

### TERMS OF REFERENCE

#### ATTACHMENT 1

#### PURPOSE:

To provide input into the direction, development and service of the Hospital and advice to the Chief Executive Officer, in accordance with the JHC - DHSA for the treatment of public patients only.

#### ROLE:

- Provide advice on the Hospital's strategic direction in light of the requirements of the community served with consideration to the overall direction and policies of Ramsay Health Care.
- Ensure the developments undertaken by the Hospital, whether physical or service based, meet the strategic direction.
- Advise on the marketing/public relations of the Hospital to the communities served.
- Advise on the roles the Hospital can undertake in regard to the community's needs of health services or related matters.
- Ensure that the quality of services provided is consistent with the Hospital's philosophy to quality as outlined in the vision, mission and values of the Hospital.
- Make recommendations to the Operator concerning the delivery of services to patients of a range, quality and responsiveness reasonably expected by the local community.

#### MEMBERSHIP:

Membership of the Community Board of Advice shall be multi disciplinary and be as agreed under the terms of the DHSA.

#### CHAIRMAN:

The Chairman shall be elected annually from the community representative members.


#### APPOINTMENTS:

Appointments of community representatives will be made by the Chief Executive Officer of Joondalup Health Campus in consultation with the Commissioner of Health of WA for a period of up to two years and be in accordance with the DHSA.

#### MEETINGS:

- Shall be held not less than four times per year with 14 days notice being given of each meeting.
- Minutes of all meetings of the Community Board of Advice shall be recorded by the minutes secretary, or in their absence, by some other person appointed to do so.
- Minutes shall be submitted to the Executive Committee and also distributed to all those entitled to attend meetings of the Community Board of Advice prior to the next meeting.
- No business shall be considered at a meeting of the Community Board of Advice until the minutes of the previous meeting have been confirmed or otherwise disposed of.
- Minutes of a meeting shall be confirmed by resolution and signed by the chairman at the next meeting and minutes so confirmed and signed shall be taken as evidence of proceedings thereat.

Issued: July 1996  
Revised: May 2010



The Community Board of Advice is required under the Joondalup Hospital Pty Ltd Development and Health Service Agreement (JHDHSA) between the State and Joondalup Hospital Pty Ltd as outlined below.

#### **COMMUNITY BOARD OF ADVICE:**

The Operator must throughout the Term confirm and maintain a community board of advice (Community Board of Advice) of not less than 6 members of whom:

- 1 must be the chief executive officer, the deputy chief executive officer, the director of medical services or the director of nursing (or any substitute or replacement position) of the Operator employed at the Facility or his nominated delegate approved by the State (acting reasonably); and
- 50% must be community representatives of whom 1 must be appointed by the State.

#### **ROLE OF THE COMMUNITY BOARD OF ADVICE:**

The role of the Community Board of Advice is to make recommendations to the Operator concerning the delivery of Services to Public Patients of a range, quality and responsiveness reasonably expected by the local community.

#### **PROCEDURES OF THE COMMUNITY BOARD OF ADVICE:**

Rules governing meetings of the Community Board of Advice will be determined from time to time by the Community Board of Advice.

#### **MEETINGS:**

Members of the Community Board of Advice other than the member referred to in clause 12.6(b) may only be appointed by the Operator after consultation with the State and may not be removed without prior consultation with the State.



growing with you

**JOONDALUP**  
HEALTH CAMPUS