



# COMMUNITY ADVISORY COMMITTEE

## TERMS OF REFERENCE

### 1. Background

Darling Downs West Moreton PHN (the PHN) works in partnership with local community organisations, health care professionals, regional hospital and health services, state and federal governments and the public, private and not-for-profit sectors to support and influence a high-quality health system. Our key objectives are to:

- increase the efficiency and effectiveness of medical services, particularly for those most vulnerable in community, and
- improve coordination of care ensuring patients receive the right care in the right place at the right time.

We do this by:

- System coordination and integration: reducing fragmentation and enhancing coordinated, integrated care by working collaboratively across services and sectors
- Regional commissioning: bridging the jurisdictional, hospital-community-primary, and cross-sector divides through collaborative commissioning with a focus on the primary health care system
- Primary care system stewardship and management: progressively improving system quality, access and equity
- Primary healthcare education, training and workforce development: building the general practice / primary care workforce of the future, and
- Health system transformation and reform: progressing agreed system reform objectives.

Fundamentally, what we do is person-centred. Our person-centred approach ensures people who access health system supports and services, including carers and close supporters, are the experts of their personal health situation and need to be at the centre of our planning and commissioning decision-making. Our person-centred approach delivers care and support in partnership with the community to achieve the best outcomes for the community.

### 2. Purpose of the Community Advisory Committee

As a person-centred organisation, it is important for the PHN to have strong engagement with our local communities. Key to this engagement are the PHN Community Advisory Committees which bring together diverse perspectives across a range of population and disease groups, particularly focused on those populations who are over-represented in population health data and contribute to significant avoidable use of hospitals.

The purpose of the Community Advisory Committees is to represent the communities of the region and assist the PHN with strategic input, planning and communication as well as participating in the development of local clinical pathways.

Committee members are selected to be a representative of their community and bring to the table their personal and related experiences of the health system.

To maximise input from across the region, there are two Community Advisory Committees:





- Darling Downs
- West Moreton.

### 3. Role and Functions

The Community Advisory Committees provide a consumer and community perspective to PHN commissioning so that decisions, investments and innovations are person-centred, cost-effective, locally relevant, aligned to local care expectations and appropriately prioritised.

The Community Advisory Committees are responsible for:

- Providing advice on health care priorities from a community perspective, particularly focused on chronic disease, mental illness, social isolation, aged care and other emerging health issues.
- Provide recommendations to the PHN Board to ensure investments and innovations are person-centred, cost-effective, locally relevant and aligned to local expectations
- Identify strategies to reduce avoidable hospital admissions or ED presentations, increase health literacy and increase consumer participation in health.

### 4. Membership and terms

Each Community Advisory Committee will have nine (9) community members.

Members of the Community Advisory Committee are to be individuals living, working or receiving services in the Darling Downs and/or West Moreton region.

Members will be invited to join the Committee via an Expressions of Interest (EOI) each November. EOIs will be distributed through stakeholder networks.

Membership will be drawn from members of targeted communities in the region, including:

- Older people
- People with a disability
- People with a chronic condition
- People with a mental illness
- People from a refugee or other culturally diverse population
- LGBTIQ+ people
- Children and young people
- Carers

One membership position will be an identified position for an Aboriginal and/or Torres Strait Islander person.

Membership shall be actively reviewed by PHN and the Board on a regular basis. Members will serve a term of two (2) years, with half of the Committee positions up for renewal each year. Members may be reappointed at the conclusion of each term, for a maximum of two (2) terms.

New members will be provided with an orientation pack.

### 5. Chair and secretariat

The Community Advisory Committee will be chaired by a Darling Downs West Moreton PHN Board director, or



delegate, with secretariat support provided by the PHN. Secretariat support will include management of meetings, preparation and distribution of agendas, minutes and other correspondence relating to the Community Advisory Committee.

All meeting documentation, including agendas and minutes, will be considered confidential documents unless otherwise stated, and shall only be distributed to group members and to the PHN Board.

## 6. Decision-making

While the Community Advisory Committee is not a decision-making body, the Committee is encouraged to make recommendations to the PHN for consideration.

All recommendations of the Community Advisory Committee regarding proposed initiatives for implementation in the Darling Downs and West Moreton region will be subject to approval from the PHN Board and Executive.

## 7. Quorum and attendance

A quorum will be considered to exist when fifty percent or more of the members are in attendance either in person or virtually for at least some portion of the meeting. A meeting can proceed without a quorum at the Chair's discretion.

If a member is absent for more than two consecutive meetings, their ongoing membership will be referred to the Chair for consideration.

## 8. Meetings and forums

The Community Advisory Committee shall meet at least three to four times a year, or more regularly if required. Working groups may be formed from time to time to progress specific initiatives in between regular Committee meetings.

## 9. Communications

Regular communication with Committees will be via email and all members will need to provide a current email contact details. These contact details will be made available to all Community Advisory Committee members.

Community Advisory Committee members will be invited to provide agenda items, and agendas will be distributed at least one week prior to each meeting.

Draft meeting records will be circulated to Community Advisory Committee members for approval. If responses are not received within the specified time frame, the meeting record will be taken to be accurate and will be distributed in final form to Community Advisory Committee members and to the PHN Board.

## 10. Review

The Community Advisory Committee composition, outcomes achieved and these Terms of Reference will be reviewed by the Community Advisory Committee on no less than an annual basis. Any suggested changes would require the approval of the Board.

## 11. Code of Conduct

All members and attendees of the Community Advisory Committee meetings will, prior to attendance, be required to sign and return a statement attesting to the fact that the member or attendee has read and accepts these

terms of reference and agrees to abide by the PHN Code of Conduct.

## 12. Confidentiality

To ensure effective consultation between the PHN and Community Advisory Committee members, sensitive information which is not in the public domain may sometimes be disclosed at Community Advisory Committee meetings on a confidential basis.

Members and attendees are asked to be mindful of the confidentiality of this information and should not disclose it to outside parties.

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

## 13. Other responsibilities

Community Advisory Committee members and other attendees are responsible to advise the Chair of individual approaches by the media or any other person seeking information about matters discussed at Community Advisory Committee meetings.

Members and attendees are permitted to disclose the general role and function of the Community Advisory Committee but are not permitted to disclose matters being discussed unless the Committee has given explicit permission for such disclosures to occur.

## 14. Public comment

Community Advisory Committee members and attendees must avoid making public comments that may appear to be an official comment from the PHN or from the Community Advisory Committee. Where public statements are deemed to be appropriate, these shall be distributed by the PHN through the usual channels.

## 15. Other issues

Committee members and attendees are encouraged to openly express concerns about the operation of the Community Advisory Committee within the context of the meetings.

Members and attendees may also bring concerns to the Chair for assistance with resolution.

## 16. Conflict of interest

Community Advisory Committee members and attendees are responsible to declare any potential, real or perceived conflict of interest at any meeting if it relates specifically to a particular issue under consideration.

The secretariat will record this declaration in the minutes and the Chair will manage the conflict of interest in collaboration with non-conflicted Community Advisory Committee members. A declaration of interest register will be maintained for standing conflicts.

## 17. Remuneration

The Community Advisory Committee shall be remunerated, as per the PHN Remuneration Policy, which has been approved by the PHN Board, for meetings attended. This may include, as agreed with the Chairperson and/or PHN Board prior to event, attendance at events, other meetings and commissioning panels, on behalf of the PHN.

The Community Advisory Committee members will also be remunerated for kilometres travelled, at the agreed rate



set by the Australian Taxation Office.

If members are otherwise salaried/remunerated by other organisations for their time while attending Community Advisory Committee meetings, it is the prerogative of the member to “opt out” of the PHN remuneration payment in lieu of their respective organisation’s salaried commitment.

Members are required to declare this to the PHN upon the commencement of their membership to the Community Advisory Committee.



**Darling Downs Office**

Level 1, 162 Hume Street  
(PO Box 81),  
Toowoomba QLD 4350

**West Moreton Office**

Level 5, World Knowledge Centre,  
37 Sinnathamby Boulevard,  
Springfield Central QLD 4300

