WA Country Health Service Mental Health Research and Innovation Steering Committee - Terms of Reference

1. Name

WA Country Health Service Mental Health, Research and Innovation Steering Committee (WACHS MH R&I Steering Committee).

2. Purpose

The WACHS MH R&I Steering Committee is responsible to the Executive Director Mental Health (EDMH) and provides advice to the WACHS Mental Health Executive Advisory Group (MHEAG), representing WACHS Mental Health.

Its primary role is to:

- provide governance and assurance over research and innovations in WACHS Mental Health
- provide advice on research and innovation projects undertaken by WACHS Mental Health (MH)
- promote a culture of research and innovation.

3. Background

- The WACHS MH R&I Steering Committee is to assist the EDMH and the MHEAG by having oversight in the quality of research and innovation activities in WACHS Mental Health.
- The WACHS MH R&I Steering Committee reports and makes recommendations to the WACHS MHEAG. The members of the MHEAG are responsible and accountable for the leadership, management and performance of their designated areas of responsibility.

4. Scope

The WACHS MH R&I Steering Committee’s responsibilities include:

- providing feedback and input into research and innovation projects undertaken by WACHS mental health clinicians
- identifying potential opportunities and collaborating with external and internal stakeholders in research and innovation activities consistent with the WACHS Mental Health and Well Being Strategy 2019-2023.
5. Membership

Chair
- Director Psychiatry - Child and Adolescent Mental Health

Members
- Executive Director Mental Health
- Director Psychiatry Youth
- Director Psychiatry Adult and Older Adult
- Consultant Aboriginal Mental Health
- Regional Aboriginal Mental Health Coordinator
- Manager Learning and Development
- Mental Health Program Manager
- Senior Program Officer – Tele-Mental Health
- Administration Assistant.

The following membership positions for the regions are filled via nominations by the respective regional manager and clinical director:

- Kimberley
- Pilbara
- Goldfields
- Wheatbelt
- South West
- Great Southern
- Midwest.

In addition to the Aboriginal Mental Health Consultant, there will be an Aboriginal Mental Health Coordinator, who will be nominated by the Aboriginal Mental Health Advisory Group.

A quorum is deemed to be at least 50% of the members and proxies including the Chair. Should a quorum not be present the committee may still meet, however all decisions must be approved at the subsequent meeting with a quorum present.

Additional invitees are permitted as required by the membership and/or the Chair and approved by the Chair.

6. Proxies

Proxy attendance is permitted only with specific prior approval of the Chair. Prior approval is not required where an officer is officially acting in the position held by the member.
7. **Secretariat**

The WACHS MH Administration Assistant is to provide secretariat support to the WACHS MH R&I Steering Committee.

Papers and meeting schedules are to be circulated as per the [WACHS Guidelines for Committee Operations](#).

8. **Meeting Frequency**

The WACHS MH R&I Steering Committee is to meet bi-monthly, a minimum of 5 times per calendar year. The Chair may call extraordinary meetings as the need arises. Meetings can be held by video/teleconference.

9. **Reporting**

The WACHS MH R&I Steering Committee reports to the WACHS Mental Health Executive Advisory Group (MHEAG) and following each meeting shall provide to that committee a summary of matters discussed. This summary will include decisions and recommendations made by the committee together with plans for improvement and any risk mitigation strategies developed for endorsement.

10. **Evaluation**

The WACHS MH R&I Steering Committee is to conduct an annual evaluation which includes reviewing the Terms of Reference and the role and effectiveness of any panels, networks or working parties.

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