



**HEALTHY  
NORTH COAST**

# Community Advisory Council

TERMS OF REFERENCE (ToR)

# Terms of Reference

## Background and scope

The Community Advisory Council of Healthy North Coast Ltd (HNC) — trading as North Coast Primary Health Network — was established in accordance with the Department of Health Standard Funding Agreement to provide a community perspective to the HNC Board ensuring decisions, investments, and innovations are patient centred, cost-effective, locally relevant and aligned to local care experiences and expectations.

## Purpose

The purpose of the HNC Community Advisory Council (the Council) is to ensure that consumers, community members and people with lived experience contribute to the activities and objectives of Healthy North Coast.

## Role

- Provide leadership, advice and support to the HNC Board on partnering with the community
- Monitor and evaluate the Community Engagement Framework and community engagement strategies
- Ensure the community is informed and engaged in planning, design, monitoring and evaluation of Healthy North Coast activities and commissioned services
- Provide advice and identify opportunities for engagement with consumers, community and people with lived experience
- Provide advice on seeking input from the community on specific health issues and priorities
- Comment and provide community perspective on priority Healthy North Coast policy, plans, programs and other activities

## Authority and governance

- The Community Advisory Council is an advisory sub-committee of the Healthy North Coast Board
- The Council has an advisory role, making recommendations to the Board, and does not have any decision-making authority
- The Director Healthy Communities has delegated responsibility for the effective functioning of the Community Advisory Council

## Membership

- The Community Advisory Council will comprise a maximum of 15 members and in accordance with the Skills Matrix (**Appendix 1**).

- Community membership should reflect the diversity of the Healthy North Coast region and include interested members of the community who represent a range of population groups and cohorts.
- Members should have appropriate community networks to gather and disseminate information and commit to participate actively.
- Community membership on the Council will include:
  - A member from each of the eight Healthy North Coast sub-regions: Tweed, Ballina-Byron, Clarence Valley, Richmond Valley, Nambucca-Macksville, Coffs Harbour, Macleay Valley and Port Macquarie-Hastings.
  - A member of the Aboriginal Health Council.
  - Two community members with skills and experience in consumer participation.
  - Healthy North Coast Chief Executive Officer
  - One member each from Northern NSW LHD and MNC LHD Community Advisory Groups
- The Council may invite any person to attend meetings as required.

### In attendance

- A Board Member of HNC will attend every Council meeting
- Director, Healthy Communities

### Chair and Deputy Chair

The Chair and Deputy Chair of the Council will be community representatives elected by the members. The role of the Chair is to:

- Chair the Council meetings
- Provide input and approve agendas
- Provide input and advice on actions that arise from meetings
- Liaise with Healthy North Coast and members on matters that arise between meetings

### Appointment term

- The Chair and Deputy Chair will serve a term of 2 (two) years with the opportunity to be re-elected (maximum 4 years).
- Members will be appointed for a term of 2 (two) years with the opportunity to apply for additional terms.

### Quorum

The quorum for a meeting is more than 50 per cent of members, including the Chair and/or Deputy Chair.

### Meetings

- Meetings will be scheduled quarterly, with additional meetings to be scheduled should the Council or Board consider this necessary.

- Video/teleconferencing will be made available at all meetings.
- Members will be expected to attend a minimum of 75 per cent of Community Advisory Council meetings.
- Additional meetings of Sub Groups will be established as required by the Council.

## Agenda

- The agenda will be set by the Chair, HNC Director Healthy Communities, Chief Executive Officer and Board Members
- Members may contribute to the agenda by submitting items no later than 10 working days before each meeting.
- Members will receive the agenda papers, including the minutes of the previous meeting, at least five working days before the meeting.

## Secretariat

Healthy North Coast will provide secretariat for each Council meeting.

## Reports

The following reports will be provided to the Council:

- HNC Executive and Board updates
- Strategic plans, relevant policies
- Community information and updates from regional advisory groups
- Improvement/working group reports
- Community Engagement strategy updates and reports
- Topics which require input from community representatives.

## Minutes

- Minutes will record discussion, agreed outcomes and actions
- An action list will be included with the minutes including responsibility and target completion dates
- The Chair will review and approve the minutes prior to circulating
- A copy of the minutes is provided to the Board and Executive teams.

## Code of conduct and declaration of interest

- Council members are expected to participate in meetings and activities in an ethical and professional manner at all times
- Members will be asked to adhere to a Code of Conduct
- Members will declare conflicts of interest as outlined in the Code of Conduct and Conflicts of Interest and Related Parties Policy and Procedure
- Confidential information will be clearly identified as confidential. All Council members are required to maintain confidentiality and comply with privacy obligations.

## Remuneration

Members will be remunerated for meeting attendance as per HNC's Stakeholder Engagement Remuneration Policy.

## Support and training

Healthy North Coast will provide appropriate documentation, orientation, training and ongoing support to facilitate full participation in the Council

## Evaluation

The Council will undertake an annual evaluation including:

- Meeting performance assessment
- Outcomes and benefits delivered to Healthy North Coast
- Progress of implementation of Community Engagement Framework and strategies
- Review of Terms of Reference.

## Appendix 1 Skills Matrix

The Healthy North Coast Community Advisory Council has a Diversity Matrix to ensure that membership represents the diversity of North Coast communities. Applications for membership will be assessed based on responses to the general experience criteria. The Nominations Committee will also consider diversity and equity factors.

### **General experience**

Strong community linkages and networks within the Healthy North Coast footprint.

Skills, experience and knowledge in community engagement, consumer participation or community empowerment.

Relevant personal or professional experience in health, community, business, advocacy or governance roles

### **Diversity & equity**

Gender: a) Male b) Female c) non-binary/other d) Choose not to answer

Age: 15-24, 25-44, 45-64 and 65 and over

A member from each of the eight Healthy North Coast sub-regions

Do you identify yourself as a member from these groups a) Aboriginal and/or Torres Straits Islander b) people with disability c) culturally and linguistically diverse (if yes, please indicate ancestries)