maitland (mmaitland@ncphn.org.au) so a review of the TOR can be discussed and finalised at the next meeting in February 2018. NCPHN to circulate TOR, request and collate all feedback for review at next meeting. In particular the Co-Chair requirements.	All Megan Maitland	31/1/2018 ASAP		
Will headspace be encouraged to join OHC? Megan to raise with Olivia	NCPHN	15/2/2018		

Completed Actions;				
Add review plan to agenda for February 2018	NCPHN	Feb 2018	Added to agenda 15/2/2018	27/10/17
Send NCPHN the spreadsheet of audit of community spaces, NCPHN to distribute the spreadsheet to the committee for feedback. Under development – work in progress	Skye/NCPHN	ASAP	Emailed to committee	26/10/2017
Work with NSOA and CVC to draft a standard committee response to promoting specific agendas, need to be congruent with the values of Council and NSOA	NCPHN/NSOA/CVC	26/10/17	Emailed 26/10/17.	26/10/2017
Mental Health Month October – events. Forward all information to Sue Hughes who will collate into a calendar	Sue Hughes/All	26/10/17	Completed	26/10/2017
Rose to research and provide feedback about events for men and older people in the region	Rose Hogan	Ongoing	Closed, not able to be progressed. Contact Rose direct if you want to discuss	26/10/2017