

Frequently asked questions

Brisbane North PHN Community Advisory Committee EOI September 2026

How often are the meetings?

Meetings are held on a quarterly basis, so there are four meetings in total per year. Meeting dates are set at the end of each calendar year, with the first meeting held in February.

How long do meetings run for?

The quarterly meetings run for two hours.

Is there preparation involved?

Meeting papers are distributed to members a week prior to the quarterly meetings. Members are expected to review these prior. In general, it takes a maximum of one hour to complete.

Are the meetings held online?

The first three meetings of the calendar year are held both online and in person at the PHN's office in Chermside. Members can choose how they wish to attend. The last meeting of the year is held in person at the PHN's office, where members can meet the PHN's Board and Executive teams and staff members.

Are members paid to attend the meetings?

Yes. Members are paid a flat rate of \$250 GST exclusive per quarterly meeting. This fee covers the duration of the two-hour meeting as well as the one hour of preparation. If members are otherwise salaried or remunerated by another organisation for their time participating in the Committee and/or for preparation time, then no further payment from the PHN shall apply. Members are required to declare this to the PHN upon responding to the EOI and/or at the commencement of their membership on the Committee.

Are there any supports available to enable my full participation?

Yes, we can provide a range of supports to allow you to participate in the quarterly CAC meetings. These include:

- interpreters (including Auslan)
- transport support to and from the meetings
- mobility assistance (for example, around the PHN office)
- low sensory rooms (dimmed lights, low volume)
- printing of pre-reading and preparation materials.

www.brisbanenorthphn.org.au

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Participants are also able to bring their carer and support person/s to the meetings. Please let us know if you require any other supports.