

# Terms of Reference

## Sarina Hospital Community Reference Group

### 1. Purpose

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The purpose of the Sarina Hospital Community Reference Group (CRG) 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 Sarina community.

### 2. Role and responsibilities

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The role and responsibilities of the Sarina Hospital CRG members is to:

- Provide input and feedback which supports the Sarina Hospital to drive improvements in safe care, family outcomes and experiences.
- Provide an opportunity for the Sarina Hospital 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.
- 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 Sarina area.

### 3. Accountability

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The Sarina Hospital CRG 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 Sarina Hospital CRG will be provided for information to the Mackay HHS Consumer Advisory Partners.

### 4. Structure

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#### Membership

The Sarina Hospital CRG membership will consist of up to six (6) members which represent a diverse community perspective and reside within the Sarina Hospital geographical catchment 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 Chair 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

- Sally Anne Burchardt, community member
- Kerri Willshire, community member
- Margaret McDowall, community member
- Lashona Petersen, community member
- Sam Raciti, community member
- Nikki Hughes, community member

Mackay HHS employees

- Director of Nursing and Facility Manager, Sarina (Chair)
- Executive Director Mental Health, Public Health and Rural Services

## Guests

- David Aprile, MHH Board member
- Representative of Mackay HHS Community Engagement Team

## Chair

All meetings will be Chaired by the Sarina Hospital, Director of Nursing and Facility Manager, or a representative as nominated by the Sarina Hospital, Director of Nursing and Facility Manager.

## Secretariat

The secretary for meetings will be provided by the Mackay HHS Community Engagement Team.

## 5. Operation of the Committee

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### Meetings

The Sarina Hospital CRG will meet at least four (4) times per year. Meetings will be scheduled quarterly (every three-months), or more frequently as required. Members are required to attend at least two 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 two (2) CRG members present.

## Meeting agenda and minutes

The Secretariat, and Chair are responsible for preparing the meeting agenda and meeting minutes.

- 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
- Sarina Hospital update, 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 Sarina Hospital CRG; 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 Sarina Hospital CRG are to decide if the member (with the conflict of interest) will be present when the group considers the issue. While the Sarina Hospital CRG discuss the involvement of the member (with the conflict of interest), the member (with the conflict of interest) must not be present. The Sarina Hospital CRG 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 Sarina Hospital CRG 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

The Sarina Hospital CRG 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 Sarina Hospital CRG on 10 November 2021.

A copy of the Terms of Reference is available from the Community Engagement Team.

### Approved by



#### Pauline Maude

Director of Nursing and Facility Manager  
Sarina Hospital

Chairperson

Signature Date 8 / 12 / 2021

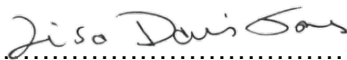


#### Terry Johnson

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

Date 13 / 12 / 2021

### Endorsed by



#### Lisa Davies Jones

Chief Executive, Mackay HHS

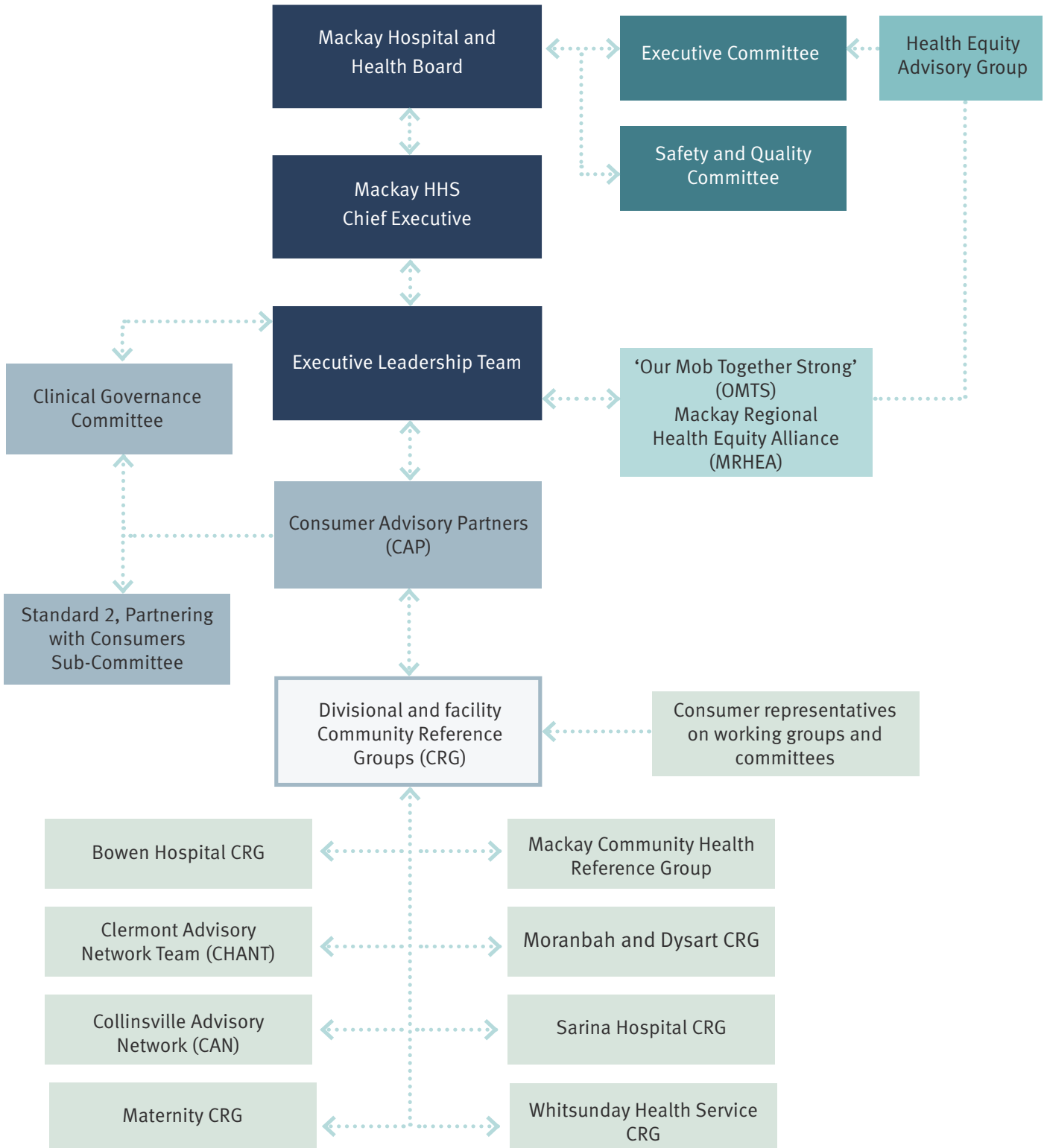
Date 15 / 12 / 2021

### Document control

	Date	Comments	Authorised by
V1.0	December, 2017	ToR developed in partnership with Sarina CRG members.	Terry Johnson Jo Whitehead
V2.0	June, 2020	Membership updated.	Terry Johnson Jo Whitehead
V3.0	November, 2021	ToR reviewed and aligned to other MHHS CRGs. Membership updated.	Terry Johnson Lisa Davies Jones
V4.0	July 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.

