**Kimberley Regional Aboriginal Mental Health Planning Forum (KRAMHPF)**

**TERMS OF REFERENCE**

1. **Committee Name**

Kimberley Regional Aboriginal Mental Health Planning Forum (KRAMHPF)

1. **Status**

The Kimberley Regional Aboriginal Mental Health Planning Forum is a sub-committee of the Kimberley Aboriginal Health Planning Forum (KAHPF). As such:

2.1 The terms of references of the KRAMHPF must be approved by the KAHPF.

2.2 The minutes of the KRAMHPF meeting will serve as a report to the KAHPF meetings.

1. **Objective of the KRAMHPF**

The objectives of the KRAMHPF are to bring together all Mental Health service providers in the Kimberley to:

* Identify and monitor gaps in service provision.
* Maintain a profile of services and new initiatives.
* Advocate for resources to address identified gaps.
* Advise funding bodies on gaps.
* Build and consolidate partnerships.
* Share and exchange relevant information.

1. **Values of the KRAMHPF**

Work in the area of mental health in the Kimberley Aboriginal community requires a holistic approach incorporating Physical, Social, Emotional, Cultural and Spiritual health. This is referred to as Social and Emotional Wellbeing (SEWB). In all of its work the KRAMHPF undertakes to:

* Operate in a manner that is accessible, accountable, respectful and inclusive;
* Operate in a collaborative manner which builds on existing structures and networks wherever possible;
* Work to support actions and initiatives which consolidate and strengthen existing services;
* Seek to promote equitable service delivery in the Kimberley region;
* Maintain its commitment to cultural security.

1. **Role of the KRAMHPF**

The role of the KRAMHPF is to:

* Foster information exchange between services/agencies.
* Show leadership in the mental health/SEWB area by representing community views to the KAHPF.
* Act as a forum where issues can be discussed.
* Work on implementing the priority recommendations identified in the 2012 Kimberley Aboriginal Primary Health Plan and any other relevant mental health plan
* Respond positively to other opportunities to implement changes which address mental health/social and emotional wellbeing issues in the region.

1. **KRAMHPF structure, powers and membership**

6.1 The KRAMHPF will elect a Chairperson from its members on an annual basis. This election will be held in the last meeting for the financial year

6.2 The KRAMHPF does not have decision making powers as an entity which cut across the authority of individual health service governance and management bodies.

6.3 The KRAMHPF does not have any mandate to grant ethics approvals for research being proposed in the region.

6.4 Working groups established by the KRAMHPF shall be given power to make decisions on behalf of the KRAMHPF regarding projects with which the working group has been tasked.

6.5 No member may speak on behalf of the KRAMHPF without the mandate of the KRAMHPF given at a KRAMHPF meeting.

6.6 KRAMHPF members who act outside the Terms of Reference may be asked to leave the KRAMHPF.

6.7 Membership of the KRAMHPF is by nomination from stakeholders in the region. However core membership of the KRAMHPF should include representatives from the following organisations:

WA Police Service

Department of Child Protection

Department of Justice

Kimberley Aboriginal Medical Services Council (KAMSC)

Ord Valley Aboriginal Health Service (OVAHS)

Yura Yungi Aboriginal Medical Service (YYAMS)

Derby Aboriginal Health Service (DAHS)

Nindilingarri Cultural Health Service (NCHS)

Broome Regional Aboriginal Health Service (BRAMS)

Western Australia Country Health Service (WACHS), Kimberley

Kimberley Population Health Unit (KPHU)

Kimberley Mental Health and Drug Service (KMHDS)

Kimberley Community Drug Service Team (KCDST)

Boab Health Services (formally known as Kimberley Division of General Practice (KDGP)

Kinway Counselling Services

Standby Suicide Response

Department of Indigenous Affairs (DIA)

Regional Operations Committee (ROC)

Headspace Kimberley

Department of Education

Men’s Outreach Service

Arafmi

Red Cross

Ngnowar Aerwah Aboriginal Corporation

Rural Health West

6.8 The KRAMHPF will invite each organisation to nominate a person to be a representative for the KRAMHPF. In the interest of maintaining a vibrant group, members should arrange to send a proxy in the event that they are not available to attend a scheduled meeting.

6.9 Other organisations or individuals seeking to join the KRAMHPF should write to the chairperson of the KRAMHPF stating their reason for wishing to join and the contribution they can make to the KRAMHPF’s role.

6.10 New members will be provided with information on the structure of the KAHPF, sub-committees and links.

6.11 An annual review of KRAMHPF membership and the Terms of Reference will be undertaken at the last KRAMHPF meeting for the financial year.

6.12 Speakers on related topics will be invited to present at regular KRAMHPF meetings.

1. **Business Agenda of the KRAMHPF**

7.1 KRAMHPF members are free to raise any matters of concern relating to mental health that affect people of service providers in the Kimberley.

7.2 Major matters for discussion at meetings should be communicated to the Secretariat for listing as agenda items. The KRAMHPF member proposing an agenda item should provide written papers where appropriate and these papers should be circulated at least one week prior to the meeting.

1. **Frequency of Meetings**

8.1 The KRAMHPF will meet at least every 2 months via video conference or teleconference for regular meetings.

8.2 Representatives are responsible for their own costs to attend meetings or video conferences unless specific offer is made by an agency/department to cover another agency or services costs.

8.3 Wherever possible meetings should be aligned to the timing and business of the Kimberley Aboriginal Health Planning Forum to enable key issues to be tabled at the KAHPF meeting for discussion and/or endorsement.

1. **Role of the KRAMHPF Secretariat**

The Secretariat will:

9.1 Prepare the agenda for each meeting, in consultation with members;

9.2 Forward agendas and papers to all members at least one week before each meeting;

9.3 Organise the meetings, including dates, venues and catering;

9.4 Take minutes;

9.5 Distribute first draft minutes to the chairperson no later than one week after each meeting;

9.6 Distribute final draft minutes to all members no later than two weeks after the meeting for confirmation at the next subsequent meeting. Members acting as agency or organisation representatives shall disseminate minutes to co-workers in their agency.

9.7 Draft any correspondence the KRAMHPF wants sending out/circulating for endorsement/arranging for the Chairperson to sign;

9.8 Circulate any incoming correspondence.

9.9 Store all documents.

9.10 Maintain contact list.

**Last reviewed: ………July 2014…………………… Next review due ……July 2016…………………**