

# Aboriginal Health Council of Western Australia

## COVID-19 Member Support Team

### Terms of Reference

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#### **Purpose**

The Aboriginal Health Council of Western Australia (AHCWA) has established a COVID-19 Member Support Team as a central point of support and intelligence for its member Aboriginal Community Controlled Health Services (ACCHS) in response to the escalating COVID-19 pandemic.

The COVID-19 Member Support Team will work as a collective group to:

- Gather accurate and up-to-date information about the COVID-19 virus, its potential impacts for the health and wellbeing for Aboriginal and Torres Strait Islander people, and its implications for ACCHS;
- Provide clinical, logistical and contingency advice and support to ACCHS as they prepare for and respond to the COVID-19 pandemic;
- Facilitate clear and consistent communication of information related to COVID-19 across the ACCHS sector;
- Engage with and influence key stakeholders in the National and State response to the COVID-19 pandemic; and
- Strongly advocate on behalf of WA ACCHS to support state, regional and local responses to the COVID-19 pandemic.

#### **Operating Guidelines**

The COVID-19 Member Support Team will include the following AHCWA staff:

- Public Health Medical Officer and Clinical Practice and CQI Manager (co-leads)
- Clinical Practice Support Officer
- Communications and Publications Co-ordinator
- ICT Support Officer
- Human Resources Advisor
- Policy and Strategy Manager

The COVID-19 Member Support Team will be supported by the AHCWA Executive Management Team (EMT) and any other AHCWA staff on an as-needs basis.

Key stakeholders for the COVID-19 Member Support Team to engage with include, but are not limited to:

- AHCWA Member CEOs, the AHCWA Clinical Leadership Group, and the AHCWA Public Health Group;
- The Commonwealth Department of Health;
- WA Health (including the Aboriginal Health Policy Directorate, WA Country Health Services and the Communicable Disease Control Directorate);
- WA Primary Health Alliance (WAPHA);
- NACCHO and other state affiliates; and
- Other non-government organisations (NGOs) and peak bodies.

The COVID-19 Member Support Team will initially meet daily (each morning), and will review the need to meet more often or less on a continual basis.

COVID-19 Member Support Team meetings will have a flexible agenda and be documented through file notes, rather than via formal minutes and actions. A 'Daily Update' of current information, statistics, and advice will be developed and circulated for ACCHS each day, and a summary via a Communique will be prepared and circulated each week.

The COVID-19 Member Support Team will report directly to the AHCWA Executive Management Team and, in turn, be accountable to the AHCWA Board.

All Members of the COVID-19 Member Support Team are bound by the AHCWA Code of Conduct. Each COVID-19 Member Support Team member undertakes to respect any confidential information discussed.