

	TITLE: Community Advisory Committee		
Document Type:	Terms of Reference	Approved by:	Community Advisory Committee
Department:	Corporate	Section:	Governance
Author/Prepared by:	Executive Director of Clinical Services	Authorised by	Board of Directors

Benalla Health acknowledges the Traditional Custodians of the land and pay our respects to Elders past, present and emerging.

1. PURPOSE:

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

To make recommendations to the Board 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 ensure consumers, carers and the community are involved in the decision making processes of Benalla Health.

2.2. To advise the Board of Directors 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 Directors. Members are appointed by the Board. All members of the CAC act in an advisory capacity providing recommendations for the Board to consider.

4. REPORTING:

The minutes of the Community Advisory Committee will be forwarded to the Board of Directors 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/carer/community members who are appointed by the Board and reflect the community's diversity insofar as possible.

- 5.2 Senior representatives of Benalla Health are to be in attendance at CAC meetings as follows:
- 5.2.1 Maximum of four representatives from Benalla Health’s Board of Directors
 - 5.2.2 Representation from the Benalla Health Executive Team;
 - 5.2.3 Senior staff representing Performance Improvement;
 - 5.2.4 Senior staff representing Continuum of Care;
 - 5.2.5 Senior staff representing Healthy Communities;
 - 5.2.6 Representation from Media/Communications Officer
 - 5.2.7 Community Engagement and Volunteer Coordinator
- 5.3 Consumer/carer/community members will be appointed for a 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 Expression of Interest process and Board approval).

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 Directors or a Consumer/Carer or Community Member mentored by a member of the CAC or by a Board Director.
- 6.3. Secretary**
Facilitated by Executive Office.
- 6.4. Co-opting Powers**
The committee may co-opt other persons as deemed necessary and in accordance with the Board’s policies. Co-opted members must be authorised by the Board.
- 6.5. Quorum**
One Board Director, three (3) consumer/carer/community members and 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 recommendations will be by consensus of the committee’s 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**

There are no proxies.

6.10. Review of Terms of Reference

Terms of reference are to be reviewed annually.

6.11. Benalla Health Code of Conduct

To be agreed to and signed by CAC members upon commencement.

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. Review of Australian Charter of Healthcare Rights annually
- 7.5. Review of accreditation standards relating to the engagement of community
- 7.6. Review of community educational activities to ensure appropriateness for the Benalla community.

8. REFERENCES:

- 8.1. Benalla Health Strategic Plan 2020 - 2025
- 8.2. Benalla Health Consumer Participation Plan 2020 - 2025
- 8.3. Benalla Health Community Advisory Committee Code of Conduct.
- 8.4. Health Services Act 1988 65B (1) amended by 52/2004 s. 35(a).
- 8.5. Health Services Act 1988 By-Laws of Public Health Services established on 1 July 2004 Section 18. Advisory Committees.
- 8.6. Department of Human Services (Victoria) "Doing it with us not for us 2006-2009".
- 8.7. Department of Human Services (Victoria) How to develop a community participation plan.
- 8.8. National Safety and Quality Health Service Standards (V2 November 2017)
- 8.9. Aged Care Quality Standards - Organisational Governance 2019