

Safety and Quality Committee Charter

1. Purpose

This Charter sets out the Safety and Quality Committee's (Committee) authority, functions, structure, composition and other administrative arrangements as set out in the *Hospital and Health Boards Act 2011* (HHB Act) and the *Hospital and Health Boards Regulation 2023* (HHB Reg).

2. Authority

In accordance with schedule 8(1)(b) of the HHB Act, the Board:

- may establish committees of the Board for effectively and efficiently performing its functions, and
- must establish the committees prescribed under a regulation.

In accordance with part 9 of the HHB Reg, the following committees are prescribed:

- a safety and quality committee,
- a finance committee, and
- an audit committee.

In accordance with section 32A of the HHB Act, the Board must also establish, as a committee of the Board, an Executive Committee for the Service controlled by the Board.

The Committee is an advisory committee and holds no decision-making power unless granted by Board resolution and documented in the Board Delegations Register. 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 HHB Reg, the Committee has the following functions:

- Advising the Board on matters relating to the safety and quality of health services provided by WMH, including WMH's strategies for the following:
 - Minimising preventable patient harm.
 - Reducing unjustified variation in clinical care.
 - Improving the experience of patients and carers of WMH in receiving health services.
 - 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 WMH.

Examples of policies and standards

- the document called 'Australian Charter of Healthcare Rights' published by the Australian Commission on Safety and Quality in Health Care.
 - the National Safety and Quality Health Service Standards, 2nd edition, formulated by the Australian Commission on Safety and Quality in Health Care.
- Monitoring WMH's governance arrangements relating to the safety and quality of health services, including by monitoring compliance with WMH's policies and plans about safety and quality.
 - Promoting improvements in the safety and quality of health services provided by WMH.
 - Monitoring the safety and quality of health services being provided by WMH using appropriate indicators developed by WMH.
 - Monitoring the workplace culture of WMH in relation to the safety and quality of health services provided by WMH.
 - Collaborating with other safety and quality committees, the Department and state-wide quality assurance committees in relation to the safety and quality of health services.
 - Any other function given to the Committee by the WMH Board, if the function is not inconsistent with a function mentioned above.

4. Reporting to the Board

The Committee will provide reports to the Board detailing its considerations and recommendations to the Board.

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 the following:

- The Chair of the Committee who must be a member of the Board. The Chair is decided by the Board.
- At least two other Board members, decided by the Board.

The preference is one Committee member to be a clinician. Where the necessary skills do not exist on the Board, the Board may appoint a person who is not a member of the Board (HHB Act, schedule 1, section 8(1)). The Board will review the Committee's composition as the need arises, but no less than annually.

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

The Committee Chair may invite any other attendees that assists them to achieve their functions. All WMH employee attendees will be cleared by the HSCE prior to invitation.

6. Conduct of Meetings

Meeting Schedule

- The Committee will meet at least four times per year, or as frequently as required by the Board.
- The Chair may call a meeting at any time.
- The Chair shall be responsible for setting the meeting agenda.

Assistance

The Board Secretary will provide assistance to the Committee including but not limited to:

- Organising Committee meetings and attendance.
- Circulating the agenda, papers and other reports in coordination with the Chair and HSCE.
- Drafting the minutes, resolutions and managing the actions register.
- Drafting papers where required.
- Providing a point of reference for communication between the Committee and the Executive Leadership Team.

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.

Minutes

Minutes of meetings approved by the Committee Chair will be distributed to members by the Board Secretary as soon as practicable after each meeting and tabled for confirmation at the next Committee meeting.

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 Committees.

Conflicts of Interest

- This must be a standing item on the agenda and any conflicts of interest disclosed shall be noted in the minutes and recorded on the Conflicts of Interest Register.
- Individual members will not participate in discussions and will not vote on any issue in respect of which that member has an actual, potential or perceived conflict.

7. 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.

8. 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 *Part 7 – Confidentiality* of the HHB Act.

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.

9. 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.

10. Publication of this Charter

A copy of this Charter will be made available at www.westmoreton.health.qld.gov.au.

11. 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 that also apply to Board committee meetings.

12. 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.
10.0	27 March 2026	Rewrite of the Safety and Quality Committee Charter.

This Charter was approved by the Board at its meeting on 27 March 2026.

< Signature kept on file >

Ms Sue Scheinpflug
Chair, West Moreton Hospital and Health Board