Western Australian Tuberculosis Advisory Council (WATAc)

Terms of Reference.

1. PURPOSE
The Western Australian Tuberculosis (TB) Control Program is a single state wide service that is responsible for the clinical care and public health of a predominately ambulatory population. The Western Australia Tuberculosis Advisory Council (WATAc) is the principal advisory body responsible for ensuring the delivery of a comprehensive and high quality TB control program. Through a process of expert consultation the council provides strategic direction and leadership on matters pertaining to TB control in WA.

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

3. TERMS OF REFERENCE
The Council is responsible for the following:

3.1. Strategic Planning: oversee the development and implementation of a strategic plan for the TB Control Program.

3.2. Service:
   3.2.1. Ensure the TB Control Program activities are state-wide.
   3.2.2. Ensure the maintenance of systems and resources in WA for:
   • Diagnosis, including the Mycobacterial Reference Laboratory, and effective treatment of active TB;
   • Appropriate targeted surveillance;
   • TB data collection and reporting;
   • Teaching, research & development in TB.

3.3. Policy: endorse, and oversee the implementation of, policies developed by the TB Control Program.

3.4. Maintenance of Standards:
   3.4.1. Ensure the strategic plan and policies of the WA TB Control Program are aligned with the goals and recommendations of the National Tuberculosis Advisory Committee (NTAC), especially the National Strategic Plan.
3.4.2. Review the activity of the TB Control Program in respect to progress towards targets set in the Strategic Plan.

3.5. **Reporting:** review 6 monthly reports of the TB Control Program, and forward according to reporting lines detailed in the attached appendix (*Overview of TB Control in Western Australia*).

4. **MEMBERSHIP**

   - Executive Director, NMAHS Public Health & Ambulatory Care
   - Medical Director of the Tuberculosis Control Program
   - Director of Communicable Disease Control Directorate
   - Director of Humanitarian Entrant Health Service (HEHS)
   - Physician accountable for paediatric TB Services
   - Nurse Manager for the TB Control Program.
   - Representative from North Metropolitan Area Health Service (NMAHS), nominated by the Executive Director of Public Health NMAHS
   - Representative from South Metropolitan Area Health Service (SMAHS), nominated by the Executive Director of Public Health for the SMAHS
   - Representative from Western Australian Country Health Service (WACHS), nominated by the Chief Executive Officer of WACHS
   - Representative from the Mycobacterial Reference Laboratory

   Members to be co-opted from time to time. Nomination from the relevant group to be accepted by the Medical Director of TB Control 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:
   - Business Manager, Anita Clayton Centre.
   - Secretary of the Medical Director of the TB Control Program.

6. **OPERATING PROCEDURES**

   6.1. **Convener of Meetings**
   
   The Medical Director of the TB Control Program

   6.2. **Chairperson**
   
   Executive Director, NMAHS Public Health & Ambulatory Care

   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 Secretary of the Medical Director of the TB Control Program. A copy of the minutes is to be retained in the office of the Medical Director of the TB Control Program.

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 Medical Director of the TB Control Program.

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.