

New Melton Hospital Community Consultative Committee

Terms of Reference

Background

The Victorian Government is investing more than \$900 million in a new tertiary hospital for Melbourne's west.

The new Melton Hospital will include a 24-hour emergency department, more than 100 medical and surgical beds, an intensive care unit, maternity and neonatal services, more mental health services, interventional services and ambulatory care.

Once complete, the new hospital will have the capacity to treat almost 130,000 patients each year, as well as allow almost 60,000 patients to be seen in the emergency department.

Its operations are expected to generate 3,975 direct jobs on-site in its first full year of operations, including medical and nursing staff, allied health professionals, technicians and administrative and facilities management staff.

It will also generate 2,485 indirect jobs in surrounding health-related services and other businesses.

The new hospital is being delivered as a Public Private Partnership (PPP). This involves bringing together a private consortium to design, construct, finance and maintain the new hospital over 25 years.

The new Melton Hospital will be a public hospital, with Western Health as the health service provider.

Construction is expected to start in 2024 and be finished in 2029.

Rationale

The community consultative committee (the Committee) provides a forum for consultation and information-sharing between the Victorian Health Building Authority (VHBA) Project Team, Western Health (who will operate the new hospital) and the local community, during the planning of the new Melton Hospital.

Made up of local residents and representatives from key local organisations, the Committee will provide a local perspective and knowledge on the project.

The Committee will also help to shape, promote and support two-way communication between the project and the broader community, including the dissemination of important project information through existing local networks and channels.

The Committee will also provide feedback on a range of areas and issues, including the patient and family experience, the vision for family and outdoor spaces, wayfinding, as well as community concerns that may arise.

Via a series of workshops, the Committee will have the opportunity to provide feedback and ideas that will be provided to respondents shortlisted to deliver the new Melton Hospital. Community ideas will have the opportunity to be reflected in the proposals for the new facility.

The function and membership of the community consultative committee will be reviewed in February 2023.

This Terms of Reference document outlines how the Committee will operate and fulfil its role.

Purpose and role of the Committee

The role of the Chair is to:

- provide leadership to the Committee
- when the Chair is unavailable for a committee meeting, delegate role to Project Director
- ensure the Committee effectively fulfils its purpose
- with support from VHBA, ensure meetings are well planned, effectively facilitated and meaningful for members.

The role and purpose of the Committee is to:

- work together to create an environment where community engagement is valued and meaningful
- ensure there is a clear two-way communication between community and the project
- identify and support opportunities for raising understanding of the project within the community
- ensure that local residents are encouraged and supported to participate in any engagement process relating to the project
- share information on local views, priorities and issues and where possible assist in resolving community concerns that may arise.

The Committee is not a decision-making body, however, it will provide feedback on a range of areas and issues including the patient and family experience, the vision for family and outdoor spaces and wayfinding.

Membership

Foundation membership:

- Steve McGhie, MP for Melton (Chair)
- Russell Harrison, Western Health CEO
- Roslyn Wai, Melton City Council CEO
- TBC, Aboriginal community representative
- Project Director, Victorian Health Building Authority (VHBA)

Following the conclusion of the Expression of Interest process, the community committee members will be added.

Membership selection

Membership is being sought via an open Expression of Interest, which began on 9am, Friday 24 June 2022 and will close on 11.59pm, Sunday 24 July 2022. Following this, membership applications will be assessed by an independent evaluator. Appointment of committee members are based on a selection criterion including (but not limited to):

- representation from advocates or individuals who represent broader groups who may access the health services at the new Melton Hospital
- representation from advocates or individuals who have an interest in bringing greater vitality to the community through building a thriving health precinct that can support the health and wellbeing of the local community.

Appointments will be made by the Minister for Health in consultation with the Chair.

The function and membership of the community consultative committee will be reviewed in February 2023.

Committee membership responsibilities

Membership responsibilities are to:

- canvas views, opinions and issues from peers outside the Committee, as required
- objectively present the views of the local community they represent, regardless of personal views
- take the non-confidential outcomes of the Committee discussions and decisions to peers
- promote the work of the Committee as widely as possible
- be respectful of other Committee members, ensuring principles of integrity are maintained
- be accountable for fulfilling responsibilities outlined in the Code of Conduct
- actively engage with local people and/or advocacy groups who may access hospital services to identify relevant issues of public interest or concern in relation to the Project and report these to the Committee. These would include, but not be limited to:
 - patients and/or advocacy groups of mental health services
 - patients and/or advocacy groups of alcohol and other drug services
 - patients and/or advocacy groups of family safety services
 - advocacy groups and/or parents with a chronically ill child or children
 - patients with a physical disability and/or advocacy groups of physical disability services
 - patients and/or advocacy groups of chronic disease services
 - key community ethnic groups
 - Aboriginal and Torres Strait Islander community members
 - patients and/or advocacy groups of LGBTIQ representatives
- actively engage with service delivery partners
- sign a Code of Conduct and relevant agreements on confidentiality, conflicts of interest and media protocols.

Meeting frequency

The Committee will meet as needed to fulfil its role and purpose and be able to provide input to the Project.

Meetings will be scheduled as required or otherwise determined by the Committee Chair. They will be coordinated to accommodate efficient reporting and decision-making, as needed.

The Committee will meet approximately four times in a six-month period.

Role of VHBA and Western Health

The Victorian Health Building Authority (VHBA) and Western Health communications and engagement teams will:

- provide secretariat support for the Committee
- develop and implement all engagement activities, with input and advice from the Committee
- provide support and advice to individual Committee members as needed to maximise involvement by Committee members in the project
- seek the advice and support of Committee members to fulfil the requirements of the adopted and endorsed communication and engagement strategy.

Resolving problems and disputes

Disagreements and problems will be dealt with in a courteous manner. Resolution must not focus on blame or face-saving activity, but in real and satisfactory joint resolution. Further, it is important that any issue is resolved in a timely manner to avoid escalation beyond remedy.

Confidentiality and conflicts of interest

Committee members must maintain confidentiality of meeting discussions, and be aware of and declare, any conflicts of interest.

As there may be commercial matters presented to the Committee, the Chair and members will be required to comply with the Project's agreed conflict of interest and confidentiality requirements.

Media enquiries

The Minister for Health is the primary spokesperson for the Project and key milestone announcements.

The Chair of the Committee will be the spokesperson for the Committee to the media and broader community on matters relating to the business of the Committee.

All communication in relation to the Project itself will be led by VHBA and Western Health.

Members of the Committee are not authorised to speak on behalf of the Committee to media or external organisations without explicit permission from the Chair and VHBA.

All media enquiries regarding the New Melton Hospital Project shall be directed to VHBA's Project Director and Director of Communications and Engagement, who will manage approvals directly with the Offices of the Minister and Premier.