



Government of **Western Australia**  
Department of **Health**

# Women's and Newborns Health Network

## WA Women's Health and Wellbeing Policy Working Group

**Terms of Reference**

## **1. Overview**

On Saturday 9 March 2019, the Minister for Health, the Hon. Roger Cook MLA, opened the consultation for the Department of Health's new State policy on Women's Health and Wellbeing.

Designed to complement the Western Australian Men's Health and Wellbeing Policy, the Western Australian Women's Health and Wellbeing Policy (the Policy) will focus on inequalities in health outcomes between women and men, and in population risk groups of girls and women.

The Department of Health will be working closely with key stakeholders to engage the community via an online survey and targeted consultations, which will guide and inform the development of the Policy.

## **2. Name**

The group shall be known as the WA Women's Health and Wellbeing Policy Working Group (WHWPWG).

## **3. Goal**

The primary purpose of the WHWPWG is to independently advise the Department of Health during the development of the Policy. Members will provide diverse views and knowledge in relation to women's health and wellbeing from across the sector.

The WHWPWG will drive the development of an evidence-based, patient centred WA Health state-wide Policy that:

- Supports existing efforts across WA Health, Health Service Providers (HSPs), health services, non-government and community organisations/agencies and communities to achieve the best possible health outcomes for women and girls living in Western Australia;
- Serves to inform and guide the Department of Health as the System Manager in setting the direction for Women's Health planning and purchasing intentions;
- Complements the work currently underway on the Western Australian Men's Health and Wellbeing Policy;
- Aligns with the National Women's Health Strategy 2020 – 2030, and State Government's Women's Plan under development by the Department of Communities;
- Assists and guides WA Health, HSPs, health services, non-government and community organisations/agencies and communities to develop local strategies to achieve the best possible outcomes for women and girls in WA.

## **4. Accountability**

The WHWPWG is accountable to the Women's and Newborn Health Networks Co-leads, who report to the Director of Health Networks, WA Department of Health, who in turn is accountable to the Executive Director, Clinical Leadership & Reform Directorate and the Assistant Director General, Clinical Excellence Division, Department of Health.

## **5. Responsibilities**

### **4.1 Outputs**

The WHPPWG will be responsible for:

- Providing advice on the development of a gender-specific Policy that identifies health issues impacting on the health and wellbeing of all Western Australian women and girls, and addresses inequalities between the health outcomes of women and men, and in population risk groups of women and girls;
- Providing guidance on the alliance to the WA Men's Health and Wellbeing Policy, and relevance and applicability of the National Women's Health Strategy 2020 – 2030;
- Writing content of the Policy, within Health Networks parameters, and with the understanding the content will be reviewed for consistency and translation to the Department of Health style guide;
- Ensuring the content of the Policy is relevant to and representative of the needs of all Western Australian women and girls, and practical for health services;
- Providing oversight of the consultations for the Policy; and
- Reviewing draft versions of the Policy to ensure relevant feedback is incorporated.

### **4.2 Reporting**

The WHPPWG will report progress on a monthly basis to the Co-Leads to enable a report to the quarterly Executive Advisory Group meetings. The report will include progress against agreed outputs.

## **6. Chair**

The Chair or Co-Chairs will be either of the Co-Leads for the Women's and Newborns Health Network.

## **7. Membership**

The WHPPWG membership will be selected through an Expression of Interest process and direct invitations to nominated stakeholders. Members of organisations may nominate a proxy in their absence as long as the proxy is fully briefed on the matters. These may include representatives from:

- Aboriginal Health Council of WA
- Carers WA
- Consumer/s
- Department of Communities
- Department of Education
- Department of Health
- Department of Justice
- Mental Health Commission
- Non-Government and Community Organisations
- Research and Academia

- WA Health Service Providers
  - Child and Adolescent Health Service
  - East Metropolitan Health Service
  - North Metropolitan Health Service
  - South Metropolitan Health Service
  - WA Country Health Service
- WA Primary Health Alliance
- Women's Community Health Services, WA

## **8. Operating Procedures**

### **7.1 Working Group Meetings**

The WHWPWG will be time limited from March to September 2019. Meetings will be held on a monthly basis, or as required. Some work may be conducted out of session, via email correspondence.

The Chairperson shall provide the agendas and supporting material at least three days in advance of each meeting.

A quorum is not required. Where unable to attend in person or by teleconference, members are strongly encouraged to send a proxy member who can adequately represent and speak on behalf of the member organisation's interests. Any proxy members will require approval by the Chairperson in advance of each meeting. Proxy members will be subject to all requirements of Working Group members.

### **7.2 Conflict of Interest**

A declaration outlining any conflicts of interest is required where a conflict becomes apparent in the course of members' participation in Working Group discussions. Members should declare relevant conflicts of interest as soon as they are known.

The Chairperson will manage conflicts of interest in accordance with the Department of Health [OD0264/10 Managing Conflict of Interest Policy and Guidelines](#).

### **7.3 Quorum**

There will be no quorum clause.

### **7.4 Agenda**

Standing agenda items include:

1. Acknowledgement of country
2. Welcome and apologies
3. Declaration of conflicts of interest
4. Acceptance of previous meeting minutes
5. Agenda items
6. Action items
7. Business without notice

8. Date and location of next meeting.

## 9. Payment and reimbursement

Sitting fees are not available for the Working Group for government employees or paid members representing not for profit and/or organisations funded by the Commonwealth, State or Local Government.

Consumers and community members may be offered payment for their contribution if they are not paid members representing their organisation or agency.

## 10. Guiding Principles

The WHWPWG will adhere to the following:

- Members of the group are present as organisation representatives and are not representing personal views.
- Feedback and/or review of documentation responses are to be provided within requested time frames.
- It is each member's responsibility to canvas views and provide feedback to its constituency as appropriate and as directed by the group.
- Resolution of dissenting issues shall be achieved by a vote of members present and the Chair/s shall have the casting vote.
- The group, through or at the direction of the Chair/s, is able to co-opt/seek expert advice as required.

## 11. Records

The WA Health Networks Unit provides a Secretariat that shall issue meeting papers and supporting material at least three days in advance of each meeting.

The secretariat shall keep separate files of at least the following:

1. Agendas, minutes and papers circulated with these documents; and
2. Correspondence, papers tabled at meetings and papers circulated other than with agendas.

These files are the property of the WA Department of Health and must be preserved in accordance with the *State Records Act 2000* and the *Freedom of Information Act 1992*. The *Health Services (Quality Improvement) Act 1994* may also apply to the documents.

## 12. Approval

Number	Date	Nature of change(s)
1	21 March 2019	Version 1

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