



WA Country Health Service Emergency Management Executive Sub-Committee - Terms of Reference

1. Name

WA Country Health Service (WACHS) Emergency Management Executive Sub-Committee.

2. Purpose

The Emergency Management Executive Sub-Committee is responsible to the WACHS Executive Committee. Its primary role is to:

- develop and maintain a framework for regional health emergency management and organisational resilience in line with [MP 0073/17 – Emergency Management Policy](#), and relevant pieces legislation.
- provide oversight and governance over emergency management issues affecting WACHS, including compliance with emergency management policy and legislation.
- provide assurance to the Chief Executive on the WACHS emergency management program.

3. Background

The scale and complexity of incidents across Western Australia (WA) demonstrates the need for a robust and integrated framework for preventing, preparing for, responding to, and recovering from, emergencies and disasters. WACHS is a key service provider to the community and has responsibility as an emergency management agency under the [WA Emergency Management Act 2005](#).

The Emergency Management Executive Sub-Committee reports and makes recommendations to the WACHS Executive in line with the WACHS Strategic Directions. The committee provides governance and assurance over Emergency Management across WACHS.

4. Scope

The Emergency Management Executive Sub-Committee's responsibilities include:

- maintaining awareness of the relevant policy environment including undertaking regular monitoring and review
- identification and monitoring of risk
- maintaining awareness of performance within area of responsibility and driving systemic improvement
- ensuring planning and oversight of key initiatives
- supporting the prevention, preparedness, response and recovery activities for WACHS which promote coordinated health emergency and disaster management in support of MP 0073/17 Emergency Management Policy and the [State Health Emergency Response Plan \(SHERP\)](#).

- ensuring the development and maintenance of Local and Regional Health Emergency Plans in support of EMP and SHERP to ensure the provision of appropriate health emergency and disaster management services to protect country WA communities
- providing advice, support and oversight on business continuity management within WACHS
- ensuring the development of country WA and regional infectious disease emergency management plans that will apply to hospitals, other healthcare providers, residential care facilities, emergency and essential services and Aboriginal communities in line with WA Infectious Disease Emergency Plan
- promoting the development of close consultative and working partnerships with other local, district and regional emergency management agencies to promote the effective delivery of health emergency and disaster management response and recovery activities
- overseeing the development of a WACHS training strategy for emergency management, as based on training needs
- facilitating regional input into decisions on emergency and disaster preparedness planning and resource allocation
- development and maintenance of the WACHS emergency management framework
- monitoring trends and key performance indicators emergencies and incidents across the WACHS regions
- consideration to patient safety and quality issues
- monitoring compliance with policy requirements
- assisting with information dissemination and resource sharing
- identifying lessons and learnings from previous incidents within WACHS or other jurisdictions.

5. Membership

Chair

The Chair of the WACHS Emergency Management Sub-Committee is a member of the WACHS Executive.

- Chief Operating Officer – Operations.

Members

- Executive Director Medical Services.
- Executive Director Nursing and Midwifery Services.
- Area Director Population Health.
- Regional Directors or delegate (x7).
- Manager ICT Operations.
- Director Command Centre

Ex-Officio Attendees – Advisory

- Disaster Preparedness and Management Unit (system manager) representative.
- Additional attendees permitted at approval of the Chair.

Should members be unable to attend, they are responsible for organising a proxy to provide representation to the subcommittee. A quorum is deemed to be at least 50% of the members and proxies including the Chair. A quorum excludes the Executive Officer and any invitees or ex-officio attendees. 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.

6. Secretariat

The Program Manager, Disaster and Emergency Management is the Executive Officer to the Emergency Management Executive Sub-Committee and is responsible for providing secretariat support.

Papers and meeting schedules are to be circulated as per the [WACHS Executive Sub-Committee Operations Procedure](#).

7. Meeting Frequency

The Emergency Management Executive Sub-Committee is to meet quarterly.

Out of session meetings may be scheduled to deal with urgent issues as required.

8. Reporting

The Chair is to make available to the WACHS Executive for noting (via WACHS Executive Secretariat), the draft minutes and actions of meetings of the Emergency Management Executive Sub-Committee within ten working days of the meeting.

The Chair is to escalate any issues requiring attention of the WACHS Executive.

9. Evaluation

The Chair of the Emergency Management Executive Sub-Committee is to conduct an annual assessment which includes reviewing the Terms of Reference and the role of any panels, networks or working parties established by the Emergency Management Executive Sub-Committee.

Any material changes are to be submitted to the WACHS Executive for approval.

DOCUMENT CONTROL

Version	Date	Approved by
1.00	21 February 2010	COO (K. Bradley)
2.00	23 August 2016	A/COO Operations (M. Denton)
3.00	15 November 2017	CE (J. Moffet)
4.00	27 December 2018	A/CE (M. Denton)
5.00	28 October 2019	CE (J. Moffet)

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Contact:	Program Manager, Disaster and Emergency Management (T. Spicer)		
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