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**Our Healthy Clarence Steering Committee**

**Meeting Minutes**

5th December 2019, 10am

**Education Room 2, The Education Centre, Grafton Base Hospital**

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| **Present:** | Sue Hughes (OHC), Skye Sear (NSOA), Nicole Secomb (Momentum Collective), Joanne Reid (NSW Police Grafton), Rodney Lloyd (Community Member), Mel Wakefield (StandBy), Miko Smith (Lifeline NC), John Shearer (Community Member), Russel Brewer (Grafton Community Mental Health), Darren Kershaw (Bulgarr Ngaru AMS), Mark McGrath (headspace), Jason Grimes (headspace), Sara Borrett (New Horizons), Kerry Gallagher (New Horizons), Michelle Allen (CRANES), Susan Howland (Community Member), Acacia Endean (NSOA) |
| **Apologies:** | Sharon Monaghan (PMC), Aimee McNeill (PHN), Daniel Becker (CRANES), Sharyn Fowler (FACS), Sam Osborne (RAMHP), Dan Griffin (CVC), Meghanne Wellard (DET) and Angie Boorman (TAFE). |
| **Special Guests:** | n/a |

| **Agenda Item** | **Discussion** | **Decision/Action** |
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| 1. **Meeting opened:** | 10.15am | |
| **2. Acknowledgement of Country** | Russell Brewer acknowledged the traditional owners of the land upon which the meeting was taking place, and acknowledged those with a lived experience of mental health, their carer’s and their families. Russell also acknowledgment of the devastation across the Clarence Valley from the bushfires. |  |
| **3. Welcome and Introductions** | Around the table introductions. Welcome of new member Rod Lloyd. |  |
| **4. Declaration of Pecuniary Interests, Conflict of Interest (actual, perceived or potential)** | NIL Declared. |  |
| **5. Acceptance of the Minutes of the Previous Meeting held on 24th October 2019** | John Shearer moved  Sarah Borrett seconded. | **Motion:** That the minutes of the previous meeting are accepted as a true and correct record of the meeting. |
| **6. Business Arising from previous meetings** | * 1. Endorse Volunteer Management Policy   Reimbursement of volunteers clause to be amended from the SCHADS rate to the ATO rate. Reimbursement to be provided in whichever form (cash or gift card) that is convenient and appropriate to both the volunteer and OHC.     * 1. CV LGA Fact Sheet   PHN data for the CV LGA was updated this year and has been circulated. In the form of a fact sheet.   * 1. Suicide Audit Data – Clarence Valley   Data for both CV LGA (2008-2017) and North Coast (2006-2017) was discussed following acknowledgment that these figures reflected people’s lives. These figures are not to be reproduced but can be accessed with a formal request for this Suicide Audit data to Sue via the BDI.   * 1. Nominations for Steering Committee Co-Chair   Jason Grimes, John Shearer and Sue Howland self-nominated as Co-Chair.  Vote conducted as terms of reference states only two co-chairs.  All nominees left room due to conflict of interest  Vote conducted.  John was thanked for his nomination and asked for consideration in a year’s time. | **Motion:** Changes in rate and payment method unanimously endorsed.  **Motion:** Sue Howland and Jason Grimes appointed as Co-Chair’s due to unanimous and majority votes respectively. |
| **7. Community Updates** | StandBy Community Committee  John is the sole lived experience representative for the Clarence Valley on the National StandBy Advisory Committee.  River Dreaming Festival.  The festival was held on November 1st with the intention of it becoming an annual event following a meeting with the Jacaranda Festival committee. Darren thanked OHC members for their support and involvement in the day. River Dreaming was funded by reparations from the CVC removing a scar tree, this event successfully facilitating healing for elders and community members.  16 Days of Activism  Runs from 25th November – 10th December, with orange ribbons and nail polish being used to instigate conversation. An event was held at the Yamba markets with a positive community response. Upcoming event: Grafton Friday 6th December in Market Square. All invited to attend.  Our Health Hub  Rod Lloyd is starting a new community venture with the aim of strengthening community wellbeing. This venture is to begin in 2020 in Maclean. With the intention of educating community about mental health and self-worth within the hub itself, in schools and through community activities.  Partners Impacted by Bushfires  Yamba Rotary and Yamba Lions Club storage shed was destroyed due to arson. The Rotary BBQ had been used at the recent Yamba Park Run for World Mental Health Day. A go fund me has been opened to raise funds for replacement of the storage sheds. |  |
| **8. Financial Reports** | * 1. Clarification from PHN re $70k   It has been confirmed funding will be delivered in 3 blocks ($70k, $70k, $60k) with first block already released. This funding can be used for any of the PHN approved activities.   * 1. Draft budget to be tabled   2 - Budgets discussed   1. Community Capacity Building ($20,712)   The budget currently includes PHN approved Lifeline training and Question, Persuade, Refer (QPR) online training licences ($350 total).  Discussion regarding OHC funding two YAM facilitators external to the Clarence. This is currently included in the budget, discussion regarding removal of this. Concerns raised about service duplication and sustainability of program as funding is going out of area.  Survey Monkey costs budgeted for evaluation purposes.  A similar course to QPR is Start. It is more expensive but much better than QPR funding. This training is not included in the initial PHN proposal. OHC would need details of how many and how it would be rolled out before progressing.   1. Access ($70,000)   Discussed in 10.1. Preliminary actions made to engage research partner to investigate access issues and investigate recommendations. | **Motion:** QPR training handed to Implementation team. Targeted workplaces to be identified in the new year with training rolled out in early 2020.  **Motion:** Unanimous No Vote. YAM to be removed from budget. (Sue Hughes to Action)  **Motion:** To be explored at a later date. |
| **9. Media Requests** | * 1. Clarence Valley Top 30 Most Influential People Judging Panel   Sue Hughes on judging panel. Our Healthy Clarence Community member Gary Martin recognised in this, more nominations will be released across the coming week.   * 1. Regional Voices – revisited   Sue Hughes’ radio interview from last year being replayed today. |  |
| **10. Implementation Teams Project Proposal Updates** | * + Access   Team had a meeting yesterday which led to the existing proposal being amended to an EOI which has been distributed amongst steering committee members. The research partner selected will have local connection and understanding of current health and social issues in area. (i.e. SCU, UNE, Centre for Rural Health).   * + Community Capacity Building   Schedule of training for the next six months has been developed including ASIST (Rescheduled for February due to bushfires), MHFA refreshers for participants of MHFA training in 16-17 (May in Maclean and Grafton), Standard MHFA (this Saturday, next Saturday and March), Youth MHFA in Maclean.  Revisiting 2016 schedule of training to be used to ensure no duplication of training.  10.3 Community Engagement and Development  Iluka roadshow to be rescheduled due to fires (February 2020). Community members already expressing interest in attending upcoming sessions.  Two roadshows have been held in Yamba with small numbers but a good cross section of community. Conversations mostly pertained to the need for inclusive activities bringing communities together. Participants provided positive feedback.  Implementation team will meet in a few weeks to develop a calendar for planning future Roadshows.  10.4 Surplus Funding (NSOA, Lifeline, PHN, AMS and NNSWLHD)  Financial reports have been distributed to Steering Committee members. There is currently $45,353.47 remaining.  10.5 Leadership Group  Current priority is looking to strengthen and maintain current structure while applying for funding. Current funding will conclude in June 2020 – including funding for coordinator role. Looking to diversify funding and organisations holding funding.  Funding required:   * Coordinator/volunteers - $90,000 * Access * Community development * Community capacity building   Strategic planning day to be organised in the near future.  Roxy Collett has resigned from the leadership group. | **Motion:** Feedback to be received by COB today. In order to distribute tomorrow with 23rd Jan. as deadline for return of EOI.  **Motion:** Send details of potential researchers to Sue Howland  **Motion:** Mark to send this document to Sue Hughes.  Mo**tion:** Distribution of details of a federal grant for programs pertaining to physical activity and social inclusion to be considered by committee members.  **Motion:** Mark to distribute Community roadshow designed infographics to Steering Committee.  **Motion:** Advise Sue Hughes if members wish to nominate.  **Motion:** Skye nominated a council member to join leadership group. |
| **11. Opportunities for Collaboration** | Concerns raised regarding council’s current level of participation in the Steering Committee. OHC understands there are competing priorities but thinks it is important to have consistent CVC presence.  headspace to meet with Dan Griffin (CVC) in coming weeks regarding funding application. |  |
| **12. Funding Opportunities** | Multiple funding opportunities currently available including:   * + $48.5m being released by federal government for Disaster Recovery. Both headspace and Lifeline NC have bids for this funding progressing currently. There is $18m aside for Community projects.   headspace has had a meeting with Chris Gulaptis and Allira Newton (CVC) to lobby for this funding.  Lifeline Australia spoke with premiers to put a bid in for same funding to provide relief from border to Forster/Tuncurry. While Lifeline is currently pursuing this independently it can be potentially be put towards OHC projects.   * + Tackling tough times together $150,000 (up to) closes Feb 2020 * Greater Credit Union closes between $350,000 (up to) closes April 2020 * Strengthening Communities – small grants up to $10,000 for areas with small populations. * Yugilbar Foundation | **Motion:** Opportunities to be distributed via email to all members.With guidelines for identifying the appropriate lead agencies and moving forward with an OHC application. |
| **13. Any Other Business** | * 1. Bushfire Recovery – Sam Osborne   OHC acknowledges the resilience of the community and the hard work of emergency services and discussed ways the Steering Committee can support.  RAHMP is currently undertaking psychosocial mapping to inform community engagement with Dan Griffin (Clarence Valley Council). Looking to community owned solutions and wrap around support, with the intention of OHC being involved. Coordinated by the Office of Emergency Management with CVC taking the lead role in the community.  Discussion regarding the importance of long term support for communities impacted by these fires. Predicted impacts will continue to be felt by community for 3-5 years at minimum.  headspace is visiting Nymboida weekly and has heard reports of anger and frustration due to feeling they have been forgotten already. This flags the need for consistent contact. Those directly impacted are still displaced and those who have been able to return home are experiencing high rates of hypervigilance and anxiety.  Counsellors are being recruited at present to support these communities.  The current challenge is that some areas are moving into recovery and some are still in response.   * 1. BDI Immersion Visit Update   Sue Hughes visited the Black Dog Institute last month. During this visit, Sue met key staff and received an induction of different programs and services they can provide.   * 1. BDI Project Coordinator’s Visit   Sue will be visiting again 9-10th December with all Suicide Prevention Trial Coordinators across state  13.4 Reimbursement method for volunteers  See 6.1   * 1. ACT for Mental Wellbeing   John is looking to roll out ACT training which is a combination of mindfulness based therapy and Gan’na healing. Discussions have been had with Lifeline NC who regarding their support of this and information has been shared at a meeting with ATSI community. John is looking to train ATSI facilitators to roll out training in addition to himself and would like to deliver this to OHC Steering Committee next year.   * 1. Lifeline’s Out of the Shadows Walk   Miko thanked OHC for their support of this event and hopes to make it a larger event in coming years. Lifeline has received positive feedback from both Grafton and Coffs Harbour communities and is looking towards funding to have the Out of the Shadows work a larger, annual event.   * 1. Road Safety   Potential for OHC to facilitate education regarding driver safety from a wellbeing perspective in an attempt to shift the culture and mindset of drivers. | **Motion:** Consideration of formation of bushfire recovery implementation team.  **Motion:** Advise John of potential facilitators.  **Motion:** Sue Hughes volunteered to sit on a committee to assist with organisation of future events. |
| **14. Next Meeting** | Next meeting: Thursday, 6th February 2020 CRANES Meeting Room, Kemp Street, Grafton |  |
| **Meeting Closed:** | 12.07pm – Thanks to the Steering Committee for all the hard work and support this year. Have a safe and Merry Christmas. | |