

**SELECTION PROCESS AND SELECTION CRITERIA COMMUNITY ADVISORY COMMITTEE**

The Board of Albury Wodonga Health are seeking applications from members of the community to fill vacancies on the Albury Wodonga Health Community Advisory Committee.

A selection panel will consider the applications according to the selection criteria and make recommendations to the Board. The term of the appointments of these vacancies is for a renewable term of up to three years and for a maximum of two terms. All vacancies will be advertised.

Applications close on **Friday, 28 August 2015** and applicants will receive written notification of the outcome of the selection process.

**Selection of Community Members**

Applications for membership will be considered on the basis of each applicant’s motivation and range of essential and desirable attributes, in addition to their ability to contribute to the social, cultural and experiential diversity of membership of the committee as a whole. As a result, in addition to the individual merit of applicants, the selection process aims to achieve a mix of age, gender and ethnicity, and representation of key constituencies such as major groupings of consumers of health care and Albury Wodonga Health’s local and rural communities.

Community members of Albury Wodonga Health committees and working groups are required to comply with relevant Albury Wodonga Health policies including the Code of Conduct and the protocols for communication (as below on page 3) and to enter into an agreement on appropriate conduct.

**Appointment of Board Members to the Community Advisory Committee**

Each year the Board reviews the terms of reference of this Committee and appoints the Chair of the Committee for a one-year term. The two Board members who serve on the Committee are appointed annually as a part of this regular review process and include one director who, in accordance with the Health Services Act, has been appointed to the Board as a person able to reflect the views of users of health services but who is not a registered health care provider and who is not currently or recently employed in the provision of health services.

**COMMUNITY ADVISORY COMMITTEE SELECTION CRITERIA: COMMUNITY MEMBERS**

The guidelines for Community Advisory Committees issued by the Department of Health specify that at least 75% of community members should not be involved in the provision of health services and that members are expected to attend at least 75% of scheduled meetings.

The terms of reference of the Albury Wodonga Health Community Advisory Committee provide for the appointment of up to 10 individuals from the community who are not members of the staff of Albury Wodonga Health or current or recent health care providers, for a renewable term of up to three years and for a maximum of two terms. The expiry date of the original appointment applies when vacancies are filled.

**Essential**

 Commitment to the quality, appropriateness and accessibility of the services provided by

Albury Wodonga Health.

 Understanding of the needs, expectations and health care concerns of at least one section of the Albury Wodonga Health community.

 Desire to assist Albury Wodonga Health to identify priorities and achieve its objectives, including access to its services for all sections of the community.

 Ability to commit sufficient time to participate fully in the work of the Community Advisory

Committee.

**Desirable**

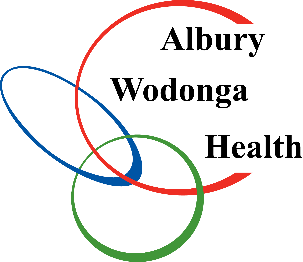
 Experience in Community Development.  Expertise in consumer representation.

 Understanding of community/consumer groups.  Strong community links and networks.

Knowledge of public health issues and health policy.

NOTE:

Section 65ZB of the Act requires the Board, in appointing persons to the Community Advisory Committee, to give preference to those who are not registered health care providers and who are not currently or have not recently been employed or engaged in the provision of health services.



**COMMUNITY ADVISORY COMMITTEE COMMUNICATION PROTOCOLS**

1. In general, confidential material that is provided to the Committee will be marked confidential and it will be stated that information being provided verbally is not for wider discussion. However, it is not always possible to do this, particularly during frank discussions. Members will therefore be sensitive to their responsibility to be circumspect in their use of any information they acquire by virtue of their membership of the Committee.

2. In all methods of reporting, the Committee must ensure that the confidentiality of patients or consumers is maintained and all information that may identify such individuals is kept confidential.

3. There may be circumstances where a consumer or a consumer group wishes to publicly discuss or debate issues arising from personal circumstances. In such instances committee members, including community representatives, will refrain from identifying the Albury Wodonga Health staff involved in the care of the consumer.

4. Concerns regarding the professional behaviour of staff should be directed to the relevant authority within Albury Wodonga Health.

5. All members of the Committee have a duty to clarify any issues of confidentiality before speaking publicly about such matters. The Committee may deal with matters of a personal or commercial nature which may be required to remain confidential or be embargoed until a public announcement is made. If there is any uncertainty about the confidential status of information acquired by members of the Community Advisory Committee, advice will be sought from the Chief Executive before the material is released or discussed outside the Committee.