



LGBTIQ+ Stakeholder Reference Group

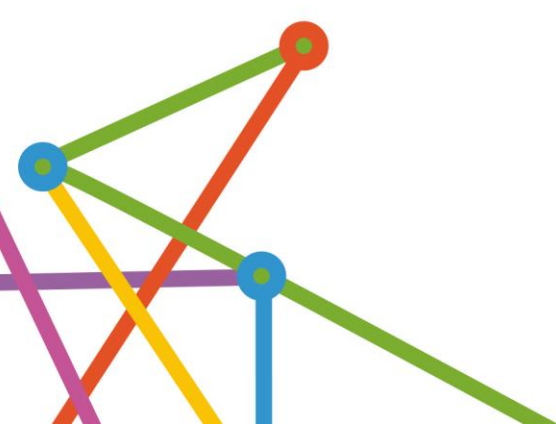
Terms of Reference

5 November 2020



**WA Primary
Health Alliance**
Better health, together

phn
PERTH NORTH, PERTH SOUTH,
COUNTRY WA
An Australian Government Initiative



1. Purpose

For seeking strategic, independent, timely guidance, advice or options from a range of experts in the field of LGBTIQ+ health service delivery and lived experience.

To provide insight and input from their field of expertise for consideration in the development and delivery activities and initiatives that improve and strengthen the inclusive practice of WA Primary Health Alliance, and influence the practice of our stakeholders.

2. Frequency and procedures

Members will be contacted **monthly** to ensure they remain informed of the progress of the project or activity and on how their input has shaped its development.

Where meetings are held in person then the Chair is responsible for ensuring they are run to an agenda and that minutes are maintained to capture agreed actions and progress.

3. Quorum

There is no quorum. It is the Project Leads responsibility to ensure that a broad range of perspectives are used to inform the project or activity and to utilize the advice of the Group alongside other quantitative and qualitative sources.

4. Structure

Members may be contacted individually (online or in person) or be brought together (online or in person).

5. Group members

Members are invited to join on the basis of their knowledge, skills and expertise. A diverse range of interests aims to be reflected in the membership.

6. Proxies

Membership cannot be extended to Proxies. Recommendation for additional members can be made to the WAPHA Project Lead for consideration.

7. Level of participation

This group operates within the Consult and Involve levels of the IAP2 Public Participation Spectrum.

Consult	to obtain stakeholder feedback on analysis, alternatives and/or decisions.
Involve	to work directly with stakeholders throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

8. Paid participation

Attendance at meetings of the LGBTIQ+ Reference Group does fall within the scope of the WA Primary Health Alliance Paid Participation Policy.

9. Amending the Terms of Reference

This Terms of Reference is based on the standard template used for all Expert Advisory Group and Reference Groups across WA Primary Health Alliance. They must not be amended, varied or modified. Any specific roles, responsibilities and membership within the standard scope may be added at section 11.

10. Document management

11. Specific roles, responsibilities and membership

Name	Role	Organisation (where member is participating in their employed role)
Jane Harwood	Co-chair Stakeholder Engagement Manager	WA Primary Health Alliance
Nicola Blacker	Engagement Support Officer	WA Primary Health Alliance
Bella Broadway	Co-chair	CAWA/ Metro Community Advisory Council Member
Sandra Norman	Co-chair	Living Proud/ Metro Community Advisory Council Member

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