

The Western Australian Minister for Health's Precision Health Council

Terms of Reference

1. Scope

The Western Australian Minister for Health's Council on Precision Health (Ministerial Council) is an advisory group established by the Western Australian Minister for Health (Minister) to provide strategic direction and recommendations for the greater implementation of precision health initiatives into the Western Australian (WA) health system.

The Ministerial Council will identify areas of expertise for, and potential barriers to collaborations that will deliver more effective, efficient, equitable and sustainable healthcare to the WA population, and promote WA as a regional and global leader in precision health. The Ministerial Council members will use their own knowledge, as well as that gleaned from engaging with local, national and international experts.

2. Term

The Ministerial Council will be convened on an ongoing basis until such time as the Minister determines it is no longer required.

3. Membership

a. Structure

The Ministerial Council will consist of one Chairperson and additional members to a total of up to fifteen members.

b. Composition and representation

Members will include WA representatives and experts from relevant stakeholder groups and sectors. This may include:

- the spectrum of integral precision health technologies (e.g. phenotyping, genomics, data);
- clinical and health services;
- policy makers;
- health and medical/clinical research;
- science, innovation and industry;

- Aboriginal health;
- philanthropic organisations; and
- health consumers/carers.

Members are invited to join the Ministerial Council by the Minister, and then are officially appointed upon acceptance of the invitation.

The Ministerial Council will be able to seek the advice of additional individuals with necessary expertise as required.

c. Roles and responsibilities

The Ministerial Council members will:

- provide strategic advice to the Minister and the Director General of Health (Director General);
- advise on the expansion of currently successful initiatives, and on the introduction and integration of new precision health initiatives in the WA health system;
- advise on mechanisms to enable an adequately resourced and skilled workforce, as well as an informed public, through meaningful public engagement focussed on improving community participation, health journeys, and patient outcomes; and
- advise on enabling a clinical, research and innovation environment conducive to improving the health and wealth of WA, through evidence-based and pragmatic approaches to the use of technologies, policies and legislation.

d. Chairperson

The Chairperson is responsible to the Minister.

The Chairperson will:

- act as the public spokesperson for the Ministerial Council if required;
- ensure recommendations and actions arising from meetings are appropriately assigned and progressed as agreed; and
- in consultation with the Director General, ensure the recommendations from the Ministerial Council are achievable within the resources available to the Ministerial Council, the WA Department of Health and the WA health service providers.

4. Reporting arrangements

The Ministerial Council (through the Chairperson) will report on the outcomes of each meeting to the Minister via the Director General.

a. Meeting schedule

The Ministerial Council will meet quarterly, preferentially face-to-face. However, teleconference/videoconference facilities will be made available if necessary.

b. Meeting protocols

Members wishing to nominate agenda items should do so in writing to the Chairperson, copied to the Secretariat no later than 10 days prior to the meeting date.

An agenda and any related supporting documentation will be circulated to members by the Secretariat no later than 7 days prior to the meeting date.

All decisions and actions arising from the meeting will be recorded in the minutes including any relevant background information. The minutes will be distributed by the Secretariat usually within 14 days of the meeting.

c. Proxies and apologies

Members whom represent an organisation may nominate one standing proxy to attend the Ministerial Council meetings when the member cannot attend. Notice must be provided to the Secretariat and Chairperson in advance of the meeting.

Nominated/standing proxies will be copied into all of the Ministerial Council's correspondence as a matter of form.

Members invited as individuals representing themselves, due to their particular skillset and knowledge, are not eligible to nominate a proxy. Apologies should be sent in writing to the Secretariat and Chairperson prior to the scheduled meeting date.

d. Vacation of office

Members may resign from the Ministerial Council at any time notifying the Minister in writing with a copy to the Chairperson and Secretariat. The appointment of replacement members is at the discretion of the Minister.

e. Termination

The Minister retains the discretion to terminate a member's appointment to the Ministerial Council at any time. In such instances, notice will be provided in writing by the Minister.

f. Quorum

Fifty percent + 1 of current members will constitute a quorum. A meeting may still be held if a quorum is not achieved, however no decisions can be ratified at such a meeting.

g. Business between meetings

The Chairperson may continue business in between meetings on behalf of the Ministerial Council, and the Secretariat will be provided with copies of all correspondence. The Chairperson may delegate these operations to other members (as appropriate) and all submissions and significant correspondence (e.g. response to a statutory body) should be cleared through the Chairperson (and the Minister at the Chairperson's discretion).

h. Decisions

Decisions both during meetings and out-of-session will be reached by consensus. If consensus cannot be reached, decisions will be made by majority, with information provided to the Minister on the range of opinions of members.

i. Remuneration

All involvement in the Ministerial Council (including meeting attendance) is conducted on an in-kind basis.

j. Terms of reference

The terms of reference will be reviewed annually and updated as required.

5. Official business and representation of the Ministerial Council's views

Any information to be released on behalf of the Ministerial Council will need to be cleared through the Chairperson, the Director General and the Minister. All contact with the media (including social media or web pages) on behalf of the Ministerial Council requires the approval of the Director General and the Minister.

6. Confidentiality

Unless otherwise indicated all papers and minutes for the Ministerial Council are strictly confidential. Release of the Ministerial Council documents will be made on determination of the Ministerial Council and the Minister. Members may, on occasion, be provided with other confidential material, which they should not disclose to anyone outside the Ministerial Council and should treat with the utmost care and discretion.

7. Dissolution of the Ministerial Council

The Minister may dissolve the Ministerial Council by notice in writing to the members.

8. Conflict of interest

All members of the Ministerial Council must declare all existing and potential conflicts of interest and stand aside when a conflict of interest arises or may be perceived. These are to be recorded by the Secretariat. Where a member has a declared conflict of interest on an item, they will not participate in discussion or decision making for that item.

9. Record keeping

Following dissolution of the Ministerial Council a copy of all documents and records generated by the Ministerial Council will be stored by the Secretariat.

10. Secretariat duties and contact details

Secretariat support will be provided by the Office of Population Health Genomics, within the Public and Aboriginal Health Division at the WA Department of Health.