

COMMUNITY HOSPITAL COMMUNITY CONSULTATIVE COMMITTEE ELTHAM AREA

Terms of Reference

Background	<p>The Victorian Government announced ten community hospitals in the locations of Craigieburn, Cranbourne, Pakenham, Phillip Island, Sunbury, Torquay, City of Whittlesea, Eltham area, Point Cook and Fishermans Bend in November 2018.</p> <p>These Community hospitals will provide Victorians with more access to health care closer to where they live. Services will vary across each site and include a range of clinical and social services. Community hospitals provide an opportunity for better integration of health and social care services, particularly for children and families.</p> <p>A Community Hospital in the Eltham area will give local families access to specialist services and an integrated care centre. The facility will provide a range of public services including:</p> <ul style="list-style-type: none">• general medical, specialists and allied health appointments• pharmacy services• women's health, including sexual health and family planning• social support services, such as housing assistance and financial aid• paediatric care (including allied health)• diagnostic (pathology and imaging services)• public dental services• chronic disease management• community mental health assessment• alcohol and drug services• complex renal dialysis• day surgery• day chemotherapy• rehabilitation support• family safety and crisis support services. <p>Construction is expected to commence in 2022 and be completed in 2024.</p>
Purpose and role of the CCC	<p>The role and purpose of the CCC is to:</p> <ul style="list-style-type: none">• work with the Department of Health and Human Services (DHHS), Victorian Health and Human Services Building Authority (VHHSBA), local government, local health services and key community advocates to create and support a culture and environment where community involvement is valued and effective• identify opportunities for community involvement and ensure that community members are supported to participate in both the consultation process, as well as ongoing development and operations of the Community Hospital• understand the views of the community and provide advice to both the project delivery team and the Minister for Health• monitor the emerging issues, concerns, opportunities and priorities of the community related to the development• ensure there is a clear communication between community and the project.

<p>Membership: foundation, selection process and responsibilities</p>	<p>Foundation membership:</p> <ul style="list-style-type: none"> • Chair of Committee appointed by the Minister for Health • Representative of the governing Health Service • Representative of local Community Health Services • Representative of local government • Representative of the local Aboriginal Community Controlled Health Organisation • Representative of DHHS or VHHSBA <p>In addition, up to 10 additional members representing the diversity of the community will be selected through an Expression of Interest process. These positions will be advertised via social media and newspaper advertisements.</p> <p>Members will be appointed for a 12 month period. The CCC may be extended beyond this date.</p>
<p>Membership selection</p>	<p>There will be a selection criterion for members. It will include (but not be limited to):</p> <ul style="list-style-type: none"> • representation from advocates or individuals who represent broader groups that may access the Community Hospital's services • representation from advocates or individuals who have an interest in bringing greater vitality to the community through building a thriving health precinct that can support health and wellbeing of the local community. <p>Appointments would be made by the Minister for Health in consultation with the Chair.</p>
<p>Membership responsibilities</p>	<p>Member responsibilities are to:</p> <ul style="list-style-type: none"> • represent their community's perspective in discussions and decisions • canvas views, opinions and issues from their peers outside the CCC, as required • take the non-confidential outcomes of CCC discussions and decisions to their peers • promote the work of the CCC as widely as possible • be respectful of other CCC members, ensure principles of integrity are maintained, and are accountable with fulfilling their responsibilities as outlined in the Code of Conduct. • actively engage with people and / or advocacy groups who may access hospital services to help inform design. These would include but not be limited to: <ul style="list-style-type: none"> – Patients and / or advocacy groups of mental health services – Patients and / or advocacy groups of alcohol and drug services – Patients and / or advocacy groups of family safety services – Advocacy groups and / or parents with a chronically ill child or children – Patients and / or advocacy groups of physical disability – Patients and / or advocacy groups of chronic disease services – key community ethnic groups – local Aboriginal and Torres Islander community – LGBTIQ representatives and / or advocacy groups • actively engage with service delivery partners • sign a Code of Conduct which includes an agreement on confidentiality, conflicts of interest and media protocols.
<p>Role of VHHSBA</p>	<p>The VHHSBA Communications and Engagement unit will:</p> <ul style="list-style-type: none"> • support the Chair in facilitating the effective running of the CCC's • provide a framework for community engagement which the CCCs can implement • provide support and advice to individual CCC members wherever appropriate to support involvement in appropriate activities.

<p>Media enquiries</p>	<p>Internal communications support will be provided by DHHS central communications and the VHHSBA communications team.</p> <p>While the Chair will be the spokesperson for the group to the media and broader community, the department's Chief Communications Officer must approve all public communications relating to the community hospital or the work of the CCC.</p> <p>Given that there may be commercial matters presented to the CCC, the Chair and members will be required to comply with conflict of interest, confidentiality and media protocols.</p>
<p>Meeting frequency</p>	<p>Meetings will be scheduled as required or otherwise determined by the CCC.</p> <p>They will be co-ordinated to accommodate efficient reporting and decision-making where appropriate.</p>
<p>Resolving problems and disputes</p>	<p>Disagreements and problems will be dealt with in a courteous manner. At all times focus must not be on blame or face-saving activities but in real and satisfactory joint resolution. Further, it is important that any issue is resolved in a timely manner to avoid escalation beyond remedy.</p>