

Appendix 1: Terms of Reference: SHR Partnership Group

Endorsed ToR for the SHR Partnership Group are outlined below.

Item	Category	Description
1	Purpose	<ul style="list-style-type: none"> The Sustainable Health Implementation Program (Program) Sustainable Health Review Partnership Group (SHR PG) comprises leads central to state-wide health system engagement, reform and embedding transformational change. This is an advisory body to the Program Steering Committee and Independent Oversight Committee that will collectively progress opportunities, resolve issues, test approaches and provide advice as required on Program components.
2	Roles and responsibilities	<ul style="list-style-type: none"> Test program approaches, tackle issues and problem solve – as a point for testing Program approaches, strategic dialogue, debate and providing advice on complex decisions, working together to unblock persistent or system-level constraints. Support cross-cutting engagement – by seeking connections and taking a cross system portfolio view, understanding dependencies and supporting agencies to work across boundaries. Drive transformational change – by actively leading the change thinking for the Program, considering local innovation, emergent trends, global best practice and long-lasting implementation across the system.
3	Membership	<ul style="list-style-type: none"> Co-Chairs: Program Sponsor (ADG SGD) and a member by consensus. Members: Nominees of the Director General of the Department of Health as Program Owner including nominated leaders from across the WA health sector including key external partners and consumers.
3a	Other representatives in attendance	<ul style="list-style-type: none"> Guests will be invited to attend as required. Members of the SHR PG may nominate an appropriate proxy when they are unable to attend, notifying the Secretariat as soon as possible in advance of the meeting.
4	Meeting frequency	<ul style="list-style-type: none"> The SHR PG will meet every second month (bi-monthly) for a duration of 2 hours.
5	Time commitment	<ul style="list-style-type: none"> Members will be required to attend bi monthly meetings for two hours duration. SHR PG members will be invited to participate out of session on an ad hoc basis. It is anticipated that this would require time commitment of approximately three hours in addition per month. This will be reviewed 3 months after the inaugural meeting; and thereafter every 6 months.
6	Papers	<ul style="list-style-type: none"> Papers will be circulated to members at least five (5) working days prior to each meeting.
7	Minutes	<ul style="list-style-type: none"> Minutes of the meetings will be circulated within five (5) working days of the meeting being held.
8	Reporting	<ul style="list-style-type: none"> The SHR PG will provide advice to the Co-Chairs of the Program Steering Committee.
9	Secretariat	<ul style="list-style-type: none"> The Department of Health will provide secretariat support for the SHR PG including the taking of minutes and preparation of papers. The secretariat will work under the direction of the SHR PG Chair.
10	Review	<ul style="list-style-type: none"> These terms of reference are to be reviewed 3 months after the inaugural meeting; and thereafter every 6 months.