

# Charter

## Board Safety and Quality Committee as at February 2024

### 1. Purpose

The purpose of the West Moreton Hospital and Health Service (**WMHHS**) Board Safety and Quality Committee (the **Committee**) is to assist the Board in its oversight of West Moreton Health's patient safety and quality related strategies, performance, governance arrangements and improvements. The Committee is also responsible for promoting a culture of open and honest reporting of any situation that may threaten the quality of patient care. In fulfilling its responsibilities, the Committee will observe and promote the organisational values of *connect, respect and excel*.

### 2. Authority

The *Hospital and Health Boards Act 2011* (the **HHBA**) requires the West Moreton Hospital and Health Board (the **Board**) to establish a Safety and Quality Committee<sup>1</sup> with the functions set forth in section 45 of the [Hospital and Health Boards Regulation 2023](#) (**Regulation**). In accordance with this requirement, and in order to assist the Board to effectively and efficiently perform its functions, the Board has established a committee to be known as the Safety and Quality Committee (the **Committee**).

The Committee is an advisory committee of the Board and has no executive powers, unless the Board, by resolution, delegates a certain power to the Committee. The Committee may examine any matter in relation to its functions as it sees fit or as requested by the Board. Where a matter for consideration is beyond the scope of the Committee's functions, the decision is to be referred to another committee of the Board where relevant, or to the Board.

### 3. Functions

In accordance with section 45 of the *Hospital and Health Boards Regulation 2023*, the Committee has the following functions:

- a) Advising the Board on matters relating to the safety and quality of health services provided by West Moreton Health, including West Moreton Health's strategies for:
  - i. Minimising preventable patient harm
  - ii. Reducing unjustified variation in clinical care
  - iii. Improving the experience of patients and carers of West Moreton Health in receiving health services

- iv. Complying with national and State strategies, policies, agreements and standards relevant to promoting consultation with health consumers and members of the community about the provision of health services by West Moreton Health, for example: 'National Safety and Quality Health Service Standards' and 'Australian Charter of Healthcare Rights', published by the Australian Commission on Safety and Quality in Health Care and 'Queensland Health public patients' charter', published by the Department of Health.
- b) Monitoring West Moreton Health's governance arrangements relating to the safety and quality of health services, including by monitoring compliance with West Moreton Health's policies and plans about safety and quality
- c) Promoting improvements in the safety and quality of health services provided by West Moreton Health
- d) Monitoring the safety and quality of health services being provided by West Moreton Health using appropriate indicators developed by West Moreton Health
- e) Providing leadership to develop a culture of safety and quality improvement, and satisfies itself that this culture exists within the organisation
- f) *Monitoring West Moreton Health's Environmental Safety and Sustainability Plans alignment with relevant state-wide legislation and policies.* Collaborating with other safety and quality committees, the Department of Health and State-wide quality assurance committees in relation to the safety and quality of health services
- g) Any other function given to the Committee by the Board, if the function is not inconsistent with the functions mentioned above.

#### 4. Reporting to the Board

The Committee, via the Committee Chair, will provide prompt and constructive written and oral reports on its findings directly to the Board highlighting issues it considers warrant Board discussion, approval or noting.

The minutes of each Committee meeting will be provided to the subsequent Board meeting or, if the subsequent Board meeting occurs within one week of the Committee meeting, the minutes will be provided to the following Board meeting.

#### 5. Membership

The Committee consists of three or more members appointed by the Board, three of which must be members of the Board, the preference is for one of these Board members to be a clinician. Where the necessary skills do not exist on the Board, the Board may appoint an external member of the Committee. The Board will appoint a member of the Board to be the Chair of the Committee. The Board will review the Committee's composition as the need arises, but no less than annually.

Collectively, the Committee members will possess (or, with the consent of the Board, may obtain assistance from experts to assist them in possessing):

- A commitment to the continual improvement of safety and quality at West Moreton Health
- A sound knowledge of the National Safety and Quality in Healthcare Standards and best practice clinical governance
- A high level of competency in safety and quality matters and the ability to analyse safety and quality reports.

#### Presiding at meetings

The Committee Chair is to preside at all meetings of the Committee at which the Committee Chair is present. If the Chair is absent from a meeting or vacates the Chair at a meeting, a member of the Board chosen by the members is to preside on a temporary basis.

## Attendees

Attendees at Committee meetings comprise all members plus the Chief Executive, Executive Director Medical Services, Executive Director Nursing and Midwifery, Executive Director Allied Health and the Corporate Secretariat. There may be up to three consumer representatives appointed by the Board, and up to two clinician representatives appointed by the Board.

## Other Participants

In addition, the Committee Chair or a majority of members may request the attendance at any meeting of any person who, in their opinion, may be able to assist the Committee in any matter under consideration. Subject to the absence of any conflict of interest, all Board members are entitled to attend Committee meetings.

## Proxies

Members are not permitted to appoint a proxy to attend a meeting on their behalf.

## 6. Voting at Meetings

A question at a meeting of the Committee is decided by a majority of the votes of the members present. Each member present at the meeting has a vote on each question to be decided and, if the votes are equal, the member presiding also has a casting vote. A member present at the meeting who abstains from voting is taken to have voted for the negative. Non-member attendees at meetings are not able to vote on questions to be decided by the Committee at the meeting.

## 7. Quorum

A quorum for a meeting of the Committee is one-half of the number of its members, or if one-half is not a whole number, the next highest whole number.

## 8. Written Resolutions

Urgent matters can be progressed out-of-session with the agreement of the Committee Chair. The Board Charter outlines processes for written resolutions of the Board and Board Committees.

## 9. Committee Evaluation

Unless otherwise determined by the Board, the Board will undertake an annual assessment of the Committee's performance, including its performance against the requirements of this Charter. Following each assessment, the Board will consider what, if any, actions need to be taken to improve the Committee's performance.

## 10. Confidentiality and Access

Members of the Committee may receive information that is regarded as 'commercial in confidence' or clinically confidential or that has privacy implications. Members acknowledge their responsibility to maintain confidentiality of all information that is not in the public domain. This responsibility includes, but is not limited to, the obligations on Board Members outlined in the *Hospital and Health Boards Act 2011* in Part 7 Confidentiality.

Members of the Committee must ensure that all confidential or sensitive information is stored securely and otherwise in accordance with the requirements of the *Public Records Act 2002*. Committee members must notify the Chair if they believe that confidential or sensitive information has been accessed by anyone other than the Committee member.

The Committee has full, free and unrestricted access to all records, documentation and physical property and personnel as may be required to fulfil its responsibilities. WMH employees and management are expected to make themselves available to the Committee and to provide frank, truthful and meaningful answers to questions asked by Committee members.

## 11. Secretariat

Secretariat support will be provided by the Corporate Secretariat. The Secretariat will be responsible for:

- Organising Committee meetings and Committee member attendance.
- Coordinating the completion and dispatch of Committee agendas, Committee papers and briefing papers, in consultation with the Committee Chair and the Chief Executive.
- Preparing minutes of meetings and resolutions of the Committee, in consultation with the Committee Chair.
- Providing a point of reference for communications between the Committee and the Executive.
- Advising the Committee on good governance practices and adherence to applicable laws and Board and Committee charters and procedures.

All members have direct access to the Corporate Secretariat for advice and services relating to the operation of the Committee.

## 12. Meeting Schedule

Meetings of the Committee are to be held at the times and places the Committee Chair decides. Unless otherwise agreed, the Committee will meet at least four times each year. Exceptional circumstances aside, Committee members will be provided with at least 48 hours' notice of meetings.

## 13. Charter Review

The Board will review this Charter as the need arises, but at least once every two years. Any changes to this Charter must be approved by the Board.

## 14. Publication of this Charter

A copy of this Charter will be made available at [www.westmoreton.health.qld.gov.au](http://www.westmoreton.health.qld.gov.au).

## 15. Business Rules

This Committee Charter should be read in conjunction with the Board Charter. The Board Charter outlines the general provisions and corporate governance framework which also apply to Board Committee meetings.

## 16. Revision History

Version	Date	Comments
2.0	27 March 2015	Rewrite of Safety and Quality Committee Charter
3.0	31 March 2016	Rewrite of the Safety and Quality Committee Charter
4.0	29 June 2018	Rewrite of the Safety and Quality Committee Charter (reinstatement to Version 2.0 with some amendments)
5.0	04 December 2020	Rewrite of the Safety and Quality Committee Charter

6.0	25 November 2022	Review of the Safety and Quality Committee Charter: Minor amendments
7.0	2 June 2023	Review of the Safety and Quality Committee: Minor amendments by removing WHS and research responsibilities
8.0	1 December 2023	Review of the Safety and Quality Committee: Minor amendments of attendees and HHB Regulation 2023 update
9.0	2 February 2024	Review of the Safety and Quality Committee: Update to Committee functions to include the monitoring of WMH's Environmental Safety and Sustainability Plans.

This Charter was approved by the Board at its meeting on 02 February 2024.

< Signature kept on file >

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Mr Michael Willis  
Chair, West Moreton Hospital and Health Board