

TOR COMMUNITY ADVISORY COMMITTEE

Document Control	
Document type	Terms of Reference
Department	Chief Executive Officer
Section	Board of Directors
Responsibility for review	Chief Executive Officer
Key personnel consulted	Community Advisory Committee, Board of Directors
Committee consultation	Board of Directors
Authorised by	Chair, Board of Directors

Meeting: Community Advisory Committee	
1. Role:	<p>The primary function of the NHW Community Advisory Committee (CAC) is to provide advice about how NHW can meet the needs of its consumers and community.</p> <p>The role of the NHW CAC is to:</p> <ul style="list-style-type: none"> a) provide a representative voice and advocate for the community b) engage with the community to understand their needs, including the consumers and carers who use the health service c) advise the board and the health service on consumer, carer and community views on health service development, planning and quality improvement
2. Responsibilities:	<p>The CAC will:</p> <ul style="list-style-type: none"> 2.1 Monitor the effectiveness of the Consumer Engagement annual workplan and provide advice to the Board on its performance 2.2 Oversee Consumer participation planning and resourcing 2.3 Contribute to the development and review of the Community Engagement Strategy 2.4 Provide consultation and advice regarding capital developments and service planning that impact consumers of our service 2.5 Respond to community issues as raised by consumer representatives
3. Membership:	<ul style="list-style-type: none"> 3.1 NHW will actively seek to represent the diversity of the community served 3.2 The CAC membership will consist of up to eight community representatives, including one resident/representative from Illoura Residential Aged Care. Community members should ideally not be registered practitioners or current or former employees of NHW 3.3 The CAC membership will also consist of up to three Board Directors. The Board will elect a Chair of the CAC 3.4 Community member initial appointments are for three years. Community membership will be ratified by the Board. Members may apply for a second three year term, subject to ratification by the Board 3.5 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

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not have voting rights

- 3.6 The CAC may request the attendance of NHW personnel to attend part or all of a meeting

4. Committee Role Responsibilities:

4.1 Chair Responsibilities

- a) Welcoming all members and running the meeting to an agreed agenda
- b) Making sure meetings are accessible, user-friendly, run on time, culturally safe and includes appropriate breaks
- c) Explaining each item so that all members understand the issue and the decision to be made (if any)
- d) Giving everyone the opportunity to speak, ensuring all members feel they have equal say and that their opinions are valued
- e) Summarising the discussion and agreed actions
- f) Seeking feedback at the end of every meeting on how successful it was

4.2 Executive Sponsor Responsibilities

- a) Supporting the Chair during meetings
- b) Ensuring Committee membership represents the diversity of the health service's community
- c) Removing any barriers that community members may face in serving on the Committee
- d) Providing the Committee with timely and relevant information so it can provide meaningful advice
- e) Promoting the Committee at the health service
- f) Supporting the Committee to develop a workplan that aligns to the health service's strategic plan and partnering in healthcare statement of intent
- g) Reporting regularly to the Board on the health service's implementation of the Committee's workplan

4.3 Committee Members' Responsibilities

- a) Provide consumer, carer and community perspectives, whether through lived or personal experience
- b) Use member's strong community networks and/or their good understanding of local issues to inform planning and monitor effectiveness of community engagement activities
- c) Reflect on and present community issues (rather than focusing on personal concerns or individual issues)
- d) Attend a minimum of 75% of meetings annually

5. Quorum:

- 5.1 A quorum will be not less than half the number of Board Director members appointed and not less than half the community members appointed.
- 5.2 If a quorum is not present, or expected within 15 minutes of the scheduled commencement time of the meeting:
- 5.2.1 At the discretion of the Chair, the meeting may be adjourned and rescheduled to a date and time determined by the Chairperson or delegated authority.
 - 5.2.2 Members present may proceed with informal discussions, but no formal decisions or resolutions shall be made or recorded as binding.

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	<p>5.2.3 Where urgent business must be addressed, the Chairperson may refer the matter to members for circular recommendation, pending ratification at the next quorate meeting.</p> <p>5.2.4 Minutes of the informal discussions shall be recorded, with clear indication that the meeting was non-quorate and no binding decisions were taken.</p> <p>5.2.5 All non-urgent items requiring a decision will be carried forward to the next quorate meeting for formal consideration.</p> <p>5.2.6 In accordance with NHW Operational Practices clause 7.4, the board Chair may attend for an absent committee member.</p>
<p>6.</p>	<p>Decision Making</p> <p>6.1 Decisions of the Committee will be taken by consensus. Where a consensus cannot be achieved decisions will be taken by a simple majority vote. In these circumstances, each Committee member will have a single vote. In the case of an equality of votes, the Chair shall have a second or casting vote. Any votes by Committee members against or abstaining from a resolution will be noted.</p> <p>6.2 If there is a requirement for a decision/approval outside a Committee meeting (via Circular Recommendation), then the appropriate documentation with recommendation included will be forwarded to Committee members by the CEO or delegate on the authority of the Chair. A majority vote to support the recommendation would be required for the recommendation to be forwarded to the Board of Directors for approval. In the case of any equality of votes, the Chair shall have a second or casting vote. In such circumstances the decision will be ratified by the Committee at their next meeting.</p>
<p>7.</p>	<p>Meeting Frequency:</p> <p>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</p>
<p>8.</p>	<p>Reporting:</p> <p>8.1 The CAC reports directly to the NHW Board of Directors</p> <p>8.2 The CAC meeting minutes are provided to the Board at the next available meeting</p> <p>8.3 In addition to the minutes, the CAC Chair will provide advice and update the Board on relevant matters pertinent to the Committee.</p>
<p>9.</p>	<p>Minutes / Agendas / Ratification:</p> <p>9.1 The agenda for each CAC meeting will be prepared by the Executive Sponsor or their delegate in conjunction with the Chairperson</p> <p>9.2 The agenda and supporting documentation will be distributed to all meeting invitees at least three working days before each meeting</p> <p>9.3 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.</p>
<p>10.</p>	<p>Review and Performance:</p> <p>10.1 The Terms of Reference will be reviewed annually by the CAC with changes submitted to the Board for approval</p> <p>10.2 The CAC will undertake a biennial review of their performance. The results of this assessment will be communicated to the Board through the CAC Chair.</p>

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