

Position Title:	Community Member – Community Advisory Committee
Current Effective Date:	June 2025

COMMUNITY MEMBER - COMMUNITY ADVISORY COMMITTEE

2. POSITION SUMMARY

This role involves membership of the Community Advisory Committee. The Terms of Reference for this committee are attached.

It is expected that the Community Advisory Committee (CAC) member will:

- have an interest in the work of the committee;
- raise issues that staff may not have considered;
- ask questions that reflect community expectations or understanding;
- participate in discussions with the committee in an open, constructive and respectful manner;
- attend regular meetings (currently held virtually); and
- maintain confidentiality regarding sensitive information and organisational matters discussed by the committee.

Participation in additional committee-related activities, such as attending pre-CAC meeting community member planning sessions and consumer events is strongly encouraged.

The Community Advisory Committee member can expect that Eastern Health will endeavour to ensure that:

- any issues that may arise in relation to attendance and participation are recognised and reasonable efforts are made to address them;
- support is provided by the Chair, Community Advisory Committee, Community Co-Chair Community Advisory Committee and the Manager, Consumer Participation & Community Engagement;
- constructive feedback is provided about the value of the Community Advisory Committee member's contribution and participation;
- electronic access* to meeting papers is provided before each meeting, normally during the previous week (*unless alternative arrangements are necessary).

Commitment

- Attend and actively participate in at least 75% of meetings, which are normally held during business hours, for two hours every second month.
- Ensure familiarity with the content of the papers before each meeting
- Treat all committee documents as confidential and keep them secure from unauthorised access.
- Behave in a courteous, respectful and tolerant manner at all times.

Expenses

Car parking will be provided for on-site meetings and reasonable out of pocket expenses will be reimbursed for participation in meetings of the committee.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

As far as is practicable Eastern Health will provide and maintain a working environment that is safe and without risk to health.

As a consumer representative, it is expected that you will:

- take care of your own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace;
- understand your responsibilities and accountabilities in accordance with OHS legislation and Eastern Health policies; and
- promote a working environment that is consistent with OHS legislation and policy.

4. CONFIDENTIALITY

Any information obtained in the course of this role on the committee is confidential and must not be used for any purpose other than the performance of the role of Community Advisory Committee member.

5. ATTACHMENT

Attachment 1 Key Selection Criteria

Attachment 2 Community Advisory Committee Terms of Reference

Attachment 1**Key Selection Criteria**

For appointment to the Community Advisory Committee applicants must:

- Be 16 years of age and over.
- Have used health services and/or be able to represent the views of the community serviced by Eastern Health.
- Be able to reflect the diverse needs and interests of consumers and communities.
- Be a member of the Eastern region community with community experience.
- Be able to articulate the potential issues that confront patients, families and carers who receive services from Eastern Health.
- Be able to work constructively with fellow committee members and Eastern Health staff and management to improve the accessibility and responsiveness of Eastern Health services.
- Be able to contribute to the functions of the Committee and attend at least 75% of scheduled meetings.

It is desirable but not mandatory for applicants to:

- Be from or have an understanding of the experiences of the diverse communities that Eastern Health serves, including but not limited to people from culturally and linguistically diverse (CALD) backgrounds, people from LGBTQIA+ communities, people with disabilities or Aboriginal and Torres Strait Islander people in using health services.
- Have established links with health consumer or community groups.
- Be willing to participate in working groups or additional activities of the Community Advisory Committee.
- Understand committee processes and key governance principles and practice.
- Be willing to receive and work with committee documents electronically. Meetings of the Eastern Health Board and its committees are paper-free.

NOTE:

1. The Health Services Act 1988 (Vic) requires that in making appointments, preference must be given to an applicant who is not a registered health practitioner within the meaning of the Health Practitioner Regulation National Law (Vic).
2. Preference will also be given to an applicant who is not currently and has not recently been involved in the provision of other healthcare or related services, including but not limited to employment in the health sector and training as an Australian Council on Healthcare

Standards (ACHS) accreditation assessor.

3. Preference will also be given to applicants who are not already contributing through appointment as a community or consumer member of multiple committees at Eastern Health or other health-related organisations, as breadth of input is required and opportunities to contribute need to be shared.
4. Current and recent employees of Eastern Health are not eligible for appointment to this committee.
5. Successful applicants be required to comply with mandatory vaccination requirements and will normally be required to undergo a police check and working with children check.

COMMUNITY ADVISORY COMMITTEE TERMS OF REFERENCE

1. PURPOSE

- 1.1 The Community Advisory Committee is established in compliance with Section 65ZA and 65ZB of the *Health Services Act 1988* (The Act). The Act requires the Board to ensure that persons appointed to a Community Advisory Committee are persons who are able to represent the views of the communities served by Eastern Health.
- 1.2 The role of the Community Advisory Committee is to:
 - a) provide direction and leadership in relation to the integration of consumer, carer and community views into all levels of operations, planning and policy development; and
 - b) advocate to the Board on behalf of the community, consumers and carers.
- 1.3 The Committee:
 - a) enables participation across the whole of Eastern Health, rather than representing the sole participation strategy for the health service;
 - b) provides a central focus for all strategies and mechanisms for consumer, carer and community participation;
 - c) provides strategic advice, from a consumer, carer and community perspective, in relation to Eastern Health policy and services to the community, including all major initiatives and changes;
 - d) provides advice on community issues and in relation to its communication with the communities it serves.
- 1.4 The Committee is advisory and has no executive authority.

2. FUNCTIONS AND OBJECTIVES

In accordance with Eastern Health's Strategic Plan and Values, the Community Advisory Committee shall:

- 2.1 advise the Board on strategies to enhance and promote consumer and community participation at all levels within the health service, including the development of a strategic Community Participation Plan;
- 2.2 identify and advise the Board on priority areas and issues requiring consumer and community participation;
- 2.3 monitor the implementation and effectiveness of Engaging with our Community: Eastern Health's Consumer, Carer and Community Responsiveness Framework;
- 2.4 advise the Board and the Executive on their communication with the Health Service's community and consumers;
- 2.5 advise the Board on major strategic issues and initiatives in relation to consumer participation;
- 2.6 generally reflect the views of the community in advice to the Board;

- 2.7 participate in the Health Service's broad strategic planning and service development processes;
- 2.8 advocate on behalf of the community, including promotion of greater attention and sensitivity to the needs of disadvantaged, isolated and marginalised consumers and communities;
- 2.9 facilitate two-way communication between consumer, carer and community groups and Eastern Health;
- 2.10 participate in monitoring key performance indicators for health service quality;
- 2.11 assist in the identification of development and training needs in relation to consumer, carer and community participation in Eastern Health and make recommendations to the Board on how to meet these needs;
- 2.13 provide advice to the Board in relation to the ongoing monitoring of performance standards for consumer participation in Eastern Health programs; and
- 2.14 undertake other activities and projects at the request of the Board from time to time.

3 COMPOSITION

- 3.1 The Community Advisory Committee shall be appointed by the Board and shall comprise:
 - a) at least one and not more than two Board Directors who satisfy the selection criteria, one of whom shall be Chair;
 - b) the Board Chair shall be a member ex officio if not otherwise appointed to the Committee;
 - c) the Chief Executive or the Chief Allied Health Officer;
 - d) at least eight and not more than twelve community members.
- 3.2 The following staff may be invited to attend relevant aspects of meetings of the Committee:
 - Chief Executive (if not a member);
 - Chief Allied Health Officer (if not a member);
 - Director; Consumer Partnerships & Experience
 - Manager Consumer Participation & Community Engagement;
 - Director Corporate Governance (Secretary).
- 3.3 A Community Member Co-Chair may be appointed from among the community members, normally for a term of up to 2 years.
- 3.4 Vacancies on the Committee shall be filled within three months of the date that the vacancy arises.
- 3.5 The Committee may invite any person to attend relevant aspects of a meeting in an advisory capacity.
- 3.6 The term of appointment to the Committee for community members will be up to three years. Members will be eligible for appointment by the Board for one further term of up to three years to a maximum of two consecutive terms of not more than six years in total.

4. MEETINGS

- 4.1 The Community Advisory Committee shall normally meet at least six times a year.

- 4.2 Members are expected to attend at least 75% of scheduled meetings.
- 4.3 In consultation with the Committee, the Chair may invite one or more members of the consumer register to attend a meeting or meetings of the Committee for up to twelve months, to provide additional input from the community.
- 4.4 A quorum shall consist of a majority of Committee members, including at least one Board Director.

5. REPORTING

- 5.1 Minutes of Community Advisory Committee meetings shall be reported to the Board.
- 5.2 There will be an appropriate two-way flow of information between the Community Advisory Committee and the Board and between the Community Advisory Committee and the Quality and Safety Committee.
- 5.3 The Community Advisory Committee may forward reports or matters arising to other Board Committees or Executive Management Committees on matters it considers appropriate.

6. REVIEW

- 6.1 The Committee's performance and terms of reference shall be reviewed biennially by the Board.

7. COMMITTEE RECORDS

- 7.1 The retention and disposal of all Committee records, including email and electronic documents, shall be in accordance with the relevant legislation and Public Record Office of Victoria (PROV) standards.
- 7.2 All Committee records shall be secured against tampering, unauthorised access and unlawful deletion.
- 7.3 The identity of the Committee Chair and Committee Secretary shall be specified on the agenda and minutes of every meeting.

Document History

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