

# Eastern Melbourne PHN Community Advisory Committee

## Terms of Reference

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In the 2014-15 budget, the Australian Government announced the establishment of Primary Health Networks (PHNs). PHNs objectives are to increase the efficiency and effectiveness of medical services for patients, particularly those at risk of poor health outcomes; and improving coordination of care to ensure people receive the right care in the right place at the right time. PHNs must establish and maintain Community Advisory Committees that will report to the PHN Board on health related issues from a consumer/carer perspective to guide decisions on the unique needs of their respective communities.

### Purpose

The EMPHN Community Advisory Committee is an advisory committee to the EMPHN Board. Consistent with the principles of the International Association for Public Participation (IAP2), the Committee will provide a conduit to ensure that the Board's actions are informed by local health consumer and carer experiences and expectations.

### Membership

The Committee will be established by the EMPHN Board and will comprise 12 members, consisting of:

- Two EMPHN Board Directors, one of whom will be appointed by the EMPHN Board as Chairperson of the Committee
- Nine members whose collective experience/knowledge will provide a local community and health consumer perspective and who will be appointed from a broad spectrum of local geographical areas, targeted communities (including indigenous) and health sectors
- A member of the EMPHN Clinical Council.

Others may also be invited to attend on a time-limited basis or to progress specific discussions or initiatives.

The membership of the Committee will be reviewed annually by the EMPHN Board to ensure it is reflective of the catchment priorities.

### Membership Selection Process

A standard EOI process to fill membership positions on the EMPHN Community Advisory Committee will be undertaken. Selection is based on ensuring that the Community Advisory Committee has the ability to contribute an informed consumer or carer perspective on matters relating to clinical issues impacting on the community in the catchment.

The Chair will be appointed by the Board.

## Role, Responsibilities and Accountabilities

The functions of the EMPHN Community Advisory Committee include:

The purpose of the Committee is to provide an ongoing community perspective and advice to the EMPHN Board to ensure that decisions, investments, and innovations are patient centred, cost-effective, locally relevant, and aligned to local care experiences and expectations.

The Committee is responsible for:

- Providing advice to the EMPHN Board on key health care priorities from a consumer and community perspective.
- Providing a consumer and community perspective on matters referred by the Clinical Council or other EMPHN Committees.
- Developing an EMPHN Community Engagement and Participation Strategy, approved by the EMPHN Board, that articulates:
  - Mechanisms that enable effective and meaningful engagement, consultation and participation of consumers, and communities with the work of EMPHN
  - The strategic and functional interface between the community, the Committee, and EMPHN, including an organisation-wide policy on how to connect the community voice to EMPHN work
  - Monitoring and evaluating community participation activities.
- Advising on communication strategies to assist engagement with the community.
- Advocating for EMPHN in relevant forums across the region and disseminating endorsed information to colleagues and community members.

Members of the Committee are expected to behave in accordance with the EMPHN Code of Conduct. The Committee does not respond to individual patient and family complaints.

## Authority

The EMPHN Community Advisory Committee is an advisory committee to the EMPHN Board. The Committee has no delegations.

## Term of Office

Members are appointed for a term of two years with a maximum of three terms. However, this may be extended upon consideration by EMPHN Board members.

## Meetings

Frequency: Quarterly or more frequently as required  
Quorum: Six or more members  
Remuneration: In accordance with EMPHN's sitting fees policy  
Secretariat: Provided by the EMPHN Service System Integration Unit  
Minutes: Meeting minutes and summary reports will be included in the papers for the next EMPHN Board meeting

## Appendix 1: Governance

### Chairperson

The Chair will be a Board Director.

The Chairperson's responsibilities include:

- inviting specialists or individuals with expertise knowledge to attend meetings when required;
- guiding the meeting according to the agenda and time available;
- providing collaborative peer leadership; and
- ensuring all discussion items end with a decision, action or definite outcome.

### Confidentiality

Consultation with the Community Advisory Committee may involve the discussion or disclosure of sensitive and confidential information. Consumer Advisory Committee members are required to maintain the confidentiality of meeting information, unless information is in the public domain or unless specified by the Chair or EMPHN.

If members or attendees are unsure about the confidentiality status of particular information or data disclosed within meetings or communications, the Chair should be asked to clarify the position.

### Dispute Resolution

In the event of a disagreement arises about recommendations / proposals between the EMPHN Clinical Council and the Consumer Advisory Committee, the EMPHN Board shall adjudicate and determine the resolution of the matter.

The resolution may involve referring the dispute to EMPHN to implement its organisational Grievance and Dispute Resolution Policy and Disciplinary Procedure.

### Secretariat Support

Secretariat support will be provided by EMPHN Strategy and Outcomes Directorate. Responsibilities include:

- Collating external position papers and all necessary documents requiring discussion including requests for advice/opinion.
- Organising appropriate representation on external primary health standing committees.
- Scheduling EMPHN Community Advisory Committee meetings and preparing agendas.
- Preparing Board and executive reports; and meeting minutes.
- Providing /organising research capacity around specific requests for the EMPHN Community Advisory Committee.
- Provide and maintain an interactive platform for sharing and informing the Community Advisory Committee of relevant PHN programs and projects, and to gain feedback on PHN initiatives in a timely fashion.

### Subcommittees

The EMPHN Community Advisory Committee may, as the need arises, be invited to join various sub-committees or working groups to examine specific issues or to develop briefing papers.

### Quorum

The quorum for any EMPHN Community Advisory Committee meeting is 50% of membership, or if the number of Members is not a multiple of 2, then the number nearest to and greater than half the number of members entitled to vote.

## **Meeting Frequency**

The EMPHN Community Advisory Committee meetings will be convened once every three months. However, the Chairperson may call additional meetings if required. Members will be advised of additional meetings no later than one week before the day of the meeting.

## **Remuneration**

Members of the EMPHN Community Advisory Committee will be remunerated for attendance in line with EMPHN's sitting fees.

## **Membership Tenure**

Membership will be for a period of between two and three years, with the potential for further extension based on negotiation with EMPHN and the Committee Chair. Composition and renewal will be reviewed prior to the expiration of an individual member's tenure date.

## **Review**

After the first year of operation the membership composition, outcomes achieved, and Terms of Reference for the Committee shall be reviewed by the EMPHN Community Advisory Committee and recommendations submitted to the EMPHN Board for approval. Thereafter the Terms of Reference will be reviewed by the Committee every two years.