

Terms of Reference

As participating members of the Community Advisory Committee we acknowledge the First Australians on whose land we meet today. We pay our respects to their Elders past and present and the Elders of other Victorian Aboriginal communities whose cultures we celebrate being the oldest continuing cultures in human history.

1. **PURPOSE:**

To provide Benalla Health with advice on priority areas and issues from a consumer, carer and community perspective.

To advocate to the Board and Executive on behalf of consumers, carers and our community. In particular, to provide advice and feedback in relation to the integration of consumer, carer and community views into all levels of health service strategy, operations, planning and policy development.

2. **OBJECTIVES:**

2.1. To engage and involve consumers, carers and the community in the decision making processes of Benalla Health.

2.2. To advise the Board of Management about relevant strategies and activities to enable effective consumer, carer and community engagement.

3. **ORGANISATIONAL RELATIONSHIPS:**

The Community Advisory Committee (CAC) is a subcommittee of the Board of Management. All members of the CAC act in an advisory capacity only providing recommendations for the Board to consider. All strategic directions remain with the Board of Management.

4. **REPORTING:**

The minutes of the Community Advisory Committee will be forwarded to the Board of Management and the Quality and Safety Committee.

Recommendations from the Community Advisory Committee will also be forwarded to all Benalla Health Governance Committees and be available for viewing by all staff.

5. MEMBERSHIP:

- 5.1 Up to a total of ten consumer/care/community members.
- 5.2 Senior representatives of Benalla Health are to be in attendance at CAC meetings as follows:
 - 5.2.1 Representation from Benalla Health's Board of Management;
 - 5.2.2 Representation from the Benalla Health Executive Team;
 - 5.2.3 The Quality and Risk Manager;
 - 5.2.4 Senior staff representing aged care;
 - 5.2.5 Senior staff representing the acute ward;
 - 5.2.6 Senior staff representing Community Health;
 - 5.2.7 Representation from Media/Communications Officer.
- 5.3 Consumer/carer/community members will be appointed for a two (2) year term and may be reappointed for additional terms.
- 5.4 Where consumer/carer/community member vacancies exist, new members can join at any time (subject to an appropriate EOI process).

6. COMMITTEE PROTOCOLS:

- 6.1. **Documentation**
Agenda and minutes will be distributed at least one week prior to meetings.
- 6.2. **Chairperson**
Will be a member of the Board of Management or a Consumer/Carer or Community Member mentored by a member of the Board of Management.
- 6.3. **Secretary**
Facilitated by Executive Office.
- 6.4. **Co-opting Powers**
The committee may co-opt other persons as deemed necessary.
- 6.5. **Quorum**
One Board member, three (3) consumer/carer/community members and at least one of the senior staff representatives from Benalla Health.
- 6.6. **Frequency of Meetings**
The committee will hold a minimum of four (4) meetings per year.
- 6.7. **Decision Making**
Determination of decisions will be by consensus of the consumer/carer/community members. If there is no consensus the Chair will report back to the Board accordingly.

- 6.8. Apologies**
Should be directed to the Executive Office.
- 6.9. Proxies**
An apologizing consumer/care/community member may not appoint a proxy at any time to attend meetings in their place and proxy voting is not permitted.
- 6.10. Review of Terms of Reference**
Terms of reference are to be reviewed annually.

7. PERFORMANCE INDICATORS:

- 7.1. Number of Community Advisory Committee meetings held per annum
- 7.2. Meeting attendance rate >60% and number of times quorum achieved
- 7.3. A reviewed Consumer Engagement and Participation Plan is in place
- 7.4. A reviewed Disability Action Plan is in place
- 7.5. A reviewed Cultural Responsiveness Plan is in place
- 7.6. Contribution to the Quality of Care Report

8. REFERENCES:

1. Benalla Health Strategic Plan 2016-2020
2. Benalla Health Consumer Participation Plan 2016-2020
3. Benalla Health Cultural, Diversity & Consumer Committee Code of Conduct.
4. Health Services Act 1988 65B (1) amended by 52/2004 s. 35(a).
5. Health Services Act 1988 By-Laws of Public Health Services established on 1 July 2004 Section 18. Advisory Committees.
6. Department of Human Services (Victoria) “Doing it with us not for us 2006-2009”.
7. Department of Human Services (Victoria) How to develop a community participation plan.
8. National Safety and Quality Health Service Standards (V2 November 2017)

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