

Southern Inland Health Initiative Governance Group TERMS OF REFERENCE

1. Name

This group shall be known as the Southern Inland Health Initiative (SIHI) Governance Group.

2. Purpose of Group

The purpose of the SIHI Governance Group is to provide advice and recommendations for the Southern Inland Health Initiative programme and to provide a conduit of information to the Minister for Health, the Minister for Regional Development and the office of the Director General of WA Health. The SIHI Governance Group will be responsible for:

- providing support and advice on project scope, budget, program, quality and risks;
- reporting to the Minister for Health, the Minister for Regional Development, the Director General of WA Health and the WA Country Health Service Chief Executive Officer on the project(s) progress; and
- endorsement of project delivery, business case development and any scope change requests.

3. Accountability/Reporting

This group is accountable to the WACHS Chief Executive Officer.

4. Terms of Reference

The SIHI Governance Group will:

- monitor the projects financial outcomes;
- provide high level governance of the programme;
- advise the Minister for Health, the Minister for Regional Development and the Director General of Health on project issues and risks as appropriate;
- endorse progress of project(s) against the SIHI strategic objectives; and
- assist the SIHI Project Director with major risk and problem management.

5. Membership

The membership shall consist of the following:

- Chief Executive Officer, WACHS - Chairperson
- Minister for Health representative
- Minister for Regional Development representative
- Director General of Health representative
- Chief Operations Officer - South , WACHS
- Project Director SIHI, WACHS
- Area Director Infrastructure, WACHS

6. Proxies

A member may nominate a proxy to attend in their absence with the agreement of the Chairperson.

7. Conduct of Meetings

The Governance Group must comply at all times with common law, legislative and organisational requirements. The following operating procedures apply to the SIHI Governance Group:

7.1. Chairperson

The Chair for the life of the programme is the Chief Executive Officer or in the case of his relief, the Acting Chief Executive Officer.

7.2. Acting Chairperson

In the absence of the Chairperson, the Chief Executive Officer will nominate an acting Chairperson.

7.3. Committee Secretary

Secretarial support for the committee will be provided by the SIHI Project team and is the responsibility of the SIHI Project Director.

7.4. Notice of Meetings

Notice of Meetings, as far as possible will be sent with supporting papers five working days in advance of the meeting date. Meetings will be held bi-monthly.

7.5. Records of Proceedings

- Minutes will be recorded, including resolutions and action sheets as appropriate by the nominated Committee Secretary.
- Minutes will be circulated electronically to the membership within 5 working days of the meeting.
- The membership will have two working days to request amendments and a non-response will indicate confirmation of the minutes.
- Finalised minutes will also be distributed to the WACHS Executive Group.

7.6. Quorum

A quorum shall constitute 75% of the membership, including the Chair or deputy.

7.7. Decisions

The Governance Group typically discusses and resolves matters and decisions through a consensus process, with the Chairperson holding accountability and authority for sign off for the final decisions or recommendations.

7.8. Right to Co-opt

The SIHI Governance Group or its Chair may invite others to attend meeting in relation to a specific item(s).

7.9. Matters of Procedure and Order

The decision of the Chairperson is final in all matters of procedure and order.

Confidentiality

All minutes and proceedings of the SIHI Governance Group shall remain confidential and not be distributed outside of WACHS.

8. Conflict of Interest

A member of the Governance Group who has duties or interests in conflict with their duties or interests on the Governance Group, 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 Governance Group for the duration for the deliberation in questions, prior to any discussions or decision on the matter taken unless the Governance Group determines the conflict is trivial or unlikely.

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

9. Adoption, Review and Amendment of Terms of Reference

These Terms of Reference shall be altered only with the approval of the WACHS Chief Executive Officer. Terms of Reference first adopted in October 2011 and may be amended at any time with the agreement of the Chief Executive Officer.

Review Date	Amendments	By Whom
October 2011	First Issue	David Naughton
27 July 2012	<ul style="list-style-type: none">– Updated document to reflect meeting name change to SIHI Governance Group– Updated to reflect name changes to Country Health Services (CHS) from WA Country Health Services (WACHS)– Added updated logo to include Department of Regional Development and Lands	David Naughton
7 March 2014	<ul style="list-style-type: none">– Updated document to reflect name changes to WACHS from Country Health Services.– Updated to reflect names changes to Department of Regional Development from Department of Regional Development and Lands.– Updated Membership to remove Executive Director Clinical Workforce and Reform and include Chief Operations Officer – South, (WACHS.	David Naughton
1 August 2014	<ul style="list-style-type: none">– Updated membership to include Area Director Infrastructure, WACHS.– Minor edits.	David Naughton