



Paul Martin
Chief Executive Officer, Shire of Serpentine Jarrahdale
6 Paterson Street
Mundijong, Western Australia, 6123

Dear Paul Martin *Paul*

EMHS BYFORD HEALTH HUB STEERING COMMITTEE

The Serpentine Jarrahdale Shire is a rapidly growing local community, with a population projected to more than double by 2030. This anticipated growth has been met with significant investments and proposals to develop the local infrastructure and environment.

The 'Byford Health Hub' was announced as a McGowan and WA Labor Government election commitment in February 2021. To progress the health hub, the East Metropolitan Health Service (EMHS) will be taking a lead role in the development of the Byford Health Hub Program including a Business Case.

To support strong collaboration and leadership, I would like to extend an invitation to you to become a member of the EMHS Byford Health Hub Steering Committee. With your help, the Steering Committee will provide strong governance, identify and resolve issues and provide opportunities for increased collaboration will arise at all stages of the program.

The Steering Committee will provide strategic oversight and governance for the Byford Health Hub Program. The first meeting is proposed for 10:30-11:30am on Tuesday 24 August 2021, with an ongoing commitment to meet monthly is anticipated for the duration of the program. The draft Terms of Reference are attached for your information.

I would be grateful if you could inform me by the Friday 13 August 2021 if you or your delegate wishes to accept this invitation. If you would like further information, please contact Joel Gurr, Executive Director, Clinical Service Strategy and Population Health via email Joel.Gurr@health.wa.gov.au.

I look forward to your involvement in this program and ongoing partnership to progress the Byford Health Hub.

Yours sincerely

Liz MacLeod
Chief Executive
EAST METROPOLITAN HEALTH SERVICE
29 July 2021

Terms of Reference

East Metropolitan Health Service (EMHS) Byford Health Hub Steering Committee

1. PURPOSE

The purpose of this Steering Committee (SC) is to provide oversight and governance to the Byford Health Hub Program, including scope, development, process, and risk management; to ensure progress of the Byford Health Hub Ministerial election commitment.

2. BACKGROUND

The Serpentine Jarrahdale Shire (the Shire) is a rapidly growing government area, with a population projected to more than double by 2039. This growth has been met with significant investments and proposals to develop the local infrastructure and built environment.

The Byford Health Hub was announced as a McGowan and WA Labor Government election commitment in February 2021. To progress the Byford Health Hub Ministerial election commitment and strategic priority of Government, EMHS will take a lead role in the development of a Business Case for the Byford Health Hub.

3. ACCOUNTABILITY

The Steering Committee is accountable to the EMHS Board via the EMHS Chief Executive.

4. FUNCTIONS AND RESPONSIBILITIES

The Steering Committee will:

- Provide strategic oversight and guidance on the scoping, development, process, and risk management for the Byford Health Hub Program; In doing so:
 - Guide the development of a comprehensive business case for submission to Government via the EMHS Board for consideration for funding for the preferred option for the Byford Health Hub.
 - Seek specialist advice to support the Byford Health Hub Program development, using the four Working Groups *being established* (Facilities, Commercial, Service Delivery and Digital and Innovation) for contemporary considerations in the delivery of services.
 - Leveraging consultation and engagement plans for the Byford Health Hub Program, including community/consumers and service providers/clinicians and the Reference Groups *being established* and

ensure alignment of infrastructure, service mix and levels with demand modelling and operating model with community needs and the broader whole of health system.

- Provide advice and guidance to ensure that the project is developed in accordance with WA Government and WA Health Strategic priorities, and the Shire of Serpentine Jarrahdale Health and Wellbeing Strategy.
- Advise on the process for conducting appropriate due diligence, assurance, and risk management for facilities management in a co-location / shared infrastructure and integrated operating model.
- Advise on other matters of a contractual or commercial nature on which EMHS/ the Shire must engage with the private/NGO operators in order to implement the project.

5. CHAIR

Chief Executive Officer, East Metropolitan Health Service

6. MEMBERSHIP

The Steering Committee will consist of:

- Chief Executive, EMHS (Chairperson)
- Executive Director, Clinical Service Strategy and Population Health, EMHS
- Executive Director, Corporate Services and Contract Management, EMHS
- Executive Director, Finance and Infrastructure, EMHS
- Executive Director, AKG
- Chief Executive Officer, Shire of Serpentine Jarrahdale
- Chief Executive Officer, Peel Development Commission
- Executive Director, Resourcing and Purchasing, Department of Health
- Chief Executive, CAHS
- Commissioner, Mental Health Commission
- Chief Executive Officer, WAPHA
- Representative from Department of Treasury WA
- Consumer Representative (TBC)

Where a SC member is unable to attend a meeting, a proxy may be nominated for that meeting. Proxy members have voting rights and decision-making authority.

The SC may invite non-members to participate in meetings to provide information, expert advice, or to observe proceedings. This may include consumer representatives, or other external persons. Non-members do not have voting rights.

The SC chairperson will ensure invited persons are aware of their responsibilities and obligations with regards to confidentiality as outlined in the EMHS Confidentiality and Privacy Policy.

7. SECRETARY

SC secretariat will be provided by the EMHS Planning, Innovation and Commissioning (PIC) team.

The Secretariat will:

- Receive and prepare agenda papers, minutes, action statements and summary of meeting reports.
- Maintain registers of attendance and conflicts of interest.
- Keep and maintain relevant records on behalf of the SC, in accordance with the State Records Act 2000 and the Freedom of Information Act 1992.

8. CONFLICT OF INTEREST

Members must consider any actual or perceived conflict of interest prior to the commencement of the meeting and either recuse themselves, provide a proxy (who does not carry the conflict) or declare the conflict prior to any discussion.

Significant breaches of the Conflict of Interest Policy will be raised with the Accountable Officer.

9. OPERATING PROCEDURES

9.1. Meetings

The SC shall normally meet monthly. The Chair may convene a special meeting in which case all SC members shall receive at least 24 hours' notice of the meeting in writing, by email or phone.

9.2. Quorum

A quorum consists of 50% of the SC membership, plus one.

9.3. Apologies

If a member is to be absent, then an apology should be given through the Secretary to the Chair

9.4. Voting

Each member of the SC has the right to vote. Ex-officio members or any other persons in attendance may not vote. The Chair shall have the casting vote.

9.5. Conduct of Meetings

The decision of the Chair is final in all matters of procedure.

9.6. Agenda

An agenda and associated papers will be circulated to the membership at least 3 working days prior to each meeting.

9.7. Submission of papers

Proposed agenda items and associated papers are to be submitted to the SC Secretariat at least three (3) working days prior to the meeting.

The Chair has final approval of the agenda for the SC and may approve urgent additions to the agenda.

9.8. Reference Groups and Working Groups

The SC will establish reference groups and/or working groups for specific purposes. These include:

- Two Reference Groups - Service Provider and Clinical, and Community and Consumer.
- Four Working Groups – Facilities, Commercial, Service Delivery and Digital and Innovation.

The establishment and purpose of such groups will be recorded in the minutes along with the expected time of disbandment of the groups and the deliverables expected of it.

10. CONFIDENTIALITY

The proceedings and Records of the SC are confidential to members of the SC and are only to be used for authorised work-related purposes. The disclosure of any information obtained in the course of this committee, will only be permitted to other authorised users. Any unauthorised access or disclosure is prohibited and is considered a breach of confidentiality and serious misconduct and will be dealt with accordingly.

All paper-based information must be kept secure.

The official copy of records will be stored by the Secretariat as per the EMHS Recordkeeping Plan.

11. ADOPTION AND AMENDMENT OF TERMS OF REFERENCE

These Terms of reference were endorsed by the EMHS Chief Executive

Signed: _____ Date: _____

The SC will evaluate its Terms of Reference, performance and need for continuation on a 6-monthly basis.

Amendments to these Terms of Reference must also be endorsed by the EMHS Board.

Document control and history:

Version	Revision Date	Details of amendments	Endorsed by / date
1.0	01/12/21		