



Western Australian Refugee Health Advisory Council (WARHAC)

Terms of Reference.

1. PURPOSE

The Humanitarian Entrant Health Service (formerly the Migrant Health Unit) is a state wide service that offers a health screen for humanitarian entrants (refugees) and asylum seekers settling in WA. The Western Australia Refugee Health Advisory Council (WARHAC) is the principal advisory body responsible for ensuring the delivery of a comprehensive and high quality refugee health program. Through a process of expert consultation the council provides strategic direction and leadership on matters pertaining to refugee health in WA.

2. ACCOUNTABILITY

The steering committee is accountable to the Public Health Network SHEF sub committee.

3. TERMS OF REFERENCE

The reference group is responsible for the following:

- 3.1** Support the implementation of the endorsed recommendations of the Office of Auditor General report Lost in Transition June 2008.
- 3.2** Oversee the development of and implementation of a Strategic Plan for refugee health services in WA
- 3.3** Ensure development and maintenance of systems and resources for:
 - 3.3.1. Appropriate screening protocols
 - 3.3.2. Appropriate management of communicable diseases prevalent in refugee populations
 - 3.3.3. Data collection and reporting
 - 3.3.4. Teaching and research in refugee health
- 3.4** Ensure refugee health activities are metro wide
- 3.5** Determine performance indicators, ensure targets are achieved and benchmark WA performance against national and international standards





4. MEMBERSHIP

- NMAHS Area Executive Director Public Health & Ambulatory Care or nominee
- Medical Director of Humanitarian Entrant Health Service
- Director of WA Tuberculosis Control Program
- Executive Director Public Health Division or nominee
- Director of Communicable Disease Control Directorate
- Lead Paediatrician, Refugee Clinic PMH
- Clinical Nurse Manager, Anita Clayton Centre
- Representative from Transcultural Mental Health Sector
- Representative from Infections & Immunology Health Network nominated by the Network Lead.
- Representative from South Metropolitan Area Health Service (SMAHS), nominated by the Executive Director for the SMAHS
- Representative from Western Australian Country Health Service (WACHS), nominated by the Chief Executive Officer of WACHS
- Representative from the Child and Adolescent Community Health Service (CACHS)
- Representative from Primary Care Health Network
- Representative from WA General Practice Network
- Consumer representative nominated by Health Consumers Council.

Members to be co-opted from time to time. Nominations from the relevant groups to be accepted by the Medical Director of Humanitarian Entrant Health Service and the Chair, and endorsed by a vote of the existing council.

Others invited when they are directly concerned or have special expertise.

5. EXOFFICIALS

In attendance but not members of the Council include:

- Executive Assistant, Anita Clayton Centre (minute taking)

6. OPERATING PROCEDURES

6.1 Convener of Meetings

The Medical Director of Humanitarian Entrant Health Service

6.2 Chairperson

NMAHS Executive Director Ambulatory Care and Public Health

6.3 Acting Chairperson

The Chair nominates the Acting Chairperson prior to any absence.

6.4 Record of Proceedings

Minutes of the meetings are recorded by the Executive Assistant, Anita Clayton Centre. A copy of the minutes is to be retained in the office of the Medical Director of the Humanitarian Entrant Health Service.





6.5 Subcommittees/Working Parties

Working parties are formed from time to time on an *ad hoc* basis and they report back to the council.

6.6 Meeting Frequency

The steering committee meets quarterly to be convened by the Director of the Humanitarian Entrant Health Service.

6.7 Special Meetings

Special meetings maybe convened at the discretion of the Chairperson.

6.8 Conduct of Meeting

The decision of the Chair is final in all matters of procedure and order.

6.9 Apologies

Apologies are received by the Chair 24 hours prior to scheduled meeting

6.10 Circulation of Minutes of Meetings

Action sheets are circulated to all members within 7 working days of a meeting.

6.11 Agenda Items

Agenda items should be submitted to the convener of the meeting, no later than 2 weeks prior to the next meeting. The Chair has the discretion to accept or decline an agenda item.

6.12 Quorum

The Chair or proxy and 50% of membership

7. ADOPTION, REVIEW AND AMENDMENT OF TERMS OF REFERENCE

The Terms of Reference for the Advisory Group shall be amended only with the agreement of the members.

These Terms of Reference were first adopted on 8 October 2009.

Subsequent revision dates:

Number	Date	Nature of Change/s
1	16 Sept 2010	Membership - Medical Coordinator WA State Immunisation Program changed to Director of Communicable Disease Control Directorate
2	11 Nov 2010	Membership – addition, consumer representative nominated by Health Consumers Council of WA
3	10 Mar 2011	All reference to Migrant Health Unit and Perth Chest Clinic changed to Humanitarian Entrant Health Service and the Anita Clayton Centre respectively.

July 2011

