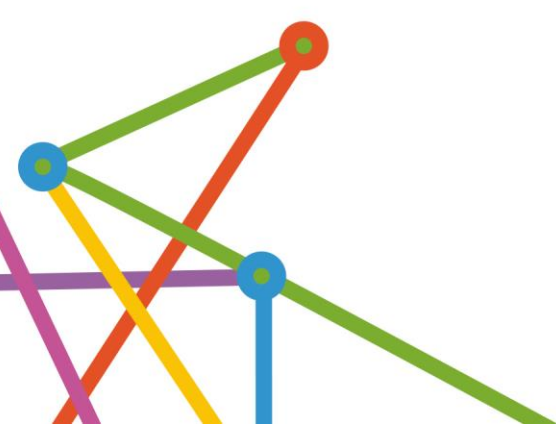


Australian General Practice Training Program - Workforce Planning and Prioritisation

**WA Steering Committee
Terms of Reference**

June 2024



Background

WA Primary Health Alliance (WAPHA) is the provider of the GP Workforce Planning and Prioritisation (GP WPP) activity in Western Australia.

This grant forms part of the overarching Health Workforce Program - Australian General Practice Training Program (AGPT) and will inform the distribution targets set in grant agreements with the Royal Australian College of General Practitioners and Australian College of Rural and Remote Medicine for delivery of the AGPT Program.

WAPHA's analysis of workforce need, training capacity and regional training pathways is a critical informant to identifying priority locations where GP Registrars are optimally placed to meet community need. The analysis produced through the reports will be a key input to AGPT training placement decisions that balance current and future workforce need, current and future training capacity, and GP Registrar preference.

Purpose

The AGPT GP WPP Steering Committee (Committee), will provide statewide governance of the reporting deliverables of the WPP activity in Western Australia. This includes the following:

- To provide strategic advice regarding GP catchment placement recommendations.
- To provide a wider view of GP workforce and training requirements, risks and issues for consideration including through the facilitation and support of local stakeholder engagement initiatives.
- To support a consistent, statewide approach to workforce needs analysis and training capacity.
- To review the annual workforce need and training capacity report by providing advice on support, dissent, or no comment of the final GP catchment placement recommendation.

Guiding principles

Committee members will be guided by the following principles:

- Work collaboratively.
- Observe the highest standards of impartiality, integrity, and objectivity in relation to the advice they provide.
- Be accountable for their activities and for the standard of advice they provide.
- Operate transparently and regularly communicate with relevant stakeholders.
- Treat information identified as confidential accordingly.
- Support a safe environment to speak openly and constructively with a solutions-based approach to discussion.

Secretariat and Chair

WAPHA Executive General Manager Strategy and Engagement will perform the Chair function. The Senior Manager Workforce Planning and Prioritisation will perform the Secretariat function, minute key discussion points and actions, and coordinate the agenda to ensure the group meets its objectives.

Frequency and procedures

The Committee will convene three times each year with individual consultation as required:

- Two standard steering committee meetings.
- One reporting deliverable meeting for governance of reporting deliverables.
- Individual meetings may be requested prior to the reporting deliverables meetings.
- Meetings will be two hours.
- A call for agenda items will be made two weeks prior to the scheduled meeting.
- Agendas and relevant papers will be reviewed by the Chair prior to distribution.
- The agenda and meeting papers will be circulated one week prior to the scheduled meeting date.
- In person meetings will be preferred, with MS Teams meetings available if required.

Proxies

Proxies are to be notified to the Secretariat prior to the meeting and be fully orientated by the member. Proxies will act with the same authority as the member.

Other participants/ guests

The Committee may request employees or external parties to attend a meeting should this be required. However, such attendees do not assume membership or participate in any decision-making processes of the Committee.

Quorum

A quorum will comprise half of the members, including the Chair, plus one.

Conflicts of interest

Conflict of interest is defined as any matter, circumstance, interest, or activity involving or affecting you, or your organisation's personnel, which may, or may appear to, impair your ability to perform your role on the Committee diligently, fairly and independently.

Conflicts of interest will be a standing agenda item at meetings. At the commencement of each meeting, members will be invited to declare or discuss any potential or perceived conflicts. If, at other times during the period of the membership, a conflict of interest arises, or appears likely to arise, the member undertakes to notify the Manager WPP immediately in writing and to take steps to resolve or to otherwise address the conflict of interest.

Confidentiality

Committee agendas, agenda papers, reports and resolutions are confidential to persons and organisations represented at meetings unless the Chair and Committee members agree to make these available, in which case this decision should be documented in the minutes.

Members

Membership of the Committee will include the CEO or delegated representative, from the following key stakeholders/ groups:

- WA Primary Health Alliance
- Royal Australian College of General Practitioners
- Australian College of Rural and Remote Medicine
- Rural Health West
- South Metropolitan Health Service
- East Metropolitan Health Service
- North Metropolitan Health Service
- WA Country Health Service
- WA Local Government Association
- Aboriginal Health Council of WA
- Rural Clinical School
- Office of the Chief Medical Officer

The Australian Government Department of Health and Aged Care may attend in an observer capacity.

Review

Terms of Reference to be reviewed by the group annually in June, with recommendations for changes to be made to the Chair.

Document management

Version 1: 3 October 2022

Version	Approval Date	Document review date
V1.0	31 March 2023	September 2023

V2.0	21 September 2023	10 April 2024
V3.0	6 June 2024	