



# **Australian Health Sector Emergency Response Plan for Novel Coronavirus (COVID-19) Management and Operational Plan for People with Disability – Advisory Committee**

## **Terms of Reference**

### **Purpose**

The Australian Government, government agencies, and state and territory governments are working together to coordinate an evidence-based response to a respiratory illness outbreak caused by a novel (new) coronavirus (COVID-19). The Prime Minister has announced the activation of the Australian Health Sector Emergency Response Plan for Novel Coronavirus (COVID-19).

The Advisory Committee (the Committee) will oversee the development of the Australian Health Sector Emergency Response Plan for Novel Coronavirus (COVID-19) Management and Operational Plan for People with Disability (the Plan). The Plan will be informed by a risk-based approach, prioritising individuals whose disability and current health status places them at significant risk of adverse outcomes related to Novel Coronavirus. This includes people with intellectual disability and people who have complex support needs (behavioural, social, or physical) to undertake activities of daily living.

### **Roles and Responsibilities**

The Committee will:

- provide expert advice to inform the development of the Plan on: the healthcare needs of people with disability, their families and the disability service sector, including access to COVID-19 screening, prevention and healthcare; and
- oversee the implementation of the Plan.

Committee members may be expected to share information on the progress of the work being undertaken. However, it will be clarified at the time whether the information is confidential for Committee purposes only, or if the information is to be shared more broadly.

### **Timing**

The Committee is required to support the development of a draft plan for consideration by:

- 7 April 2020 meeting of the Roundtable on the Health of People with Intellectual Disability, which will be expanded to include other relevant stakeholders; and
- for consideration by the Australian Health Protection Principal Committee (AHPPC) on 9 April 2020 (if possible).

### **Membership**

The Committee's membership will be included at the end of this document.

### **Governance**

The Committee will report to the Australian Government Chief Medical Officer.

### **Duties of the Chair**

The Chair is identified at the end of this document. Where the Chair is absent, a suitable representative will be selected by the Chair to be the Chair's representative.

The role of the Chair and the Chair's representative are to:

- approve the agenda for each meeting;
- direct business at the Committee meetings; and
- promote participation by members during meetings.

### **Observers and attendees**

- Observers are invited at the discretion of the Chair.
- Attendees may be invited to speak on a specific topic or agenda item.

### **Meetings**

- The Committee will meet as required via teleconference, or as determined by the Chair.

- Out of session papers may be circulated with approval of the Chair, and shall be recorded in the minutes of the next scheduled meeting.
- Meeting papers will be circulated electronically as soon as possible, in advance of scheduled meetings, unless agreed by the Chair.

### Secretariat

- The Department will undertake Secretariat functions unless otherwise directed by the Chair.
- Should it be required, the Secretariat will circulate action items and meeting outcomes to the Committee and the Chair following the meeting, within one to two business days.

### Conflict of interest

All members of the Committee will declare all existing or potential conflicts of interest, and stand aside when the majority of Committee members consider the conflict of interest may have undue influence on the members' ability to remain impartial.

### Membership

<b>Chair</b>	<b>Title</b>
Mr Simon Cotterell PSM	First Assistant Secretary, Primary Care Division, Australian Government Department of Health
<b>Members</b>	<b>Title</b>
Mr Jim Simpson	Senior Advocate, Council for Intellectual Disability and Inclusion Australia
Prof Julian Trollor	Head, Department of Developmental Disability Psychiatry, University of NSW
Prof Anne Kavanagh	Chair of Disability and Health, Melbourne Disability Institute, University of Melbourne
Dr Jacqueline Small	Paediatrician, President of the Australian Association of Developmental Disability Medicine
Dr Linda Goddard	Adjunct Senior Lecturer, Charles Sturt University School of Nursing and Midwifery
Dr Rebecca Kelly	Parent of a child with intellectual disability
Ms Kerry Stubbs	Managing Director, Northcott
Mr Jeff Smith	CEO, People with Disability Australia
Dr George Taleporos	Policy Manager, Summer Foundation
Ms Dani Fraillon	Chief Operating Officer, Get Skilled Access
Ms Jenny Martin	Director, Allied Health NSW Central Coast Local Health District
Ms Ellen Dunne	Director, Office for Disability ACT
<b>Australian Government Representatives</b>	<b>Organisations</b>
Ms Deb Connock	National Disability Insurance Agency
Ms Samantha Taylor	NDIS Quality and Safeguards Commission
Dr Ben Gauntlett	Disability Discrimination Commissioner
Ms Melanie Metz	Department of Social Services