

Brisbane North PHN Community Advisory Committee Terms of Reference

January 2026

Brisbane North PHN (the PHN) is one of 31 Primary Health Networks across Australia funded by the Australian Government Department of Health, Disability and Aged Care. We support clinicians and communities in Brisbane's northern suburbs, Moreton Bay city, parts of Somerset Regional Council and Norfolk Island.

Our region covers approximately 4100 km² of urban, regional and rural areas, with a population of over one million.

Our key objectives are to:

- increase the efficiency and effectiveness of medical services for patients – particularly those at risk of poor health outcomes
- improve coordination of care to ensure patients receive the right care, in the right place, at the right time.

It is a funding requirement of each PHN to establish and maintain a Community Advisory Committee. Community Advisory Committees bring the community perspective to PHN Boards to ensure that decisions, investments, and innovations are patient centred, cost-effective, locally relevant and aligned to local care experiences and expectations.

Purpose and functions

The Brisbane North Community Advisory Committee (the Committee) was formed by the PHN as a forum to bring together diverse perspectives across a range of population and chronic disease groups, particularly focused on PHN priority areas including diseases which are chronic and/or contribute to significant avoidable use of hospitals.

The purpose of this group is to represent the communities of the region and assist the PHN with strategic input, planning and communications.

Specifically, these functions include, as requested by the PHN:

Strategic advisory role

- a) advise on health care priorities from a community perspective, particularly focused on the PHN's priority areas listed below:
 - Aboriginal and Torres Strait Islander people
 - older persons
 - people living with mental illness

www.brisbanenorthphn.org.au

Level 1, 14 Banfield Street
Chermside Qld 4032
PO Box 2013 Chermside Centre Qld 4032
07 3630 7300
www.brisbanenorthphn.org.au



- people living with disabilities
 - children
 - culturally and linguistically diverse communities
 - refugee and asylum seeker backgrounds
 - people who identify as LGBTIQ+
 - people experiencing or at risk of homelessness
 - people experiencing domestic and family violence.
- b) provide recommendations to the PHN Board to ensure investments and innovations are patient centred, cost-effective, locally relevant and aligned to local expectations
- c) identify strategies to support the PHN's priority areas
- d) consider the PHN's strategic objectives when providing advice:
- informed and led by community
 - facilitate care closer to home
 - address health gaps and inequities
 - transform and connect primary healthcare
 - drive organisational excellence.

Planning role

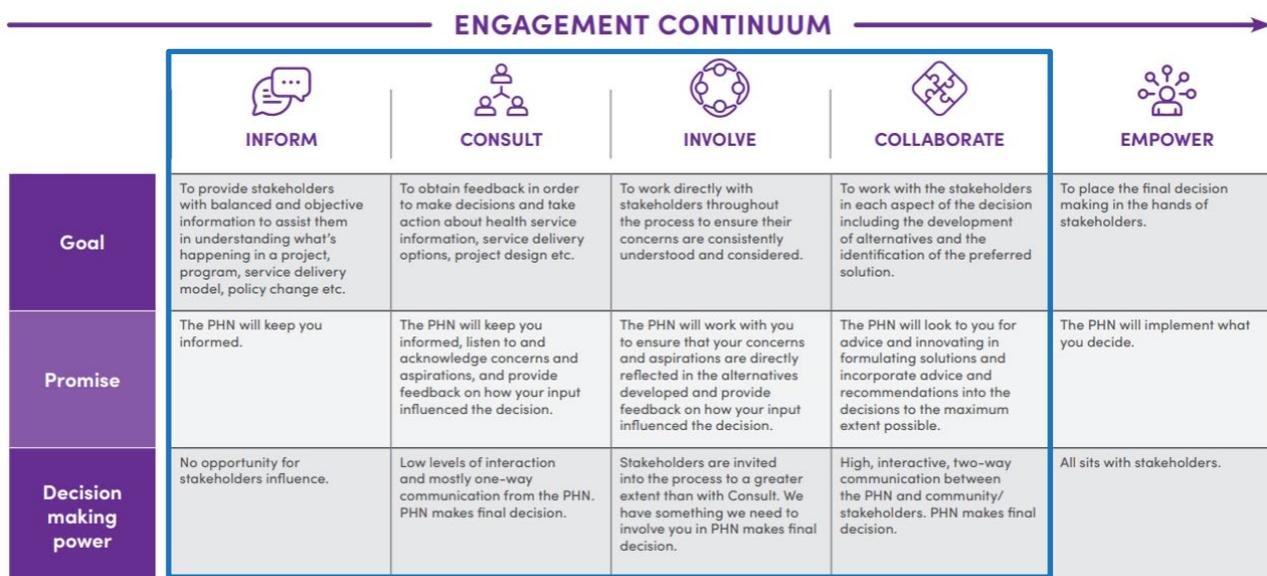
- participate actively in collective impact forums run by the PHN
- review and provide expert input regarding local population health and health service delivery data gathered by the PHN
- provide advice regarding additional sources of relevant data to inform prioritization of local needs.

Communications role

- network with colleagues and others to ensure a good understanding of local health care needs
- disseminate endorsed information to colleagues and community members.

The Board's commitment to the Committee will encompass informing, consulting, involving and collaborating, illustrated in figure 1.

Figure 1

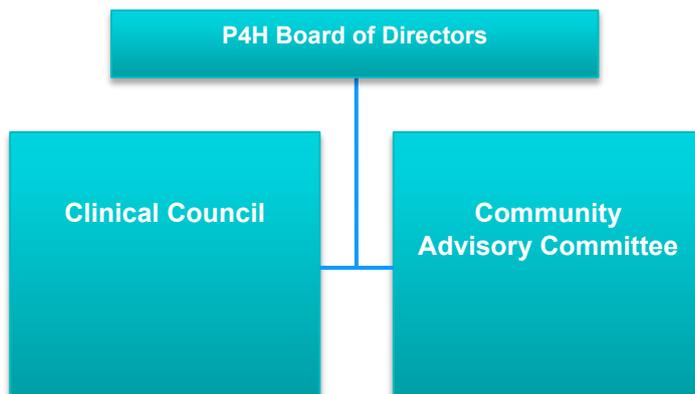


Governance and linkages

The Committee plays an important role in providing recommendations and input to the Partners4Health (P4H), trading as Brisbane North PHN, Board of Directors. For that reason, the Committee is Chaired by a Board Member. The Committee provides input on relevant matters, as requested by the PHN, and is kept informed of major initiatives within the context of the extensive design work that is done with consumers and carers with lived experience at the program level. Feedback is provided by the Chair to the Board at each Board meeting, where they have oversight over all Committee minutes.

The relationship of the Committee to other groups is illustrated in figure 2.

Figure 2



Membership and term

The Committee shall consist of between 7-12 members.

Members of the Committee shall be individuals living in the Brisbane North PHN region, which now includes Norfolk Island. Expressions of interest (EOI) for membership shall be invited by the PHN as members retire, or membership terms expire. EOIs will be distributed through key stakeholders and online.

Membership will be drawn from members of priority communities in the region, namely:

- Aboriginal and Torres Strait Islander people
- older persons
- people living with mental illness
- people living with disabilities
- parents and carers of children
- culturally and linguistically diverse communities
- refugee and asylum seeker backgrounds
- people who identify as LGBTIQ+
- people experiencing or at risk of homelessness
- people experiencing domestic and family violence.

Others may also be invited to attend on a time-limited basis or to progress specific discussions or initiatives.

Membership shall be actively reviewed by the Committee and by the PHN Board on a regular basis, with members serving a term of two years, to a maximum of three terms. Members may be reappointed by the Board at the conclusion of each term up to their maximum.

Selection process and criteria

Members will be appointed by the PHN Board. Applicants may be required to demonstrate, by way of references, their links to the Brisbane North PHN community. They must also demonstrate through the EOI process:

- a strong understanding of the needs and current priorities of identified populations
- extensive networks across the region amongst these populations
- the ability to engage constructively in a committee environment or willingness to learn.

Applicants will be selected as individuals, not as representatives of any organisation(s).

The PHN reserves the right to invite and remove members of the Committee from time to time.

Sitting fees

Committee members will be paid sitting fees by the PHN, which will cover time for meeting preparation and attendance.

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.

Sitting fee claims must be:

- completed accurately using the approved, pre-filled claim form provided by the PHN
- submitted via email to the MyVoice inbox
- received no later than two weeks after the meeting date.

Late or incorrectly completed claims may not be processed.

To ensure fairness and to manage financial constraints, members must only claim for one meeting at a time. Submitting claims for multiple past meetings in a single form is not permitted.

Fees may be paid to members who provide written feedback in the instance where they cannot attend a quarterly meeting, however this will be managed on a case-by-case basis by the Chair. Members will be paid up to a limit of one hour's effort paid at the standard rate of \$60 per hour. Approval from the Chair is required prior to undertaking the written feedback.

Chair, coordination and secretariat

The Committee shall be chaired by the PHN Director appointed by the Board to this role, or delegate, with coordination and secretariat support provided by PHN staff. Coordination support shall include development of meeting agendas, action item follow-up and other correspondence in relation to the Committee. Secretariat support shall include management of meeting logistics, distribution of agendas and minute taking.

All meeting documentation including agendas and minutes shall be considered confidential documents, unless otherwise stated, and shall only be distributed to group members and to the PHN Board of Directors.

Decision-making

The Committee shall endeavour to operate on a collegiate advisory basis. While the Community Advisory Committee is not a decision-making body, the Committee is encouraged to provide input on relevant matters for the PHN's consideration.

Any recommendations by the Committee will be subject to approval from the PHN Board of Directors.

Quorum and attendance

A quorum will be considered to exist when fifty percent or more of the members are in attendance either in person or via electronic means.

If a member is absent for more than two consecutive meetings the PHN will contact the member to understand the reasons and determine their level of ongoing availability and commitment. If required, the Chair will refer a decision to the PHN Board as to the absent member's continuing membership.

Meetings and other engagement opportunities

The Committee shall meet quarterly in person at the PHN office and online via Microsoft Teams. Members will be provided additional opportunities to participate in out of session engagement on a voluntary, ad hoc basis. Working groups may be formed from time to time to progress specific initiatives in between regular Committee meetings.

Committee members shall be invited to provide agenda items for future meetings at the end of each meeting. These will be considered in light of the PHN priorities and workplan and added if appropriate.

Meeting materials will be provided and distributed five working days prior to the meeting. Materials will include agenda, supporting pre reading papers, notes and information as required. The minutes will be available five working days after a meeting.

Communication

Committee members shall provide current email contact details to the PHN. These contact details will be provided to all Committee members.

Review

The Committee composition and these Terms of Reference shall be reviewed every 1 – 2 years.

Code of Conduct

All members and attendees of the Committee meetings shall, prior to attendance, be required to sign and return a statement attesting to the fact that the member or attendee has read and accepts these terms of reference and agrees to abide by this code of conduct.

Confidentiality

To ensure effective consultation between the PHN and Committee members, sensitive information which is not in the public domain may sometimes be disclosed at Committee meetings on a confidential basis. Members and attendees are asked to be mindful of the confidentiality of this information and should not disclose it to outside parties.

If members or attendees are unsure about the confidentiality status of particular information or data disclosed to them, the Chair should be asked to clarify the position.

Other responsibilities

Committee members and other attendees are responsible to advise the Chair of individual approaches by the media or any other person seeking information about matters discussed at Committee meetings. Members and attendees are permitted to disclose the general role and function of the Committee but are not permitted to disclose matters being discussed unless the Committee has given explicit permission for such disclosures to occur.

Public comment

Committee members and attendees must avoid making public comments that may appear to be an official comment from the PHN or from the Committee. Where public statements are deemed to be advantageous, these shall be distributed by the PHN through usual channels.

Other issues

Committee members and attendees are encouraged to openly express concerns about the operation of the Committee within the context of the Committee meetings. Members and attendees may also bring concerns to the Chair for assistance with resolution.

Conflict of interest

Committee members and attendees are responsible to declare any potential, real or perceived conflict of interest at any meeting if it relates specifically to a particular issue under consideration. The secretariat will record this declaration in the minutes, and the Chair will manage the conflict of interest in collaboration with non-conflicted Committee members. A declaration of interests register will be maintained for standing conflicts.

Intellectual property

Any intellectual property rights of Committee members or attendees must be observed and protected. Members or attendees who are deemed by the Committee to have breached, or have an intent which would breach, the intellectual property rights of another member or attendee may, among other remedies, be removed from the Committee. The Committee members and attendees must also be aware that breaching another member or attendee's intellectual property rights may result in legal or other remedial actions.

REVISION HISTORY

Version	Approval date	Change
6	January 2026	Update to the sitting fee section and minor formatting changes
5	November 2024	Updates throughout document to various sections including purpose and functions, governance and linkages, chair/ coordination/ secretariat, decision making, and review.
4	June 2023	Update to geography to include Norfolk Island and minor edits
3	August 2022	Update to members section
2	March 2018	Template & wording in the members section
1	Feb 2015	Template

Brisbane North Community Advisory Committee

Terms of Reference, Code of Conduct and Confidentiality Agreement

I have read and accept the Brisbane North Community Advisory Committee Terms of Reference and agree to abide by the code of conduct.

Member/Attendee:

Printed Name

Signature

Date

Witnessed by:

Printed Name

Signature

Date