

# National Suicide Prevention Office Lived Experience Partnership Group Terms of Reference

## About the National Suicide Prevention Office

The National Suicide Prevention Office (NSPO) was established in January 2022 as a specialist office located within the National Mental Health Commission. The NSPO is tasked with leading a coordinated, whole-of-governments approach to suicide prevention.

The NSPO aims to guide and support all levels and parts of government to take coordinated, comprehensive and consistent action to reduce suicide and suicidality, including through:

- Developing a whole-of-governments National Suicide Prevention Strategy.
- Embedding lived experience at the core of decision making to ensure policies and programs meet the needs of those impacted.
- Monitoring and reporting on national progress, enhancing data collection, and building evidence to support decision-making and improve outcomes.
- Building capacity and capability of government systems, service providers, and community networks to respond early and provide coordinated, compassionate support.

Currently the NSPO is focused on developing the National Suicide Prevention Strategy and developing a National Suicide Prevention Outcomes Framework for monitoring and reporting progress in suicide prevention.

The work of the NSPO is informed by people with lived and living experience of suicide and draws on the rich combined knowledge and expertise of individuals, communities, service providers, advocates, researchers and government agencies across portfolios and jurisdictions.

More information is available at <http://www.mentalhealthcommission.gov.au/nspo>

## National Suicide Prevention Office Lived Partnership Group Terms of Reference

The Lived Experience Partnership Group (LEPG) was established to ensure that people with a lived experience of suicide are partners in the work of the organisation. The LEPG will provide value to the NSPO through the contribution of diverse views and expertise.

The purpose of the Lived Experience Partnership Group is to:

- Provide expert advice to the NSPO to inform the design and contribute to the development and implementation of key projects from a lived experience of suicide perspective.
- Guide the work of the NSPO to ensure best practice lived experience engagement.
- Promote cross-sector collaboration and knowledge sharing in suicide prevention activity that values lived experience insights and expertise.
- Inform the NSPO on current and emerging issues that are significant to members' own communities, sector contexts or systems-level advocacy work.

### The role of the Co-Chairs:

Prior to the start of each term, members will be invited to nominate for the role/s of Co-chair. Two Co-chairs will be elected. The term for each Co-Chair is two years. Should a Co-Chair wish to resign from the position, the group will nominate a replacement.

The Co-Chairs will:

- Effectively manage and chair meetings, ensuring that people have fair and equal opportunity to contribute.
- Work with the NSPO to develop agendas, participatory approaches to meetings and consider accessible information delivery.
- Translate concepts and provide support to assist with bringing members along on the conversation during meetings to maximise participation.
- With the consent of the group, develop correspondence on behalf of the LEPG as and when required.
- Engage with members out of session as required.

### The Secretariat

- Secretariat support to the LEPG will be led by the NSPO Director, Partnerships & Engagement
- Secretariat support will include:
  - Developing and circulating meeting schedule in consultation with the Co-chairs and members
  - Arranging virtual and physical meetings as required
  - Developing the agenda for each meeting in consultation with the Co-Chairs
  - Distributing meeting papers and minutes at least five days prior to the meeting
  - Following up on agreed actions arising from the Partnership Group
  - Distributing material associated with the work of the LEPG
  - Maintaining a record of out-of-session papers, circulating papers and recording responses from members.

### Membership

- All members must have a personal lived and/or living experience of suicide, that is to experience or have experienced thoughts of suicide and /or suicidal behaviours, survived an attempt, care for a loved one who is/was suicidal, or been bereaved by suicide.
- The LEPG will have diverse representation from groups that are disproportionately impacted by suicide, including representation of those who have traditionally experienced marginalisation. The group will also reflect geographic diversity with members from different states/territories, metro, regional, rural and remote communities.
- Collectively, members should be able to demonstrate:
  - an ability to represent a diverse range of views and have knowledge of issues affecting their communities relevant to suicide prevention.
  - knowledge of the suicide prevention system and systems that intersect with suicide prevention.

- a commitment to participating in an advisory capacity, this includes regular attendance at meetings.

### Appointment

- Membership is considered through an Expression of Interest process, with selection determined by a panel consisting of a minimum of 2 members of the existing LEPEG, the Head of NSPO and the Director, Partnerships & Engagement.
- Membership to the LEPEG will be for a period of 2 years, with potential to extend for one more term.
- LEPEG members may withdraw from the LEPEG at any given time on discussion with the Co-Chairs and Head of the NSPO.

### Meetings

Meetings will be held monthly. A meeting schedule for the LEPEG will be set. Additional ad-hoc meetings may be called with advanced notice to ensure the LEPEG assists NSPO to meet deadlines.

- Meetings will be held virtually via Webex, with an in-person meeting occurring twice a year in Sydney or Canberra.
- Agendas, briefing papers and any other materials that support the engagement and participation of Members will be provided at least 5 business days prior to meetings.
- Meetings will be attended by the Head of the NSPO, the Director of Partnerships and Engagement, Director, Policy and the Senior Partnership and Engagement Officer. Other guests may be invited to attend meetings as is required.
- No proxy attendance can be arranged. If a member is unable to attend a meeting, they may pass their advice direct to the secretariat for sharing with the group.
- Members will be remunerated for their time in line with the National Mental Health Commission's Paid Participation Policy.

### Ways of Working

- The LEPEG and the NSPO will work in partnership to ensure that the voice of lived experience is central to the development of advice provided to government.
- The Co-chairs of the LEPEG will promote a safe and supportive environment, with the aim to facilitate diverse viewpoints in discussions and decision making.
- The LEPEG will work with the NSPO to understand the parameters of work being undertaken and the NSPO will work to be flexible and innovative with recommendations and advice provided by the LEPEG.
- The LEPEG will aim to give clear input to the NSPO, acknowledging that there may not always be a consensus view.
- The Head of the NSPO reports to the Minister for Health who holds final decision on the work of NSPO.

### Conflicts of Interest

LEPEG members must declare any conflicts of interests as they arise, especially where their membership and knowledge of the NSPO impacts direct or competitive funding.

### **Confidentiality**

Information shared with the LEPG must be treated as confidential and will not be shared unless otherwise approved by the Head of the NSPO. Members will not reveal any confidential information discussed at meetings, unless approved by the Head, NSPO.

### **Continuous Improvement**

The Terms of Reference and ways of working will be reviewed every two years. Members are always welcome to provide feedback outside of meeting sessions direct to the NSPO.