

# **Peter MacCallum Cancer Centre**

## **COMMUNITY ADVISORY COMMITTEE**

### **Terms of Reference**

#### **Context:**

Section 65ZB of the Health Services (Governance) Act 2000 requires the Board to establish a Community Advisory Committee and to specify the functions and provide for the membership of the Committee.

The Health Services (Governance) Act 2000 requires that the Board "...must appoint at least one community advisory committee...within six months after the establishment of the metropolitan health service (MHS)". The Act requires that the board determine the number of committee members and ensure that the persons appointed are "...persons who are able to represent the views of the communities served by the metropolitan health service". The Act also requires the board to "...give preference to a person who (a) is not a registered provider within the meaning of the Health Services (Conciliation & Review) Act 1987 and the Health Services Act 1988 and (b) who is not currently or has not recently been employed or engaged in the provision of health services. Boards are required to fill vacancies within three months of arising.

This committee, as well as providing direct input, will act as a conduit to key community groups where more detailed consideration of particular services and programs is required.

The appointments of community members should be on the basis of their capacity to represent a broad range of community views and interests.

#### **Purpose:**

- a) To provide advice on needs, demands, and service development from a community perspective whilst harnessing community support for the Health Service and its services.
- b) To develop and monitor the implementation and effectiveness of the community participation.
- c) To assist the Board and Executive in their communication with the Health Service's community and consumers.
- d) To advise the Board on major strategic issues and initiatives.
- e) To participate in the Health Service's broad strategic planning and service development processes.
- f) To assist the Board in the development and ongoing monitoring of key performance indicators for service quality and accessibility.

## **Membership:**

- **Voting members of the Community Advisory Committee include:**

Two (2) members of the Board.

Such members as the Board of Directors determines up to a maximum of eleven (11) such members.

Each year the Board shall appoint the Chair of the formal meetings of the Community Advisory Committee from among the members who are Directors.

Each year the voting members of the Committee shall appoint the Chair of the working group meetings of the Committee from among the voting members.

- **Non-voting members of the Community Advisory Committee in attendance at meetings include:**

Director of Quality and Organisational Development  
Consumer Engagement Co-ordinator  
Corporate Secretary

## **Invitees:**

As required, representatives of the major programs / divisions to brief and provide expert advice on a specific matter

## **Convenor:**

Director of Quality and Organisational Development in consultation with the Chair of the Committee for the formal meetings of the Committee.

Director of Quality and Organisational Development in consultation with the Chair of the Committee for working group meetings of the Committee.

## **Meeting Frequency:**

Formal meetings of the Committee will be held on a bi-monthly basis during the months of February, April, June, August and October.

Working group meetings of the Committee shall be held on a bi-monthly basis during the months of March, May, July, September and November.

## **Quorum:**

For formal meetings of the Committee, a minimum of one (1) Board Director and a minimum of five (5) members.

For working group meetings of the Committee, a minimum of five (5) members.

## **Reports to:**

Board of Directors.

## **Review:**

To review and recommend any updates to the Committee's Terms of Reference to the Board of Directors annually.