



The purpose of this document is to outline the roles and responsibilities of the Goulburn and Region Suicide Prevention Network. We aim to review our ways of working on an annual basis to ensure they remain fit-for-purpose.

Our purpose

The Goulburn and Region Suicide Prevention Network aims to develop and implement a coordinated, inclusive, and responsive approach to suicide prevention and postvention in the Goulburn region, ensuring that strategies are community-informed, collaborative, and sustainable.

Our behaviour

- We operate in an environment of respect and trust.
- We work as a group (not individuals), collaborate and share knowledge for the common goal.
- We build the capacity of each other and share the work.
- We will show up for ourselves, the work and each other.

Roles and responsibilities of Network members

- Active participation:
 - prepare for meetings – have completed allocated tasks and be ready to share progress.
 - attend and participate in meetings – provide opinion and share views and experience to enrich the collective work.
 - be cooperative, generous with your expertise, and positive in your attitude.
- Consider and support membership:
 - consider the gaps that may be present and support relationship development and recruitment.
 - meet with new members as part of their orientation process to inform them about the work of the Network
- Communicate between meetings.
- Review our work:
 - consider ways to celebrate our successes.
 - consider ways to measure both how we work and what we work on.
 - workplan review points.
- Champion the work across the community.
- If your circumstances change and you are no longer able to contribute to the Network, notify the backbone team (... and know that that is ok. Prioritising you is important).

Roles and responsibilities of Network Steering Group

- Meet with backbone team at least one week before a Network meeting to prepare agenda and content – up to one hour per meeting.
- Chair the Network meeting (or parts of the meeting), encouraging multiple perspectives, and facilitate discussion and decision making – up to 1.5 hours per meeting.
- Keep meetings on-track, on-schedule and allocate tasks as identified in the meeting.
- Support relationships and equity between Network members.
- Seek clarification, support or assistance from the backbone team as needed.

What we expect from our backbone team

- Assisting, coaching and backup Chair for meetings.
- Agenda, project and evaluation tools, admin, and logistical support.

When and where do we meet?

- Network meeting to be held every 8 weeks (approximately).
- Avoid school holidays where possible.
- Avoid the Goulburn interagency meeting.
- Meetings will primarily be held online via MS Teams and will include at least one face-to-face meeting per year.

2026 meeting schedule (subject to change)

1. Wednesday 4 February 2025, 9.30am to 11.00am, online via MS Teams
2. Wednesday 1 April 2025, 9.30am to 11.00am, online via MS Teams
3. Wednesday 27 May 2025, 9.30am to 11.00am, online via MS Teams
4. Wednesday 29 July 2025, 9.30am to 11.00am, online via MS Teams
5. Wednesday 23 September 2025, 9.30am to 12.30pm, in-person (venue TBC)
6. Wednesday 18 November 2025, 9.30am to 11.00am, online via MS Teams