

Justice Health and Forensic Mental Health Network

COMMUNITY REFERENCE GROUP Terms of Reference

Purpose

The Justice Health and Forensic Mental Health Network (JH&FMHN) Community Reference Group (CRG) is to facilitate community and stakeholder input into the JH&FMHN operations to support the JH&FMHN Board and Executive in achieving the best health outcomes for people in contact with its service.

When issues arise that concern the service delivery to key population groups in contact with the JH&FMHN service, the JH&FMHN CRG may be relied on as a means of seeking statewide community and stakeholder consultation and participation in decision-making. Consultation with the CRG may be by way of presentations and/or discussion papers provided for consideration.

Objectives

The objectives of the CRG are to:

- Provide information to the community and stakeholders about the services of JH&FMHN;
- Gain community and stakeholder feedback on JH&FMHN and its services;
- Provide a forum for community consultation in regard to critical and emerging issues that relate to the provision of JH&FMHN health services for people in contact with the JH&FMHN service;
- Provide a forum for key stakeholders to inform JH&FMHN of changes in their services that may impact on the delivery of JH&FMHN services and the health outcomes for the population in contact with JH&FMHN; and collaboration on such matters to achieve the best outcomes for this population;
- Discuss new government policies, procedures/guidelines, and changes in legislation that will/may impact on the service provided by JH&FMHN;
- Provide a forum for community consultation in regard to the development and review of JH&FMHN policies and literature for consumer use;
- Advocate for key population groups in relation to the services provided by JH&FMHN.

Definitions

- **Consumer:** A person who uses, or is a potential user of the health care services provided by JH&FMHN.
- **Community Representatives:** Those who serve as a channel for information, offer outside perspectives, represent one or more communities or populations, have local knowledge and experience, or have a common interest with JH&FMHN.



Membership

- Board Member (Chairperson)
- Board Member (appointed by the Justice Health and Forensic Mental Health Network Board)
- Chief Executive or representative Justice Health and Forensic Mental Health Network (ex-officio)
- Director Clinical and Corporate Governance
- Manager Consumer Focus (Secretariat)
- Representative/s from the following stakeholder categories:
 - Mental Health
 - Drugs of addiction
 - Infectious diseases
 - Prisoner Advocacy
 - Youth
 - Welfare Services
 - Indigenous Services
 - Aged care
- Others as relevant to the Board and the Strategic Plan

All non JH&FMHN members are to sign confidentiality/ privacy agreements and have participated in the JH&FMHN community member orientation program prior attending their first meeting. The Board Chair has the right to dismiss a member from their position as a CRG member in the event of a breach of confidentiality/ privacy.

Membership of this committee is non-delegable unless approved by the Chair. Approved delegates are required to sign confidentiality agreements, at a minimum, if attending for only for two or less meetings.

The Chair may consult with the Board Chair in regard to appropriate membership.

The input of other community organisations may be sought on an ad hoc basis or provided through an existing member of the group. The Group may consider nominations for membership from other relevant consumer organisations.

Key staff from JH&FMHN may be invited to attend meetings to support discussion and collaboration regarding relevant themes/topics.

Agenda items

Agenda items for discussion are to be provided in writing to the CRG Secretariat two weeks prior to the meetings.

Minutes to the Board

Draft minutes and the agenda are circulated a minimum of one week prior to the meeting

Frequency and length of meetings

Quarterly for 2 hours