


IN-CONFIDENCE

Standing Agenda

Xx Month 20xx

Xx:xx – xx:xx

Meeting room and Building

	Speaker	Time
Item 1 Welcome and apologies	Chair	xx min
Item 2 Minutes of the previous meeting		
2.1 Minutes from (date) – for endorsement		
2.2 Actions arising – for noting		
Item 3 Discussion items – <i>items for discussion/decision go here</i>		
3.1 Update from Chair (High level matters as well as concerns and emerging issues facing the Implementation)	xxx	xx min
	xxx	xx min
3.2 Updates from Leadership Team Matters (on progress including concerns and emerging issues facing the Implementation in each area of the portfolio)		
Item 4 Information items – <i>items that are for noting go here</i>		
4.1 Implementation Register (submitted by CRISG)	xx	x min
4.2 Communications Plan update	xxx	x min
Item 5 Committee Reports		
5.1 Culture Review Implementation Strategy Group (CRISG)	xxx	x min
5.2 add here		
Item 6 Other Business	xx	x min
6.1 Meeting schedule for 2019		
6.2 Communique from this meeting		

Next meeting: (date) (year)

Culture Review Oversight Group



ACT
Government

ACT Health

Meeting Paper

IN-CONFIDENCE

Agenda Item: 4.1

Topic: Implementation Timeline

Meeting Date: 28 March 2019

Action Required: Noting

Cleared by:

Presenter: Director-General Health

Purpose

1. For the meeting to note the implementation timeline for recommendations from the Final Report of the Independent Review into the Workplace Culture within ACT Public Health Services.

Background

2. The Final Report of the Independent Review into the Workplace Culture within ACT Public Health Services contained a high level timeline for implementation of the recommendations.

Issues

3. The Implementation Timeline is attached.
4. The health portfolio has begun early work on implementing the recommendations since the release of the report on 7 March 2019.
5. The Leadership Team (Director-General Health Directorate, CEO Canberra Health Services and the Regional CEO Calvary ACT) will provide a brief outline of current work underway.
6. Detailed project planning is in its early stages. The Culture Review Implementation Steering Group (see agenda item 4.3) will also hold its inaugural meeting in April 2019.
7. A more comprehensive report on implementation will be available at the next CROG meeting.

Recommendation

That the Committee:

- Note the implementation timeline.

Implementation Timeline:

Recommendation	Implementation lead/s	Actions	2019	2020	2021
1. That the three arms of the ACT Public Health System should commence a comprehensive process to re-engage with staff in ensuring the vision and values are lived, embraced at all levels, integrated with strategy and constantly reflected in leadership. To achieve this the Health Directorate should take the lead in providing the necessary tools and guidelines and coordinate the implementation by Canberra Health Services, Calvary Public Hospital and the Health Directorate.	All	Commence values and vision work	6 months		
		Embed Vision and Values		12 months	
		Evaluate			6 months

Recommendation	Implementation lead/s	Actions	2019		2020		2021	
2. That Canberra Health Services and Calvary Public Hospital in conjunction with the Health Directorate develop an appropriate suite of measures that: <ul style="list-style-type: none"> • reflect on elements of a great health service - both culture and strategy • monitor patient/client perspectives of outcomes/experience, and • engage clinicians in their development. 	Canberra Health Services and Calvary Public Hospital	Commence developing suite of measures		6 months				
	All	Implement/monitor suite of measures			12 months			
		Conduct all staff survey (evaluate)		3				3

Recommendation	Implementation lead/s	Actions	2019		2020		2021	
3. That a program designed to promote a healthier culture to reduce inappropriate workplace behaviour and bullying and harassment be implemented across the ACT Public Health System. The model adopted should be based on the Vanderbilt University Medical Center Patient Advocacy Reporting System (PARS) and Co-worker Observation Reporting System (CORS).	All	Planning, procurement and foundational work			9 months			
		Implementation				12 months		
		Program delivery					Ongoing	

Recommendation	Implementation lead/s	Actions	2019	2020	2021
4. The Health Directorate convene a summit of senior clinicians and administrators of both Canberra Health Services and Calvary Public Hospital to map a plan of improved clinical services coordination and collaboration.	Health Directorate	Plan and conduct first summit	6 months		

Recommendation	Implementation lead/s	Actions	2019	2020	2021
5. The CEO of Canberra Health Services should review mechanisms to better integrate clinical streams of the community health services within the Clinical Divisional Structures.	Canberra Health Services	Review mechanisms and integrate Community Health Services			

Recommendation	Implementation lead/s	Actions	2019		2020		2021	
6. That the Health Directorate re-establish open lines of communication with the NGO sector and other external stakeholders. The proposal by the Alcohol, Tobacco and Other Drug Association (ATODA) and the Mental Health Community Coalition ACT (MHCC) to establish a peak NGO Leadership Group to facilitate this new partnership is supported.	Health Directorate	Commence re-opening of communication lines	6 months					
		Establish NGO Leadership Group			6 months			
		Continue meetings					Ongoing	

Recommendation	Implementation lead/s	Actions	2019		2020		2021	
7. The initiatives already underway to develop a valued and more coordinated research strategy in partnership with the academic sector and others are strongly supported. These provide a mechanism to encourage professional development and address culture, education, training, research and other strategic issues.	Health Directorate	Review existing arrangements (develop relationships, define positions)	9 months					
		Produce academic partnership and training strategy	6 months					
		Implement academic partnership and training strategy			12 months			

Recommendation	Implementation lead/s	Actions	2019		2020		2021	
				9 months				
8. That discussions occur between ACT and NSW with a view to developing a Memorandum of Understanding (MoU) for improved collaboration between the two health systems for joint Ministerial consideration.	Health Directorate	Commence negotiations						
		Implement MOU			3			

Recommendation	Implementation lead/s	Actions	2019		2020		2021	
				9 months				
9. Clinical engagement throughout the ACT Public Health System, particularly by the medical profession, needs to be significantly improved. Agreed measures of monitoring such improvement needs to be developed through consensus by both clinicians and executives. Such measures should include participation in safety, quality and improvement meetings, reviews and other strategy and policy related initiatives.	Canberra Health Services and Calvary Hospital	Agree measures						
		Ongoing monitoring and reporting					Ongoing	

Recommendation	Implementation lead/s	Actions	2019		2020		2021	
10. There should be a clear requirement for senior clinicians to collaboratively participate in clinical governance activities.	Canberra Health Services and Calvary Hospital	Develop governance participation plan	3					
		Commence participation		6 months				
		Monitor participation				Ongoing		

Recommendation	Implementation lead/s	Actions	2019	2020	2021
11. Canberra Health Services and Calvary Public Hospital should assess the appropriateness of the Choosing Wisely initiative as a mechanism for improving safety and quality of care, developing improved clinical engagement and greater involvement in clinical governance.	Canberra Health Services and Calvary Hospital	Assess program	6 months		
		Implement and monitor		Ongoing	

Recommendation	Implementation lead/s	Actions	2019	2020	2021
12. That Canberra Health Services adopt the progressive evolution of clinically qualified Divisional Directors across each Clinical Division with Business Manager support and earned autonomy in financial and personnel management.	Canberra Health Services	Conduct pilot	12 months		
		Rollout full recommendations		21 months	

Recommendation	Implementation lead/s	Actions	2019		2020		2021	
			12 months		12 months		27 months	
13. That an executive leadership and mentoring program be introduced across the ACT Public Health System specifically designed to develop current and future leaders. This program should include both current and emerging leaders.	All	Planning						
		Implementation						

Recommendation	Implementation lead/s	Actions	2019		2020		2021	
14. The three arms of the ACT Public Health System should review their HR staffing numbers and functions in light of the concerns staff have expressed regarding timeliness and confidence in current HR procedures, and the future needs for HR, as proposed in this Review.	All	Conduct initial review	9 months					
		Implement changes			12 months			
		Evaluate				3		

Recommendation	Implementation lead/s	Actions	2019		2020		2021	
				6 months				
15. The recruitment processes in the ACT Public Health System should follow principles outlined in the Enterprise Agreements, <i>Public Sector Management Act 1994</i> and relevant standards and procedures.	All	Review staff advice including intranet material and implement changes as required						
		Continually monitor/evaluate recruitment activity					Ongoing	

Recommendation	Implementation lead/s	Actions	2019		2020		2021	
16. The range of training programs for staff offered by the ACT Public Health System should be reviewed with respect to their purpose, target audience, curriculum, training styles and outcomes so that they address the issues raised in this Review.	All	Conduct training program review	9 months					
		Implement changes	6 months					

Recommendation	Implementation lead/s	Actions	2019	2020	2021
17. Should the recommendations of this Review be accepted, a public commitment should be jointly made by the Ministers for Health and Wellbeing, and Mental Health, the Director-General Health Directorate, the CEO Canberra Health Services, the General Manager Calvary Public Hospital, and key representative organisations to collectively implement the recommendations of this Review to ensure ongoing cultural improvement across the ACT Public Health System.	Ministers and Executive	Deliver public commitment	3		

Recommendation	Implementation lead/s	Actions	2019	2020	2021
18. A 'Cultural Review Oversight Group' should be established to oversight the implementation of the Review's recommendations. The Group should be chaired by the Minister for Health and Wellbeing, and include the Minister for Mental Health, the Director-General Health Directorate, the CEO Canberra Health Services, the General Manager Calvary Public Hospital, Senior Executives across the ACT Public Health System, the Executive Director Health Care Consumers Association of the ACT, President of the AMA (ACT), Branch Secretary ANMF (ACT), and Regional Secretary CPSU.	Minister and Health Directorate	Commence Group activities	3		
		Quarterly Group Meetings			
				Ongoing	

Recommendation	Implementation lead/s	Actions	2019		2020		2021	
19. That the 'Cultural Review Oversight Group' auspice for the next three years, an annual, independent and external review of the extent of implementation of the recommendations of the Review and consequent impact on cultural changes within the ACT Public Health System.	Cultural Review Oversight Group	Annual review						

Recommendation	Implementation lead/s	Actions	2019	2020	2021
20. As a result of this Review, the 'Cultural Review Oversight Group' should engage with staff in the development of a change management and communications strategy, which clearly articulates to staff, patients/clients and the community the nature of the issues to be addressed and the mechanisms for doing it.	Cultural Review Oversight Group	With staff, collaboratively develop a change management and communication strategy	<div data-bbox="466 712 513 936">12 months</div>		

Culture Review Oversight Group



ACT
GOVERNMENT

ACT Health

Meeting Paper

IN-CONFIDENCE

Agenda Item: 4.3

Topic: Culture Review Implementation Steering Group

Meeting Date: 28 March 2019

Action Required: Noting

Cleared by:

Presenter: Michael De'Ath, Director-General

Purpose

1. For the meeting to note the draft Terms of Reference (TORs) for the Culture Review Implementation Steering Group (CRISG).

Background

2. The draft TORs of the CRISG have been developed in line with the requirements of peak committees across the health portfolio. They also reflect the Recommendations of the Final Report of the Independent Review into the Workplace Culture within ACT Public Health Services.

Issues

3. The draft TORs are attached.
4. The CRISG will facilitate the implementation of the recommendations and assist CROG in its work.
5. The CRISG will report directly to the CROG through the Chair.
6. The CRISG will provide a report to CROG meetings and will brief CROG on any issues arising from implementation.

Recommendation

That the Committee:

- note the attached Terms of Reference for the CRISG.

**Culture Review Implementation
Steering Group
Draft TERMS OF REFERENCE**



ACT
Government

ACT Health

Role	<p>The role of the Culture Review Implementation Steering Group (CRISG) is to provide a forum that facilitates the implementation of the recommendations of the Final Report of the Review into the Workplace Culture in ACT Public Health Services (the Review). (March 2019).</p> <p>The CRISG will:</p> <ul style="list-style-type: none"> • assist the Culture Review Oversight Group (CROG) with the work of overseeing the implementation of the Review recommendations; • oversee and facilitate the annual review of workplace culture • Ensure there is clear and effective governance around the culture review implementation, including discussion on new and emerging issues, opportunities and risks; • Facilitate information sharing and discussion of key issues affecting the culture review implementation; • Consider issues around organisational leadership and culture as they relate to the culture review implementation; • Support the Leadership Team (Director-General Health, CEO Canberra Health Services and the Regional CEO Calvary ACT) to meet their responsibilities stipulated within the Culture Review recommendations; and • Ensure alignment of implementation work across the Portfolio.
Values and Behaviours	<p>Participation and engagement in the Committee will reflect organisational values and the commitment to collaborating within strong governance frameworks. Members will display signature behaviours such as:</p> <ul style="list-style-type: none"> • Accountable, transparent, decision-making • Genuine and respectful engagement with colleagues within the Directorates, across the ACT Public Service and the Health System and with community members • Open sharing of information to improve the delivery of services, to enable good governance, quality and accurate reporting and the development of evidence-based policies and programs, and • Innovative improvement of systems and services to achieve safe and effective person and family-centred care.

Membership	<ul style="list-style-type: none"> ○ Director-General, Health Directorate (Chair) ○ Chief Executive Officer, Canberra Health Services (Deputy Chair) ○ Regional Chief Executive Officer, Calvary ACT (Deputy Chair) ○ Executive Director, People and Culture, CHS ○ Executive Director, Corporate and Governance, HD ○ Executive Branch Manager, Culture Review Implementation Team <p>Relevant agency project officers responsible for ensuring efficient implementation will also be invited to attend to support the CRISG</p> <p>The CRISG may also co-opt other individuals or representatives of organisations from time to time with the agreement of the Chairs where special expertise or experience is required to assist the CRISG in its work.</p> <p>Members will be asked to declare any actual, potential, or perceived conflicts of interest, at each meeting.</p>
Secretariat	Secretariat Support will be provided from the Culture Review Implementation Team within the Office of the Director- General
Meeting Frequency	Meetings are to be held monthly, or as required by the Chairs.
Quorum	At least 50% +1 of members in attendance shall be deemed to be a quorum. With the Chair and Deputy Chairs as mandatory attendees.
Absences from Meetings and Proxy Attendance	All Members are strongly encouraged to prioritise meetings. Absences or proxy requests are to be submitted to the Secretariat a week prior to the meeting.
Functions	<p>The Culture Review Implementation Steering Group has been established to:</p> <ul style="list-style-type: none"> • provide leadership and oversight of a sustained, transparent and measurable approach to the implementation of the Review recommendations; • provide advice and direction to the Culture Review Oversight Group on implementation priorities and initiatives; • action any requests from the CROG including for further work or advice on culture review implementation • establish and monitor key priorities and strategies for implementation; • establish governance arrangements, to ensure appropriate authority, responsibility and accountability in implementing the review recommendations is supported across the organisation by its structure, delegations, policies and committee arrangements; and • action the escalation of issues, risks, opportunities and recommendations from the Culture Review Oversight Group.

Reporting Mechanisms	<p>The CRISG reports to the CROG through the Chair.</p> <p>The Committee receives information, regular reports and issues for escalation on implementation matters from each member.</p> <p>In addition, all members of the CRISG are required to report on critical culture review implementation issues within their Division and/or professional group.</p> <p>Other organisational executives may also make direct submissions to the CRISG following approval from the Chair.</p>
Meetings and Agenda Requests	<p>Requests to list agenda items and papers should be received by the Secretariat at least one week prior to the meeting.</p> <p>Papers will be distributed to members electronically at least three days prior to the meeting taking place.</p>
Standing Agenda Items	<p>A summary of standing agenda items is at Attachment A.</p>
Minutes	<p>The Secretariat will prepare minutes of each meeting, and record actions items. Minutes and action items will be distributed within one week of the meeting taking place.</p>
TOR Review Frequency	<p>The Terms of Reference will be reviewed annually, or as required to ensure alignment with governance arrangements. The Committee will cease operation in March 2022 following full implementation of the cultural review.</p> <p>The next review is due by March 2020.</p>
TOR Approval	<p>Michael De'Ath Director-General ACT Health Directorate March 2019</p>

Culture Review Oversight Group



ACT Health

Meeting Paper

IN-CONFIDENCE

Agenda Item: 4.4

Topic: Communications Plan

Meeting Date: 28 March 2019

Action Required: Noting

Cleared by:

Presenter: Chair

Purpose

1. For the meeting to note.

Background / Issues

2. Communications will be an important element in ensuring strong staff and stakeholder engagement in the implementation process.
3. The Communications Plan for the Implementation will be developed by the Directorate Communications Team in close consultation with the Executive Branch Manager Culture Review Implementation.
4. The Communications Plan will be provided to CROG at its next meeting.

Recommendation

That the Committee:

- Note that the Communications Plan will be developed as a priority.

Culture Review Oversight Group



ACT
Government

ACT Health

Meeting Paper

IN-CONFIDENCE

Agenda Item: 4.5

Topic: Government Response to the Final Report

Meeting Date: 28 March 2019

Action Required: Noting

Cleared by:

Presenter: Chair

Purpose

1. For the meeting to note.

Background / Issues

2. The Minister for Health and Wellbeing released the Final Report of the Independent Review into the Workplace Culture within ACT Public Health Services on 7 March 2019.
3. The Report was tabled in the ACT Legislative Assembly on 19 March 2019.
4. The Government has committed to providing a response to the Final Report in May 2019.
5. The Chair will write to CROG members prior to the tabling of the Government Response. The Secretariat will send a copy of the Response when it has been tabled in the ACT Legislative Assembly.

Recommendation

That the Committee:

- *Note that a Government Response to the Final Report will be tabled in May 2019.*

Culture Review Oversight Group



ACT Health

Meeting Paper

IN-CONFIDENCE

Agenda Item: 5.1

Topic: CROG Meeting Schedule for 2019

Meeting Date: 28 March 2019

Action Required: Noting

Cleared by:

Presenter: Chair

Purpose

1. For the meeting to note the proposed meeting schedule for the quarterly CROG meetings for 2019.

Background / Issues

2. The following dates and times are proposed for the CROG meetings for 2019.

[dates are being finalised and this paper will be updated and tabled at the meeting]

June 2019

September 2019

December 2019

Recommendation

That the Committee:

- Note and diarise the dates for the CROG meetings in 2019

Culture Review Oversight Group



ACT
Government

ACT Health

Meeting Paper

IN-CONFIDENCE

Agenda Item: 5.2

Topic: Communications about CROG Meetings including Communiques

Meeting Date: 28 March 2019

Action Required: Noting

Cleared by:

Presenter: Chair

Purpose

1. For the meeting to note the arrangements for communications following the CROG meetings.

Background / Issues

2. General themes for a communique for each CROG meeting will be agreed at the meeting.
3. Following each CROG meeting, the Chair will brief Government on the meeting and any issues arising.
4. A communique will then be finalised and sent out to members for communication with their membership/stakeholders.

Recommendation

That the Committee:

- *Note the arrangements for communications about the CROG meetings and issues arising.*



MINISTERIAL BRIEF

ACT Health Directorate

UNCLASSIFIED

To:	Minister for Health and Wellbeing	Tracking No.: MIN19/466
From:	Michael De'Ath, Director-General	
Subject:	Culture Review Oversight Group – letter attaching draft agenda	
Critical Date:	14 May 2019	
Critical Reason:	Draft Agenda to go out a month before next meeting to allow for members to add their own agenda items	

• DG .../.../...

Purpose

To provide you with letters for your consideration and signature to the Culture Review Oversight Group members with the draft agenda and associated meeting papers.

Recommendations

That you:

1. Note the information contained in this brief; and

Noted / Please Discuss

2. Sign the attached letters (Attachment A) to Culture Review Oversight Group members about the draft agenda (Attachment B) and associated papers (Attachment C) (to be sent out by 13 May 2019 if possible);

as amended electronically

Agreed / Not Agreed / Please Discuss

Meegan Fitzharris MLA

15/5/19

Minister's Office Feedback

UNCLASSIFIED

UNCLASSIFIED

Background

1. On 9 April 2019, I provided you with a brief on the inaugural meeting of the Culture Review Oversight Group (Oversight Group). With that brief, I attached a letter for your consideration attaching the draft minutes of the meeting; the updated draft Terms of Reference for the group; and the updated draft Terms of Reference for the Culture Review Implementation Steering Group.
2. In response to that brief you asked that a 'save the date' invite is sent ASAP to Oversight Group members and that the letters be amended to include the draft agenda for the next meeting.

Issues

3. I understand that your office sent a 'save the date' invitation to all members of the Oversight Group.
4. I have attached the updated letters to Oversight Group members for your consideration and signature as appropriate.

Financial Implications

5. Not applicable.

ConsultationInternal

6. Not applicable.

Cross Directorate

7. Not applicable.

External

8. Not applicable.

Work Health and Safety

9. Not applicable.

Benefits/Sensitivities

10. The Culture Review is of interest to the health sector and the Canberra community more generally.

Communications, media and engagement implications

11. The next meeting of the Culture Review Oversight Group is in your diary for 10am on 11 June 2019.

Signatory Name: Jodie Junk-Gibson

Phone:

Action Officer: Tania Vlahos

Phone: x49435

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Attachments

Attachment	Title
Attachment A	Letters to Culture Review Oversight Group members
Attachment B	Draft agenda for the Culture Review Oversight group meeting on 11 June 2019
Attachment C	Draft minutes of the meeting on 28 March 2019; the draft updated TORS for the Oversight Group and the draft updated TORS for the Culture Review Implementation Steering Group.

UNCLASSIFIED

West, Alice (Health)

From: FITZHARRIS
Sent: Thursday, 23 May 2019 1:46 PM
To: ACT Health DLO
Cc: Attridge, Vanessa; Phillips, Georgia; Nock, Thomas
Subject: CROG Letters
Attachments: Signed Sent Letters.zip

Importance: High

Hi Chadia,

Confirming all 13 CROG letters have been sent. The final versions of the letters and attachments can be found in the attached folder, for your records.

Hanna

Hanna Froehlich | Office Manager
Office of Meegan Fitzharris MLA
 Member for Yerrabi
 Minister for Health and Wellbeing
 Minister for Higher Education
 Minister for Medical and Health Research
 Minister for Transport
 Minister for Vocational Education and Skills

P: (02) 6205 0051 | E: hanna.froehlich@act.gov.au





Meegan Fitzharris MLA

Minister for Health and Wellbeing
 Minister for Higher Education
 Minister for Medical and Health Research
 Minister for Transport
 Minister for Vocational Education and Skills
 Member for Yerrabi

Dr Antonio Di Dio
 President
 Australian Medical Association (ACT) Ltd
 PO Box 560
 CURTIN ACT 2605

Dear Dr Di Dio *Antonio*

Thank you for your participation in the Culture Review Oversight Group ('Oversight Group').

The next Oversight Group meeting will take place from 10am to 12pm on Tuesday 11 June 2019 in the ACT Legislative Assembly Building. I have attached a draft agenda and welcome suggestions for any additional item/s by 29 May 2019.

I foreshadowed at our inaugural meeting that I would invite the Health Services Commissioner, Ms Karen Toohey, to present to the Oversight Group and I am pleased that she will be able to attend to discuss her role and how the Commission's work may support the implementation of the Review's recommendations.

I will forward the final agenda and agenda papers for Items 5 and 6 at least seven days prior to our meeting.

In advance, I have attached the draft minutes of the Oversight Group meeting of 28 March 2019 and the amended draft Terms of Reference (TORs) for the Oversight Group.

I look forward to our meeting on 11 June 2019 and thank you for your continued commitment to this important work for the Canberra community.

Yours sincerely

Meegan Fitzharris MLA
 Minister for Health and Wellbeing

23/5/2019

ACT Legislative Assembly

London Circuit, Canberra ACT 2601, Australia GPO Box 1020, Canberra ACT 2601, Australia
 Phone +61 2 6205 0051 Email fitzharris@act.gov.au



@MeeganFitzMLA



MeeganFitzharrisMLA





Meegan Fitzharris MLA

Minister for Health and Wellbeing
 Minister for Higher Education
 Minister for Medical and Health Research
 Minister for Transport
 Minister for Vocational Education and Skills
 Member for Yerrabi

Dr Richard Singer
 President
 ASMOF (ACT Branch)
 Locked Mail Bag No 13
 GLEBE NSW 2037

Dear Dr Singer *Richard*

Thank you again for agreeing to become a member of the Culture Review Oversight Group ('Oversight Group').

The next Oversight Group meeting will take place from 10am to 12pm on Tuesday 11 June 2019 in the ACT Legislative Assembly Building. I have attached a draft agenda and welcome suggestions for any additional item/s by 29 May 2019.

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I look forward to our meeting on 11 June 2019 and thank you for your continued commitment to this important work for the Canberra community.

Yours sincerely

Meegan Fitzharris MLA
 Minister for Health and Wellbeing

23/5/2019

ACT Legislative Assembly

London Circuit, Canberra ACT 2601, Australia GPO Box 1020, Canberra ACT 2601, Australia
 Phone +61 2 6205 0051 Email fitzharris@act.gov.au



@MeeganFitzMLA



MeeganFitzharrisMLA





Meegan Fitzharris MLA

Minister for Health and Wellbeing
 Minister for Higher Education
 Minister for Medical and Health Research
 Minister for Transport
 Minister for Vocational Education and Skills
 Member for Yerrabi

Mr Shane Rattenbury MLA
 Minister for Mental Health
 ACT Legislative Assembly
 London Circuit
 CANBERRA ACT 2601

Dear Minister *Shane*

Thank you for your participation in the Culture Review Oversight Group ('Oversight Group').

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I look forward to our meeting on 11 June 2019 and thank you for your continued commitment to this important work for the Canberra community.

Yours sincerely

Meegan
 Meegan Fitzharris MLA
 Minister for Health and Wellbeing

23/5/2019

ACT Legislative Assembly

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 Phone +61 2 6205 0051 Email fitzharris@act.gov.au



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MeeganFitzharrisMLA





Meegan Fitzharris MLA

Minister for Health and Wellbeing
 Minister for Higher Education
 Minister for Medical and Health Research
 Minister for Transport
 Minister for Vocational Education and Skills
 Member for Yerrabi

Mr Matthew Daniel
 Branch Secretary
 ANMF ACT
 2/53 Dundas Court
 PHILLIP ACT 2606

Dear Mr Daniel */ matt.*

Thank you for your participation in the Culture Review Oversight Group ('Oversight Group').

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I look forward to our meeting on 11 June 2019 and thank you for your continued commitment to this important work for the Canberra community.

Yours sincerely

Meegan Fitzharris MLA
 Minister for Health and Wellbeing

23/5/2019

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MeeganFitzharrisMLA





Meegan Fitzharris MLA

Minister for Health and Wellbeing
 Minister for Higher Education
 Minister for Medical and Health Research
 Minister for Transport
 Minister for Vocational Education and Skills
 Member for Yerrabi

Ms Bernadette McDonald
 Chief Executive Officer
 Canberra Health Services
 PO Box 11
 WODEN ACT 2606

Dear Ms McDonald *Bernadette*

Thank you for your participation in the Culture Review Oversight Group ('Oversight Group').

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I look forward to our meeting on 11 June 2019 and thank you for your continued commitment to this important work for the Canberra community.

Yours sincerely

Meegan Fitzharris MLA
 Minister for Health and Wellbeing

23/5/2019

ACT Legislative Assembly

London Circuit, Canberra ACT 2601, Australia GPO Box 1020, Canberra ACT 2601, Australia
 Phone +61 2 6205 0051 Email fitzharris@act.gov.au



@MeeganFitzMLA



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Meegan Fitzharris MLA

Minister for Health and Wellbeing
 Minister for Higher Education
 Minister for Medical and Health Research
 Minister for Transport
 Minister for Vocational Education and Skills
 Member for Yerrabi

Ms Darlene Cox
 Executive Director
 HCCA (ACT)
 100 Maitland Street
 HACKETT ACT 2602

Dear Ms Cox *Darlene*

Thank you for your participation in the Culture Review Oversight Group ('Oversight Group').

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 Minister for Transport
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 Member for Yerrabi

Mr Michael De'Ath
 Director-General
 ACT Health Directorate
 GPO Box 825
 CANBERRA ACT 2601

Dear Mr De'Ath

Michael

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 Minister for Higher Education
 Minister for Medical and Health Research
 Minister for Transport
 Minister for Vocational Education and Skills
 Member for Yerrabi

Ms Madeline Northam
 Regional Secretary
 CPSU (ACT)
 1/40 Brisbane Avenue
 BARTON ACT 2600

Dear Ms Northam

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Minister for Health and Wellbeing
 Minister for Higher Education
 Minister for Medical and Health Research
 Minister for Transport
 Minister for Vocational Education and Skills
 Member for Yerrabi

Ms Barbara Reid
 Regional Chief Executive
 Calvary ACT
 Mary Potter Circuit
 BRUCE ACT 2617

Dear Ms Reid *Barbara*

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Meegan Fitzharris MLA

Minister for Health and Wellbeing
 Minister for Higher Education
 Minister for Medical and Health Research
 Minister for Transport
 Minister for Vocational Education and Skills
 Member for Yerrabi

Professor Russell Gruen
 Dean
 College of Health and Medicine
 Australian National University
 CANBERRA ACT 2600

Dear Professor Gruen

Russell

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Meegan Fitzharris MLA

Minister for Health and Wellbeing
 Minister for Higher Education
 Minister for Medical and Health Research
 Minister for Transport
 Minister for Vocational Education and Skills
 Member for Yerrabi

Dr Peter Hughes
 President
 VMOA (ACT)
 5 Ryan Street
 CURTIN ACT 2605

Dear Dr Hughes

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IN-CONFIDENCE

(Draft) Agenda

10:00 – 12:00, 11 June 2019

Bluebell Room, Level 1, ACT Legislative Assembly Building

	Sponsor
Item 1 Welcome and apologies	
1.1 Introductions	Chair
1.2 Background update on first meeting for new members	Chair
Item 2 Minutes of the previous meeting	
2.1 Minutes from 28 March 2019	Chair
Item 3 Presentation	
3.4 Presentation from Health Services Commissioner	HSC
Item 4 Updates	
4.1 Member Updates - verbal	All members
Item 5 Decision and discussion items	
5.1 Terms of Reference	Chair
5.2 Implementation of Recommendations	Chair
5.3 Referrals from Panel	Chair
5.4 Public commitment by stakeholder members	Chair
5.5 Stakeholder Engagement - Colleges	D-G, HD
Item 6 Information items	
6.1 Communications Plan update	D-G, HD / JJG
6.2 Government Response to the Final Report	Chair
6.1 Culture Review Implementation Strategy Group	D-G, HD
Item 7 Other Business	
7.1 Communique	Chair
7.2 Other business	Chair

Next meeting: 4 September 2019



(Draft) Minutes

28 March 2019

10:00am – 12:00pm

Bluebell Room, level 1, ACT Legislative Assembly Building

Members:

- Ms Meegan Fitzharris MLA, Minister for Health and Wellbeing (Chair)
- Mr Shane Rattenbury MLA, Minister for Mental Health
- Mr Michael De'Ath, Director-General, Health Directorate
- Ms Bernadette McDonald, Chief Executive Officer, Canberra Health Services
- Ms Barbara Reid, Regional Chief Executive Officer, Calvary ACT
- Mr Matthew Daniel, Branch Secretary, ANMF ACT
- Dr Antonio Di Dio, President, AMA ACT
- Ms Madeline Northam, Regional Secretary, CPSU (via teleconference)

Also present:

- Vanessa Attridge, Office of Minister for Health and Wellbeing, Ms Meegan Fitzharris MLA
- Lisa Gelbart, Office of Minister for Mental Health, Mr Shane Rattenbury MLA
- Ms Tania Vlahos, Culture Review Implementation Team, Office of the Director-General (minutes)

Apologies:

- Ms Darlene Cox, Executive Director, Health Care Consumers Association (ACT)

Item 1 Welcome

The Chair formally opened the meeting, welcomed members and noted Ms Cox as an apology.

Item 2 Introduction by Chair

The Chair gave an introduction to the inaugural Culture Review Oversight Group meeting and invited members to give their own opening comments. Members reflected that the Review's findings and recommendations provide a unique opportunity to effect lasting cultural change and that it is a privilege to be part of the Culture Review Oversight Group (Oversight Group).

Dr Di Dio tabled his letter to the Minister on the Culture Review Oversight Group papers. (added to meeting papers on official file).

The Chair thanked members for their initial thoughts.

Item 3 Discussion Items

3.1 Membership

The Chair proposed that the membership be extended to include:

- President, ASMOF ACT
- President, VMOA ACT
- Dean, College of Health and Medicine ANU
- Executive Dean, Faculty of Health, University of Canberra

DECISION: The Group agreed to add the President of ASMOF ACT, the President of VMOA ACT, the Dean of the College of Health and Medicine ANU and the Executive Dean of the Faculty of Health University of Canberra as members.

ACTION: Minister to write to the nominees to seek their agreement to joining the Group.

3.2 Culture Review Oversight Group (Oversight Group) Terms of Reference

Membership section amended as per decision taken in 3.1.

The meeting agreed to discuss the draft Terms of Reference at this meeting but also list them for discussion with a view to endorsement at the next Oversight Group meeting.

The meeting endorsed the Minister for Mental Health, Mr Shane Rattenbury MLA as Deputy Chair.

Meeting noted some minor changes to wording of the draft Terms of Reference.

The Chair agreed that in the event that a member believes they might not be able to attend every Oversight Group meeting, they should nominate an official proxy by name at the June 2019 Oversight Group meeting and the Chair will consider appointing them as an official proxy.

DECISION: The amended draft TORs are to be circulated to members out-of-session. Next meeting's agenda to include draft TORs for discussion and endorsement.

ACTION: Amend draft Terms of Reference. Circulate amended draft to members out-of-session. Add item to next meeting's agenda.

ACTION: Members to nominate an official proxy, if required, for the Chair to consider at the June 2019 Oversight Group meeting.

3.3 Referrals

The Chair tabled a paper on the Referrals made by the Review Panel.

The meeting had a long and productive discussion on the issue of the Referrals made by the Review Panel and on 'clusters', including early action taken by the ACT Public Health Leadership team to address issues.

The Chair urged members to be open and frank in their discussions in the Oversight Group, that it is a safe space to raise issues, and that if there are 'known individuals' who are behaving inappropriately then to please name them either in the Group, to the Ministers, the Leadership team or to the Health Services Commissioner.

The meeting noted the information provided, the complexities involved and the work underway to address them in the ACT Public Health System.

The meeting agreed to respect the confidentiality of the process.

The meeting also agreed to list this item for discussion at the June 2019 Oversight Group meeting.

DECISION: The Group agreed to the confidentiality of the process; that the Leadership team will update the Culture Review Oversight Group on progress at each meeting; and that the item and agenda paper will also be listed for general discussion at the June 2019 Oversight Group meeting.

Item 4 Information Items

4.1 Implementation Timeline

Noted the paper. Noted that the first achievement was establishing the Culture Review Oversight Group. Noted that a more detailed implementation timeline would be brought back to the June 2019 Oversight Group meeting.

ACTION: A more detailed implementation timeline to be listed on the agenda for the June 2019 Oversight Group meeting.

4.2 Updates from Leadership Team

The Leadership team provided their updates during the meeting discussions.

The Group noted that the ACT Public Health Leadership Team will provide a one page update each for Oversight Group meetings.

ACTION: ACT Public Health Leadership Team will provide a one page update each for Oversight Group meetings.

4.3 Culture Review Implementation Steering Group (CRISG)

The Group suggested some changes to the draft CRISG Terms of reference on membership and specifically listing the development of the implementation plan in the role description.

ACTION: The draft CRISG Terms of Reference to be amended as per suggestions.

4.4 Communications Plan

The Group noted that a Communications Plan for the Culture Review Oversight Group would be brought to the June 2019 Oversight Group meeting.

ACTION: The Communications Plan for the Oversight Group to be brought to the June 2019 Oversight Group meeting.

4.5 Government Response to Final Report

The Chair advised that she intends to present the Government Response to the Final Report of the Independent Review into the Workplace Culture within ACT Public Health Services in the May 2019 Legislative Assembly sittings. The meeting noted this information and that the Minister will forward a copy of the Government response when it is finalised.

ACTION: Government response to be sent to members when it is finalised.

Item 5 Other Business

5.1 Meeting Schedule for 2019

The Group noted: the intention for the Oversight Group to meet every quarter; that the next meeting will occur in the week of 11 June 2019; and that dates will be advised as soon as possible.

ACTION: The Secretariat to advise the Group of the meeting schedule when it is finalised.

5.2 Communications about the Culture Review Oversight Group meetings

The meeting noted the paper.

DECISION: The Group agreed that a communique should be issued after each meeting.

5.3 General Themes for communique 28 March meeting

The Group discussed themes to be included in the Communique for this meeting. The Group noted that: the Chair will contact the new members to invite them to join the Oversight Group; then send the draft Communique out for clearance by members with a view to public release as soon as possible.

ACTION: The Minister's office will send out the draft communique to members for clearance.

The meeting ended at 12.10 pm

IN-CONFIDENCE

Draft TERMS OF REFERENCE

Role	The role of the Culture Review Oversight Group (Oversight Group) is to oversight the implementation of the recommendations of the Final Report of the Review into the Workplace Culture in ACT Public Health Services (the Review) (March 2019).
Values and Behaviours	<p>Participation and engagement in the Committee will reflect organisational values and the commitment to collaborating within strong governance frameworks. Members will display signature behaviours such as:</p> <ul style="list-style-type: none"> • Accountable, transparent, decision-making • Genuine and respectful engagement with colleagues within the Directorates, across the ACT Public Service and the Health System and with community members • Open sharing of information to improve the delivery of services, to enable good governance, quality and accurate reporting and the development of evidence-based policies and programs • Innovative improvement of systems and services to achieve safe and effective person and family-centred care, and • Confidentiality of the process.
Membership	<ul style="list-style-type: none"> • Minister for Health and Wellbeing (Chair) • Minister for Mental Health (Deputy Chair) • Director-General, Health Directorate • Chief Executive Officer, Canberra Health Services • Regional Chief Executive Officer, Calvary ACT • Regional Secretary, CPSU • Branch Secretary, ANMF ACT • President, AMA ACT • Executive Officer, Health Care Consumers Association (ACT) • President, ASMOF ACT • President, VMOA ACT • Dean, College of Health and Medicine ANU • Executive Dean, Faculty of Health, University of Canberra • Executive Branch Manager, Culture Review Implementation Team [ex-officio]