

**Our Healthy Clarence Steering Committee**

**Special Meeting – NCPHN Statement of Works**

**In attendance**: Sam Osborne RAMHP (Chair), Skye Sear (NSOA), Allister Donald (Lifeline), Mark McGrath (headspace), Debrah Novak (community member), Russell Brewer (NNSW LHD), Keegan Woldseth-King (CYA), Jeremy Jablonski (CYA) and Sue Hughes (Minute taker).

**Apologies**: Richard Buss (NNSWLHD), Susan Howland (Community Member), Meghanne Wellard (DET), Jason Grimes (headspace), Kati Jacobs (CRANES), Sharon Monaghan (PMC), Jo Reid (NSW Police), Vicki Forrest (Social Futures) and Narelle Corless (headspace School Support).

Purpose of extraordinary OHC Steering Committee meeting: to review and endorse (subject to any necessary changes) the NCPHN Statement of Works - (SoW)

1. **Summary of the SoW provided by Skye Sear – please see attached.**

$380 000 over 2 years (July 2018 – June 2020) - $180 000 to support ongoing employment of OHC Project Coordinator & $200 000 for the implementation of strategies identified in the OHC Plan.

Preliminary discussion with Advisory Group have included – feedback to NCPHN including use of language (suicide prevention), role of Advisory Group vs. Steering Committee, LifeSpan model vs. other models & innovation, intellectual property & branding. Amendments made. Subsequent changes made to the contract.

1. **Issues with the SoW – identified by OHC Steering Committee.**

Two additional clauses have been added by NCPHN that weren’t in the original draft

*3.1.1 ix. Participating in the evaluation being undertaken by the University of Melbourne of strategies funded under the National Suicide Prevention Trial*;

Suggestion to amend the clause to:

The OHC Steering Committee to retain the right to continue the existing and ongoing 2 year evaluation arrangement in place with CRRMH and independently from the NCPHN.

*3.1.2 iv. Participate in workshops and professional development opportunities provided by the Black Dog Institute and NCPHN to build understanding and use of the evidence supporting effective suicide prevention strategies*;

Action : Skye to discuss with NCPHN and seek clarification. The importance of professional development for OHC Coordinator was supported, however this should not be limited to Black Dog Institute and should reflect individual learning needs of OHC Co-ordinator and the priorities of OHC plan.

6. KPI’s Outputs – suggest remove word ‘groups’ and add word community ‘members’

Action : Clarification to be sought from NCPHN about attendance at future Steering Committee meetings as a way of consolidating communication and promoting NCPHN inclusion in the Steering Committee.

1. **Project Timeline**

* SoW needs to be endorsed by – 20th June
* Contract Period – 1st July 2018 to 30th June 2020
* Project Action Plan – to be confirmed

1. **Project Action Plan**

Development – This does not mean that a new action plan has to be developed, rather it is about the process of how OHC will continue to implement strategies to achieve the current objectives, the process for OHC moving forward and the identification of key priority areas. The process will be negotiated with NCPHN within 15 days of execution of the SoW and will be informed by the evaluation currently being undertaken by the Centre for Rural and Remote Mental Health (CRRMH).

Confirmation has been received that the CRRMH Research Team will return to the Clarence and present feedback on the key findings of Robyn’s evaluation to the OHC Steering Committee. In addition, Robyn has been approached to facilitate a workshop on the process of reviewing the Project Action Plan, the Terms of Reference, feedback on a proposal for a Community awareness survey and identification of Governance issues. The proposed dates for the one day key finding feedback session are 17th - 19th July or 31st – 2nd August. This could be held in two parts, the morning session for the Research Team and the afternoon for Robyn’s Workshop or alternatively the Research Team present on one of the above days and Robyn could return to the Clarence at another date in the near future. This is dependent on availability of SC Members and confirmation of support from CRRMH.

Action : Need confirmation of most suitable format and date so the dates can be locked in.

Discussed potential for media opportunity with ABC regarding the findings of the evaluation, OHC achievements and highlighting MH Month.

Action : Deb Novak to investigate. OHC Committee to explore media strategy.

1. **Endorsement**

All in attendance endorsed the NCPHN Statement of Works, with the abovementioned changes. The final endorsed copy of the SoW will be circulated to the Steering Committee.