



## **Community Advisory Committee: Terms of Reference (revised April 2016)**

### *Preamble*

The Community Advisory Committee (CAC) is the study's primary advisory body.

The purpose of the CAC is to ensure that the study hears directly from and works in partnership with Latrobe Valley community members, health and community service providers and local government in undertaking the research program and ultimately to improve health services and health outcomes for the local community. In 2015 Sale was identified as the comparison community leading to the need to broaden the CAC to include Sale residents and organisational representatives.

### *Meetings and Membership*

Meeting on a quarterly basis from 2015, the Committee started with 10 members reflecting the diversity of stakeholder groups. In September 2015 an additional two organisational representatives were added from Sale. The CAC will always convene in the Latrobe Valley. Meetings will be minuted. Membership of the CAC includes three community members selected through a call for Expressions of Interest (EOI). Selection was at the discretion of the Co-Principal Investigators to ensure equitable membership across the CAC including gender balance. The same process has been used to identify two community members from Sale.

Membership of the CAC is:

1. Three community members from Morwell
2. Two community members from Sale
3. A representative of Latrobe City Council
4. A representative of Federation University (Gippsland campus)
5. A representative of the Latrobe Regional Hospital Board
6. A representative of the Latrobe Community Health Service Ltd Board
7. A representative of the Central Gippsland Health Service Board
8. A representative of Wellington Shire Council

### *Ex Officio*

9. Principal Investigator, Monash University
10. Principal Co-Investigator (Gippsland), Monash University
11. Victorian Chief Health Officer

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The Senior Project Manager, Monash University will act as Secretary to the CAC.

### *Terms of Reference*

The specific roles of the CAC are to:

1. Discuss and advise on community perspectives in proposed new research/clinical/engagement activities, plans and projects as presented by the study's academic leads.
2. Ensure the study is widely known to people in its catchment.
3. Provide advice to the Project Steering Committee and Management Group on engagement and communication issues including the optimal communications plan.
4. Monitor the effectiveness of communication processes.
5. Provide feedback on the study's proposed recruitment protocols, and thus maximise the enrolment of study participants to the Project Steering Committee and Management Group.
6. Participate in evaluating the impact of the study in the region.
7. Be involved in education and training of field staff and clients when requested by the project's academic leads.
8. Undertake any other activities that contribute to the realisation of the study objectives.

### *Process for annual election of the Chair*

1. The Secretary will act as Returning Officer.
2. Returning Officer to invite nominations from CAC community members and organisational representatives for the position of independent Chair.
3. There must be two nominators.
4. Only community members are eligible for nomination and must agree to the nomination.
5. If more than one nomination is received the Returning Officer will conduct an email ballot from among CAC members.
6. Successful nominee to take up the position of Chair at the first meeting of the year.