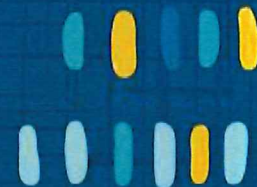




State Welfare Emergency Committee

Terms of Reference

April 2020



1. NAME

This committee shall be known as the State Welfare Emergency Committee (SWEC).

2. PURPOSE

The SWEC's purpose is to provide advice to the State Welfare Coordinator as an advisory, consultative and reference group.

The State Welfare Coordinator has primary responsibility for overseeing the planning, coordination, and delivery of emergency welfare services and support at all levels across Western Australia.

Emergency welfare services are defined in the State Emergency Welfare Plan as:

- Emergency accommodation
- Emergency food provision
- Emergency clothing and personal requisites
- Personal support services
- Registration and reunification
- Financial assistance

Other welfare services that are needed outside of this definition will be provided to support the social and emotional well-being of the Western Australian community.

The State Welfare Incident Coordination Centre (SWICC) will support the SWEC and the State Welfare Coordinator in planning and implementing SWEC's coordinated responses. A summary of the SWEC and how it will operate is included at **Attachment A**.

3. COMMITMENT

SWEC members commit to:

- Work in close partnership with each other, the State Welfare Coordinator and the SWICC to support the delivery of welfare services across Western Australia.
- With the guidance of the Aboriginal Cultural Council, always apply an appropriate cultural lens to their discussions and actions.
- Be flexible and adaptable to the changing and emerging needs of the State Welfare Coordinator, the State Emergency Coordinator and the broader Western Australian community.
- Always act with integrity and good governance.

4. AUTHORITY AND ACCOUNTABILITY

The SWEC is established under the State Emergency Management Policy and is Chaired by the State Welfare Coordinator.



The Director General, Department of Communities, has been appointed to this role, and reports to the State Emergency Coordinator and, through that office, to the State Disaster Council.

5. RESPONSIBILITIES

The specific responsibilities of the SWEC are to:

- a. Support the State Welfare Coordinator in establishing and implementing plans and strategies for the delivery of emergency welfare services (as defined in the State Emergency Welfare Plan) at both the State and local level throughout Western Australia.
- b. Make recommendations to the State Welfare Coordinator to enhance the effectiveness and efficiency of the delivery of emergency welfare services.
- c. Identify options and determine the capacity of SWEC representative organisations, or the sectors they represent, to assist in managing and sustaining a 'whole of government/community' response to the emergency.
- d. Support the State Welfare Coordinator in the coordination and direction of activities and organisations in the management of support services to Hazard Management Agencies, controlling agencies and other emergency management agencies.
- e. Support the State Welfare Coordinator in ensuring alignment of emergency welfare delivery activities with broader emergency management and response frameworks and protocols.
- f. Identify options and implement strategies to deliver effective and efficient information exchange and sharing protocols.
- g. Make recommendations to the State Welfare Coordinator to improve the operation and effectiveness the SWEC.

Responsibilities of the SWEC may be adjusted at the Chair's discretion. Any changes to responsibilities will be updated in this document.

6. MEMBERSHIP

Chair

The State Welfare Coordinator will be the Chair of the SWEC.

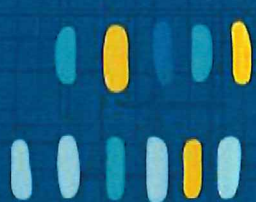
A representative from the Department of Communities' Aboriginal Cultural Council will be the Co-Chair of the SWEC.

In the Chair's absence, the SWEC will be chaired by a member of the SWEC or an officer within the Department, as nominated by the Chair.

Membership

The SWEC will include representation from the following agencies and organisations.

- Department of Communities
 - Chair, State Welfare Coordinator, Director General
 - Deputy Chair, Aboriginal Cultural Council Nominee

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- Deputy Director General, COVID-19 Incident Controller
 - Deputy Director General, Community Services
 - Department of Fire and Emergency Services
 - Department of Health
 - Department of the Premier and Cabinet
 - Department of Treasury
 - Lotterywest
 - Mental Health Commission
 - WA Council of Social Service (WACOSS)
 - WA Local Government Association (WALGA)
 - Western Australia Police Force

Other organisations will be approached to nominate a representative reflecting the nature of the emergency, or alternatively attend as an observer on an issues-specific basis. These organisations will include:

- Australian Red Cross
- Chamber of Minerals and Energy (CME)
- Department of Health (Commonwealth)
- Services Australia (Centrelink/Medicare)
- Department of Jobs, Tourism, Science and Innovation (link to DFAT)
- Department of Local Government, Sport and Cultural Industries
- National Disability Insurance Scheme (NDIS)
- Department of Transport
- Venueswest
- Western Australian Country Health Services
- Western Australian Primary Health Alliance
- St Vincent de Paul Society
- Mission Australia

Membership of the SWEC may be adjusted at the Chair's discretion in line with emerging emergency welfare and support needs.

The SWEC agenda and reporting will be distributed to all members for information and noting in line with the Operating Procedures of this document.

Expectation of Members

Members will be responsible for sharing information and consulting with staff across their organisations, and relaying any information, issues and/or concerns back to the SWEC.

Members, and staff of member organisations may also be required to undertake other duties and activities, as required. Organisations may be directed by the State Welfare Coordinator within the boundaries of their existing powers and resources.

Others in attendance

With the prior approval of the Chair, others may be invited to attend meetings either as an observer or to present to SWEC on a specific matter or agenda item.



Working and advisory groups

The SWEC may establish a working or advisory group to respond to a specific need for a specified duration. The creation of such a group requires the approval of the Chair.

7. OPERATING PROCEDURES

Meeting frequency

Indicative meeting frequency is fortnightly, or as required by the Chair. Virtual methods to conduct and participate in meetings will be made available to members.

Extraordinary meetings

The Chair may convene an extraordinary meeting. Any such meeting will be convened with members being notified of the meeting and the nature of business to be discussed with as much notice as possible.

SWEC Secretariat

The SWEC Secretariat (the Secretariat) will be resourced by staff from the Department of Communities. Member organisation may be required to support the secretariat as required.

The Secretariat will:

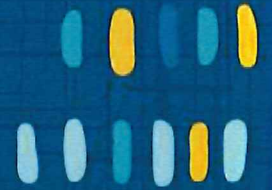
- provide strategic coordination on behalf of the State Welfare Coordinator, the Incident Controller, and the SWEC;
- be the initial point of contact and conduit for all matters related to the SWEC;
- receive, prepare and collate agenda papers for consideration by SWEC;
- forward meeting records (or excerpts) to the relevant non-members as appropriate;
- communicate with members on all meeting matters;
- facilitate liaison between the Chairs, members, the Communities Leadership Team (CLT), external agencies and organisations and relevant emergency management secretariats as required;
- complete or direct any actions arising from the meetings as directed by the Chair, within agreed timeframes;
- keep and maintain relevant records on behalf of the SWEC; and
- at the request of the Chair, arrange for additional advice, information and/or expertise to be available to members.

Agenda items

Agenda items and associated papers proposed to be considered by SWEC are to be submitted electronically to the Secretariat as soon as practicable, but ideally at least three standard business days prior to the meeting.

Circulation of Meeting Papers

The aim will be to circulate the agenda and any associated papers electronically to SWEC members by the Secretariat at least two days prior to the meeting. However, given the circumstances and nature of the items considered by SWEC, items of a critical nature may need to be progressed outside of these requirements. Exceptional items may be accepted for tabling at the meeting with the agreement of the Chair.



Minutes and reporting

The Secretariat will be responsible for taking minutes at each meeting and distributing them to members within two working days of the SWEC meeting. The minutes will be a true and accurate record of the meeting, and will contain clear and concise notes of the main points of discussion, any decisions made, actions arising and additional information tabled at the meeting. The minutes will be presented at the next SWEC meeting for endorsement, with any amendments noted.

Out of session items

Where an issue is urgent and requires members' attention prior to a meeting, it may be considered out of session, at the discretion of the Chair.

Record-keeping

The Secretariat shall prepare a record of each meeting, and will keep records of agendas, meeting papers, meeting records, and any other notable correspondence and papers. The files are the property of the Department and must be preserved in accordance with the *State Records Act 2000* and the *Freedom of Information Act 1992*.

8. OTHER RELATED DOCUMENTS

State Emergency Management Policy
State Emergency Management Plan
State Emergency Welfare Plan (Interim)

9. DOCUMENT CONTROL

Publication date April 2020
Review date: April 2021
Owner: State Welfare Coordinator
Custodian: COVID-19 Incident Controller

This document can be available in alternative formats on request.

Feedback and enquiries relating to this Terms of Reference may be directed incidentcontroller@communities.wa.gov.au

10. VERSION HISTORY

Version	Date	Author	Description
1	6 April 2020	Senior Policy Officer, Planning IMT	Initial draft
2	8 April 2020	Executive Manager, SWEC	Whole document revision
3	8 April 2020	COVID19 Incident Controller	Whole document revision
4	14 April 2020	Executive Manager, SWEC	ADG & key stakeholder feedback
5	21 April 2020	Principal Project Officer, SWEC	SWEC member feedback



11. AUTHORISATION

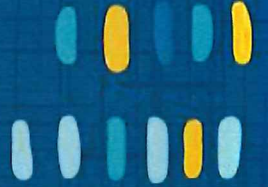
These Terms of Reference are endorsed by:

**Chair
State Welfare Coordinator**

Date: 22/4/2020

**Co-Chair
Aboriginal Cultural Council**

Date: 22/4/2020



ATTACHMENT A:

STATE WELFARE EMERGENCY COMMITTEE

Who are we?

The State Welfare Emergency Committee (SWEC) is an advisory group of organisations from all levels of government, the community sector and the private sector who will work together to meet the emerging social welfare needs from the COVID-19 pandemic.

Its purpose and framework is derived from the suite of State emergency plans and associated legislation. The group's operation will be tailored to meet the current COVID-19 pandemic.

The SWEC is chaired by the State Welfare Coordinator, Michelle Andrews, Director General of the Department of Communities (Communities).

The SWEC is co-chaired by a nominated member of the Communities Aboriginal Cultural Council. It is important we are led by the guidance of Aboriginal leaders to ensure our response is culturally appropriate and meets the needs of our Aboriginal communities.

What will we do?

We will provide timely and effective welfare services to the Western Australian community, particularly vulnerable cohorts, during the COVID-19 pandemic. Welfare services include emergency accommodation, food provision, personal requisites, personal support services, financial assistance and other welfare services as required.

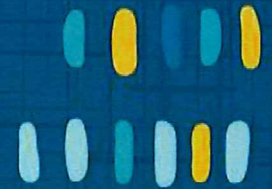
The SWEC will be adaptable; contributing, where required, to the State's longer-term recovery and support the broader social and economic well-being of the Western Australian community.

Where do we fit?

The SWEC will report through the State Welfare Coordinator to the State Emergency Coordinator, Police Commissioner Chris Dawson and the State Emergency Management Committee. The State Emergency Coordinator reports through to the Minister for Emergency Services and the Premier. The State Welfare Coordinator will also continue to report through to her existing Ministers through her role as Director General of Communities.

The SWEC will work alongside the State Recovery Controller, Sharyn O'Neill and the State Recovery Coordination Group.

The SWEC will also work closely with the Department of the Premier and Cabinet's State Pandemic Coordination Centre and the Department of Health, who are the Hazard Management Agency.



How will we meet our objectives?

The SWEC's actions and the State Welfare Coordinator's decisions will be operationalised by the State Welfare Incident Coordination Centre (SWICC), located within Communities.

The SWICC will partner with each SWEC member organisation, leveraging their resources and their networks to deliver welfare services. Liaisons from some member organisations will be seconded into the SWICC to support this work. The SWICC will provide planning, intelligence, operations and logistics expertise.

The SWEC may also call on other non-member organisations to help solve an emerging crisis or meet a resource need.

The SWEC will ensure it works closely with other emergency service agencies and be guided by the direction of the key bodies that are helping guide the State government during the COVID-19 pandemic.

How will we work?

Members of the SWEC commit to:

- Work in close partnership with each other and our networks, the State Welfare Coordinator and the SWICC to support the delivery of welfare services across Western Australia.
- With the guidance of the Aboriginal Cultural Council, always apply an appropriate cultural lens to their discussions and actions.
- Be flexible and adaptable to the changing and emerging needs of the State Welfare Coordinator, the State Recovery Controller, the State Emergency Coordinator and the broader Western Australian community.
- Always act with integrity and good governance.

