**ROLE, RESPONSIBILITIES AND ELIGIBILITY CRITERIA FOR**

**REGIONAL COMMUNITY ADVISORY GROUP REPRESENTATIVES**

**Role**

To represent the relevant Region in providing advice to the Top End Health Service Board and Community and Consumer Engagement Committee on health service issues, operations, planning and policy developed in the region through participation in the Darwin Regional Community Advisory Group.

**Key Responsibilities**

1. Provide leadership and advice in relation to the consumer, carer and/or community views on health service delivery, planning and development in the relevant Region.
2. Fairly represent the views of the community, consumers and/or carers you represent.
3. Consider and research the views and issues affecting the broader community and the impact on all consumers.
4. Consult with consumers and/or consumer organisations to ascertain their views on relevant issues.
5. Inform the TEHS Board Community and Consumer Engagement Committee on health related issues in the community.
6. Ensure feedback is provided to members of the community on outcomes of Regional Community Advisory Group meetings.
7. Maintain confidentiality of private and sensitive information and organisational matters discussed within the committee.

**Eligibility Criteria**

1. Should be 18 years or older (exceptions can be made for younger applicants for specific activities however parental support must be obtained).
2. Be living in the Region or have extensive networks in that community.
3. Be able to reflect the needs and interests of a broad range of consumers, carers and communities;
4. Be able to communicate the potential issues facing patients, families and carers who receive services from TEHS;
5. Demonstrate a basic understanding of consumer participation principles;
6. Demonstrate a basic knowledge of the Northern Territory public health care system;
7. Have extensive community networks;
8. Be someone people from the community will approach and talk with about health issues, and
9. Be passionate about health and health care issues.
10. Be able to maintain confidentiality.
11. Be able to relate own experience of health care to the broader consumer and carer issues.
12. Be able to attend regular meetings.
13. Be willing to participate in discussions with the committee in an open and constructive manner.
14. Top End Health Services Staff are not eligible to apply.

**Remuneration**

RCAG members will be reimbursed for their time according to the *Assembly Members and Statutory Offices (Remuneration and Other Entitlements) Act* Schedule of Remuneration Rates for Members of Statutory Bodies, Class 3, Advisory and Review Bodies, Ministerial Assistance. The current daily rate as at March 2015 is $304 for the Chair and $228 for eligible members.

**Representatives on RCAGs will be required to read and sign a Confidentiality Agreement.**

**Representatives on RCAGs will be required to follow the NT Public Service Code of Conduct.**

**Further information**

RCAG members will be required to hold a current working with children clearance notice and undergo a criminal history check. A criminal history will not exclude an RCAG applicant unless it is relevant to the role.

NT Health has a Smoke Free Policy. Staff are not permitted to smoke anywhere on NT Health premises, facilities or vehicles nor whilst working off-site.

For further information in relation to this position, please contact the Top End Health Service Board Executive Officer on (08) 8922 7912 or email [TEHSBoard.DoH@nt.gov.au](mailto:TEHSBoard.DoH@nt.gov.au).