

---

# **Brisbane North Community Advisory Committee**

Terms of Reference

---



An Australian Government Initiative

# Brisbane North Community Advisory Committee

## Terms of Reference.

---

### **Purpose and functions**

The Brisbane North Community Advisory Committee (the Committee) has been formed by the Brisbane North PHN (the PHN) as a forum to bring together diverse perspectives across a range of population and disease groups, particularly focused on those populations and/or diseases which are chronic and/or contribute to significant avoidable use of hospitals.

The purpose of this group is to represent the communities of the region and assist the PHN with strategic input, planning and communications as well as the development of local clinical pathways.

Specifically, these functions include:

### **Strategic advisory role**

- a) advise on health care priorities from a community perspective, particularly focused on chronic disease and mental illness;
- b) provide recommendations to the PHN Board to ensure investments and innovations are patient centred, cost-effective, locally relevant and aligned to local expectations;
- c) identify strategies to reduce avoidable hospital admissions or ED presentations, increase health literacy and increase consumer participation in health;

### **Planning role**

- d) participate actively in collective impact forums run by the PHN;
- e) review and provide expert input regarding local population health and health service delivery data gathered by the PHN;
- f) provide advice regarding additional sources of relevant data to inform prioritization of local needs;

### **Communications**

- g) network with colleagues and others to ensure good understanding of local health care needs;
- h) disseminate endorsed information to colleagues and community members;

### **Pathways**

- i) provide input to the Pathways program to maximize community usage and utility;
- j) ensure pathways are designed to streamline patient care, utilize existing health resources efficiently and improve health outcomes and the quality of care;
- k) act as regional champions of locally relevant clinical care pathways;
- l) where required, identify participants for Pathways working groups.

## Governance and linkages

The Committee plays an important role in providing recommendations and input to the P4H Board of Directors.

The Committee is linked to the P4H Board of Directors through the regular attendance of a nominated Board representative, regular reports of meeting outcomes to the P4H Board via the CEO and provision of endorsed meeting minutes to the P4H Board as a standing Board agenda item.

The Committee also has links to the Metro North Hospital and Health Service (MNHHS) Community Board Advisory Group (CBAG) through the mechanisms described in the section on membership.

The relationship of the Committee to other groups is illustrated in Figure 1.

**Figure 1**



## Membership and term

The Community Advisory Committee shall consist of between 7-12 members, approximately.

Members of the Committee shall be individuals living, working or receiving services in the Brisbane North PHN region. Expressions of interest (EOI) for membership shall be invited by the PHN as members retire or membership terms expire. EOIs will be distributed through key stakeholders.

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

- Older people
- People with disability
- People with a chronic condition
- People with mental illness
- People from Culturally and Linguistically Diverse populations
- Aboriginal and Torres Strait Islander people
- LGBTI people
- Children and Young people
- Homeless people

In addition, a member of the MNHHS Community Board Advisory Group (CBAG) shall be invited as an “ex-officio” member.

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

Membership shall be actively reviewed by the Committee and by the PHN Board on a regular basis, with members serving a term of 2 years. Members may be reappointed at the conclusion of each term.

## Selection process and criteria

Members will be selected by the PHN Board. Applicants must be supported, by way of a reference, by a relevant stakeholder organization through whom EOIs are distributed.

Applicants must demonstrate:

- Strong understanding of the needs and current priorities of identified populations;
- Extensive networks across the region amongst these populations;
- Ability to engage constructively in a committee environment or willingness to learn same.

Applicants will be selected as individuals, not as representatives of any organization(s).

The PHN reserves the right to invite and remove members of the Committee from time to time, but will seek advice from Committee members before so doing.

## Remuneration

Members will be remunerated by the PHN for meeting attendance. If members are otherwise salaried/remunerated by other organisations for their time while on the Committee and/or preparation time, then no further remuneration from the PHN shall apply. Members are required to declare this to the PHN upon responding to the EOI and/or the commencement of their membership on the Committee.

## Chair and secretariat

The Committee shall be chaired by the PHN Director, or delegate, with secretariat support provided by the PHN. Secretariat support shall include management of meeting logistics, preparation and distribution of agendas, minutes and other correspondence relating to the Committee.

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

## **Decision-making and proxies**

The Committee shall endeavour to operate on a consensus decision-making basis, where possible and relevant. Members will hold one vote each.

All decisions of the Committee in regard to proposed initiatives for implementation in the Brisbane North region will be subject to approval from the PHN Board of Directors.

Members may nominate a proxy for times when the member is unable to attend meetings either in person or via electronic means, however, this proxy must be adequately briefed, similarly-qualified and able to participate fully in discussions and decision-making on behalf of the member.

## **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 via electronic means for at least some portion of the meeting.

If a member is absent, without a proxy, for more than two consecutive meetings, the Chair will refer a decision to the remaining members of the Committee as to the absent member's continuing membership.

## **Meetings and forums**

The Committee shall meet three to four times a year. Working groups may be formed from time to time to progress specific initiatives in between regular Committee meetings.

## **Communication**

Committee members shall provide current email contact details to the PHN. These contact details shall be made available to all Committee members.

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

Draft minutes shall be circulated to Committee members for approval. If responses are not received within the specified time frame, the minutes shall be taken to be accurate and shall be distributed in final form to Committee members and to the PHN Board.

## **Review**

The Committee composition, outcomes achieved and these Terms of Reference shall be reviewed by the Committee on no less than an annual basis.

## **Code of Conduct**

All members and attendees of the Committee meetings shall, 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 this code of conduct.

## **Confidentiality**

To ensure effective consultation between the PHN and Committee members, sensitive information which is not in the public domain may sometimes be disclosed at 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.

## **Other responsibilities**

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

## **Public comment**

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

## **Other issues**

Committee members and attendees are encouraged to openly express concerns about the operation of the Committee within the context of the Committee meetings. Members and attendees may also bring concerns to the Chair for assistance with resolution.

## **Conflict of interest**

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 Committee members. A declaration of interests register will be maintained for standing conflicts.

## **Intellectual property**

Any intellectual property rights of Committee members or attendees must be observed and protected. Members or attendees who are deemed by the Committee to have breached, or have an intent which would breach, the intellectual property rights of another member or attendee may, among other remedies, be removed from the Committee. The Committee members and attendees must also be aware that breaching another member or attendee's intellectual property rights may result in legal or other remedial actions.

# Brisbane North Community Advisory Committee

## Terms of Reference, Code of Conduct and Confidentiality Agreement

---

I have read and accept the Brisbane North Community Advisory Committee Terms of Reference and agree to abide by the code of conduct.

**Member/Attendee:**

---

Printed Name

---

Signature

---

Date

**Witnessed by:**

---

Printed Name

---

Signature

---

Date