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Government

North West Hospital and Health Board

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**Engagement Committee**  
a North West Hospital and Health Board Committee  
**Terms of Reference**  
**(Charter)**



## DOCUMENT INFORMATION

This document is owned by the Chair of the Engagement Committee.

It will be interchangeably referred to as Committee Terms of Reference; or the Charter.

## VERSION HISTORY

The following outlines changes made to each version of this document:

Version	Change Description	Author	Date Endorsed by Committee
1	Initial document	Committee Chair, Stephanie De La Rue	
2	Revised	Committee Chair, Annie Clarke	23/08/13
3	Revised	A/Committee Chair, Paul Woodhouse	18/12/14
4	Revised	Committee Chair, Annie Clarke	17/11/15
5	Revised	Committee Chair, Paul Woodhouse	13/04/18

## SIGN OFF

Endorsed by:

Lisa Davies Jones  
Chief Executive  
North West Hospital and Health Service

Paul Woodhouse  
Chair  
Engagement Committee

16/04/2018

16/04/2018

Approved by:

Paul Woodhouse  
Chair  
North West Hospital and Health Service Board

16/04/2018

## REVIEW DATE

This document will be reviewed every year from date of approval. The next review will be within 1 month of 13<sup>th</sup> March 2019.



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## Contents

Contents .....	3
1. BACKGROUND .....	4
2. PURPOSE .....	4
3. REPORTING .....	5
4. AUTHORITY AND INDEPENDENCE .....	5
5. RESPONSIBILITIES OF THE COMMITTEE.....	5
6. MEMBERSHIP .....	7
7. MEETINGS.....	8
8. AGENDAS.....	9
9. MINUTES .....	9
10. SECRETARIAT.....	10
11. SUB-COMMITTEES .....	10

## 1. BACKGROUND

- 1.1 The North West Hospital and Health Board (Board) established the Engagement Committee (Committee) on 31 July 2012 as part of its governance framework.
- 1.2 This document establishes the authority and responsibility of the Committee so that it may function effectively as a key governance body of North West Hospital and Health Service (NWHHS).
- 1.3 The Committee Chair will provide a written report to the Board at each meeting or as required.

## 2. PURPOSE

- 2.1 The role of the Committee is to:
  1. To support a model of local decision making, in order to drive innovation and flexibility to pursue local efficiencies; and
  2. To provide independent assurance and assistance to the Board regarding:
    - a) Clear communication with North West communities regarding the activities and actions of the NWHHS.
    - b) The establishment of effective relationships and partnerships with key internal and external stakeholders.
    - c) The establishment of formal or informal relationships with stakeholders identified as necessary to facilitate and promote the goals and objectives of the NWHHS.
    - d) The development and maintenance of a positive public image for the NWHHS and in order to protect the reputation of the NWHHS staff.
    - e) Contribution to the Strategic Plan, the development of an organisation wide Engagement Plan and any associated operational plans.
- 2.2 The Committee does not replace or replicate established management responsibilities and delegations, the responsibilities of other executive management groups within NWHHS, or the reporting lines and responsibilities of NWHHS management or executive. The committee Chair will provide prompt and constructive advice directly to the Board Chair and Chief Executive, particularly when issues are identified that could present a material risk or threat to Health Service patients, employees, others or the public integrity of the NWHHS.

### 3. REPORTING

The Committee will provide the following reports:

- Report to Board, outlining relevant considered matters as well as the committee's opinions, decisions and recommendations.
- Circulate minutes of the committee meetings to the Board and invited guests if appropriate or necessary.
- By 30 September each year, prepare an annual report to the Board summarising the performance and achievements for the previous year. An interim program of the planned activities for the coming year is also to be provided.
- Submit a summary of the Committee's activities for inclusion in NWHHS Annual Report.

### 4. AUTHORITY AND INDEPENDENCE

4.1 The Committee has no executive powers, unless delegated to it by the Board.

4.2 The Committee is a committee of the Board and is directly responsible to the Board. In discharging its responsibilities the committee has the authority to:

- a) Conduct or authorise investigations into matters within its scope of responsibility.
- b) Access information, records and personnel of NWHHS for such purpose, through the Health Service Chief Executive.
- c) Request the attendance of any employee, including executive staff, at Committee meetings, through the Health Service Chief Executive.
- d) Conduct meetings with NWHHS clinical service auditors and experts as necessary.
- e) Seek advice from external parties, as necessary.

### 5. RESPONSIBILITIES OF THE COMMITTEE

5.1 The responsibilities of the Committee include:

- Developing effective internal and external communication strategies.
- Actively engaging the NWHHS workforce in the actions and activities of the NWHHS.
- Ensuring the robust formulation of an Engagement policy to support the development of effective strategic relationships and partnerships with stakeholders.
- Monitoring and evaluating the outcomes of audits, reviews and reports (including media reports) with regard to their relevance to, and impact upon, stakeholder relationships and



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## North West Hospital and Health Board

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where necessary development of strategies to improve communication and services and to minimise any possible negative impacts upon NWHHS engagement with stakeholder groups.

- Providing advice and recommendations to the Board with respect to opportunities for collaborating with organisations and individuals to improve the delivery of NWHHS initiatives or services.
- Monitoring compliance with legislative requirements in relation to developing and implementing engagement strategies.
- Actively collaborating with external stakeholders on the delivery of engagement activities in order to improve communication and collaboration between health service providers.
- Preparing relevant public statements on specific aspects of NWHHS business and interests, including media statements.
- Supporting the development, execution and monitoring of agreements with stakeholder groups.
- Providing avenues for effective communication between the Board and stakeholder groups including supporting the engagement activities of other Board Committees.
- Facilitating Information sharing and discussion within and between facilities and services.
- Analysing the environment, risks and opportunities surrounding NWHHS at least annually.
- Providing advice and reports to the Board, the Chief Executive and the Board Chair as required.

## 6. MEMBERSHIP

Membership of the Committee consists of the following:

### 6.1 Standing Members (voting)

NWHHS Board Members:

- Mr Paul Woodhouse (Engagement Committee Chair)
- Mrs Annie Clarke Ms Karen (Kari) Arbouin
- Dr Don Bowley

6.2 Independent Member, where need and skills are identified (To be appointed by the Board and the appointment minuted).

### 6.2 Invited Participants and Guests (non-voting)

All members of the Board and the NWHHS Chief Executive are invited to participate in each meeting.

Other guests are invited to attend subject to approval by the Committee Chair.

If a member or an invited participant of the Committee is unable to attend due to leave, the person acting in their place (if there is one) should attend the Committee to represent the area of service and for professional development of the person.

Invited participants:

- Chief Executive
- Executive Director of Medical Services and Clinical Governance
- Executive Director of Corporate Services
- Executive Director of Nursing and Midwifery and Clinical Services
- Executive Director of Integrated Health Services
- Director of Nursing, Integrated Health Services
- Director, Mental Health Services
- Director, Clinical Governance
- Director of Board Operations
- Media and Communications Officer (Secretariat)
- Director of Cultural Capability and Engagement
- Consumer Representatives (3)

### 6.3 New Members

- a) As a form of induction, it is the responsibility of the Committee Chair to provide new Standing Members and Invited participants with a copy of the following documents prior to their first meeting:
  - the Terms of Reference (if not already supplied)
  - the minutes of the last three meetings of the Committee (where appropriate)
- b) A person acting in any of the above positions is considered to be a member of the Committee for the term of the acting arrangement, and will require induction as per new members.
- c) Only the Board may appoint Standing Members. The Committee Chair may invite guests as they consider appropriate.
- d) If the Chair is temporarily unable to perform his/her duties (e.g. they are unable to attend a meeting) he or she will nominate another Board member on the Committee to act as Chair.

Other guests are invited to attend subject to approval by the Chair.

## 7. MEETINGS

- 7.1 The Committee will meet at least quarterly or as required by the Board or the Chair.



- 7.2 Meetings will be conducted at a place determined by the Chair.
- 7.3 Meetings will be conducted on a formal basis and be minuted.
- 7.4 A quorum consists of the Chair (or Acting Chair) and at least one other voting Standing Members.
- 7.5 There will be no provision to appoint proxies to attend meetings on behalf of Standing Members.
- 7.6 Invited guests will need to be agreed by the Chair and Board Chair prior to the meeting.

## 8. AGENDAS

- 8.1 An agenda is to be prepared for meetings, in consultation with the Committee Chair, with relevant papers attached and distributed to members one week prior to the meetings.
- 8.2 Agenda items may be considered out of session by electronic or other means and should be minuted at the next available meeting.

## 9. MINUTES

- 9.1 Minutes of the meeting must be forwarded to members within 1 week after the meeting.
- 9.2 The Minutes must record the following:
  - Date and location of meeting
  - Attendees, apologies, proxies
  - Agenda items discussed
  - Action items (including responsibility and timeframe)
  - Decisions taken (including rationale for decisions)
- 9.3 Minutes of the preceding meeting must be confirmed at each meeting, which includes a review of the action items outstanding.
- 9.4 The Minutes must be approved by the Committee Chair prior to circulation.
- 9.5 Once approved, the Minutes of the meeting will be emailed to all members.

## 10. SECRETARIAT

- 10.1 Secretariat support will be provided by the nominee of the Chief Executive.
- 10.2 The Secretariat will be responsible for the preparation and circulation of the meeting agenda (and supporting papers) and minuting meetings.
- 10.3 The Secretariat will ensure that electronic copies of all relevant documents to the Committee (Including agendas, position papers and minutes) are saved in a secure electronic directory on the NWHHS network.

## 11. SUB-COMMITTEES

The Committee may create sub-committees at any time to perform specific tasks or responsibilities supportive of the activities of the Committee. Terms of Reference, membership, reporting arrangements and sunset arrangements should be specified at time of establishment.

## 12. TERMINATION

- 12.1 The Committee shall remain in existence and in compliance with this Terms of Reference until such time as it is dissolved by the Board.

## 13. DEFINITIONS

*Standing Member:* A specific position approved and appointed by the Board to participate on the Committee each meeting.

*Invited Participant:* A specific person approved by the Chair to attend each committee meeting at their discretion.

*Guest:* A specific person requested by the Chair to attend and provide expertise to specific meetings.