



WACHS Emergency Management Operational Working Group - Terms of Reference

1. Preamble

The WA Country Health Service (WACHS) is committed to supporting the WA health system in its designated functions under the *Emergency Management Act 2005* as a Hazard Management and Combat Agency. These responsibilities include the provision of health to an emergency regardless of hazard. WACHS has a legislated requirement to instigate procedures to guide a structured response to emergencies at the local and regional levels.

2. Name

The WACHS Emergency Management Operational Working Group (the Working Group).

3. Purpose

1. To operationalise the framework for regional health emergency and disaster response, communication and education, in line with the WACHS Emergency Management Executive Subcommittee Business Plan.
2. To ensure consistent and coordinated emergency and disaster preparedness across WA Country Health Service (WACHS) including response plans, training/education, reporting, and evaluation.
3. To undertake work and initiatives, as directed by the WACHS Emergency Management Executive Subcommittee.

4. Accountability

The Working Group is accountable to the WACHS Emergency Management Executive Sub-Committee.

5. Conduct of the Committee

The Executive Officer is to provide a detailed synopsis of the meeting, including agreed actions, which are to be distributed to members within ten (10) working days of the meeting. Any issues and/or comments on the minutes should be addressed out of session to the Executive Officer. Final endorsement of the minutes is to be sought at the next meeting. Approved minutes are to be tabled at the WACHS Emergency Management Executive Sub-Committee meetings.

6. Function and Responsibilities

1. To plan prevention, preparedness, response and recovery activities for the WACHS which promote coordinated health emergency management in support of WA Health Emergency Management Policy (WAEMP); State Health Emergency Response Plan (SHERP), and Infectious Disease Emergency Management Plan (IDEMP).

2. To develop and maintain regional and local health disaster plans, policies and procedures in support of WAEMP; SHERP and IDEMP; to ensure the provision of appropriate health emergency management services to protect country WA communities.
3. To raise operational emergency management issues affecting regions.
4. To monitor key performance indicators and develop initiatives for boosting compliance with mandatory requirements for emergency management.
5. To guide and implement WACHS's Business Continuity Management Program.
6. To facilitate regional input into decisions on emergency and disaster preparedness planning and resource allocation.
7. To provide advice to the WACHS Emergency (Disaster) Management Committee regarding staff orientation and ongoing training needs for emergencies and disasters.
8. To assist with information dissemination and resource sharing.
9. To undertake projects as directed by the WACHS Emergency Management Executive Sub-Committee.
10. To provide advice to the WACHS Emergency Management Executive Sub-Committee on recommended courses of action relating to emergency management projects, initiatives and issues.

7. Reporting

The Working Group is to report through minutes and briefing notes to the Chief Operating Officer – Operations and the WACHS Emergency Management Executive Sub-Committee.

8. Membership

The Working Group is to have representation from all regions. The membership of the Working Group is to comprise of:

- Program Manager, Disaster and Emergency Management
- WACHS Learning and Development Manager
- Regional Emergency Management portfolio holders (x 7)
- Central Office Population Health representative
- Coordinator of Nursing Central Office
- WACHS Work Health and Safety Manager

9. Invitees

The Working Group, through the chairperson, can co-opt any person to attend any particular meeting.

10. Appointment

Members are not elected to the Working Group but are appointed by virtue of the position/portfolio they occupy within WACHS.

11. Chair

The Program Manager, Disaster and Emergency Management is to be the chair.

12. Proxies

Proxy attendance at meetings is permitted only with the specific prior approval of the Chair.

To make all meetings as effective as possible, proxies should be given the authority of the nominating member to speak on their behalf on all applicable agenda items.

13. Conflict of Interest

A member of the Working Group, who has duties or interests in conflict with their duties or interests on this Working Group, whether direct, indirect, financial, material or otherwise, must withdraw or declare conflict of interest to the chairperson.

14. Confidentiality

The meeting minutes are restricted through the WACHS webpage, to the membership and the regional directors. The public may access the Terms of Reference, meeting minutes and documents through the *Freedom of Information Act*.

15. Frequency of Meetings

Meetings are generally to be held approximately every six (6) weeks. Meetings are to be scheduled prior and subsequent to each WACHS Emergency Management Executive Sub-Committee meeting. The meetings may be by videoconference, or by teleconference.

16. Notice of Meetings

Agenda items are to be forwarded to the Chair at least seven (7) working days prior to the meeting, with relevant documentation. The secretariat is responsible for circulating to the membership, the agenda and relevant documentation at least four (4) working days prior to the meeting.

17. Records

Written minutes and decisions of the meeting of the Working Group are to be available via the WACHS intranet, with restricted access to the membership, regional directors, the Chief Executive and the Chief Operating Officer - Operations.

Records are to be kept in line with the WACHS [Records Management Policy](#).

18. Quorum

At least 50% plus one (1) of the membership (seven members) must be present for a meeting to be conducted.

19. Decisions

The Working Group discusses and resolves matters by consensus. Where the working group is unable to achieve consensus, unresolved issues are to be referred back to the WACHS Emergency Management Executive Sub-Committee for advice and direction.

20. Secretariat

The Office of the Chief Operating Officer - Operations is to provide executive officer support to the Working Group.

21. Adoption, Review and Amendment of Terms of Reference

The terms of reference are only to be amended with the approval of the Executive Sponsor, the Chief Operating Officer - Operations.

**This document can be made available in alternative formats
on request for a person with a disability**

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