



WA Country Health Service Executive Committee - Terms of Reference

1. Name

WA Country Health Service (WACHS) Executive Committee.

2. Purpose

The WACHS Executive Committee is responsible to the Chief Executive (CE). Its primary role is to:

- provide advice to the CE on strategic service and policy issues
- oversee whole of organisation issues and operations
- monitor the strategic and enterprise risks of the organisation
- oversee organisational performance across the range of functions
- support Executive teamwork within WACHS.

3. Background

While the CE of WACHS assumes ultimate responsibility for the leadership, management and performance of WACHS, Executive members are responsible and accountable for the leadership, management and performance of their designated services and associated accountabilities.

Collectively, the Executive Committee is accountable and responsible for the strategic and operational leadership, management and performance of the WACHS.

The WACHS Executive Committee reports and makes recommendations to the CE in line with the organisation's values and directions.

4. Scope

The Executive Committee's responsibilities include to:

- ensure that where possible a coordinated approach is adopted in the management of the organisation
- ensure the development of policies, plans and strategies for WACHS are coordinated, consistent and reflect best practice
- ensure transparent and accountable processes for resource allocation across the organisation
- provide oversight of corporate and clinical risk and ensure risk mitigation strategies are developed to manage significant risks
- monitor the performance of WACHS and facilitate improvements, as necessary
- where appropriate and beneficial, form cooperative and strategic partnerships with organisations outside of WACHS involved directly or indirectly in the delivery of health services
- provide other advice and action as requested by the WACHS CE or Board.

5. Membership

Members are not elected to the Executive but are appointed by virtue of the positions they occupy within WACHS.

Chair

The Chair of the WACHS Executive Committee is the CE. In the absence of the CE, the CE will appoint a member to act as Chair.

Members

- Chief Operating Officer
- Director Finance
- Director Aboriginal Health Strategy
- Director Office of the CE
- Executive Director Business Services
- Executive Director Health Programs
- Executive Director Infrastructure and Environment
- Executive Director Clinical Excellence
- Executive Director Innovation and Development
- Executive Director Medical Services
- Executive Director Mental Health
- Executive Director Nursing and Midwifery
- Executive Director People, Capability and Culture
- Executive Director Strategy and Change
- Regional Directors (x 7)

Ex-Officio Attendees – Advisory

- As required

A quorum is deemed to be at least 50% of the members and proxies including the Chair. A quorum excludes the Executive Officer and any invitees or ex-officio attendees. Should a quorum not be present, the committee may still meet, however all decisions must be approved at the subsequent meeting with a quorum present.

Additional invitees are permitted as required and approved by the Chair.

6. Proxies

Proxy attendance at Executive meetings is permitted only with the specific prior approval of the CE. Prior approval is not required where an officer is officially acting in the position held by an Executive member.

To make all Executive meetings as effective as possible, proxies should be given the authority of the nominating member to speak on their behalf on all applicable agenda items.

7. Secretariat

Office of the CE is to provide secretariat support to the Executive Committee and is to appoint an Executive Officer.

Papers and meeting schedules are to be circulated as per the *WACHS Guidelines for Committee Operations*.

8. Meeting Frequency

The Executive Committee is to meet monthly, a minimum of ten times per calendar year. This may alternate between face to face and videoconference.

An information Executive ‘Huddle’ will be convened every week for the purpose of raising ‘Hot Issues’ and to table contentious or emerging risks or issues.

Extraordinary meetings may be scheduled to deal with urgent issues as required.

9. Sub-Committees

The Executive may establish Executive Sub-Committees to assist the Executive in carrying out its purpose and responsibilities.

Minutes from each Sub-Committee are to be tabled for noting at Executive Committee meetings.

Each subcommittee is to provide an annual report to the Executive as outlined in the *WACHS Guidelines for Committee Operations*.

10. Evaluation

The Director, Office of the CE on behalf of the Chair of the Executive Committee is to conduct an annual assessment which includes reviewing the Terms of Reference and the role of any Executive Sub-Committees. Any material changes are to be submitted to the CE for approval.

DOCUMENT CONTROL

Revision Number	Date	Approved by
Version 3.00	14 October 2016	CE WACHS
Version 4.00	15 March 2021	A/CE WACHS

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