Eastern Health

ROLE DESCRIPTION

Position Title:	Community Member – Community Advisory Committee
Current Effective Date:	February 2026

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 and a half hours once a quarter.
- 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.