



Australian Government

Department of Infrastructure, Transport,
Regional Development and Communications

Indian Ocean Territories Health Service Community Advisory Committee

Request for Expressions of Interest

January 2021





Introduction

The Department of Infrastructure, Transport, Regional Development and Communications (the Department) funds and operates the Indian Ocean Territories (IOT) Health Service, which provides healthcare to the residents of the IOT. Facilities include six general ward beds on Christmas Island (CI), and two clinics with on-call after-hours services on the Cocos (Keeling) Islands (CKI), on Home Island and West Island.

The Health Service provides a range of medical, nursing and ancillary health services, including:

- primary healthcare, pathology, radiology, pharmacy and acute in-patient care;
- public, community and child health programs, and antenatal services;
- aged care, including home and community care;
- disability services;
- accident and emergency care, patient assisted travel and emergency medical evacuation;
- oral healthcare;
- social work services; and
- telehealth and access to visiting specialist medical care and allied healthcare.

Senior personnel in the Health Service, located on-island, make decisions on the delivery of health services, including the type of services available and frequency and nature of visiting specialists.

The Community Advisory Committee is a unified voice of the community


The IOT Community Advisory Committee (the Committee) supports the continued provision of high quality health services by providing a forum for community feedback on the IOT Health Service, its services and community health issues.

The Committee:

- provides a forum for the community to provide advice to the IOT Health Service on the design, delivery, measurement and evaluation of systems and services;
- is a conduit of information between the IOT Health Service and the community, delivering a community view to the IOT Health Service on priority areas of focus, emerging needs and risks; and
- advises the IOT Health Service on effective strategies to seek community comment on particular health issues and communication strategies relating to health matters.

The Committee may provide advice to the IOT Health Service on:

- services offered, including gaps or areas which may require additional support;
- risks which may arise in the provision of health services;
- implementation of the Five Year Strategic Plan for the IOT Health Service;
- arrangements to best meet cultural needs;

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- optimal use of IOT Health Service facilities;
 - community engagement activities;
 - emerging needs of the community, such as support for aged care and mental health; and
 - lessons learned from other areas of remote medicine to support future planning.

The Committee operates within the governance structure of the IOT Health Service and aligns with the Australian Commission on Safety and Quality in Health Care's *Partnering with Consumers Standard*. The *Partnering with Consumers Standard* recognises that communities are consumers of health services, and that community involvement in governance, planning, design, delivery, measurement and evaluation delivers optimal health outcomes.

Opportunity

The Department is seeking Expressions of Interest from members of the community who are willing to join the Community Advisory Committee.

The Committee is intended to comprise ten representatives of the community, including five each from CI and CKI. The Administrator of the Territories of Christmas Island and the Cocos (Keeling) Islands (the Administrator) is the Chair. These are volunteer positions and remuneration is not payable.

Members are expected to act impartially and in good faith to benefit the community. Membership is expected to be diverse and reflect the age, gender and cultural characteristics of the islands. The Committee aims to meet quarterly, with additional meetings held at the request of the members, the Chair or the Minister with responsibility for Territories. The Committee operates according to the Terms of Reference available on the Department's [website](#).

If you are willing to volunteer your time, represent the views and interests of your community and support the delivery of health services, please read this information package and submit your Expression of Interest.

Applicants

Applicants should represent the diverse community of CI and the CKI and have a strong understanding of community health needs. They should have the capacity to engage with the community on health matters and to provide informed and considered advice to the Committee, which is supported by facts, evidence or anecdotal information.

Applicants must be either a resident of CI or the CKI. To remove any potential for conflicts of interest, employees of the IOT Health Service will not be considered for appointment to the Committee.

Applicants should provide as much detail as possible when completing their Application Form and should demonstrate:

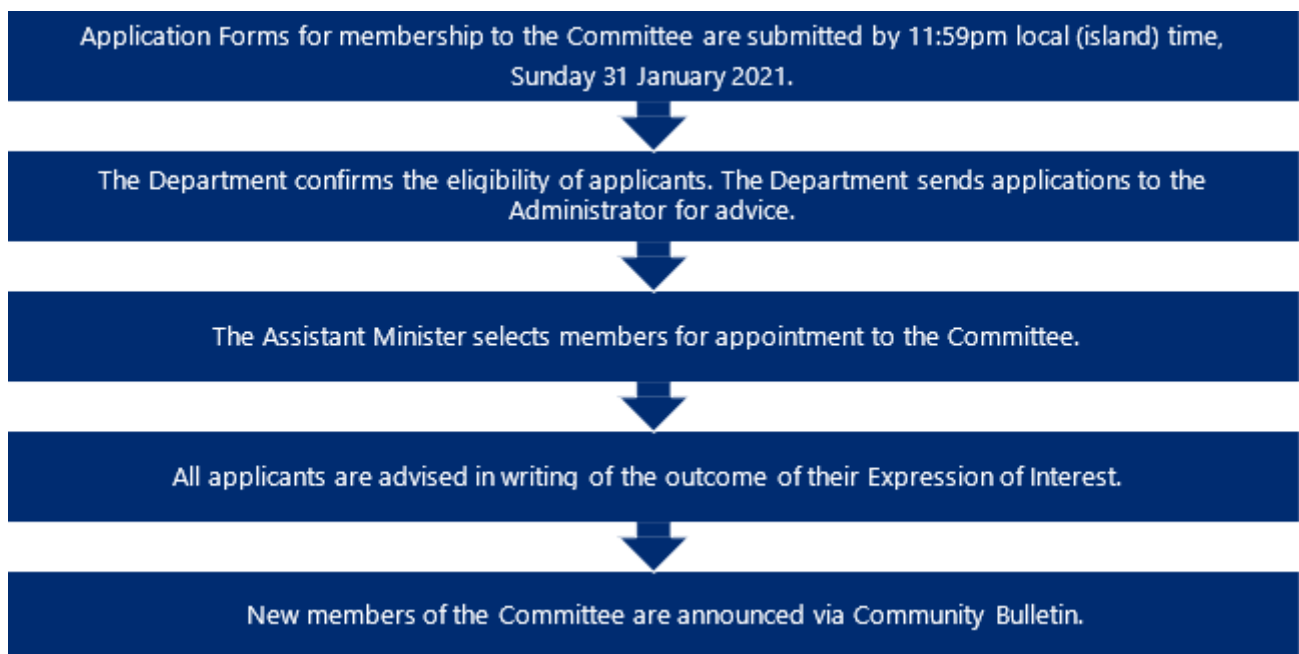
- skills and experience to contribute to the Committee's work;
- an ability to represent the community, including an ability to demonstrate understanding of the groups and organisations and the issues of importance to those groups; and
- a desire to be part of the Committee.

Appointment

The Hon Nola Marino MP, Assistant Minister for Regional Development and Territories, will appoint members after considering advice from the Administrator.

All applicants will be advised, in writing, of the Assistant Minister's decision. An announcement about the composition of the Committee will be made by Community Bulletin.

Assessment Process



How to Apply

Applications must be completed before **11:59pm local (island) time, Sunday 31 January 2021** using the Application Form at **Attachment B**. Completed Application Forms may be emailed to indianoceanterritories@infrastructure.gov.au or returned to an IOT Administration Office before the deadline.

The Department will advise all applicants in writing of the outcomes of the Expression of Interest process.

For further information, please email indianoceanterritories@infrastructure.gov.au.



Other Information

Once selected, applicants must declare any potential, actual or perceived conflict of interests in relation to their membership or issues being discussed by the Committee. A conflict of interest arises where a person makes a decision or exercises power in a way that may be, or may be perceived to be, substantially influenced by personal interests or associations.

The Department is not responsible for any costs incurred in preparing and submitting an application.

Indian Ocean Territories Community Advisory Committee
Expression of Interest
Australian Privacy Principle 5 Notice

The Department of Infrastructure, Transport, Regional Development and Communications is collecting your personal information in accordance with the *Privacy Act 1988*, for the purpose of assessing your application to form part of an Indian Ocean Territories Community Advisory Committee.

The Department will use your personal information to assess your application and will store this information securely. The Department may disclose information about you to the Administrator of Christmas Island and the Cocos (Keeling) Islands in her role as Chair of the Community Advisory Committee, Assistant Minister for Regional Development and Territories and the Assistant Minister's advisors, for the purposes of assessing your application. If you do not provide the information requested, we may not be able to adequately assess or contact you in relation to your application.

Your personal information will not be disclosed to any third party other than those set out above.

The Department's Privacy Policy contains information regarding complaint handling processes, and how to access or seek correction of personal information held by the Department. The Privacy Policy is available at www.infrastructure.gov.au/departments/about/privacy-policy.aspx. The Privacy Officer can be contacted at privacy@infrastructure.gov.au.

Application Form Indian Ocean Territories Community Advisory Committee

This Application Form should be completed by members of the community interested in joining the Indian Ocean Territories Community Advisory Committee. Applicants should complete all sections and provide as much detail as possible.

1. Which community are you representing (please circle):

Christmas Island	Cocos (Keeling) Islands
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2. Your name, address and contact details:

Prefix	Mr / Mrs / Ms / Miss / Dr / Other []
Name	
Address	
Phone	
Email	

3. Are you employed by the Indian Ocean Territories Health Service? **yes** **no** (please circle)

4. If selected, could you serve on the Committee for two years? **yes** **no** (please circle)

5. Why would you like to be a member of the Committee? Describe the contribution you could make, how your participation would assist your community, and how you could support the continued delivery of high-quality health services:

6. Describe your skills and experience which would assist the Committee (for example your understanding of organisations and groups in your community and the issues that are important to these groups):

7. Community consultation is an important aspect of the Committee’s work. Describe how you might share information with, or seek information from, the community:

By signing this document, I declare that all of the information I have provided is true, and that I have not left out any information which might make my application misleading. I understand and agree to adhere to the Indian Ocean Territories Community Advisory Committee Terms of Reference.

Signed: **Date:**

Name: