

Nepean Blue Mountains Primary Health Network

Community Advisory Committee

TERMS OF REFERENCE

1. Role and Purpose of Community Advisory Committee

- 1.1. The Community Advisory Committee (CAC) is a Joint Committee of Wentworth Healthcare Limited (WHL) and the Nepean Blue Mountains Local Health District (NBMLHD).
- 1.2. To support a broad community representation of the PHN region.
- 1.3. To provide a community perspective to ensure that decisions, investments and innovations are patient-centred, locally relevant and aligned to local care experiences and expectations.
- 1.4. To support the implementation of the Joint Board Priorities for integrating care.

2. The Community Advisory Committee will:

- 2.1. Champion and advocate the principle of "patient-centred care" in implementing the Joint Board Priorities for integrating care.
- 2.2. Provide a community and health consumer perspective on matters referred by committees and departments of the WHL and NBMLHD.
- 2.3. Provide advice on appropriate methods of community engagement on matters referred by committees and departments of the WHL and NBMLHD.
- 2.4. Assist and support with the development and implementation of the WHL and NBMLHD Strategic Plan(s) and joint priorities.
- 2.5. Contribute insights and advice into emerging trends, gaps and issues as well as improvement to existing health matters.
- 2.6. Be a community and health consumer voice and advocate on health issues, needs and concerns.
- 2.7. Communicate important information and decision outcomes to and from networks.

3. Guiding Principles

The following guiding principles support the functioning of the Community Advisory Committee through:

- the Commitment to the Strategic Vision of WHL and the NBMLHD.
- being Culturally safe and sensitive to diversity and showing respectful cooperation between all members.
- acknowledgement that advice is provided for WHL and the NBMLHD be shared for the purpose sought.
- respectful use and acknowledgement of intellectual property developed via this process.



- acknowledgement of Committee participants' time and different perspectives.
- acknowledgement that timeframes set for feedback are sometimes outside the control of WHL and the NBMLHD and that matters may need to be progressed.
- alignment to the values of WHL and NBMLHD through courteous and respectful interaction.

<p>Community Advisory Committee Coordination</p>	<p>The Community Advisory Committee will be supported as follows:</p> <p><u>NBMLHD</u></p> <ul style="list-style-type: none"> • Meeting Minutes. • Recruitment activities. <p><u>WHL</u></p> <ul style="list-style-type: none"> • Meeting Agenda preparation. • Agenda and Minutes distribution. • Communication to members. • Recruitment lead. • Payment to members.
<p>Communications and Meeting Frequency</p>	<ul style="list-style-type: none"> • Meetings will be held up to six times per year. • Meetings will be held at WHL offices face to face with videoconference attendance available. • Meetings may be held as required via Videoconference alone.
<p>Reporting responsibility</p>	<ul style="list-style-type: none"> • The CAC is an advisory Committee to the Board of WHL ¹ • The CAC has a direct relationship with the Joint Boards subcommittee for Integrating Care. • The Wentworth Healthcare Health Literacy Review Group reports to the Community Advisory Committee.
<p>TOR review</p>	<p>Biennially (every two years) from 2023 onwards.</p>
<p>Membership</p>	<p>The Community Advisory Committee will comprise of up to 13 representatives as follows:</p> <ul style="list-style-type: none"> • Chair • One member from the Penrith Health Consumer Working Group • LHD executive (ex-officio). • At least one member from each of the four LGAs in the Nepean Blue Mountains Region. • Balance of members as per the Skills Matrix • CEO WHL (ex-officio).

¹ The PHN Contract that Wentworth Health holds requires the establishment and operation of a Community Advisory Committee with the purpose as outlined in item 1.2. For Wentworth Healthcare, the CAC was established in partnership with the NBMLHD prior to the PHN contract being in place.



Committee Member Obligations	Each member is required to: <ul style="list-style-type: none">• Abide by the Terms of Reference of this Committee.• Abide by the WHL Stakeholder Code of Conduct.• Comply with the WHL Confidentiality requirements.• Acknowledge the WHL Statement of Business Ethics.• Abide by the Values of WHL (Respect, Ethical Practice, Continuous Improvement, Collaboration, Quality).• Declare any Conflicts of Interest as and when they occur, including participating in other consultation forums on work or topics related to information shared in this forum.
Remuneration	Remuneration is based on the WHL Policy for remuneration of Volunteers.
Committee Operations and Administration	Shall be in accordance the WHL Committee Operations Manual, modified as outlined in the Community Advisory Committee Coordination section above.

APPROVED 29 March 2023