



## East Metropolitan Health Service (EMHS) Byford Health Hub Community Advisory Group

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### 1. ESTABLISHMENT AND PURPOSE

The Community Advisory Group is established to provide advice, advocacy and support when requested on the Byford Health Hub Program (the Program).

### 2. BACKGROUND

The Serpentine Jarrahdale Shire (the Shire) is a rapidly growing local government area, with a population projected to more than double by 2039. This growth has been met with significant investments and proposals to develop the local infrastructure and built environment.

The Byford Health Hub was announced as a government election commitment in February 2021. To progress the Byford Health Hub Ministerial election commitment and strategic priority of Government, EMHS took a lead role in the co-design of the Hub and submissions to progress build development.

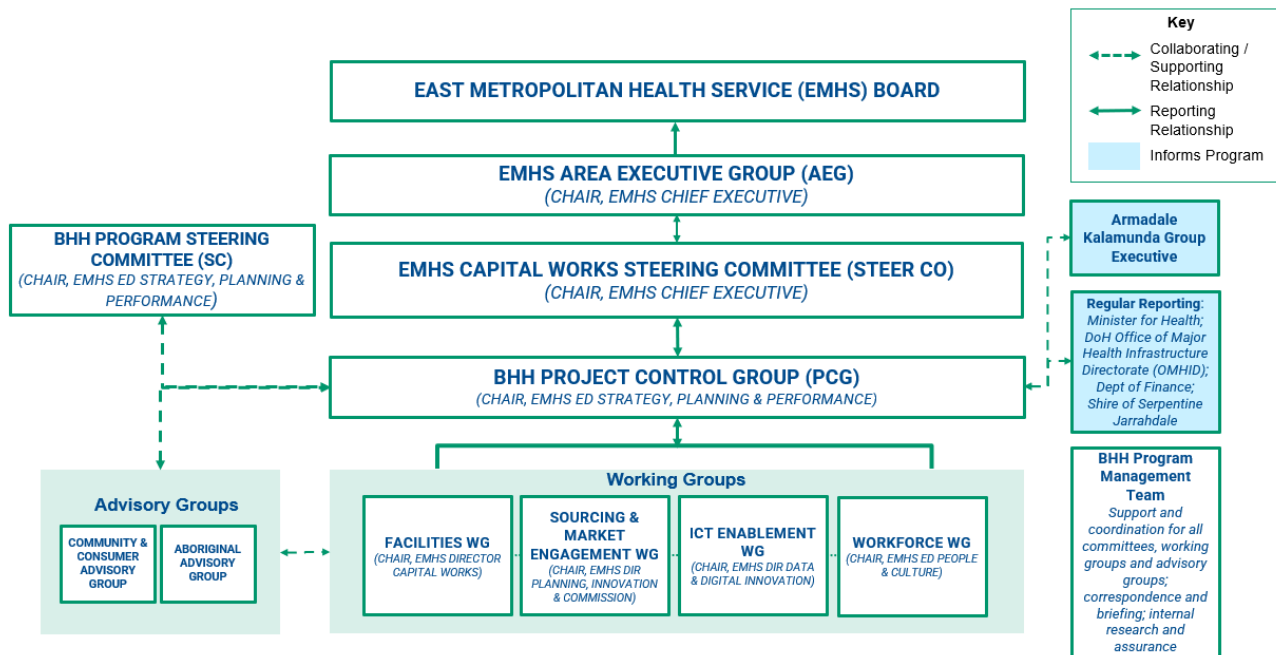
The Byford Health Hub program developed a Hub Concept Model in early 2022 with the Serpentine Jarrahdale community (via Advisory Group consultation), that supported the development request for investment to government for the Capital build of the Hub in late 2022. In May 2023, Treasury approved the capital Business Case request for \$36.3M as part of the 2023/24 State Budget for the next stage of the Hub capital build, currently planned to open 2027 (\$42.2M total project costs inclusive of \$5.9M of forward works).

In 2025/26, EMHS will lead further consultation and commissioning of services and operations of the Program of work, with support from the working and advisory groups.

### 3. GOVERNANCE

The Community Advisory Group provides support and advice to the Hub Program Control Group and Working Groups.

**Figure 1. The Hub Program governance and reporting lines**



#### 4. FUNCTIONS AND RESPONSIBILITIES

The Community Advisory Group will, as requested:

- Represent and advocate for the local community.
- Engage with the community to understand their needs, including consumers and carers.
- Advise the Program on consumer, carer and community views on the Program development, planning and delivery; and
- Support the Program's Working Groups as required.

#### 5. MEMBERSHIP

Identified through an Expression of Interest (EOI) process, the Community Advisory Group will consist of:

- Byford Community members
- Consumers
- Carers

Other guests as invited as non-member(s) by the Chair.



## **6. CONFLICT OF INTEREST**

Members should consider and declare any actual or perceived conflict of interest prior to the commencement of the meeting or discussion.

A member of the CAG, who has duties or interests in conflict with their duties or interests on the group, whether direct, indirect, financial, material or otherwise, must withdraw or declare a possible conflict of interest to the Chair in accordance with the Department of Health Operational Directive OD0264/10 Managing Conflict of Interest Policy and Guidelines.

The member shall withdraw from the CAG for the duration of the deliberation in question, prior to any discussions or decisions on the matter being taken unless CAG determines the conflict is trivial or unlikely.

Where the Chair has excused a person from the CAG for that matter, it may co-opt an alternative person to sit on the group for the purpose and duration of the period during which such a matter is under consideration.

## **7. OPERATING PROCEDURES**

### **7.1 Chairperson**

The Chairperson for the Community Advisory Group will be the EMHS Program Manager for the Hub Program. In the absence of the Chairperson, a nominee by the substantive Chairperson will act as Chairperson.

### **7.2 Secretary**

The Community Advisory Group secretariat will be the EMHS Project Support Officer, Planning, Innovation and Commissioning. The Secretariat will be the authorised channel of communication of all decisions of the Community Advisory Group.

## **8. MEETING PROCEDURES**

### **8.1 Frequency**

Meetings will consist of up to four sessions per year. The agenda will be circulated at least three days prior to meeting with the meeting actions/decisions log circulated following each session.

### **8.2 Quorum**

A quorum consists of the Chair or delegate plus 50 per cent of the CAG membership, noting a quorum is not needed to progress decisions, actions or provide subject matter expert advice.

If a member of the CAG does not attend for more than three consecutive meetings without notifying of apology the Chairperson and Secretary shall notify the person in writing of intent to withdraw their membership.





### **8.3 Apologies**

If a member is to be absent, then an apology should be given through the Secretary to the Chair. In the event a member cannot attend the session, no proxies will be considered for the CAG.

## **9. ADOPTION AND AMENDMENT OF TERMS OF REFERENCE**

These Terms of reference were endorsed by the Hub Program Executive Sponsor on 27 March 2025.

The Community Advisory Group will evaluate its Terms of Reference, performance and need for continuation on an annual basis.

Amendments to these Terms of Reference must also be endorsed by the EMHS Byford Health Program Control Group.

