

1. Name of Group

Carer Participation in Health Forum (CPIHF)

2. Purpose

- Share information amongst members of the Network in the interests of WA carers in the health system.
- Provide relevant education opportunities to members of the group.
- Provide updates relating to any systemic advocacy issues undertaken by Carers WA.

3. Ground rules

To ensure that every member of the Network that attends the CPIHF has the opportunity to be heard and feel comfortable, the following ground rules will be adhered to in every meeting. It is the Chair's role to ensure that all members comply with the rules.

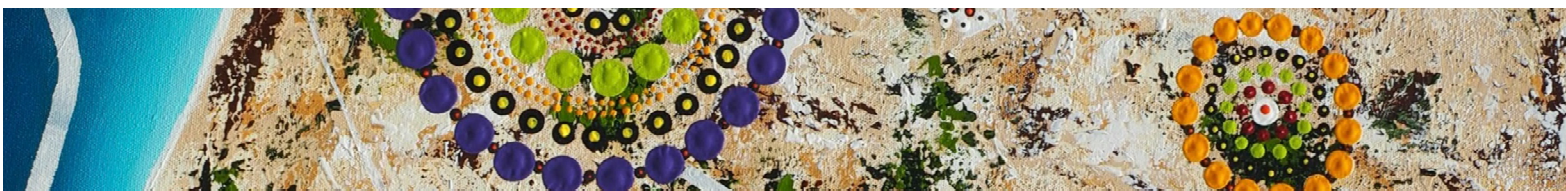
1. Show up on time
2. Contribute to discussions
3. Stay on point and on time
4. Be respectful of other people's ideas or situations when they talk
5. Attack the problem, not the person
6. Avoid side conversations
7. Maintain confidentiality
8. Put mobiles on vibrate or silent
9. If you must take urgent calls on your mobile, please take the conversation outside the meeting room

4. Membership

The Network is a collective of WA State Government staff members, non-government organisations, health service providers and Carer Representatives.

Other Carers WA staff may attend meetings to provide policy advice and support as required.

The Network may invite additional members at their discretion.



5. Chairing

Carers WA will chair the CPIHF meetings. The role of the Chairperson is to maintain the order of business during meetings. The Chairperson will not generally act as a spokesperson for the CPIHF unless by specific resolution of the CPIHF.

6. Frequency of meetings

Four meetings will be held each year at the Carers WA premises. Additional meetings will be organised if needed and if Carers WA have the capacity to run them.

Secretariat and facilitation will be provided by Carers WA.

7. Mode of Meetings

Meetings will be in person (preferred) with an option to join online if needed. All in-person meetings will follow Department of Health guidelines regarding COVID-19 infection control.

8. Executive Support

Administrative support will be provided by Carers WA. Actions and decisions will be recorded and reminders sent to relevant members. The secretariat will circulate all relevant papers tabled as well as any materials relating to presentations at the meetings.

The Carer Representation Advisor will arrange for guest speakers or information sessions to be provided at each meeting throughout the year. Topics for discussion will be determined via suggestions from Network members and Carers WA staff.

9. Reporting mechanism

Network attendance will be recorded on the Carers WA database for project reporting purposes.

Systemic issues identified in meetings will be recorded in the Carers WA Issues Log.

