



WA Country Health Service (WACHS) People, Capability & Culture Executive Sub-Committee - Terms of Reference

1. Name

WA Country Health Service (WACHS) People, Capability & Culture Executive Sub-Committee.

2. Purpose

The People, Capability & Culture Executive Sub-Committee is responsible to the WACHS Executive Committee. Its primary role is to lead workforce and organisational development strategy to contribute to enhanced organisational performance in line with WACHS Strategic Directions.

3. Background

The **WACHS Strategic Priorities 2019–2024** identifies that a skilled workforce supported by competent and inspiring leadership will improve service access, health outcomes and staff retention; skills development, engagement of all staff in improving services and integrated workforce planning will help address workforce gaps and enable WACHS to implement its strategic directions and priorities.

The **WA Country Health Service Operational Plan** (under development) identifies a range of key initiatives and projects in the workforce domain that are intended to support reform and change in WACHS.

4. Scope

The People, Capability & Culture Executive Sub-Committee's responsibilities include:

- Delivering outcomes under the WACHS Strategic Directions 2019-2024
- through the oversight of an integrated and interdisciplinary approach to
- workforce planning and programs and organisational development,
- centred on client service delivery.
- Supporting the achievement of the workforce dimension elements of
- objectives set out in the WACHS Operational Plan.
- Where necessary, overseeing WACHS implementation of health and
- public sector workforce strategies, programs and policies.
- Monitoring workforce compliance and performance reporting and leading
- associated quality assurance, risk mitigation and continuous improvement
- strategies across WACHS.
- Ensuring workforce policy and systems are aligned to organisational
- objectives, relevant legislation and supports service delivery.

5. Membership

The overarching membership of the WACHS People Capability and Culture Executive Sub-Committee will comprise the Chair, Members, Ex-Officio Attendees – Advisory and a Secretariat.

6. Chair

Executive Director People, Capability and Culture (Chair)

Members

- Representative, Medical Services
- Representative, Nursing and Midwifery
- Representative, Allied Health
- Representative, Mental Health
- Representative, Innovation & Development
- Regional Director Representative (rotate 12 monthly)
- Director, Human Resources
- Director, Industrial Relations
- Area Director, Aboriginal Health
- Regional HR Manager Representative (rotate 12 monthly)

Ex-Officio Attendees – Advisory

- Principal HR Consultant
- Manager Learning & Development
- Manager Work Health & Safety
- Manager Planning and Evaluation
- Principal Workforce Consultant, Performance and Planning

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.

Proxies are permitted at the delegation of members. Additional invitees are permitted as required and approved by the Chair.

7. Secretariat

- Office of the Executive Director People, Capability and Culture will provide secretariat support to the Workforce People, Capability & Culture Sub-Committee.
- Principal HR Consultant will be the Executive Officer.
- Papers and meeting schedules will be circulated as per the [WACHS Executive Sub-Committee Operations Procedure](#).

8. Meeting Frequency

The People, Capability & Culture Executive Sub-Committee will meet *Bi-Monthly, but may meet more frequently at the discretion of the Chair.*
 Out of session meetings may be scheduled to deal with urgent issues as required

9. Reporting

The Chair will make available to the WACHS Executive for noting (via WACHS Executive Secretariat) the draft minutes and actions of meetings of the Sub-Committee within ten working days of the meeting.
 The Chair will escalate any issues requiring attention of the WACHS Executive.

10. Evaluation

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

DOCUMENT CONTROL

Version Number	Date	Approved by
1.00	09/02/2016	Workforce Executive Sub - Committee
2.00	16/03/2020	Workforce Executive Sub - Committee
3.00	08/08/2020	WACHS Executive, Workforce Executive Sub-Committee
4.00	08/03/2021	WACHS People Capability and Culture ESC

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