



WA Country Health Service (WACHS) Digital and Data Innovation Executive Sub-Committee - Terms of Reference

1. Name

WA Country Health Service (WACHS) Digital and Data Innovation Executive Sub-Committee.

2. Purpose

The Digital and Data Innovation Executive Sub-Committee is responsible to the WACHS Executive Committee. Its primary role is to provide oversight and set the strategic direction for the WACHS digital and data investment, in line with the business need, the WACHS Digital Strategy and to deliver maximum value.

3. Conduct of the Committee

As both individuals and collectively, the Digital and Data Innovation Executive Sub-Committee members are expected to provide high level leadership, exemplify safe, high quality practices and to support the strategic directions of the WA Country Health Service.

Members are expected to:

- Engage in and contribute to discussions and deliberations of the group;
- Respect and listen to the views of others;
- Strive for consensus;
- Abide by and promote the decisions and recommendations of the group;
- Represent the views of their respective program areas;
- Disseminate information arising from the meetings,
- Provide expert analysis and be aware of emerging trends, issues and views of WACHS business to enable informed discussion at meetings;
- Prepare adequately for meetings, including reading agenda papers, undertaking necessary research and conferring with other sources of information;
- Ensure when nominating a proxy, that the proxy has sufficient understanding of the items presented on the agenda;
- Prepare adequately prior to nominating an agenda item;
- Complete any actions and/or out of session work agreed to at meetings within the agreed timeframe;
- Deliberate and respond to out of session items with in the given timeframe; and
- Where specified, keep matters discussed at the meeting as confidential.

4. Scope

The Digital and Data Innovation Executive Sub-Committee's responsibilities include to:

- Articulate the strategic directions for WACHS Digital and Data Innovation;
- Develop strategies and provide advice to improve data management capabilities including optimising data sharing, and education and awareness;
- Ensure that the WACHS Digital and Data Innovation investments are aligned with business strategy and deliver maximum value;
- Ensure that key underlying planning, procurement, financial and project management frameworks are in place to achieve strategic objectives;
- Consider WACHS Digital and Data Innovation policy requests;
- Consider and endorse WACHS data and analytics initiatives and digital project business cases;
- Endorse Project Initiation Documents (PID) for WACHS digital and data projects, including approved budget, scope, time and quality parameters;
- Ensure WACHS digital and data projects are planned and delivered according to approved budget, scope, time and quality, including the realization of agreed benefits;
- Establish and direct project control groups and other committees as required, and resolve issues by exception (issues beyond delegation of groups on the basis of complexity, risk and/or materiality);
- Review project dashboards for WACHS digital and data projects, to monitor progress and risks, tracking against approved budget, scope, time and quality parameters;
- Review project exception reports for WACHS digital and data projects and resolve issues by exception (issues beyond delegation of groups on the basis of complexity, risks and/or materiality);
- Provide recommendations to the WACHS Executive on any significant variations to Digital and Data Innovation strategic direction;
- Consider issues or opportunities for improvement or technological innovation identified;
- Provide review and feedback for business initiated innovation and the alignment to WACHS/Health Digital Strategy;
- Ensure data frameworks support business needs, whether operational or strategic to enable effective business decision making;
- Monitor HSS performance to the agreed SLA and escalate items for resolution as appropriate;
- Ensure an appropriate framework for the identification, management and escalation of ICT specific risks and
- Provide input into WACHS strategies.

5. Membership

The Digital and Data Innovation Executive Sub-Committee membership list shall consist of the following:

Members:

- Executive Director, Innovation and Development
- Director Information Management & Technology
- Chief Operating Officer, Operations
- Clinical Lead Innovation and Development
- Medical Lead – Digital Innovation
- Director WACHS Command Centre
- WACHS Solution Architect
- Portfolio Manager – Digital Delivery Services
- Nursing Representative
- Business Services Representative,
- Health Programs Representative
- Secretariat

Regional Members:

- Director Population Health - Southwest
 - Regional Director - Kimberley
- Regional representatives can be rotated as required

Advisory:

- Director, Planning and Architecture (HSS)
- Health Information Management representative
- Data Analytics representative

Members are not elected but are appointed by virtue of the positions they occupy within the WA Country Health Service (WACHS).

Other stakeholders or business representatives may be invited to attend Digital and Data Innovation Executive Sub-Committee meetings in relation to a specific agenda item(s) and may be called to give presentations and advice on relevant matters as required.

6. Chair

The Chair of the Digital and Data Innovation Executive Sub-Committee is the Executive Director Innovation and Development.

7. Proxies

When members cannot attend, a proxy is required and must be briefed and able to fully represent the absent member.

8. Conflict of interest

A member of the Digital and Data Innovation Executive Sub-Committee who has duties or interests in conflict with their duties or interests on the Digital and Data Innovation Executive Sub-Committee, whether direct, indirect, financial, material or otherwise, must withdraw or declare a possible conflict of interest to the Chair.

The member is to withdraw from the Digital and Data Innovation Executive Sub-Committee for the duration of the deliberation in question, prior to any discussions or decisions on the matter being taken unless the Digital and Data Innovation Executive Sub-Committee determines the conflict is trivial or unlikely.

Where the Chair has excused a person from the Digital and Data Innovation Executive Sub-Committee for that matter, it may co-opt an alternative person to sit on the Digital and Data Innovation Executive Sub-Committee for the purpose and duration of the period during which such matter is under consideration.

9. Quorum

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.

10. Secretariat

Administrative support to the group will be provided by the Innovation and Development team and is the responsibility of the Executive Director Innovation and Development.

Papers and meeting schedules are to be circulated as per the [WACHS Executive Sub-Committee Operations Procedure](#).

11. Meeting Frequency

The Digital and Data Innovation Executive Sub-Committee is to meet monthly.

Out of session meetings may be scheduled to deal with urgent issues as required.

Minutes will be recorded by the minute secretariat and distributed to members within ten working days of the meeting.

12. Notice of Meetings

Members will forward items for inclusion on the agenda to the Secretariat at least five working days prior to the scheduled meeting dates.

Meeting papers to be issued no less than 3 days before hand.

13. Reporting

The Chair is to make available to the WACHS Executive for noting (via WACHS Executive Secretariat), the draft minutes and actions of meetings of the Digital and Data Innovation Executive Sub-Committee within ten working days of the meeting.

The Chair is to escalate any issues requiring attention of the WACHS Executive.

14. Evaluation

The Chair of the Digital and Data Innovation Executive Sub-Committee is to conduct an annual assessment which includes reviewing the Terms of Reference and the role of any panels, networks or working parties established by the Digital and Data Innovation Executive Sub-Committee. Any material changes are to be submitted to the WACHS Executive for approval.

DOCUMENT CONTROL

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