



<p>Role</p>	<p>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).</p>
<p>Values and Behaviours</p>	<p>Participation and engagement in the Committee will reflect organisational values and the commitment to collaborate 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.
<p>Membership</p>	<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 <p>Other</p> <ul style="list-style-type: none"> ○ Executive Branch Manager, Culture Review Implementation Team [Adviser] <p>The Oversight Group may also invite other individuals or representatives of organisations from time to time with the agreement of the Chair where special expertise or experience is required to assist the Group in its work.</p> <p>Members will be asked to declare any actual, potential, or perceived conflicts of interest, at each meeting.</p>

	<p>There will be no sitting fees provided for meetings; however, travel or out of pocket costs will be reimbursed for attendance at meetings for stakeholder members and any subject matter experts requested to attend with the agreement of the Chair. Receipts should be submitted to the Secretariat.</p>
Secretariat	<p>Secretariat Support will be provided from the Culture Review Implementation Branch within the Office of the Director-General.</p>
Meeting Frequency	<p>Meetings are to be held quarterly, or as required by the Chair.</p> <p>The Ministers or the ACT Public Health Leadership team (DG HD, CEO CHS or Regional CEO Calvary) may also seek the Oversight Group’s advice on an ‘out-of-session basis’. The Secretariat will circulate comments to members and provide a summary at the subsequent meeting.</p>
Quorum	<p>At least 50% +1 of members in attendance shall be deemed to be a quorum. With the Chair and the ACT Public Health Leadership team as mandatory attendees.</p>
Absences from Meetings and Proxy Attendance	<p>All Members are strongly encouraged to prioritise meetings.</p> <p>The Oversight Group will have a general policy of no proxies, however the Chair may consider appointing an official proxy for a member if that member believes they will not be able to attend quarterly meetings. Members should submit the name and position of their proposed official proxy for approval to the Chair.</p> <p>If a member requires a leave of absence and they do not have an official proxy, they are to formally write to the Chair at least three weeks before the quarterly meeting outlining the reasons for non-attendance and may request a proxy attend in their place. The request for a proxy will be considered on a case-by-case basis.</p> <p>If a member or their proxy has not attended two meetings in a row, then they shall forfeit their membership and the Chair will appoint another member.</p>
Functions	<p>The Oversight Group will:</p> <ul style="list-style-type: none"> • Review progress and updates on the Implementation Plan with a particular focus on assessment of actions and progress against goals; • Auspice 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; and • Guide action under the Implementation Plan, including addressing issues of policy and strategy that impact on the delivery of the Implementation Plan.
Reporting Mechanisms	<p>The Oversight Group is the peak governance committee for the Culture Review Implementation. The Oversight Group receives information, regular reports and issues for escalation from members, through the Secretariat.</p> <p>The Culture Review Implementation Steering Group (CRISG) reports to the Culture Review Oversight Group. The Oversight Group will provide a meeting update to Government through the Chair. Following Government</p>

	consideration, the Oversight Group will issue a communique.
Meetings and Agenda Requests	<p>Meeting papers and the Agenda will be cleared by the Chair and circulated one week in advance of meetings.</p> <p>Meeting papers will be considered in-confidence by all members. Any other material that is made available to Oversight Group members which is by its nature confidential, marked as confidential or that the member ought to know is confidential, will be kept secret and confidential and not disclosed to anyone outside the Oversight Group.</p> <p>Requests for agenda items and papers should be submitted to the Secretariat at least two weeks prior to the meeting.</p> <p>Papers will be distributed to members electronically five working days prior to the meeting taking place.</p>
Standing Agenda Items	A summary of standing agenda items is at Attachment A.
Minutes	The Secretariat will prepare minutes of each meeting, and record actions items. Minutes and action items will be distributed within two weeks of the meeting taking place.
TOR Review Frequency	<p>The Terms of Reference will be reviewed annually, or as required to ensure alignment with governance arrangements.</p> <p>The next review is due by June 2020.</p>
TOR Approval	<p>Meegan Fitzharris, MLA</p> <p>Minister for Health and Wellbeing</p> <p>11 June 2019</p>