

# Terms of Reference

## Clermont Health Advisory Network Team (CHANT)

### 1. Purpose

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The purpose of the Clermont Health Advisory Network (CHANT) is to support partnering with consumers and community representatives. This partnership will support us to deliver patient-centred and integrated healthcare to achieve improved patient experiences and health outcomes for the local Clermont community.

It is recognised that the CHANT provides a consultative forum with community to support the ongoing operation and continued development of the Clermont Multi-Purpose Health Service (MPHS).

### 2. Role and responsibilities

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The role and responsibilities of the CHANT members is to:

- Provide input and feedback which supports the Clermont MPHS to drive improvements in safe care, family outcomes and experiences.
- Provide an opportunity for the Clermont MPHS and Mackay Hospital and Health Service (HHS) to extend its reach to the broader community for information sharing and improving health literacy about services provided across community.
- Represent the community interest and support co-design through the inclusion of the consumer voice in the decision-making process when planning, developing, monitoring and reviewing services at facilities within the Clermont area.

### 3. Accountability

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The CHANT will have an advisory role to the Mackay HHS Rural Management Team, with any concerns escalated directly to the Executive Director Mental Health, Public Health and Rural Services. The advice of the CHANT will be provided for information to the Mackay HHS Consumer Advisory Partners.

### 4. Structure

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#### Membership

The CHANT membership will consist of up to ten (10) members which represent a diverse community perspective and reside within the Clermont area. Members should be active in the community with strong community networks and an understanding of local issues, in particular issues relating to healthcare.

Membership of the group will be determined by the Clermont MPHS Director of Nursing and Facility Manager in consultation with Executive Director Mental Health, Public Health and Rural Services with regard to the need for adequate representation from all sectors of the community. Membership may be by either select invitation or open recruitment.



## Appointment

Members will be sought by expression of interest (EOI) selection process and will be appointed for a term of two (2) years.

## Members

Community representatives

- Christine Marteene, community representative (Chair)
- Frances Fowler, community representative of Monash Lodge Inc
- Christine Robertson, community representative of Meals on Wheels Inc
- Janeen William, community representative of Clermont Hospital Auxiliary Inc
- Sharon Jansen, community representative of Isaac Regional Council
- Janelle Otto, representative of Clermont4Doctors – Local Area Co-ordinator
- Bec Johnson / Damien White representative of local QAS
- Ian O'Shannessy, community representative rural
- Les Bones, community representative men's shed
- Grant Oswald, community representative pharmacy

Mackay HHS employees

- Director of Nursing and Facility Manager, Clermont MPHS (Chair)
- Executive Director Mental Health, Public Health and Rural Services
- Nurse Unit Manager, Clermont MPHS
- CHSP co-ordinator
- Medical Superintendent Clermont MPHS
- Allied Health Clermont MPHS

## Guests

- Helen Caruso, MHH Board member

## Chair

All meetings will be Chaired by an elected community representative member of the CHANT. Appointment of the Chair position will be undertaken through an expression of interest process with endorsement from the Clermont MPHS Director of Nursing and Facility Manager and Executive Director Mental Health, Public Health and Rural Services. The Chair will be appointed for a term of two (2) years.

The CHANT is a community advisory body to the Clermont MPHS, this therefore means a Mackay HHS staff member cannot be Chairperson of the group. The Clermont MPHS Director of Nursing and Facility Manager will provide information and assistance as requested by the CHANT and will attend meeting to provide support and relevant advice.

## Secretariat

The secretary for meetings will be provided by the Clermont MPHS.

## 5. Operation of the Committee

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### Meetings

The CHANT will meet at least six (6) times per year. Meetings will be held bi-monthly (every two-months) on the first Thursday of the month at 7.30am or more frequently as required. Members are required to attend at least four (4) meetings per year. Members who are

unable to attend two meetings in a row will be contacted by the Chair to discuss their participation.

### Proxies

Community organisations may nominate a proxy as required and agreed to by the Chair, prior to the meeting. Proxies should be suitably briefed prior to the meeting.

### Quorum

Meetings may proceed at the discretion of the Chair and will include at least one Mackay HHS representative. It is desirable to have at least four (4) CHANT community members present.

### Meeting agenda and minutes

The Secretariat, in conjunction with the Chair and any appointed Co-chair, is responsible for preparing the meeting agenda.

- Meetings will be chaired by the chair elect.
- Members wishing to place items on the agenda must notify the secretariat at least three (3) working days prior to the scheduled meeting.
- Agenda and relevant papers will be sent out to all members seven (7) days prior to the meeting.
- Late agenda items will be tabled at the discretion of the Chair.
- Apologies must be received at least two (2) days prior to the scheduled meeting date except in unforeseen circumstances.
- Minutes will be distributed to members within seven (7) days of the meeting.

### Standing agenda items

- Acknowledgement of Traditional Custodians / Welcome to Country
- Welcome of invited guests and acknowledgment of received apologies
- Confirmation of previous meeting minutes
- Overview of actions
- Business arising, or carried over, from previous minutes
- Clermont MPHS updates, including activity data, service updates, staffing updates and infrastructure updates.
- New business and agenda items to be tabled at the following meeting

## 6. Disclosure of Interests and Confidentiality

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To meet ethical obligations, members must declare any conflicts of interest whether actual, potential, apparent, or appear likely to arise, and manage those in consultation with the Chair. This may relate to a position a member holds, or to the content of a specific item for deliberation.

A member must disclose, as soon as practicable, if:

- they have a direct or indirect interest in an issue being considered, or about to be considered, by the CHANT; and
- the interest could conflict with the proper performance of the member's duties about the consideration of the issue.

The other members of the CHANT are to decide if the member (with the conflict of interest) will be present when the group considers the issue. While the CHANT discuss the involvement of the member (with the conflict of interest), the member (with the conflict of interest) must not be present. The CHANT will then invite the member (with the conflict of interest) back into the conversation to advise whether they may participate in the discussion on the issue (which they have the conflict of interest with).

A disclosure of interest must be recorded in the minutes of the CHANT meeting.

### Confidentiality

Members may receive information that is regarded as 'in confidence', clinically confidential or have privacy implications. Members acknowledge their responsibility to maintain confidentiality of all information that is not in the public domain.

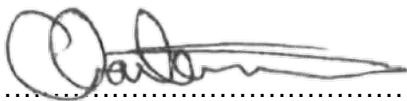
## 7. Review and Acceptance of Terms of Reference

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The CHANT will review the Terms of Reference by no later than March, every two (2) years or as required (subject to committee membership review). These Terms of Reference were endorsed by the CHANT on 2<sup>nd</sup> December 2021 (month) (year).

A copy of the Terms of Reference is available at G/general/Meeting minutes/CHANT/TOR

### Approved by

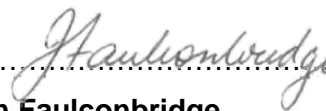


**Christine Marteene**

Community representative

Chairperson

Date 31 / 12 / 2021



**Jan Faulconbridge**

Director of Nursing and Facility Manager  
Clermont Multi-Purpose Health Service

Date 18 / 01 / 2022



**Julie Minogue**

A/Executive Director Mental Health, Public  
Health and Rural Services, Mackay HHS

Date 25 / 01 / 2022

### Endorsed by



**Lisa Davies Jones**

Chief Executive, Mackay HHS

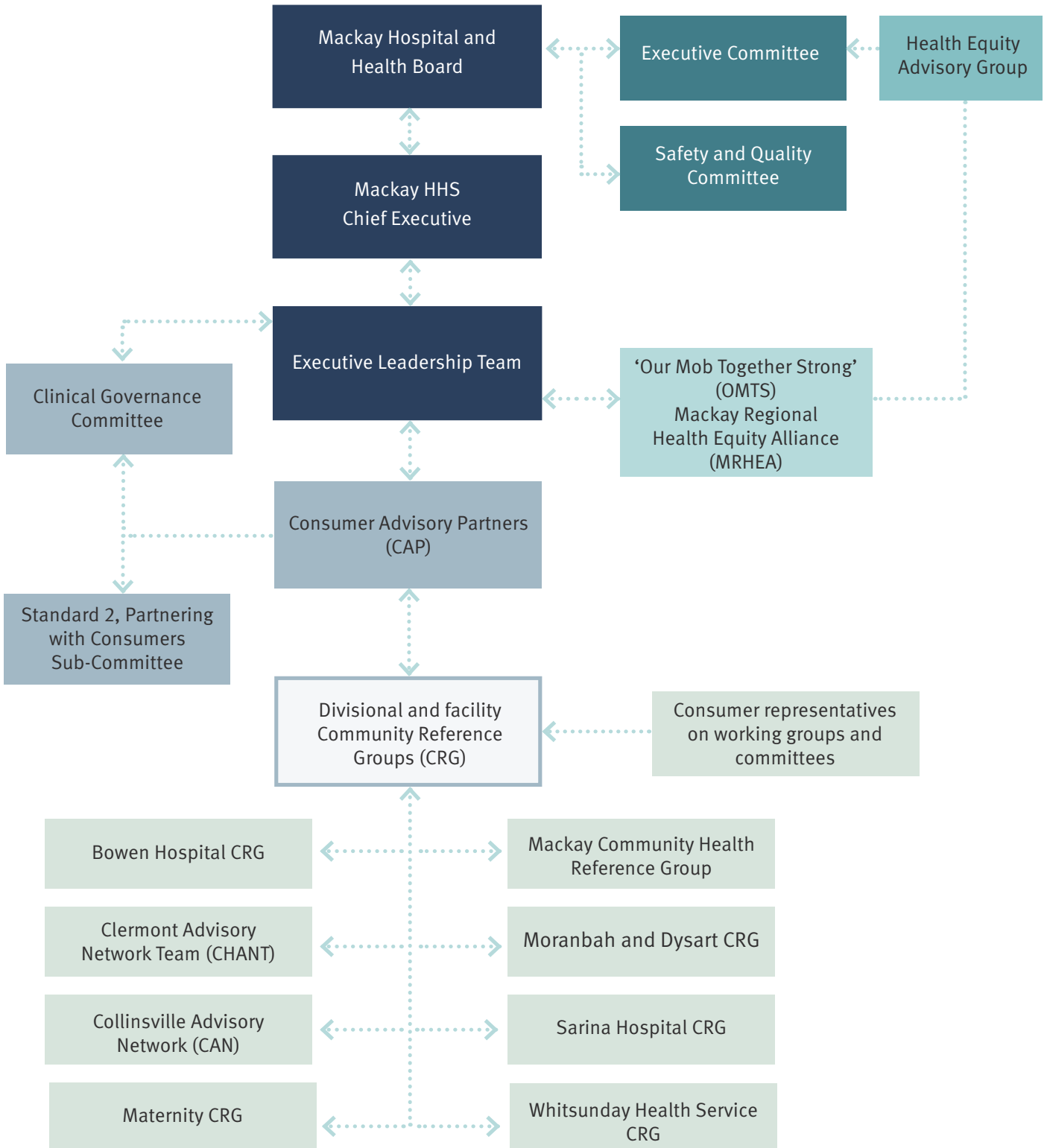
Date 28 / 01 / 2022

## Document control

	Date	Comments	Authorised by
V1	Jul 2019	Document reviewed and updated	Julie Minogue A/ED Mental Health, Public Health and Rural Services.
V2	Nov 2021	Document updated to align with other Mackay HHS Community Reference Groups ToR's. Additional information added about privacy and confidentiality.	Patricia O' Flaherty Community Engagement Officer
V3	Jul 2022	ToR updated with addition of new Health Equity Advisory Group to Community Engagement Governance Structure	Patricia O' Flaherty Community Engagement Officer

# Governance

The Mackay Hospital and Health Board (Mackay HHB) and the Mackay HHS Executive Leadership Team (ELT) are accountable for the development and implementation of the Consumer and Community Engagement Strategy 2020-2024. The Mackay HHB is committed to embedding consumer and community engagement into the Mackay HHS organisational culture and practices with support from the ELT.



\*Only relevant committees have been shown on the above diagram.