

# Participation in Your Health Service System

## Policy Reference Committee Meeting

### MINUTES - 24 August 2005

#### PRESENT:

Jenny Bartlett	DHS, Chief Clinical Advisor (Chair)
Graeme Roberts	Consumer Participant - Metropolitan
Cath Harmer	DHS, Senior Project Officer
Graham Ludecke	Community Advisory Committee Representative (Bayside Health)
Beth Wilson	Health Services Commissioner
Sophie Hill	Cochrane Consumers & Communication Review Group
Phill Goulding	Community Advisory Committee Resource Officer representative, Royal Children's Hospital
Dell Horey	Consumer Participant
Trish Karadimos	Carer Representative
Tracey Batten	Chief Executive Officers Representative (Eastern Health)
Robyn Humphries	Manager Psychiatric Services, Northern Area Mental Health

Chair of meeting: Dr Jenny Bartlett

*Noted that Carol Makhoul (Consumer – CALD & Youth Representative) participating via email communication providing feedback on the agenda items and policy documents due to changes in her commitments.*

#### 1. Apologies

Robin Ould (Asthma Foundation of Victoria), Debra Cerasa (Nursing Representative (Latrobe Regional Hospital)), Lesley Thornton (Victorian Quality Council), Judy Rynhart (Consumer Representative – Rural), Tony McBride (Health Issues Centre), Timothy Moore (Victorian Aboriginal Community Controlled Health Organisations), Jill Thompson (Council of the Aging Victoria), Ian Pollerd (DHS Regional and Rural Health), Paul Butler (DHS, Primary & Community Health Branch), Helen Kurincic (Melbourne Health Board Member (Deputy Chair)).

#### 2. PREVIOUS MINUTES

The minutes of the meeting of 1 June 2005 were accepted and approved to go on to the website [www.health.vic.gov.au/consumer/howto.htm](http://www.health.vic.gov.au/consumer/howto.htm).

#### 3. GENERAL BUSINESS

##### 3.1 Participation policy endorsement

The final draft was discussed and suggestions were made in regard to final changes. The Reference Committee were happy with the process and agreed to endorse the final version by email communication.

<b>Action 1.</b> Project officer to update the policy and circulate to Reference Committee members via email for endorsement by 30 September 2005 and arrange a launch of the report in December or early in 2006.
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### 3.2 Performance indicator report endorsement

The report was discussed and the Reference Committee agreed to endorse the policy with minor changes to Table 4, Table 5 and the recommendations.

**Action 2.** Project Officer to complete changes as advised by the Reference Committee and arrange suitable launch of the report.

### 3.3 Community participation plan guidelines

The guide was endorsed by the Reference Committee with minor changes to ensure that it aligned with the policy and participation indicator report.

The Reference Committee requested that the Department of Human Service's ask the health services if the plans can be placed on the Department's 'Consumer Participation and Information Program' website or to make them available on the internet sites of the health services with a hyper-link to the Department's website.

**Action 3.** The community participation plan guide to be published and distributed to those services required to have community advisory committees and placed on the departments website early in 2006.

**Action 4.** The Department of Human Services to request for all community participation plans to be publicly available on either the health services website or the Department's.

### 3.4 Participation Monitoring Committee

The Reference Committee accepted the terms of reference for the proposed Participation Monitoring Committee to monitor the implementation of the policy's strategic direction and the participation performance indicators. It was noted that the new committee should be given the option to finalise the terms of reference with the Department of Human Services.

**Action 5.** The terms of reference for the proposed Participation Monitoring Committee were endorsed by the policy Reference Committee to be tabled at the first meeting of the Participation Monitoring Committee for their consideration.

### 4. Closure of Reference Committee

The Chair thanked the Reference Committee members for their outstanding work throughout the policy development process. It was noted that the members were highly productive and had been very diligent in their work, which was greatly appreciated by the Department of Human Services.

The Department of Human Services looks forward to inviting the Reference Committee members to the launch of the participation indicator report and the policy.

5. **MEETING CLOSED:** 2.20 pm.

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