

# Meeting Terms of Reference

(NHW0001039 V 3)

<b>Meeting: Community Advisory Committee</b>	
<b>1. Preamble:</b>	In accordance with the Health Services Act 1998 (Vic), the Board of Directors (the Board) is required to appoint a Community Advisory Committee (CAC).
<b>2. Role:</b>	The role of the CAC is to advise and make recommendations to the Board on the implementation of the NHW Consumer Participation Policy and related actions.
<b>3. Responsibilities:</b>	<p><b>3.1 Consumer Participation Measures and Outputs</b></p> <p>a) Review key governance level consumer participation measures/outputs and provide advice to the Board on the performance and opportunity for improvement in the planning, design, delivery and evaluation of high quality, safe and accessible health care services.</p> <p><b>3.2 Consumer Participation Engagement System</b></p> <p>a) NHW's Consumer Participation Engagement System (CPES) will support the meaningful partnership of consumers across the three levels of consumer participation:</p> <ul style="list-style-type: none"><li>• Individual care and treatment</li><li>• Service planning, design, delivery and evaluation</li><li>• Organisational governance, policy, planning and resource.</li></ul> <p>b) The CAC will monitor the effectiveness of the CPES and provide advice to the Board on its performance.</p> <p><b>3.3 Consumer Participation Planning and Resourcing</b></p> <p>a) The CAC will contribute to the review and development of the annual Consumer Participation plan and will recommend the plan to the Board on an annual basis.</p> <p>b) The CAC will monitor the effectiveness of the annual Consumer Participation plan and provide advice to the Board on its performance.</p>
<b>4. Membership:</b>	<p><b>4.1</b> The CAC will consist of eight to twelve community members, ratified by the Board. In addition to community members, the CAC will consist of three Board Directors. The Board will elect a Chair and Deputy Chair of the CAC.</p> <p><b>4.2</b> The CEO will nominate an Executive sponsor for the committee who will advise the remaining senior staff membership (capped at two further staff members). In addition, NHW will nominate a meeting secretary. NHW staff are co-opted members and do not have voting rights.</p> <p><b>4.3</b> The CAC may request the attendance of NHW personnel to attend part or all of a meeting.</p> <p><b>4.4 Community Members</b></p> <p>a) Characteristics of consumer representatives should include the perspective of a patient, family or carer and community connections in addition to an interest in creating safer systems and better care.</p> <p>b) Community members should ideally not be registered practitioners or current or former employees of NHW.</p> <p>c) Community members should be able to represent the diversity of the community served.</p> <p>d) The process and system for engaging community members will be outlined in the CPES.</p>

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<b>5. Quorum:</b>	A quorum for meetings of the CAC shall be one half of the members plus one.
<b>6. Meeting Frequency:</b>	The Committee shall meet at least 6 times per year. The Committee may meet more frequently if it is deemed necessary by the Committee Chair and agreed to by the Committee.
<b>7. Reporting:</b>	<ul style="list-style-type: none"><li>7.1 The CAC reports directly to the NHW Board of Directors.</li><li>7.2 The CAC meeting minutes are provided to the Board at the next available meeting.</li><li>7.3 In addition to the minutes, the CAC Chair will provide advice to the Board utilising the NHW Board Sub-Committee Meeting Summary.</li></ul>
<b>8. Minutes / Agendas / Ratification:</b>	<ul style="list-style-type: none"><li>8.1 The agenda for each CAC meeting will be prepared by the CEO or their delegate in conjunction with the Chairperson.</li><li>8.2 The agenda and supporting documentation will be distributed to all meeting invitees at least three working days before each meeting.</li><li>8.3 A copy of the minutes of each meeting (as confirmed by the Chairperson of the CAC) will be distributed to all invitees to the CAC prior to the next scheduled meeting.</li></ul>
<b>9. Review and Performance:</b>	<ul style="list-style-type: none"><li>9.1 The Terms of Reference will be reviewed annually by the CAC with changes submitted to the Board for approval.</li><li>9.2 The performance of the CAC will be reviewed annually by the Committee with results reported to the Board via the CAC Chair. A standardised review format will be utilised to enable year on year comparison.</li></ul>