Eastern Health

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 the Eastern Health Community Participation Plan;

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;
- Executive Officer (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 four 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.

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