

 WAPHA WA Primary Health Alliance	<p align="center">PHN Council</p> <p align="center">Perth North, Perth South & Country WA</p>
WA Primary Health Alliance	Terms of Reference

The WA Primary Health Alliance (WAPHA) is the planning and commissioning body that has been contracted by the Commonwealth Government to operate the three Primary Health Networks (PHNs) in WA - Perth North, Perth South and Country WA. WAPHA is the single point of contact where primary health and social care comes together at the State and local level. WAPHA is dedicated to building a robust and responsive patient centred primary health and social care system that ensures the patient receives the right care, at the right time and in the right place.

GOVERNING BODY

The Primary Health Network (PHN) Councils operate under the auspice of the WA Primary Health Alliance (WAPHA).

MEMBERSHIP

PHN Council members have a duty to act in the best interests of WA Primary Health Alliance (WAPHA) as a whole and represent any particular group or organisation, even though they may contribute the view of a group or organisations to the debate.

Each PHN has a PHN Council. The PHN Council has the following membership.

PERTH NORTH and SOUTH PHN MEMBERSHIP	COUNTRY WA PHN MEMBERSHIP
1 x WAPHA Director being Chair	1 x WAPHA Director being Chair
1 x Chair of Clinical Commissioning Committee (CCC)	1 x Chair of Clinical Commissioning Committee (CCC)
1 x Chair of Community Engagement Committee (CEC)	3 x Community Representatives
1 x Person with an interest and/or experience in Aboriginal and Torres Strait Islander Health	2 x Person with an interest and/or experience in Aboriginal and Torres Strait Islander Health
1 x Area Health Service Board Chair	1 x WA Country Health Services Board Chair
1 x Area Health Service CE	1 x Country Health Services Chief Executive
1 x Area/Hospital Medical Director	1 x Country Health Services Medical Director
1 x WAPHA PHN GM Ex Officio	1 x WAPHA PHN GM Ex Officio

NOMINATION AND APPOINTMENT

Nominations for WAPHA PHN Councils are called annually. A nomination process informs the selection of council members.

PHN Council members are appointed to WAPHA's PHN Council by the WAPHA Board's Nominations, Governance and Remuneration Committee (NGRC). The Chair of the PHN Council will be a WAPHA Board member.

The Chair will nominate a member of the PHN Council to chair the meeting in their absence. The PHN General Manager will attend all PHN Council meetings.

It is the responsibility of any member appointed to the PHN Council to give prior notice if they are unable to fulfil any duties required of the council or to nominate a suitable replacement to carry out duties in their absence.

PURPOSE

The PHN Council is the PHN's principal strategic advisory body. The PHN Council provides advice in two directions, one to the PHN operating team (through the PHN General Manager) and secondly to the WAPHA Board.

The PHN Council may convene working groups as necessary to consider particular issues in depth and report back to the PHN Council. These working groups may consult with external experts in the field, to inform their deliberations.

FREQUENCY

The PHN Council will meet a minimum of six meetings per calendar year. Additional meetings may be scheduled if required by the PHN Council. In the event of a significant risk or opportunity, the PHN Council will meet as soon as possible following notification of the risk or opportunity.

TENURE

PHN Council members are appointed for a 12 month period. At the end of the term, members are eligible for re-appointment. Appointments can be rolled over annually, with the approval of the NGRC.

OBLIGATIONS

All members of the PHN Council and persons assisting the council will:

- comply with these Terms of Reference; and
- declare and manage conflicts of interest at the commencement of each meeting.

DECISIONS

PHN Council decisions are made by consensus, in which the council agrees to support decisions, in the best interests of the whole.

Where consensus cannot be reached, the Chair can call for a vote. Where a vote is called, one vote will be given to an organisation, regardless of the number of PHN Council members representing that organisation.

The minutes of the meeting will record any issues and concerns of any individual.

AUTHORITY

The PHN Council is a Committee of WAPHA and has no authority independent of the functions delegated to them. The functions of the council do not relieve WAPHA's Board from any of its responsibilities.

QUORUM

A quorum for a meeting is 60% of the appointed PHN Council members including the Chair or delegated Chair.

If some members cannot be present at a vote or have a declared conflict of interest, a new quorum will need to be calculated, and then the 60% of appointed PHN Council members is applied to determine the new quorum.

DELEGATIONS

PHN Councils do not have financial delegations.

REPORTING

The PHN Council will report directly to the WAPHA Board via the Board member on the PHN Council. In addition the PHN Council has a reporting relationship to the CCC/RCCC, CEC and Community Working Groups.

COMMUNICATION

Where practicable, the agenda, together with reports and documents will be forwarded to members in sufficient time to enable consideration prior to meetings.

Accurate action items will be kept of each PHN Council meeting by the PHN. The minutes of a meeting shall be submitted to Council members for ratification at the next meeting. When confirmed, the action items shall be signed by the Chair.

Action items delegated to people not present at the meeting will be communicated directly to them within a maximum of one week from the date of the next meeting.

SUPPORT

The PHN provides secretariat support to the PHN Council. Under the direction of the Chair and/or General Manager, duties may include:

- Providing administrative support through taking meeting minutes, circulating agendas and liaising with committee members;
- Assisting in the induction of newly appointed committee members;
- Producing and maintaining the Annual Plan; and
- Ensuring effective information flow within the PHN Council and between other WAPHA PHN Councils and Committees.

COUNCIL RESPONSIBILITIES

General Responsibilities

- Provides strategic advice to both the WAPHA Board and PHN team on emerging local and regional matters relating to primary health care;
- Builds the capacity of communities and service providers;
- Is the point of intersection between primary care, social care and the broader health system placing an emphasis on integrated health care within the PHN;
- Monitors the performance of the PHN based on data, and in comparison with other PHNs both within WA and across Australia;
- Provides advice and recommendations on any related matters of significance;
- Is responsible for ensuring all PHN activities result in improved health outcomes for Western Australians;
- Develops relationships with other WAPHA PHN Councils to:
 - continually improve the effectiveness of the councils and committees;
 - build a collaborative governance model;
 - disseminate information; and
 - share good practice and innovation; and
- Is a champion for primary health care reform.

Key Commissioning Responsibilities

- Ensures that all commissioning recommendations are consistent with WAPHA's strategic framework, State and Commonwealth health reform priorities;
- Makes recommendations to the WAPHA Board informed by the:
 - Needs Assessment;
 - Clinical Commissioning Committee; and
 - Community Engagement Committee (CEC)/Community Working Groups (CWG);
- Convenes working groups as necessary to consider particular issues in depth and report back to the PHN Council. These working groups may be resourced from within the PHN or use external experts via the Health Innovation Hubs;
- Engages with other WAPHA PHN Councils to ensure dissemination and sharing of good practice and innovation, and identify opportunities for commissioning across PHN initiatives; and
- Develops an Annual Plan which is to be submitted to the Commonwealth Government.

Key Outcomes

- Reviews and approves the Needs Assessment for its region to ensure it is in line with the PHN's understanding of regional health needs and services;

- Considers and approves commissioning priorities and options recommended by the Committees;
- Approves the establishment of Health Innovation Hubs/working groups to assist in the development of solutions and options;
- Develops and submits an Annual Plan to the WAPHA Board for endorsement, prior to submitting to the Commonwealth Government;
- Ensures the WAPHA Board is informed of, and approves all recommendations relating to the scenarios below:
 - An organisation which has had its contract recommended for termination;
 - An organisation whose contract with WAPHA reaches its end date, and that organisation has applied for, but was not awarded, a new contract; and/or
 - An organisation whose contract with WAPHA reaches its end date, and WAPHA has determined that those services being delivered will no longer be funded; and
- Escalates any contentious issues to the WAPHA Board.

REPRESENTING THE COMMITTEE

PHN Council members should be aware that they are required to act in a way that promotes and upholds the reputation of the WAPHA when representing the PHN Council at any events or functions.

REVIEW

These Terms of Reference will be reviewed every 12 months and at the end of the contract in 2018.

Each review period will assess the PHN Council's membership, purpose and overall performance.