



Australian Government

Department of Infrastructure, Transport,  
Cities and Regional Development

# Indian Ocean Territories Health Service Community Advisory Committee

Terms of Reference - March 2020 to December 2021





# The Indian Ocean Territories Health Service Community Advisory Committee

The Minister with responsibility for Territories established two Health Advisory Groups, one each for Christmas Island and the Cocos (Keeling) Islands, in 2017.

In 2019, following a review, the Christmas Island and Cocos (Keeling) Islands Health Advisory Groups were merged, and rebadged as the Indian Ocean Territories Health Service (IOTHS) Community Advisory Committee (CAC). These new Terms of Reference reflect a slightly changed role for the CAC, and align with the Australian Commission on Safety and Quality in Health Care's *Partnering with Consumers Standard*.

The CAC operates under these Terms of Reference.

## Role

### The Community Advisory Committee is a unified voice of the community

The CAC ensures the community has a voice in the design, delivery, measurement and evaluation of health systems and services in the Indian Ocean Territories (IOT). With healthcare policies and programs, advice from members informs the development of initiatives to target local health issues, communication strategies for the initiatives and continuous improvement in service delivery.

## Scope


The CAC will operate within the scope of the Objectives. It will provide advice within the framework of the existing IOTHS budget, infrastructure and facilities, and Service Delivery Arrangements.

The CAC is not a decision-making body and will not make purchasing, spending or clinical decisions, nor provide advice on governance, financial, staffing and medical matters.

## Objectives

The CAC will

- provide a forum for the community to advise the IOTHS on the design, delivery, measurement and evaluation of systems and services

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- be a conduit of information between the IOTHS and the community, including delivering a unified community view to the IOTHS on priority areas of focus, emerging needs and risks, and
  - advise the IOTHS on effective strategies to seek community comment on particular health issues and communication strategies relating to health matters.

## Membership

Membership of the CAC will comprise ten representatives of the community, five from Christmas Island and five from the Cocos (Keeling) Islands. The Administrator of the Territories of Christmas Island and the Cocos (Keeling) Islands will chair the Committee.

Members may attend meetings via teleconference or video link if unable to attend in person.

Members will commence their terms in March 2020 and terms will cease on 31 December 2021.

The Director of the IOT Administration and/or the IOTHS Health Services Manager will attend CAC meetings in an ex-officio capacity to provide factual and contextual advice, including on the implementation of the Five Year Strategic Plan for the IOTHS. The Director of the IOT Administration and/or IOTHS Health Services Manager may attend meetings via teleconference or video link if unable to attend in person.

External, off-island experts in particular fields of medicine or healthcare may be asked to provide advice to inform or contribute to discussions of the CAC.

## Governance

The CAC will operate within the governance structure of the IOTHS. It will sit alongside the IOTHS Governance Advisory Council, with two members of the CAC sitting on this body. This will ensure linkages between the two bodies and ensure information is shared.

## Code of Conduct

Members are required to act with integrity and impartiality, in good faith and in the best interests of the CAC at all times. Members are required to observe the principles of ethical conduct, confidentiality and privacy. Membership is subject to return of a completed deed of non-disclosure form to the Department of Infrastructure, Transport, Cities and Regional Development (the Department).

## Declaration of Interest

Members and the Chair must declare any personal, organisational or financial interest relevant to agenda items at the commencement of each meeting. In cases where a conflict of interest exists, or could reasonably be seen to exist, the member(s) shall not participate in the discussions relating to that conflict.



Membership is subject to return of a completed declaration of personal interests form to the Department.

## Roles and Responsibilities

### Chair

The Administrator of the Territories of Christmas Island and the Cocos (Keeling) Islands will chair the CAC, and will

- assist in planning meeting dates based on members' availability
- lead discussions to determine focus areas and priorities at the commencement of the term
- ensure regular monitoring and progress reporting on focus areas and priorities throughout the term
- approve the agendas and papers for each meeting
- ensure meeting time is used efficiently and effectively to consider relevant matters
- approve actions from meetings and, where relevant, communicate these to the General Manager of the IOT Branch and the IOTHS for consideration
- ensure community engagement is open and transparent
- communicate regularly with the IOTHS Health Services Manager, ensuring an open flow of information between the IOTHS and the CAC, and
- ensure the CAC fulfils its reporting requirements, including provision of an annual report to the Minister with responsibility for Territories and to the community.

The CAC will select a Deputy Chair, who will act in the role of Chair as needed.


### Members

Members will

- agree focus areas and priorities at the commencement of the term, a work program and arrangements to measure deliverables and outcomes throughout the term
- agree community engagement methods to bring together community views on health issues regularly and strategically throughout the term
- engage regularly with the community to share health information and bring together community views, in line with the agreed community engagement methods, and
- contribute to discussions in a constructive and informative manner.

### Secretariat

The Administrator's Office will provide secretariat and support for the CAC, including

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- facilitating meetings, including arranging suitable venues
  - ensuring the CAC is supported in its secretariat needs, including in preparation, recording and distribution of
  - meeting agendas and relevant papers at least ten business days prior to each meeting
  - Minutes within ten business days of each meeting
  - maintaining records of agendas, Minutes, consultations and other documents;
  - providing records of agendas, Minutes, consultations and other documents to the Department
  - maintaining an Actions Register to track agreed actions and accomplishments, and
  - providing regular updates on open actions.

## The Department

The Department will prepare agenda papers and other documents at the request of the Chair or Administrator's Office.

## The IOTHS

The IOTHS will

- seek advice from the CAC on the design, delivery, measurement and evaluation of systems and services, as needed and as requested by the IOTHS Health Services Manager
- seek advice from the CAC about community engagement, health education, promotion of services and dissemination of information
- provide regular updates to the CAC about its activities
- provide information about specific matters at the request of the Chair or the Administrator's Office, and
- consider matters raised by the CAC and provide feedback in a timely manner.

## Community representation on a governance body

Two community representatives from the CAC will sit on the IOTHS Governance Advisory Council (one each from Christmas Island and the Cocos (Keeling) Islands). The representatives will be nominated by the CAC and recommended by the Chair. Matters to be raised at governance body meetings by these representatives will be agreed with the CAC. The two representatives should provide a summary of discussions to the CAC following governance body meetings.



## Meetings

Meetings will be held quarterly. The CAC is to agree on an indicative schedule of meeting dates for the calendar year at its first meeting. The meeting schedule is to be published via a Community Bulletin. Additional meetings may be held at the request of the members or the Chair.

A quorum shall be 50 per cent of members plus one.

## Reporting requirements

It is a requirement that the CAC provide a written report to the General Manager of the IOT Branch following each meeting. The CAC must also provide a detailed report on its work at the end of each calendar year to the Minister with responsibility for Territories and the community. This report is to be available in English, Cocos Malay and Chinese to ensure all members of the community have access to information. The report is to be published via a Community Bulletin.

A summary of the outcomes of each meeting will be shared with the community via a Community Bulletin. The Minutes of meetings will be made available to the public with the approval of the Chair.

The Department is to be consulted on the content and distribution of documents prior to being published.

Issued: January 2020

Next review due: December 2021