

Community Advisory Committee: Terms of Reference

Summary

The Community Advisory Committee shares community, consumer and/or carer perspectives with the AccessHC Board.

It ensures diverse community, carer and consumer perspectives are taken into account to inform decision making. Also, it support AccessHC to understand and connect with diverse community groups, including those who are vulnerable or hardly reached by services.

This supports the AccessHC Strategic Plan 2022-25 to remove barriers to people connecting with us and improve the health and wellbeing of our communities.

There are 12 Community Advisory Committee members, including 10 Community Members and 2 Board Members. All memberships are approved by the AccessHC Board of Directors and are for 3-years.

The Committee has 4 meetings each year (although if agreed, some members may meet at additional sub-group meetings). Members receive an agenda and minutes for each meeting. They are also reimbursed for costs of attending.

The Community Advisory Committee is an AccessHC Board Sub-Committee.

Purpose

The Community Advisory Committee is accountable to the Access Health and Community (AccessHC) Board. It will support community engagement and consumer participation at AccessHC. The Committee will support connections between the Board, community and consumers. It will ensure the Board is aware and considers community and consumer voice in the planning and delivery of services.

Scope

The Community Advisory Committee is a Board Sub-Committee.

Strategic Alignment

The Community Advisory Committee supports AccessHC to achieve its Strategic Plan 2022-25 including:

- Access: We remove Barriers to people connecting with us.
- Impact: We improve the health and wellbeing of our communities.

Responsibilities

The responsibilities of the Community Advisory Committee are to:

- Advise the AccessHC Board of Directors on priority areas and issues identified as requiring a consumer, carer and community perspective.

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- Ensure diverse community, carer and consumer perspectives are taken into account to inform decision making through sharing lived experience, knowledge, information and issues.
- Support AccessHC to understand and connect with diverse community groups, including those who are vulnerable or hardly reached by services.
- Provide advice for the development of the Community Engagement Framework and Action Plan, and discuss its implementation, continual monitoring and effectiveness.
- Provide advice on strategic business plan projects as outlined in the Committee Workplan.
- Reflect on good-practice and quality community engagement and consumer participation as outlined in organisational reports, accreditation standards, funders and other requirements.
- Participate in the AccessHC strategic planning processes and provide input into strategic priorities.
- Facilitate two-way communication between the Board, Community Advisory Committee Members, staff and community groups/networks members participate in.

Membership and Roles

The committee will comprise 7-12 members including:

- Community Members
 - At least of four (4) and at most ten (10) Community Members.
 - Community Members are appointed for a term of up to three (3) years, and may re-nominate at the end of this term.
 - Community members contribute lived experience, local expertise and consumer, carer and/or community perspectives. Community members will reflect on and present community issues, rather than focusing on personal concerns or individual issues. Committee membership will reflect the diverse range of communities and service areas across the AccessHC catchment. Membership from hardly reached communities is encouraged.
- Board Member
 - One to two (1-2) Board Directors of AccessHC as nominated by the AccessHC Board Chair. The Board Member/s are members of the Committee.
 - A Board Member’s term corresponds to their term as members of the Board of Directors, subject to change initiated by the Chair of the Board of Directors. Director members cease to be members of the Committee when they cease to be Directors of the Board at AccessHC.
 - The role of Board Member/s is to share relevant Board deliberations at Committee meetings and seek advice from members. Board Members share feedback, recommendations or questions from the Committee to the Board of Directors.

Ex-officio Members will include the Chief Executive Officer, Executive Lead Community Impact and staff member responsible for leading Community Engagement.

- The Chief Executive and Executive Lead acts as a conduit with the Executive/Senior Leadership Team and staff. They provide information and clarification at meetings, support the Board Directors

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and Chair in driving the strategic direction of the Committee and ensure resourcing for the Community Advisory Committee.

- Community Engagement staff, together with the Executive Lead and CEO Executive Assistant, support the effective operation of the committee in meetings and between meetings. Provide information and background to the Community Advisory Committee Members to assist their engagement with AccessHC, support the agenda development process and coordinate the actions resulting from meetings.

Role of Chair

The AccessHC Board of Directors will appoint one member each calendar year to be the Chair, upon recommendation/s from the Committee for this role. The role of Chair is to support the development of agendas, guide the meetings and provide leadership.

Recruitment and appointment

New Community Members will be recruited annually on a rolling basis, with an estimated 30% or 3 new community members retiring and commencing each year. Community members will be appointed by the AccessHC Board of Directors, through formal recommendation at a Board meeting from a Community Advisory Committee Board Member and the CEO.

New members will be supported through an induction to the Community Advisory Committee and AccessHC organisation, including information about the group's responsibilities.

Recommendations to Board

The Committee Advisory Committee can provide advice and recommendations to the Board for approval. Recommendations to the Board will be agreed to by consensus wherever possible or alternatively via a vote. All Members have voting rights.

A quorum is required to provide recommendations to the Board. A quorum is reached when three Community Members, one Board Member and one Ex Officio Member is in attendance.

Practices and procedures

Meeting schedule

The Community Advisory Committee (CAC) meet at least four (4) times per year for 1.5 hours, with meetings scheduled to enable Board Members to seek advice or recommendations prior to a Board meeting. The Chair can request additional meetings to be scheduled for the full Committee or Sub-Committee to progress an action if required.

Attendance and support

Meeting attendance is strongly encouraged. If a member is unable to attend, they are encouraged to notify the CEO Executive Assistant or an Ex Officio member with as much notice as possible.

If members require assistance to attend (e.g. attending with a carer, accessibility requirements, interpreter), please notify the CEO Executive Assistant or Ex Officio member.

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Workplan

A Community Advisory Committee Workplan will be developed annually and recommended for endorsement by the Board. The Workplan will align the Committee’s agenda topics to the Board priorities, Strategic Plan and Organisational Business Plan.

Meeting documentation

All members can expect to be informed about topics on the agenda to enable informed discussions at the meetings. Using the IAP2 Spectrum of Public Participation, members will be informed if requests for advice have a Consult, Involve or Collaborate promise of participation.

Meeting documentation, including the agenda, minutes of the previous meeting and other relevant documents, will be distributed to the committee members and attendees one week prior to the meeting. Members are requested to complete any pre-reading prior to meetings.

Minutes of all meetings will be documented. Any recommendations in the minutes will be considered for approval by the Board of Directors and then endorsed by this Committee at the following meeting.

The CEO Executive Assistant will be responsible for sending the agenda, taking the minutes, and sharing minutes (including an action table) and meeting documentation with members. The CEO Executive Assistant will include the Committee’s minutes with Board papers, and the CEO and Board Member/s will discuss any advice or recommendations in the minutes at the Board meeting.

Reimbursement of costs

Members can be reimbursed for reasonable costs of attending the Committee meetings or participating in training or activities when invited to do so as a member of the Committee (for example, public transport or parking ticket). Members will be paid back for this cost by sending, or at a meeting giving, the receipt to the CEO Executive Assistant.

Disclosure of Interest

Any member must declare when they have a conflict of interest. This must be recorded in the Minutes of the Meeting.

That is, any member or guest of the Community Advisory Committee who has a direct or indirect pecuniary interest in a matter being considered, or about to be considered by the Community Advisory Committee shall, as soon as practicable after the relevant facts come to the person’s knowledge, disclose the nature of that interest at the next meeting of the Community Advisory Committee.

Performance and Review

The Community Advisory Committee shall provide an annual report of the committee to the AccessHC Board of Directors, including a review of the committee.

The Terms of Reference will be reviewed annually.

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