

## Nepean Blue Mountains PHN & Nepean Blue Mountains Local Health District

### Community Advisory Committee TERMS OF REFERENCE

#### Accountability

The Community Advisory Committee (CAC) is an advisory body to both the Nepean Blue Mountains PHN (NBMPHN) and Nepean Blue Mountains Local Health District (NBMLHD) Boards.

#### Purpose/role

The purpose/role of the CAC is to advise the NBMPHN and NBMLHD Boards from a consumer and community perspective to support decisions, investments, and innovations to be patient-centred, high-quality, cost-effective and responsive to local community needs. The CAC will provide a conduit to ensure these actions are informed by local health consumer and carer experiences and expectations.

#### Objectives

The objectives of the Community Advisory Committee are:

- To act as a community advisory body to the NBMPHN and the NBMLHD Boards.

*For example:*

- Advise the Boards on key health priorities from a consumer and community perspective.
  - Provide a consumer and community perspective when the Boards are seeking advice on issues and initiatives.
  - Advise on the conduct of community consultations, including minority and disadvantaged groups, and framing of recommendations for action.
  - Advise on the needs of rural and remote communities and advocate for cross-border delivery of services where required.
  - Advise on developing partnerships with relevant stakeholders to strengthen response to community and health consumer needs.
  - Advise on the orientation, training, mentoring and support requirements of health consumer members of NBMPHN and NBMLHD Committees.
  - Advise the NBMPHN and NBMLHD on consumer engagement best practice.
- To provide a community and health consumer perspective on matters referred by committees and departments of the NBMPHN and NBMLHD.

*For example:*

- Consider matters referred by the Clinical Council and Regional GP Advisory Committee and provide feedback.
- Programs and services.

- *Explore innovative programs elsewhere and advise the Clinical Council.*
- *Supporting consumer representatives on committees.*
- *Supporting consumer representatives involved in the training of health professionals.*
- To be a community and health consumer voice on health issues, needs and concerns through connections to the four Local Government Area (LGA) Health Consumer Working Groups and other community networks.

*For example:*

- *Collect patient stories and experiences and develop pathways for these to be used to quality improve delivery of health care for the patient and patient safety.*
- To communicate back from the NBMPHN and NBMLHD Boards to the four LGA Health Consumer Working Groups and other community networks.

*For example:*

- *Advise on providing information on health services and issues, including best practice information, to community members.*
- To help promote the goals of the NBMPHN and NBMLHD – high-quality, integrated care across the spectrum of primary health care, acute care and rehabilitation.

*For example:*

- *Encourage consumer involvement and leadership of local health research and evaluation.*

## Membership/composition

All CAC members will have the necessary skills to participate in a strategic committee environment and, collectively, they will represent the interests of a broad cross-section of the NBMPHN and NBMLHD community. Health consumer training will be provided when necessary.

The Chair of the CAC will be nominated by CAC members and elected by the CAC against set criteria. Administration to support this process will be facilitated by the NBMPHN and NBMLHD.

The CAC will have 13 positions:

- Four health consumers from the LGA Health Consumer Working Groups (one representative per Group);
- Four health consumers from the general public (current Working Group members can apply);
- Four general community representatives from each of the four LGAs; and
- One skills gap position e.g. a health consumer with leadership experience.

The membership of the CAC will be reviewed regularly by the NBMPHN and NBMLHD Boards to ensure it is representative of the region.

## Term of appointment

In the first instance, appointments will be staggered with consumers and general community members appointed for terms of 1, 2 and 3 years. Subsequently, all appointments will be for 3 years. The skills gap appointment will be for 3 years. All members may be reappointed for a maximum of two additional terms, with a maximum of 9 years' service.

## Committee operations

- **Meeting frequency and duration**

CAC meetings will take place at least six times per year on prearranged dates and at a time that suits members. Meetings will have a maximum duration of two hours.

- **Minutes and agenda**

The proceedings of all CAC meetings will be minuted and these minutes, or a summary report, included in the papers for the next meetings of the NBMPHN and NBMLHD Boards.

All minutes will be circulated within a fortnight following the meeting. Minutes may also be provided to other relevant committees such as the Clinical Council and Regional GP Advisory Committee, as agreed to by the CAC.

All CAC meeting agendas and associated reading material will be distributed at least three days prior to the meeting.

The CAC will have two standing agenda items:

- Reports from LGA Health Consumer Working Groups (includes feedback from members' community networks); and
- Key issues to report to the NBMPHN and NBMLHD Boards.

- **Secretariat**

Organisation of CAC meetings, minute taking and other secretariat support will be provided by the NBMPHN and NBMLHD.

- **Guests and observers**

Guests and observers will be invited to attend CAC meetings as required. This will include a representative from the NBMPHN and NBMLHD. These representatives will provide a mechanism for direct feedback between consumers and the organization.

## Reimbursement

Consumers and community members may be reimbursed by NBMPHN to cover incurred or anticipated out-of-pocket expenses for meeting attendance and reasonable activities incidental to that meeting as outlined in the NBMPHN Policy *Representative and Advisor Remuneration*.

## Code of conduct

CAC members will abide by a *Code of Conduct and Ethics*.

## Review

The Terms of Reference will be reviewed annually by CAC members.