

## Terms of Reference

<b>Role</b>	<p>The Maternity in Focus Advisory Group will:</p> <ul style="list-style-type: none"> <li>• Be a mechanism for the Maternity in Focus Project to partner with the community and maternity service sector in delivering the vision of Maternity <i>in Focus: The ACT Public Maternity System Plan 2022-2032</i></li> <li>• Be an avenue for participation for the community and maternity service sector partners by providing advice into the implementation of the Maternity in Focus First Action Plan 2022-2025</li> <li>• Identify future collaboration opportunities through the development of the second action plan.</li> </ul>
<b>Functions</b>	<p>Through their lived experience, expertise, knowledge, and sector wisdom the group will:</p> <ul style="list-style-type: none"> <li>• Provide advice to the MiF Executive Steering Committee on the implementation of the Maternity in Focus: First Action Plan 2022-2025</li> <li>• Provide advice on the development of project deliverables as required by the working groups or the project team with reference to identifying and overcoming barriers</li> <li>• Provide advice on the development on the second action plan</li> <li>• Be a resource for other maternity sector initiatives and contribute to the MiF working groups.</li> </ul>
<b>Values and Behaviours</b>	<p>Participation and engagement in the Maternity in Focus Advisory Group will reflect organisational values and the commitment to collaborating within the governance frameworks. Members will display signature behaviours including:</p> <ul style="list-style-type: none"> <li>• Accountable, transparent, decision-making</li> <li>• Genuine and respectful engagement with colleagues within the Directorates, across the ACT Public Service and the Health System and with community members</li> <li>• Open sharing of information to improve the delivery of services, to enable good governance, quality and accurate reporting and the development of evidence-based policies and programs, and</li> <li>• Innovative improvement of systems and services to achieve safe and effective person and family-centred care.</li> </ul>

<b>Membership</b>	<p>The Maternity in Focus Advisory Group will consist of up to 12 members that will represent a wide range of consumer and maternity sector perspectives and will may include representatives from:</p> <ul style="list-style-type: none"> <li>• Consumer representatives 2 or more</li> <li>• First Nation consumer representative</li> <li>• Non-government organisations</li> <li>• University and academic partners</li> <li>• Midwives</li> <li>• Obstetricians</li> <li>• Allied Health</li> <li>• General Practice</li> <li>• Maternal &amp; Child Health</li> </ul>
<b>Term</b>	The term of appointment will be for 12 months.
<b>Reporting Mechanisms</b>	The group will report to the Maternity in Focus Executive Steering Committee.
<b>Secretariat</b>	<p>Maternity in Focus Project Officer, ACT Health Directorate.</p> <p>Agenda item requests (and associated papers) for a meeting of the Advisory Group must be received by the Secretariat at least ten days prior to the meeting.</p>
<b>Agenda requests</b>	<ul style="list-style-type: none"> <li>• Meeting papers will be circulated five working days prior to the meeting</li> <li>• Minutes and action table to be circulated to members no later than fifteen working days after the meeting</li> </ul>
<b>Meeting Frequency /Duration</b>	The Advisory Group will meet Quarterly.
<b>TOR Review Frequency</b>	The Terms of Reference will be reviewed 6 months after commencement and then annually to ensure alignment with organisational governance arrangements or change in Maternity in Focus project requirements.
<b>TOR Approval</b>	MiF Executive Steering Committee of 8 May 2023.