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## Regional Executive Committee - Terms of Reference

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Effective: 30 March 2021

### 1. Name

The WA Country Health Service (WACHS) Wheatbelt Regional Executive Committee (WE).

### 2. Purpose

The WE is responsible for:

- providing governance, support and advice to the Regional Director on issues related to WACHS Wheatbelt, its staff, patients and clients.
- determining and enacting operational strategy within the WACHS Wheatbelt in the areas of service delivery and planning, financial management, human resource management, facilities management, clinical governance, corporate governance, risk management and stakeholder engagement.
- Making decisions and providing strategic advice to the Regional Director with regard to finance, risk and audit and ensuring a region wide response to financial risk and audit outcomes.

### 3. Scope

The primary functions of the WE are:

- supporting WACHS wide and WA Health strategic directions
- ensuring Wheatbelt processes are congruent with whole-of-health governance frameworks and reflect best practice
- ensuring linkages with and coordination of responses to WACHS and other state and national workforce reform strategies and initiatives.

### 4. Membership

Being a member of WE carries with it certain responsibilities and duties. Members are expected to:

- represent the best interests of WA Health and WACHS before their specific interests
- provide expert analysis and be aware of emerging trends, issues and views of stakeholders to enable informed discussion at meetings
- prepare adequately for meetings including, reading the agenda papers, undertaking any necessary research and conferring with other sources of information
- prepare adequately prior to nominating an agenda item for consideration
- 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 within the given timeframe
- where specified, keep matters discussed at meetings confidential
- be respectful of the views of other members and refrain from divulging the views expressed by individual members to any person outside the WE
- give proxy members the authority to represent that member's views on all issues of relevance.

### 5. Chair

The Chair will be the Regional Director or in their absence, a member of the WE nominated by the Chair. Key roles of the Chair include:

- the organisation and conduct of the meeting
- facilitating the effective contribution of all members
- encouraging expression of a diversity of opinion
- facilitation of liaison between WE and the WACHS Executive.

#### Members

- Regional Director (Chair)
- Director Medical Services
- Regional Director Nursing and Midwifery
- Operations Manager – Eastern
- Operations Manager – Southern
- Operations Manager - Western
- Director Business Services
- Director Population Health
- Manager Mental Health
- Manager Aged Care
- Manager Infrastructure and Support Services
- Manager Human Resources
- Regional Aboriginal Health Consultant

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

#### Proxies

Proxy attendance at WE meetings is permitted. However, the secretariat must be informed. (NB - Proxy is not required where an officer is officially acting in the position held by a WE member).

To make all WE 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.

### **Co-opted Expertise**

The WE, with approval from the Chair, may co-opt persons to temporary membership of the committee.

### **Invitees**

With approval from the Chair, others may be invited to attend meetings of the WE in relation to a specific agenda item(s) and may be called to give presentations and to advise on relevant matters.

A quorum will be the Chairperson (or nominee) and six other members.

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.

## **6. Conflict of Interest**

- A member of the WE, who has duties or interests in conflict with their duties or interests on the WE, 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 WE for the duration of the deliberation in question, prior to any discussions or decisions on the matter being taken unless the WE determines the conflict is trivial or unlikely.
- Where the Chairperson has excused a person from the WE for that matter it may co-opt an alternative person to sit on the WE for the purpose and duration of the period during which such matter is under consideration.

## **7. Confidentiality**

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

Minutes will be made available to the WACHS Wheatbelt and staff within the functional streams through posting on the intranet.

## **8. Secretariat**

The WE Secretariat is located within the Executive Services Team. The Coordinator of Executive Services is the Executive Officer (EO) and the initial contact person for all WE matters. The EO is to:

- communicate with members on matters relating to the conduct of the meetings
- complete any actions arising from meetings as directed by the Chair within the agreed timeframe
- at the request of the Chair, would assist the deliberations of the WE, 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 WE to operate effectively.

### **Role of the Secretariat**

The role of the Secretariat is to ensure that the administrative needs of the WE and the Chair are met. The Secretariat is responsible for:

- preparing agenda papers for consideration
- distributing papers to members in sufficient time to allow members to consider them before the meeting
- generating and distributing draft and final minutes of meetings to the WE according to the agreed timetable
- forwarding of meeting records (or excerpts) to the relevant non-WE members
- forwarding endorsement recommendation details for WACHS policy documents to the Policy Coordination Officer
- keeping and maintaining relevant records on behalf of the WE.

## **9. Records**

The Secretariat will keep files of at least the following:

1. Agendas, meeting papers and meeting records
2. Correspondence and papers circulated other than with agendas.

The files are the property of WACHS and must be preserved in accordance with the *State Records Act 2000* and the *Freedom of Information Act 1992*. The *Health Services (Quality Improvement) Act 1994* may also apply to the documents.

## **10. Meeting Frequency**

Ordinary WE meetings are to be held monthly. The Chair may from time to time, and as the need arises, call extraordinary meetings.

Meetings will generally be held at the WACHS Wheatbelt Regional Office (4/78 Wellington Street, Northam) and may be conducted by videoconference or teleconference as appropriate. Meetings may be held at other sites throughout the region.

## **11. Notice of Meetings**

An agenda and associated papers will be circulated to members no less than five (5) working days before the meeting.

### **Submission of Papers**

Proposed Agenda items and associated papers are to be submitted to the Secretariat at least seven (7) working days before the meeting is to be held.

Before an item requiring discussion and/or endorsement is accepted for the agenda, thorough preparatory work must be carried out including consultation with relevant parties and other WE members.

The EO, in consultation with the Chair has authority to defer an agenda item to a subsequent meeting where it is clear that insufficient preparatory work has been undertaken.

### **Out of Session Items**

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

All members are required to respond to out of session items within the given timeframe. 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 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 meeting. Where it is important, for reasons of timeliness, that information be disseminated, members should seek to do this via the secretariat.

## **12. Conduct of Meetings**

The EO is to provide a detailed synopsis of the meeting, including agreed actions, which will be distributed to members within three (3) working days of the meeting. Any issues and/or comments on the minutes should be addressed out of session to the EO. Final endorsement of the minutes will be sought out of session within five (5) days of the meeting. Approved minutes will be tabled at the WE.

The WE typically discusses and resolves matters by consensus. The Regional Director makes final decisions.

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

**DOCUMENT CONTROL**

Version Number	Date	Approved by
1.00	26 July 2018	S Conlan - Regional Director
2.00	30 August 2019	S Conlan - Regional Director
3.00	30 March 2021	R Ferrari - A/Regional Director

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