



## North Metropolitan Health Service, Mental Health, Public Health and Dental Services

### Western Australian Refugee Health Advisory Group (WARHAG)

#### Terms of Reference

#### 1. Purpose

The Western Australian Refugee Health Advisory Group (hereafter referred to as the Group) has been established to provide a forum for refugee health service providers in Western Australia and to provide advice on the shared-care model of post-arrival refugee health screening.

The impact on patient, staff and organisational safety will be considered when undertaking business decisions.

#### 2. Functions and Responsibility

The Group will provide advice to North Metropolitan Health Service (NMHS) on the shared-care model of post-arrival refugee health screening and other issues pertinent to refugee health in Western Australia. The Group will also provide a forum for collaboration and networking between refugee health services providers in Western Australia.

##### 2.1 Objectives

The objectives of the Group shall be:

- To identify any new or emerging population health needs for people of refugee backgrounds.
- To support services and systems in the delivery of high quality and culturally safe health care to people from refugee background living in WA.
- To support primary care providers in the delivery of refugee health services including identifying gaps in capacity, developing training to address these gaps and development of clinical and practice resources.
- To monitor and provide advice on the refugee health shared-care model (Humanitarian Entrant Health Service and primary care).

## 2.2 Outcomes

The principal outcome will be an annual report which includes:

- Summary of WA Humanitarian arrival statistics and HEHS activity.
- Reporting of refugee health shared-care key performance indicators.
- Identifying emerging issues in refugee health in WA and mitigating actions recommended by WARHAG.
- Description of any innovations or advice WARHAG has given through the year.

## 3. Accountability

### 3.1 Reporting Lines

This committee provides reports as follows

Report	To	By Whom	Frequency	Process
Minutes	Public Health Management	Chair	Quarterly	Meeting added to strategic meeting agenda

## 4. Membership

### 4.1 Permanent Membership

- Director Public Health, NMHS, MHPHDS
- Senior Medical Advisor, Humanitarian Entrant Health Service
- Perth Children's Hospital Refugee Health Service
- Clinical Nurse Manager, Anita Clayton Centre
- Association for Survivors of Trauma and Torture Services (ASeTTS)
- Director Population Health Great Southern, Western Australian Country Health Service
- Child and Adolescent Community Health Service Refugee Health Team
- Mirrabooka Medical Centre
- Ethnic Disability Advocacy Centre of WA
- Humanitarian Settlement Program Contractors
- Ishar Multicultural Women's Health Services
- Multicultural Youth Advisory Network (MYAN)
- WA Primary Health Alliance (WAPHA)
- Settlement Engagement Officer Immigration and Settlement Services Department of Home Affairs
- Community representatives (2)

### 4.2 Apologies and Proxy Members

If a member is to be absent then an apology should be notified to the Convenor of Meetings. Where possible this should be given at least 24 hours prior to the scheduled meeting. Permanent members are required to provide a proxy

representative when not in attendance.

#### **4.3 Co-Opted Members**

The right to co-opt to seek advice and/or interview persons with special knowledge of issues under discussion.

### **5. ExOfficio**

List of those members who are in attendance but not members of the committee:

- Secretarial support

### **6. Operating Procedure**

#### **6.1 Convenor of Meetings**

Meetings will be convened by Director Public Health.

#### **6.2 Quorum**

For the membership to vote or make recommendations on issues there must be in attendance 50% plus one (1) member. In the event that there is not the required quorum present, the recommendation must be ratified at the next scheduled meeting.

#### **6.3 Administration**

Minutes detailing action statements will be recorded by the secretary and distributed within five working days of the meeting.

Once endorsed, copies of the minutes and annual reports will be maintained for archival purposes (as covered under the Archives Act 1983) by the Chairperson.

#### **6.4 Subcommittees/Working Parties**

WARHAG has the ability to form specific task focused working parties as required. The establishment and closure of working parties shall be recorded in the minutes. At the time of creation the expected time of disbandment of a working party and the expected outcomes will be specified in the minutes.

#### **6.5 Meeting Frequency**

Meetings will be held at least quarterly at predetermined suitable location or virtually.

#### **6.6 Special Meetings**

Special meetings maybe convened at the discretion of the Chairperson.

#### **6.7 Conduct of Meeting**

The Chairperson will ensure that the meeting is run with procedure and order. Decisions of the committee shall be by the majority.

#### **6.8 Agenda Items**

Standing agenda items will include:

- Committee Objectives
- Performance Indicators

- Reports
- Risks

Additional items for the agenda need to be provided to the Chairperson at least five working days prior to the next meeting. The secretary will compile the agenda and circulate it to members at least four working days prior to the next meeting.

### **6.9 Communication**

Individual members are responsible for advising their staff of particular matters discussed at the Executive Committee meeting that directly affect their service. Important messages when relevant to all staff collectively will be relayed via global email.

### **6.10 Confidentiality**

The members of the Committee are obliged to maintain the confidentiality of details of any discussion relating to the proceedings of the meeting where stipulated by the Chairperson. Otherwise once action statements/minutes are approved they will be made available for distribution.

### **6.11 Conflict of Interest**

Where a member has a pecuniary interest in a matter, which is before the meeting for discussion, that member should not take part in the discussion or vote on the issue unless the Chairperson of the meeting is satisfied that the interest is so trivial as to be unlikely to affect the member's judgement in the matter. This interest must be declared to the Chairperson and recorded in the minutes.

### **6.12 Substantive Equality**

This Committee shall act in accordance with the State Government's Policy Framework for Substantive Equality (2004), in recognition that the equal or same application of policy, processes and actions to people of Aboriginal and/or Culturally and Linguistically Diverse (CaLD) backgrounds may result in unequal outcomes.

Where committee membership, co-option expertise and/or agenda topics, includes participation by community members, particularly Aboriginal people and people from Culturally and Linguistically Diverse backgrounds, systems and supports to assist in their full participation must be outlined.

## **7. Adoption and amendment of Terms of Reference**

The terms of reference shall be endorsed by the committee and reviewed annually.

These Terms of Reference were first adopted by the Executive Sponsor and the WARHAG on the 21 May 2022.

## **8. Document Review**

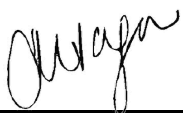
This committee will complete an annual evaluation. This self-assessment is intended to evaluate the effectiveness, function, membership, attendance, purpose and

outcomes of the committee including membership satisfaction with the activities of the committee, and the review of the Terms of Reference.

Next review date: September 2023

## 9. Approval

Changes to these Terms of Reference must be approved by Executive Director.

<b>Terms of Reference Author:</b>	Joanna Fagan	
<b>Approved by (SELECT ONE) Chair of Governing Committee / Executive Sponsor</b>		
	Joanna Fagan	30/01/2023

Document Title:			
Version	Date	By whom	Revision
1.	21.2.2019		
2.	29.8.20219	Executive Director	Updated template and changes to titles and names of services listed in membership
3.	2.9.2022	Director	Updated template changes to the title and name of HEHS service listed in membership