

MEETING TERMS OF REFERENCE

COMMUNITY ADVISORY COMMITTEE



Role	<p>The Community Advisory Committee (CAC) is an advisory committee to the NHW Board of Directors.</p> <p>The NHW CAC has two critical roles:</p> <ul style="list-style-type: none">• To advocate to the Board on behalf of the community, consumers and carers• To provide the viewpoint of the consumer, carer and community to assist with all levels of health service operations, planning and policy development.
Responsibilities	<ul style="list-style-type: none">• Identify and advise the Board on priority areas and issues requiring consumer and community participation.• Assist the Board to appropriately integrate consumer and community views in service delivery, planning and policy development.• Develop an annual work plan and key performance indicators.• Provide input into NHW Board strategic planning and service development processes.• Develop the <i>NHW Community Participation Plan</i> for approval by the Board and monitor the implementation and effectiveness of the plan.• Provide input into the development of the <i>NHW Community and Consumer Participation Framework</i>.• Advocate on behalf of the community, including promotion of greater attention and sensitivity to the needs of disadvantaged, isolated and marginalised consumers and communities.• Assist the Board and the Executive in their communication with the community and consumers.• Assist with the development and monitoring of key performance indicators for service quality and accessibility• Assist in the identification of training needs in relation to consumer, carer and community participation in the health service, and make recommendations to the Board on how to meet these needs.• Provide input into planning and actions to meet the National Safety and Quality Health Service Standards in particular relating to Standard 2: Partnering with Consumers.• Undertake projects and activities as agreed with the Board.
Membership	<p>Eight to twelve members, including community representatives and Board directors. These members are supported by designated NHW senior staff.</p> <p>Community members:</p> <ul style="list-style-type: none">• Community members are appointed as individuals and not as representatives of any organisation(s), and will have the capacity to

reflect on and present community issues, rather than focusing on personal concerns or individual issues.

- Community members are selected through an advertised 'Expression of Interest' process overseen by the CEO to ensure transparency and provide the opportunity for broad representation.
- Community members are selected based on the following criteria:
 - Ability to reflect the perspectives of the Wangaratta catchment community
 - Ability to provide a consumer, carer and/or community perspective
 - Connections or networks with established formal or informal community or consumer networks
 - Demonstrated interest and passion for community involvement to improve health service delivery
- No more than 25% of community members are to be involved in the provision of health services. No members are to be a registered provider within the meaning of the Health Services (Conciliation and Review) Act 1987.
- Community members are appointed for a period of three years and are eligible for re-appointment. After their first 3-year term, members need to reapply for their positions in writing. After appointments of two consecutive terms, a member requires a one-year break before being eligible for re-appointment.

Board members:

- At least two, and no more than three, members of the Board who satisfy the selection criteria are appointed to the CAC.
- Board members' terms correspond to their term as member of the Board of Directors. Director members cease to be members of the Committee when they cease to be Directors of the NHW Board.

In Attendance:

- At least one and no more than three NHW senior staff (as determined by the Chief Executive Officer) will attend NHW CAC meetings. One staff member will be appointed as the executive sponsor of the CAC to support the chair in driving the direction of the CAC.
- NHW will nominate a meeting secretary who will also attend meetings.
- The CAC may request the attendance of NHW personnel (to advise the Committee), and invite independent persons, when required, to attend part or all of a meeting.

Chair and Deputy Chair:

- The Chair of the CAC will be a Board member appointed by the Board to optimise communication between the Board and the CAC.
- The Chair is responsible for setting the meeting agenda.
- The CAC appoints a Deputy Chair who chairs meetings in the Chair's absence. The Deputy Chair liaises with the Chair who subsequently reports to the Board.

Quorum	The quorum for any formal CAC meeting is one half of the members plus one.
Meeting Frequency	There will be a minimum of 6 meetings annually Light lunch will be provided Meetings will be held on the last Friday of the month at midday unless otherwise stipulated
Reports	<ul style="list-style-type: none"> • The CAC reports directly to the NHW Board of Directors. • The CAC formal meeting minutes are provided to the Board of Directors prior to the Board's next available meeting. • The CAC Chair provides reports and updates on a regular basis to the Board regarding activities of the CAC including progress on work plans. • The CAC Chair will escalate matters to the NHW Board of Directors for discussion, review and endorsement as required.