

Community Advisory Committee Terms of Reference

In the spirit of reconciliation, OHV acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

1. Purpose

To provide advice and direction to the Board of Directors of Oral Health Victoria (OHV) to assist the Board in carrying out its community engagement and participation responsibilities, and its statutory requirements as stipulated in the *Health Services Act 1988* (as amended).

2. Objectives

- 2.1 To represent and advocate for the community.
- 2.2 To engage with the community to understand their needs, including the consumers and carers who use the public oral health services.
- 2.3 To advise the Board and OHV on consumer, carer and community views on health service development, planning and quality improvement.

3. Responsibilities

- 3.1 Assist the Board in carrying out its responsibilities and commitments, as they relate to consumer and community participation and its impact on health service outcomes.
- 3.2 Advise the Board on priority areas and issues requiring consumer and community participation.
- 3.3 Advocate to the Board on behalf of consumers and the community, including the promotion of greater attention and sensitivity to the needs of the disadvantaged and marginalised.
- 3.4 Maintain oversight of OHV's accreditation requirements as they relate to consumer and community participation.
- 3.5 Maintain oversight of the implementation of the OHV Strategic Direction as it relates to consumer participation.
- 3.6 Maintain oversight of relevant OHV policies and procedures.
- 3.7 Receive reports and exchange information with relevant OHV committees and groups.
- 3.8 Provide advice and receive reports as required for other relevant programs and projects.
- 3.9 Assist in the development and ongoing monitoring of key performance indicators for service quality and accessibility.
- 3.10 Observe and comply with information outlined in the Committee's Orientation process, in particular the OHV code of conduct and communications protocol.
- 3.11 The Committee is advisory only and does not have the executive powers to commit the Board or management to the implementation of its recommendations.

4. Membership

4.1 Composition

- 4.1.1 In accordance with the Health Services Act 1988 (as amended), Committee membership shall be as determined by the Board.
- 4.1.2 The Committee shall comprise between eight and twelve (8-12) members appointed by the Board comprised of Board Directors and Community Representatives.

4.2 Members

- 4.2.1 Board Directors (as determined by the Board)
 - Maximum of four, one of whom is appointed Co-Chair of the Committee.
 - Director Co-Chair of the Committee is appointed annually by the Board Chair.

4.2.2 Community Representatives

Between six and ten (6-10) external members shall be appointed and shall consist of, among other things, members representing the eligible OHV client group including:

- Aboriginal and/or Torres Strait Islander peoples
- People with a disability
- People from culturally and linguistically diverse backgrounds
- People from rural and remote areas

Members will:

- not be health practitioners or people currently or recently employed or engaged in health service provision unless approved by the Board
- be aged 16 years or over
- be provided with an induction and access to mentoring support upon their appointment
- receive a sitting fee and reimbursement of travel and parking costs incurred by participating in meetings of the Committee or related advisory and reference groups

A member may not hold any business or other relationship that, in the opinion of the Board, materially interferes with the exercise of their judgement as a member of the Committee.

- 4.2.3 Members shall be appointed as individuals, not representatives of an organisation, however members will have the capacity to reflect on and present community issues rather than personal concerns.
- 4.2.4 Members should have links to community or consumer networks or have the capacity to develop them.
- 4.2.5 One Community Representative will be appointed Co-Chair of the Committee
- the Community Representative Co-Chair will be appointed annually by nomination of the Committee and approval of the nominee by Board
 - the Community Representative Co-Chair will serve a maximum term as Co-Chair of 2 years

4.3 Terms, Vacancies and Remuneration

- 4.3.1 Members are appointed for a term of up to three years, with a maximum of nine continuous years.
- 4.3.2 In exceptional circumstances external members may be reappointed beyond nine continuous years subject to Committee composition requirements.
- 4.3.3 The Board should endeavour to ensure no more than one member should leave the Committee pursuant to rotation in any one year.
- 4.3.4 The Board must appoint a person to fill a vacancy in the membership within three months of the vacancy arising.
- 4.3.5 The Board may terminate the appointment of any member of the Committee at any time.
- 4.3.6 Community Representatives appointed as members of the Committee will receive the sitting fee approved by the Board and reimbursement for travel and parking costs associated with attending Committee meetings.

4.4 In Attendance

- 4.4.1 OHV Staff (as determined by the Chief Executive Officer)
- 4.4.2 Through the Chief Executive Officer, other OHV staff or parties external to OHV may be invited by the Committee Co-Chairs to attend any meeting of the Committee or part thereof, as a resource or in an advisory capacity.
- 4.4.3 Non-members of the Committee may be asked to withdraw for all or any part of any meeting.
- 4.4.4 An Executive Assistant as minute-taker.

5. Meetings

5.1 Frequency

- 5.1.1 Meetings will be scheduled four times annually or more frequently as required.

5.1.2 The Committee Co-Chairs may jointly call a meeting of the Committee if so requested by a member of the Committee or by the Board Chair.

5.1.3 Meetings may be called or held using any technology determined by the Committee Co-Chairs.

5.2 Quorum

5.2.1 A quorum shall consist:

50% of all members plus one, one of whom shall be a Committee Co-Chair, or a nominee of a Committee Co-Chair, and
at least one Board Member.

5.2.2 A clear majority of sitting members shall be community representatives.

5.3 Conflict of interest

Members of the Committee must declare any issue which may be a potential, actual or perceived conflict of interest or duty and must not be present during any discussion or recommendation relating to that issue. The Chair has the discretion to restrict dissemination of information to a member with a conflict of interest or duty.

5.4 Decision-making and Voting

5.4.1 Decisions shall be reached by consensus or, if required, majority vote.

5.4.2 Each member of the Committee is entitled to one vote.

5.4.3 The Committee Co-Chairs do not have a casting vote.

5.4.4 Any matter not resolved by the Co-Chairs and Committee must be referred to the Board of Directors.

5.4.5 Any Board Director may attend, but not vote at, a meeting of the Committee of which they are not a member, for discussion of particular areas of interest to that Director.

5.5 Agendas

5.5.1 The Committee Co-Chairs are jointly responsible for the development of the Agenda for Committee meetings in conjunction with the Executive Sponsor.

5.5.2 Items for the Agenda shall be submitted two weeks prior to the meeting date.

5.5.3 The Agenda will be circulated together with relevant meeting papers a week prior to the meeting date.

5.5.4 Meeting agendas are structured throughout the year to ensure that each significant responsibility of the Committee is addressed.

5.5.5 All communication pertaining to the Committee must be undertaken through the Executive Sponsor and the Committee Co-Chairs.

5.6 Minutes

5.6.1 Proceedings, findings and recommendations of all Committee meetings are minuted.

5.6.2 Draft Minutes shall be distributed to the Co-Chairs for review no later than 14 days following the meeting, any Committee member is able to request a draft copy or final copy of the minutes.

5.6.3 Minutes are approved by the Committee at its subsequent meeting

5.7 Decisions without meetings

5.7.1 Members Circular resolutions may be used for matters that need to be decided between scheduled Committee meetings, where:

- Extensive presentations or discussions amongst Members is not required.
- A timely decision is required prior to the subsequent Committee meeting.

5.7.2 Matters agreed through circular resolution are valid if a quorum is achieved and the majority of Members agree with the proposed resolution. The responses to a circular resolution may be recorded in writing or by electronic voting methods.

- If Members are unable to achieve an agreement via circular resolution, an extraordinary Committee meeting may be called and held.

- Matters distributed to Members by circular resolution are noted in the agenda of the next meeting with the minutes recording if the circular resolution was agreed to or not.

5.8 In camera meeting

The Committee may meet in camera if it so decides.

6. Confidentiality

- 6.1 Members will be subject to the confidentiality requirements of OHV.
- 6.2 Members are responsible for ensuring that the individual confidentiality and privacy of consumers and community members and their issues, as discussed within meetings, is maintained.
- 6.3 Information relating to OHV services development and management should not be provided to the public unless agreed by the Co-Chair and Executive Sponsor. Provision of such information will be agreed should it be deemed to be in the public interest.

7. Reporting

- 7.1. The Director Committee Co-Chair or other Director present must report the findings and recommendations to the Board after each Committee meeting.
- 7.2. The Committee will formally report and provide feedback to the Board of Directors through its meeting Minutes.
- 7.3. The Committee will provide an annual report on its activities to the Board.
- 7.4. Activities of the Committee may be reported in the Annual Report.
- 7.5. Membership of the Committee is disclosed in the Annual Report and on OHV's webpage.
- 7.6. The Committee Terms of Reference are available from OHV on request.

8. Board's responsibilities

- 8.1. Regularly receive Committee meeting Minutes and consider recommendations.
- 8.2. Provide responses to issues raised.
- 8.3. Request items for consideration.
- 8.4. Involve the Committee in the strategic planning process

9. Outcomes

- 9.1. Develop and implement an annual Work Plan for the Committee.
- 9.2. The Committee conducts a biennial performance self-evaluation regarding its functions as set-out in these Terms of Reference.
- 9.3. In undertaking its performance review, the Committee sets out its goals and objectives for the forthcoming years which form the basis of the subsequent review.

10. Definitions

Nil.

Date Revised: [January 2025](#)

Adopted by OHV Board of Directors: 27 March 2025

Next Review Date: March 2027