



WA Country Health Service (WACHS) Infrastructure Steering Group Executive Sub-Committee - Terms of Reference

1. Name

WA Country Health Service (WACHS) Infrastructure Steering Group Executive Sub-Committee.

2. Purpose

The Infrastructure Steering Group Executive Sub-Committee is responsible to the WACHS Executive Committee. Its primary role is to:

- strategically oversee WACHS alignment with and adherence the Strategic Asset Management Framework (SAMF)
- strategically oversee the development and implementation of the WACHS element of the WA Health Strategic Asset Plan (SAP) and whole of life asset management processes
- oversee the WACHS infrastructure program within the scope, time, cost and performance parameters laid down by the SAP
- be the peak advisory body in relation all WACHS infrastructure projects
- identify and risk manage high level strategic issues and risks arising in the WACHS infrastructure program.

3. Background

The Infrastructure Steering Group Executive Sub-Committee oversees, from a strategic context, infrastructure asset planning, asset procurement, asset operation and maintenance, and asset disposal requirements for WACHS. The group ensures compliance with relevant policies, guidelines and governance to ensure effective and consistent asset management, and infrastructure delivery functions across the organisation.

4. Scope

The Infrastructure Steering Group Executive Sub-Committee's responsibilities include:

- maintaining awareness of the relevant policy environment including undertaking regular monitoring and review
- identification and monitoring of risk
- maintaining awareness of performance within area of responsibility and drive systemic improvement
- ensuring planning and oversight of key initiatives
- providing a decision-making forum with the authority to respond to requests for decisions, or recommendations received from the WACHS Capital Project Control Group (CPCG) and the Southern Inland Health Initiative (SIHI) Capital Program Control Group (CPCG)

- ensuring capital expenditure and capital investment plans reflect service needs and priorities, and are aligned with endorsed health service plans and the WA Clinical Services Framework, and other relevant government or Department of Health interests and objectives
- reviewing and approving WACHS components of the Department of Health strategic infrastructure plans and infrastructure development programs
- endorsing capital/infrastructure business cases as required and recommend acceptance to the Director General
- monitoring by exception progress on projects against time, cost, quality and risk parameters
- receiving and endorsing regular project reports from the relevant State Delivery Agencies, Project Director and the Project Control Group
- ensuring that the expert advice and planning provided by the various consultants contributing to the project management and delivery aligns with Government and Health interest and objectives
- providing direction and guidance to the WACHS Project Director and the various Project Control Groups about objectives and strategies
- reviewing and endorsing the WACHS Minor Works Submission and any subsequent change requests
- providing advice, guidance and oversight across WACHS on the reporting, development, management and maintenance of building facilities and assets.

The Infrastructure Steering Group Executive Sub-Committee typically discusses and resolves matters by consensus. The Chief Executive as Chair makes final decisions.

5. Membership

Members are not elected to the Infrastructure Steering Group Executive Sub-Committee but are appointed by virtue of the positions they occupy within WACHS; supplementing the skills mix with co-opted expertise may at times be necessary.

6. Chair

The Chair of the Infrastructure Steering Group (ISG) Executive Sub-Committee is the WACHS Chief Executive.

If the Chairperson is not available, the Chief Executive will nominate in the first instance, the Chief Operating Officer – Operations, or another member to be Acting Chairperson. The Acting Chairperson is responsible for informing the Chair as to the salient points/decisions raised or agreed to at that meeting.

Key roles of the Chair include:

- the organisation and conduct of the ISG
- briefing ISG members in relation to issues arising in between meetings
- facilitating the effective contribution of all ISG members
- encouraging expression of a diversity of opinion.

Members

- WACHS Chief Executive
- Chief Operating Officer – Operations
- WACHS Director Infrastructure
- WACHS Director Financial Services
- WACHS Executive Director Nursing and Midwifery Services
- Project Director for WACHS
- Director Health Infrastructure Unit (System Manager)
- Manager Infrastructure (Secretariat)

The Infrastructure Steering Group Executive Sub-Committee or its Chair may co-opt temporary members onto the ISG as required.

Others may be invited to attend meetings of the ISG in relation to a specific agenda item(s) and may be called to give presentations and advice on relevant matters as required.

Proxy attendance at ISG meetings is permitted only with the specific prior approval of the Chief Executive, WACHS. (NB - Prior approval is not required where an officer is officially acting in the position held by a ISG member.)

To make all ISG 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.

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 ISG may still meet, however all decisions must be approved at the subsequent meeting with a quorum present.

A quorum is required before a meeting can proceed.

A quorum will exist if half of all ISG members, plus one, are present. (NB – proxies will be regarded as members for the purposes of achieving a quorum.)

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

A member of the ISG, who has duties or interests in conflict with their duties or interests on the ISG, whether direct, indirect, financial, material or otherwise, must withdraw or declare a possible conflict of interest to the Chairperson.

The member is to withdraw from the ISG for the duration of the deliberation in question, prior to any discussions or decisions on the matter being taken unless the ISG determines the conflict is trivial or unlikely.

Where the Chairperson has excused a person from the ISG for that matter, they may co-opt an alternative person to sit on the ISG for the purpose and duration of the period during which such matter is under consideration.

The proceedings of the ISG are confidential to members and are not to be disclosed except to the extent required of members to enable them to comply with ISG decisions, actions and directions.

Notice of 20 working days is to be provided for each meeting of the ISG.

The meeting agenda, with attached meeting papers, is to be distributed at least three (3) working days prior to the next scheduled meeting.

Proposed agenda items and associated papers are to be submitted to the Secretariat at least five (5) working days before the ISG meeting is to be held.

Before an item requiring discussion and/or ISG endorsement is accepted for the agenda, thorough preparatory work must be carried out including consultation with relevant parties, and other ISG members. The Chairperson may defer an agenda item to a subsequent meeting where it is clear that insufficient preparatory work has been undertaken.

No agenda papers which require consideration/discussion are to be tabled on the day of a meeting, unless under exceptional circumstances. The Chair has final approval of the agenda and may approve the tabling of urgent agenda items outside the above timeframe.

Members may propose out of session consideration where an item is urgent and requires ISG attention prior to a meeting. As for regular meeting papers, the out of session agenda item may be deferred where insufficient preparatory work has been undertaken.

All members are required to respond to out of session items within the given timeframe and the Executive Officer is to keep a record of these responses on file. Where an item becomes contentious, or difficult to resolve out of session, the Chair may choose to refer the item to a face-to-face meeting of the ISG for further discussion.

Items that are for noting only will not routinely be distributed to members out of session and will be held over until a formal ISG meeting.

7. Secretariat

The Infrastructure Unit is to provide secretariat support to the Infrastructure Steering Group Executive Sub-Committee and is to appoint an Executive Officer.

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

The role of the secretariat is to ensure that the administrative needs of the ISG and the Chair are met. The secretariat is expected to:

- receive and prepare agenda papers for consideration by the ISG
- distribute papers to members in sufficient time to allow members to consider them before the meeting
- generate minutes of meetings to the ISG according to the agreed timetable

- forward meeting records (or excerpts) to the relevant non-ISG members
- communicate with members on matters relating to the conduct of meetings
- facilitate liaison between the ISG and WACHS Planning and Service Sub-Committee and the WACHS Capital Project Control Groups
- complete any actions arising from ISG meetings as directed within the agreed timeframe
- keep and maintain relevant records on behalf of the ISG
- where, at the request of the Chair, it would assist the deliberations of the ISG, arrange for additional advice, information and/or expertise to be available to members.
- to make other arrangements and provide other reports as are necessary to enable the ISG to operate effectively.

The Secretariat is to prepare the minutes of each ISG meeting.

Full copies of the minutes, including attachments, are to be available to all members.

The minutes of each ISG meeting is to be monitored and maintained by the Executive Officer as a complete record in a formal file as required under provisions of the WACHS Record Keeping Plan and the *State Records Act 2000*.

The file is to include at least the following:

- Agendas and papers circulated with them.
- Attendance Record Sheets.
- Correspondence.
- Papers tabled at meetings and papers circulated other than with agendas.

The files are the property of WACHS and must be preserved in accordance with the *WACHS Record Keeping Plan*, the *State Records Act 2000* and the *Freedom of Information Act 1992*.

8. Meeting Frequency

The Infrastructure Steering Group Executive Sub-Committee is to meet every month.

Agenda items and decisions can be considered out of session via email or teleconference if necessary at the discretion of the Chair.

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

9. 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 Infrastructure Steering Group Executive Sub-Committee within ten working days of the meeting.

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

10. Evaluation

The Chair of the Infrastructure Steering Group 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 Infrastructure Steering Group Executive Sub-Committee. Any material changes are to be submitted to the WACHS Executive for approval.

DOCUMENT CONTROL

Revision number	Date	Approved by
1.00	October 2017	Infrastructure Steering Group Executive Sub-Committee

This document can be made available in alternative formats on request for a person with a disability

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