



Community Advisory Committee TERMS OF REFERENCE

1. PURPOSE

Bendigo Health (BH) will engage the assistance of the Community Advisory Committee to increase consumer, carer and community participation across the health service. Membership of the Community Advisory Committee should represent the views of the communities served by the health service.

The Community Advisory Committee has two critical roles:

1. To represent the view of the communities served by Bendigo Health.
2. To advise the Bendigo Health Board of Directors (the Board) on behalf of the community.

Community Advisory Committee objectives are to:

- a) Advise the Board on behalf of the community
- b) Identify and advise the Board on priority areas and issues requiring community engagement.

2. MEMBERSHIP & ATTENDEES

The committee shall consist of a maximum of 9 community members plus Board Directors and relevant BH staff.

Members

As determined by the *Health Services Act 1988*, the persons appointed to the community advisory committee are preferably persons:

- who are able to represent the view of the communities served by the public health service; and
- who are not health practitioners or people currently or recently employed or engaged in the provision of health services *.

Members are not appointed as representatives of specific organisations.

Members will receive reimbursement of out-of-pocket costs including reasonable expenses of travel, parking, childcare and carer respite incurred by participating in meetings of the CAC or related advisory and reference groups. A sitting fee of \$50 is available per meeting attendance.

Membership will comprise of:

- The Chair (appointed by the Board) who must be a Board member.
- Up to two (2) Board members (appointed by the Board).
- Up to nine (9) individuals from Bendigo Health's communities, reflective of diversity of age, gender and culture, with two (2) members residing in each of the Loddon, Murray and Mallee sub regions and three (3) members representing special interest groups of communities such as

youth, migrants, disability and first nations people.

Attendees

- An Executive Sponsor, appointed by the Chief Executive.
- Governance Coordinator.
- The Executive Director and the Governance Coordinator do not have voting rights.

The committee can also invite attendees who are representative of the programs/divisions to be present to provide expert advice and information on matters.

3. APPOINTMENT

The Board shall appoint, replace or remove members to and from the committee and review the composition of the committee at least every three years.

- a) All appointments made by the Board are for a period of three years.
- b) Members are required to undertake a Police Check and Working with Children Check.
- c) Members are required to comply with Bendigo Health Confidentiality Policy and sign the Community Advisory Committee Code of Conduct Agreement.
- d) At completion of their first term, members will be asked to express interest in being re-appointed for a second term. The Chair will make a recommendation to the Board for reappointment of interested members. If members do not wish to be re-appointed the vacancy will be advertised in the community.
- e) As determined by the *Health Services Act 1988*, the Board must appoint a person to fill a vacancy in the membership within three (3) months after the vacancy arises.
- f) Members who have served two (2) terms and wish to reapply must have an intervening period of 12 months before they are eligible to reapply, as recommended in the Department of Health Community Advisory Committee Guidelines.
- g) The Board may, upon advice from the Committee Chair, terminate the appointment of any member of the Committee at any time.

4. CHAIR

The Chair of the committee will be a Board Director appointed by the Board.

A community Co-Chair will be appointed by the Committee members.

Should the Chair and Co-Chair of the committee be absent from a meeting and no acting Chair has been appointed, the members of the committee present at the meeting have authority to choose one of their number to be Chair for the particular meeting.

5. SECRETARIAT

All records, including the agenda, minutes and any reports or recommendations will be prepared and kept by the Governance Coordinator.

6. DELEGATION/POWERS

The powers of the Committee shall be in an advisory capacity.

The Committee's formal report and feedback to the Board of Directors is through the meeting Minutes.

The Committee will also refer any significant issues and recommendations they would like to be considered to the Board or to relevant committees.

7. QUORUM

The minimum quorum for a committee meeting is six (6) members. A quorum shall consist of half the membership plus one. A Board member is to be present for the CAC meeting to proceed. A clear majority of sitting members shall be community representatives.

8. FREQUENCY OF MEETINGS

The Community Advisory Committee will meet up to 5 times per year, with one meeting being joint with Primary Care and Population Health, for up to two (2) hours duration.

9. REVIEW DATE

The Community Advisory Committee shall perform an annual evaluation of its performance and provide that information to the Board.

The Board will review Terms of Reference annually.

The Board will evaluate the performance of the Community Advisory Committee as appropriate.

** to ensure there is no conflict of interest.*