

# Community Advisory Council (CAC)

## Terms of Reference

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### Who we are

Established and funded by the Federal Government, Adelaide Primary Health Network is a not-for-profit organisation.

It is one of 31 PHNs operating across Australia, and one of two in South Australia.

Working closely with the wider Adelaide community and benefitting from the experience and knowledge of primary health care providers, it's the job of Adelaide PHN to ensure the health system better meets people's needs.

Specifically, Adelaide PHN is tasked to:

- Increase the efficiency and effectiveness of health services for people, particularly those at risk of poor health outcomes; and
- Improve coordination of care to ensure people receive the right care in the right place at the right time

### How we work

Adelaide PHN does not deliver health services but works by commissioning and integrating innovative health services and activities to respond to the needs of our community.

### We work to our priorities

Adelaide PHN's work is framed around the following national priorities:

- Aboriginal and Torres Strait Islander health
- Aged care
- Mental health
- Alcohol and other drugs
- Digital health
- Health workforce
- Population health

The following local priority populations are also considered and reflected across our work: Children and youth, Palliative care, Disability, Culturally and Linguistically Diverse communities.

These priorities are informed by the Commonwealth Department of Health's key priorities and performance indicators for all PHNs, as well as the findings of our annual needs assessment process.

## Governance & Membership

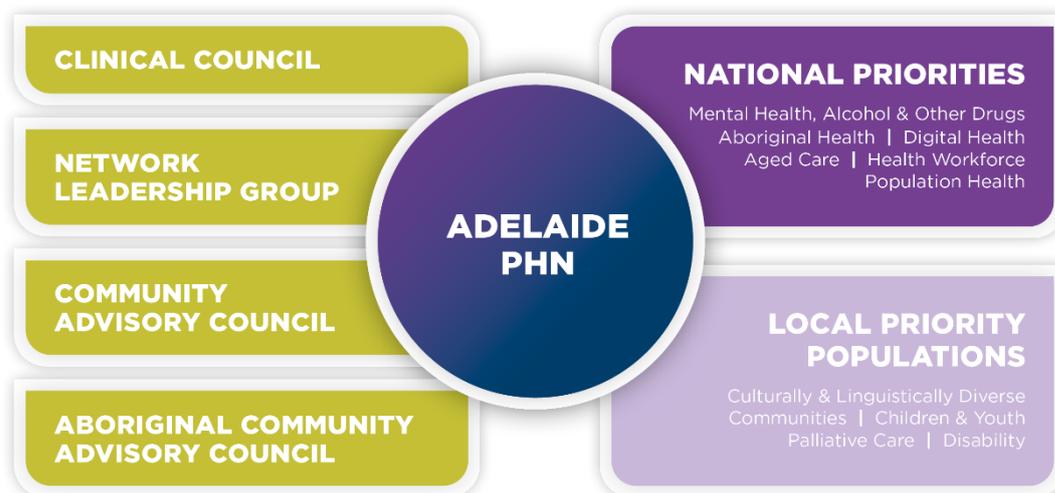
Collaboration and partnership are at the heart of Adelaide PHN.

We are a membership-based organisation and benefit from the experience and knowledge of our membership groups.

Adelaide PHN membership contributes to the understanding of our region through consultation and our annual needs assessment process. We work alongside both those experiencing and delivering primary health care across our region. Through our commissioning and integration activities we partner with government, private and non-government organisations. These partnerships support us to address barriers, foster connectivity and support access to timely and responsive health services and systems.

To ensure ongoing engagement and integration, Adelaide PHN has reviewed our membership model (Figure 1), which now consists of:

- Board of Directors
- Regional Clinical Council
- Regional Community Advisory Councils (CAC)
- Aboriginal and Torres Strait Islander (and hereafter Aboriginal) CAC
- Network Leadership Group (NLG)



# Terms of Reference

## Community Advisory Council (CAC)

### Role and Purpose

CACs provide advice to Adelaide PHN Board. The CACs ensure broad representation of the community in Adelaide PHN region, and provide a community perspective to Adelaide PHN Board to ensure decisions, investment and innovations are person-centred, cost effective, and locally relevant and aligned to local care experiences and expectations.

The CAC supports Adelaide PHN to develop local strategies to improve the operation of the health care system for community members and facilitate effective primary health care provision, keeping people well in the community and preventing avoidable hospitalization.

CAC Members are:

- Active in their local community; with a sound understanding of local primary health issues
- Willing and able to reflect on community issues, as well as contributing from their own lived experience
- Not representing health care providers, community services, consumer organisations or academic institutes

### Member Responsibilities

- Represent community perspectives through local networks
- Understanding of Adelaide PHN's local needs, and actively participate in membership meetings.
- Articulate local health need through the needs assessment process
- Support the work of Adelaide PHN by keeping up to date and sharing information with networks and providing feedback about PHN programs and services
- Work collaboratively with other Adelaide PHN membership groups and staff.

### Proxies

There is no provision for proxies should members be unable to attend meetings

### Adelaide PHN Responsibilities

- Provide administrative support
- Work with the Council to identify and implement strategies to achieve the role and purpose
- Support the effective operation of the Council

### Chairperson

Nominations for the role of Chairperson will be called for in the first meeting and election will be by secret ballot. The position will be held for 2 years, reviewed bi-annually.

### **CAC Member Recruitment and Appointment**

Each CAC will consist of between 5 and 10 community representatives. Recruitment and appointment of CAC members can occur throughout the year, based on need. CAC membership profile will be reviewed annually. Recruitment will encourage participation from community members that are reflective of key population demographics and health needs, as per Adelaide PHN Needs Assessment. CAC members will be appointed for 2 years with the opportunity to re-apply.

### **Meetings and Attendance**

There are 4 regularly scheduled meetings annually. Members are expected to attend all meetings. Should a member miss more than one of the 4 regular meetings within the financial year, their membership will be reviewed for extenuating circumstances by the Chair and Adelaide PHN and may be cancelled.

A member may participate in a meeting by electronic means (teleconference or skype).

A quorum of half the number of current members of a group, plus one, is required for regular scheduled meetings to proceed, if there is an appropriate representation of members.

The online platform *Confluence* is provided to facilitate discussion and consultation outside of meetings.

### **Resignation or Dismissal of a Member**

Members may resign by written notice to the CAC Chairperson at any time. Adelaide PHN Board may revoke membership of the CAC for any member at any given time, for failure to comply with the Terms of Reference, behaving in a disrespectful or unprofessional manner or any lawful instruction by the CAC Chairperson.

### **Remuneration**

Sitting fees and reimbursements in line with *Adelaide PHN Sitting Fee Policy* will be supported for community representatives and carers attending the meeting in an unpaid capacity.

### **Decision Making**

For the CAC to make recommendations or decisions, consensus of the group must be reached. Design of decision making processes will enable sufficient opportunity for all members of the group to object or support proposed actions. Given a fair opportunity to provide feedback, and in the absence of any objections, decisions will be carried. When a group vote is required, each CAC has 1 collective vote. When requested to vote, the Chair representative will be supported by Adelaide PHN to coordinate their group's collective vote.

### **Member Elected Director**

Adelaide PHN has up to 3 Member Elected positions on the Board, elected for a 3-year term, via a staggered, rotational election system. As terms expire, membership nominations and voting occurs, with final endorsement of a new Member Elected Director at the Annual General Meeting (AGM) held in October of that year.

Key points to this process include:

- There is a maximum of 1 nomination for the Board from each membership group, and the decision to nominate a member (or not) must be reached by consensus decision within the group
- A maximum of 5 nominations of a possible 13 will be selected by the Nominations Subcommittee (utilising the skills matrix) of the Board for voting in a membership election
- There is 1 vote per membership group in the election, except for the Network Leadership Group which has 2 votes. This vote must be reached by consensus decision within each group.

For a member to be eligible to nominate for the Board and participate in voting for a Member Elected Director, they must have attended 3 of the regular 4 quarterly membership meetings in the last financial Relating to the AGM.

### **Declaration of Interest**

CAC members must declare to the Chair, any interest, potential or apparent conflict of interest in matters that might be considered by the group.

### **Minutes and Agendas**

The management of minutes and agendas will be the responsibility of Adelaide PHN. Meeting summaries will be made public on Adelaide PHN website once the minutes have been ratified. Meeting minutes and actions will be emailed to all attendees and made available on *Confluence*.

### **Terms of Reference Review**

The Terms of Reference for the CAC will be reviewed annually.

Last Reviewed: May 2020

### **Reference Documents**

- Stakeholder Engagement & Partnership Framework
- Reconciliation Action Plan
- Sitting Fee Policy