



COMMUNITY HEALTH SERVICES GROUP

The Terms of Reference

Bruny Island
Community Health
Services
Advisory Committee

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1. INTRODUCTION

1.1. Name:

The name of this group is the Bruny Island Community Health Services Advisory Committee (BICHSAC).

1.2. Status:

The Bruny Island Community Health Services Advisory Committee is a non-incorporated association.

2. DEFINITIONS AND INTERPRETATION

2.1 Definitions:

2.1.1 Nurse Unit Manager (NUM) or delegate

The Nurse Unit Manager is the facility manager and team leader of the Bruny Island Community Health Services

2.1.2 Community Representative

A resident of the Bruny Island Community (as defined in 2.1.10), not employed by the Bruny Island Community Health Centre who has been selected by the process described in the Terms of Reference. Only one of the three (3) community representatives can be an employee of the Department of Health & Human Services.

2.1.3 BICHSAC

The Bruny Island Community Health Services Advisory Committee.

2.1.4 DHHS

The Department of Health & Human Services.

2.1.5 CEO

The CEO, Southern Tasmania Area Health Services, DHHS.

2.1.6 Group Manager Complex, Chronic and Community Service

The Group Manager, Complex, Chronic and Community Service, DHHS. (Primary Health).

2.1.7 Health Service

Any service relating to the maintenance or improvement of the health and wellbeing or restoration to health and wellbeing of persons or the prevention of disease in, or injury to, persons and without limiting the foregoing includes any hospital, medical, environmental health or other service (including any service of a class or description prescribed by regulations).

2.1.8 Legislative Requirements

All those Acts of Parliament which determine the operating policies and guidelines for the delivery of Southern Tasmania Area Health Services in Tasmania.

2.1.9 Residents (Eligible)

A resident of the Kingborough Municipal area, living permanently on Bruny Island.

2.1.10 Minute Secretary (BICHSAC)

The Minute Secretary of the Bruny Island Community Health Services Advisory Committee. (an employee of DHHS)

2.1.11 Bruny Island Community Health Services

The health services delivered at and from the DHHS facility situated at Alannah, Bruny Island.

2.1.12 BICA

Bruny Island Community Association

2.1.13 BIRCH

Bruny Island Respite Community House

3. THE COMMUNITY HEALTH SERVICES ADVISORY COMMITTEE

3.1 Purpose:

To support and facilitate community participation in the ongoing development, delivery and evaluation of the services of the Community Health Centre and to promote the health and well-being of the Bruny Island community.

3.2 Objectives:

The BICH SAC must work within the goals, priorities and policies of the State's health system and in conformity with all relevant legislative requirements.

The objectives of the BICH SAC are to:

- a) Meet the Commonwealth and State Government requirements for community participation in the establishment and running of community health services.
- b) Ensure that the community health service mix meets identified community needs.
- c) To canvass and monitor consumer satisfaction with the community health services.
- d) Assist in, promote and market the community health services to the community.
- e) Assist the Community Health Centre to identify and obtain additional resources to meet the specific health needs of the community.
- f) Foster a primary health care model of service delivery.
- g) To make such representations to Federal, State and local government as may be appropriate.
- h) To provide a mechanism for the involvement of the community in the development of strategic and service plans for the BICHC.
- i) To assist if required in the development of policies that enhance the effective and efficient delivery of services at the BICHC.

3.3 Membership:

Membership will consist of 7 (seven) members drawn up as follows:

- a) Nurse Unit Manager or delegate– Bruny Island Community Health Centre.
- b) Three (3) Community representatives from North, East and West. (Only one of the three (3) community representatives can be an employee of the Department of Health & Human Services.)
- c) One (1) representative from BIRCH.
- d) One (1) representative from BICA.
- e) One (1) representative from the School Association.

Note

The following two (2) Officers may attend meetings of the BICHSAC as ex-officio members of the BICHSAC.

- *Group Manager Complex, Chronic and Community Service.*
- *Health Promotion Coordinator, BICHC.*

3.4 Membership selection:

3.4.1 Community representatives

i) Selection process

The selection process for the three community members will be as follows:

- a) Public notices as considered necessary calling for expressions of interest from each of the three (3) geographical areas of Bruny Island denoted as being NORTH (ie north of an including Great Bay), EAST (ie the ocean side of the Island south of Great Bay) and WEST (ie the channel side of the Island south of Great Bay).
- b) Applicants are required to submit a brief written application which addresses the selection criteria and provide the names of two (2) referees.
- c) Selection made by a sub-committee of the BICHSAC consisting of two (2) elected community representative, one (1) staff member and the Chairperson. Where the vacant community position is the position held by the Chairperson, the Nurse Unit

Manager will replace the Chairperson on the sub-committee.

- d) In considering applicants the sub-committee needs to provide the BICHSAC with:
- The broadest representation possible..
 - A wide range of skills and experiences.
- e) Qualified applicants identified, short-listed and interviews conducted by the sub-committee (where appropriate).
- f) The recommendations of sub-committee endorsed by the BICHSAC and forwarded to the Group Manager Complex, Chronic and Community Service for information.

In the event of no applications being received from designated geographical areas, the committee will readvertise the community positions as open vacancies and the business of the advisory committee will continue as a modified quorum until the application process is finalised.

ii) Selection criteria

The following criteria are to be used in the selection of community representatives.

In general, it is anticipated that community representatives will have:

- Good communication skills and the ability to disseminate information.
- Broad community networks and the ability to represent population group issues.
- Previous experience as a member of a community team or group
- A demonstrated commitment to promote issues that will advance the health and wellbeing of the Bruny Island community.
- The potential to contribute to the development of the community health services.

iii) Terms of office

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- a) The term of office for each appointed community representative shall be for three years.
 - b) Expressions of interest shall be sought for the retiring appointments. The Committee must ensure that there is only one retiree each year.
 - c) Casual vacancies may be filled for the remainder of the vacant term by the recommendation of the BICHSAC and endorsement of the Group Manager Complex, Chronic and Community Service.
 - d) Community representatives are eligible to serve three (3) consecutive terms (subject to successful re-appointment) after which there must be a minimum 12-month break taken prior to being eligible to re-nominate.

iv) Vacation of position

The position of community representative becomes vacant if a representative:

- a) Dies.
- b) Resigns his or her position in writing addressed to the BICHSAC.
- c) Without leave of absence, fails to attend three (3) consecutive BICHSAC meetings.

v) Term of office

- a) The Community Health Centre, in consultation with the Group Manager Complex, Chronic and Community Service STAHS or delegate or delegate or delegate, is to nominate their representative in October annually.
- b) The staff representative is eligible to serve three (3) consecutive terms after which there must be a minimum 12 month break taken prior to being eligible to re-nominate.

3.4.2 Bruny Island Community Association (BICA) representative

i) Selection process

- a) BICA is to nominate their representative from their current membership. The BICA representative must be a resident of Bruny Island.

b) Confirmation is required in writing to the Chairperson for the nominated BICA representative in October annually.

ii) Term of office

a) BICA is to nominate their representative in October annually.

3.4.3 BIRCH representative

i) Selection process

a) BIRCH Inc. is to nominate their representative from their current membership. The BIRCH Inc. representative must be a resident of Bruny Island.

b) Confirmation is required in writing to the Chairperson for the nominated BIRCH member representative in October annually.

ii) Term of office

a) BIRCH Inc. is to nominate their representative in October annually.

3.4.4 School Association representative

i) Selection process

The School Association is to nominate their representative from their current membership. The School Association representative must be a resident of Bruny Island.

ii) Term of office

The School Association is to nominate their representative in October annually.

3.4.5 Vacation of position of non-community representatives

The position of a non-community representative becomes vacant if that person:

- a) Dies.
- b) Becomes ineligible or resigns from the position that entitles representation to be made.
- c) Resigns his or her membership of the BICHSAC in writing addressed to the BICHSAC (Community Nurse Team Leader excluded).

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- d) Without leave of absence, fails to attend three (3) consecutive BICHSAC meetings.
 - e) Is removed from office by the Group Manager Complex, Chronic and Community Service on the recommendation of BICHSAC

3.5 Office bearers:

The officers of the BICHSAC group will be:

- a Chairperson,
- a Deputy Chairperson; and
- a Secretary (this role will be performed by the Bruny Island Community Health Administration Officer) to act as a minute taker and carry out the tasks as described under 3.5.3.

3.5.1 Election

- a) The officers of the BICHSAC are to be elected in October annually by the BICHSAC from its membership. Staff of the Bruny Island Community Health Services cannot hold the office of Chairperson.
- b) The Nurse Unit Manager or their nominee may chair any meeting of the BICHSAC if required to do so.

3.5.2 Duties of Chairperson (and Deputy Chairperson)

- a) Ensure, with the other members of the BICHSAC that actions of the BICHSAC are not in breach of the goals, priorities and policies of the State's health system and conform to all relevant legislative requirements.
- b) Ensure regular meetings of the BICHSAC are held and that all members are advised of the meetings.
- c) Manage and facilitate the meetings of the BICHSAC:
 - Provide draft agenda to designated DHHS Administrative Officer, for distribution to members.
 - Set time limits and lead the meeting through the agenda.
 - Sign the minutes of the previous meetings after they have been confirmed as an accurate record of the meeting.

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- Note motions and amendments (with the Secretary) and put these to the meeting to vote on.
 - Ensure meetings are run in accordance with these rules.
- d) Be a member of a sub-committee if required.
- e) Perform other duties as imposed by these rules.

3.5.3 Duties of the Minute Secretary

The Secretary position is performed by the Bruny Island Community Health Centre Administration Officer provided by the DHHS. All correspondence/minutes are held on file at the Community Health Centre. The duties performed by the Secretary are:

- a) Circulate agenda provided by Chairperson to BICHSAC members.
- b) Notify members of meetings as scheduled according to these rules.
- c) Ensure that accurate minutes are taken of BICHSAC meetings, the minutes are properly filed and the copies of minutes are distributed to members and the Primary Health Coordinator.
- d) Work with the Chairperson to note motions and amendments voted on in meetings.
- e) Ensure that a list of correspondence received and sent is available at each BICHSAC meeting and that correspondence requiring action by the BICHSAC is brought to the meeting's attention and properly responded to. Ensure that correspondence is properly filed and up-to-date and is available for any member of the BICHSAC to examine.
- f) Keep and maintain an up-to-date register of BICHSAC members.
- g) Perform such other duties as imposed by these rules.

4. MEETINGS

4.1 BICHSAC meetings:

- a) The BICHSAC will meet at least 4 times in a calendar year at such place and such times as the BICHSAC determines.
- b) BICHSAC members to receive advanced written notice of meetings of at least seven (7) days.
- c) A quorum for a meeting shall be four (4) members, one of which must be the Chairperson or Deputy Chairperson.
- d) The BICHSAC must not deal with any business at a meeting unless a quorum is present. If no quorum is present within half an hour of the scheduled start time, an office bearer may adjourn the meeting to a time and place to be determined by the office bearer. The office bearer must give written notice of the adjourned meeting to all BICHSAC members.
- e) The Chairperson or any three (3) BICHSAC members may request a special meeting of the BICHSAC. The Chairperson must give written notice of such special meetings within fourteen (14) days of receiving a request. The Chairperson must give written notice of special meetings in accordance with rule 4.1 (b).
- f) The Chairperson must preside at all meetings of the BICHSAC at which he or she is present. If the Chairperson is absent from a meeting of BICHSAC the Deputy Chairperson must preside at the meeting. If both the Chairperson and Deputy Chairperson are absent from a meeting, the members of the BICHSAC who are present must appoint a member of the BICHSAC to preside.
- g) Any question arising at a meeting of the BICHSAC may be decided by the BICHSAC by agreement. If the BICHSAC fails to agree on any question, that question must be decided on a majority of the votes of the members present and voting on the question. Each member present at a meeting of the BICHSAC is entitled to one vote unless the member is disqualified from voting by rule 4.1 (h). Where there are an equal number of votes of the members present, the Chairperson has an additional casting vote.
- h) Any member of the BICHSAC who has an interest in, or who may receive money or any other material benefit under a contract, agreement or arrangement made or proposed to be made with the Bruny Island Community Health Services must disclose his or her interest or benefit at the first meeting of the BICHSAC after which the member becomes aware of the contract, agreement or

arrangement. A member of the BICHSAC must not vote at any BICHSAC meeting in relation to any contract, agreement or arrangement in which he or she has an interest or may receive money or any other material benefit and must leave the meeting while any such matter is being discussed by the BICHSAC.

- i) Individuals who are not BICHSAC members may attend meetings, as an observer, following an application (verbal or written) to the Chairperson, or at the invitation of the Chair. The application to include a summary of the reason for the requested attendance.
- j) Proxy representation is permitted, except in the case of the three (3) community representatives.

4.2 Special meetings:

- a) The BICHSAC may convene a special meeting.
- b) A special meeting may be called following a request by three (3) eligible residents of the Bruny Island community.
- c) The Secretary, DHHS, CEO, Group Manager Complex, Chronic and Community Service, Group Manager Complex, Chronic and Community Service or Chairperson may convene a special meeting.
- d) A resident's request for a special meeting must state the purpose of the meeting. Residents requesting the meeting must sign the request and deliver it to the Secretary of the BICHSAC, with a copy being forwarded to the Group Manager Complex, Chronic and Community Service.
- e) If the BICHSAC does not give notice of a special meeting within twenty-one (21) days from the date the residents' request is delivered to the Chairperson, the residents requesting the meeting or any one of them, may request the Group Manager Complex, Chronic and Community Service to convene the meeting within three (3) months from the date the request is delivered to the Secretary.
- f) The Chairperson must preside at all special meetings of the BICHSAC at which he or she is present. If the Chairperson is absent from a special meeting of the BICHSAC, the Deputy Chairperson must preside at the meeting. If both the Chairperson and the Deputy Chairperson are absent from a meeting, the members present must appoint a member to preside.
- g) Any question arising at a special meeting of the BICHSAC must be decided on by a majority of the members and eligible residents

present and voting on the question. Each member and eligible resident present at a special meeting is entitled to one vote.

- h) All decisions of a special meeting are to be made agenda items for the next BICHSAC meeting.

5. ADMINISTRATION

5.1 Records:

- a) The designated Administration Officer for the BICHC will ensure that minutes taken at BICHSAC meetings, associated correspondence and other related material, are appropriately filed – all such records/minutes etc. being the direct responsibility of the designated DHHS Administration Officer.

5.2 Sub-committees:

- a) The BICHSAC may establish sub-committees and may wind-up, direct or overturn any decisions of the sub-committee as seen fit.
- b) Any sub-committee must include at least one (1) member of the BICHSAC and shall be chaired by a member of the BICHSAC. The Chairperson of a sub-committee shall report the operations of the sub-committee to the BICHSAC meetings.

5.3 Powers and authority:

- a) The BICHSAC may undertake any lawful activities necessary to carry out these objectives.
- b) Any assets, including income obtained by the BICHSAC shall be applied to the Bruny Island Community Health Services in the promotion of these objectives.
- c) All assets and income obtained are to be held in the name of DHHS and are to form part of the Bruny Island Community Health Services financial accounts.
- d) The BICHSAC is not to enter into any agreement, obligation or lease, or allow to be used, any assets, without the written consent of DHHS.

5.4 Terms of Reference

- a) Any alterations to these Terms of Reference are of no effect until the Group Manager Complex, Chronic and Community Service STAHS has approved the alteration.

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- b) Any proposal to amend these Terms of Reference must first be presented in writing to and be supported by a regular BICHSAC meeting, prior to submission to the Group Manager Complex, Chronic and Community Service STAHS or delegate or delegate or delegate for consideration and approval.

5.5 Disputes

- a) If there is a dispute between members of BICHSAC which cannot be resolved, the Chairperson must notify the Group Manager Complex, Chronic and Community Service STAHS or delegate or delegate or delegate
- b) The Group Manager Complex, Chronic and Community Service STAHS or delegate or delegate or delegate or delegate must nominate an independent negotiator to resolve the dispute. The decision reached is binding on all parties to the dispute.