

Community Advisory Committee

TERMS OF REFERENCE

1. Role and Purpose of the 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 provide a consumer and community perspective to ensure that decisions, investments and innovations are person-centred, locally relevant and aligned to local care experiences and expectations.
- 1.3. To support the implementation of the Joint Board Priorities for integrating care.
- 1.4. CAC is a Board Advisory Committee of Wentworth Healthcare Limited.

2. The Community Advisory Committee will:

- Champion and advocate the principle of person-centred care in implementing the Joint Board Priorities for integrating care.
- Provide a community and health consumer perspective on matters referred by committees and departments of WHL and NBMLHD.
- Provide advice on appropriate methods of community engagement on matters referred by committees and departments of WHL and NBMLHD.
- Assist and support with the development and implementation of the WHL and NBMLHD Strategic Plan(s) and joint priorities.
- Contribute insights and advice into emerging trends, gaps and issues as well as improvement to existing health matters.
- Be a community and health consumer voice and advocate on health issues, needs and concerns.
- 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:

- a commitment to the Strategic Vision of WHL and NBMLHD.
- being culturally safe and sensitive to diversity and showing respectful cooperation between all members.
- 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 NBMLHD and that matters may need to be progressed outside of scheduled meetings.
- alignment to the values of WHL and NBMLHD through courteous and respectful interaction.



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| Communications and Meeting Frequency | <ul style="list-style-type: none"> • Meetings will be held up to six times per year. • Extraordinary meetings may be called as required. • Meetings will be scheduled for up to 2 hours. • Meetings will be via video conference attendance. Face to face meetings may be arranged occasionally as required. |
| Quorum | <ul style="list-style-type: none"> • 50% plus one, rounded down to the next whole number. • If a quorum is not met the continuation of the meeting will be decided at the Chair's discretion. |
| Reporting responsibility | <ul style="list-style-type: none"> • The CAC is an advisory Committee to the Board of WHL. The Board is provided with reports on meetings and copies of minutes.¹ • The CAC has a direct relationship with the Joint Boards subcommittee for Integrating Care through concurrent membership. |
| TOR review | Biennially (every two years) from 2024 onwards or as required |
| Membership | <p>The Community Advisory Committee will comprise of members as follows:</p> <ul style="list-style-type: none"> • At least two members from each of the four LGAs in the Nepean Blue Mountains Region. Up to a maximum of 12. • Chair • The WHL CEO is an ex-officio member of CAC. They may be represented at meetings by another WHL staff member as necessary. • LHD executive (ex-officio) <p>Chair and Deputy Chair:</p> <p>The Chair of CAC is appointed from amongst the existing members.</p> <p>A Deputy Chair will also be sought from amongst the existing members.</p> <p>When there is a vacancy in the Chair or Deputy Chair roles, members wishing to take on either role shall submit an expression of interest. Should there be more than one expression of interest, a vote of the members will be held.</p> <p>Recruitment of members:</p> <p>WHL and NBMLHD will advertise broadly for new members to fill vacancies. Potential new members will be interviewed and assessed using the member skills matrix.</p> <p>Membership review:</p> <p>Membership will be reviewed annually to ensure organisational needs are being met and to inform recruitment for the year ahead.</p> |
| Committee Member Obligations | <p>Each member is required to:</p> <ul style="list-style-type: none"> • Actively contribute to discussion and decision making. • Abide by the Terms of Reference. • Complete any compliance requirements as requested from time to time including acknowledgement of relevant policies and codes of conduct. |



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| | <ul style="list-style-type: none">• 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. <p>Maintaining membership</p> <ul style="list-style-type: none">• To be appointed as a member of CAC, you must live, work or study in the LGA that you are nominating to represent. This must be maintained, and you must advise us if this changes.• Membership may cease if a member has not attended two consecutive meetings without sending prior apologies. If a member has not attended the majority of meetings within a year, their membership may also be ceased. Where notice is provided in advance of absence due to holidays etc. this does not impact on membership. |
| Remuneration | Remuneration is based on the WHL Policy for remuneration of Volunteers. |
| Committee Operations and Administration | Managed jointly between WHL and NBMLHD. Primary point of contact is via the Stakeholder Engagement and Governance Team at Wentworth Healthcare. Correspondence can be sent to engagement@nbmphn.com.au |

Approved September 2024