



# WA Country Health Service Operational Executive Sub-Committee – Terms of Reference

## 1. Name

The WA Country Health Service (WACHS) Operational Executive Sub-Committee (OES).

## 2. Purpose

The OES is responsible to the WACHS Executive Committee. Its primary role is to:

- Provide a senior forum for discussion of operational issues to improve communication, inter-regional coordination and strategy resolution.
- Provide advice to the COO and CE on strategic, service and policy issues, current and emerging strategic and enterprise risks.
- Partner with key stakeholders in planning, implementing and monitoring of strategies that will impact on operational areas.
- Support the implementation of service reform in accordance with WACHS strategic directions and plans.
- Support information sharing, collaboration, partnerships and engagement between Regional and Executive Directors.

## 3. Background

The OES is established to facilitate the contribution of Regional Directors to the effective strategic and operational management of delivering health services that are accessible, safe, patient focussed and of high quality that meet the needs of the community.

The OES reports to and makes recommendations to the WACHS Executive in line with the WACHS Strategic Plan and Operational Plan.

## 4. Scope

The OES members are to:

- represent the best interests of their region and the broader organisation and ensure where possible a coordinated and consistent approach is adopted in the management of regional services.
- provide expert analysis and be aware of emerging trends, issues and views of stakeholders to enable informed discussion at meetings.
- Provide advice, support and oversight of the operational performance of regions.
- Identify and monitor risk and risk mitigation strategies.
- Maintain awareness of the policy environment including regular monitoring and review.

## 5. Membership

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

### Chair

The Chair of the OES is the Chief Operating Officer (COO). In the absence of the COO, the COO will appoint a member to act as Chair.

Regional Director Goldfields  
Regional Director Great Southern  
Regional Director Kimberley  
Regional Director Midwest  
Regional Director Pilbara  
Regional Director South West  
Regional Director Wheatbelt

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 subcommittee 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.

### Proxies

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

To make all OES 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.

## 6. Secretariat

Office of the COO will provide secretariat support to the OES and is to appoint an Executive Officer.

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

## 7. Meeting Frequency

The OES is to meet bi-monthly. Meetings are to be scheduled the day prior to the WACHS Executive face to face meetings.

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

## 8. 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 Regional Director Forum within ten working days of the meeting.

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

## 9. Evaluation

The Chair of the OES 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 OES.

Any material changes are to be submitted to the WACHS Executive for approval.

## DOCUMENT CONTROL

Version number	Date	Approved by
1.00	19 March 2018	Jeff Moffet, WACHS Chief Executive
2.00	29 April 2020	Jeff Moffet, WACHS Chief Executive

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<b>Contact:</b>	Executive Liaison Officer, Office of the COO Operations (Y. Montgomery-Howard)		
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