**Advisory Group and Liaison **Members**

**Role Description**

|  |  |
| --- | --- |
| **FUNCTION** | Advisory groups represent key stakeholder groups that may be affected by an emergency event who may require particular support or engagement. Liaison members typically represent another organisation with specialist or organisational responsibility or ability who liaise with one or more groups involved in the emergency response. |
| **Reports to** | Primary Care Controller and EOC Coordinator |
| **RELATIONSHIPS** | **Internal*** Primary Care Controller
* Comms
* EOC Coordinator
* Recovery Manager
* Other clinical and non-clinical advisors
* Parent organisations or representative groups

**External*** CDHB ECC
* City Council EOC
* NGOs
* Wider community and general public
 |
| **KEY TASKS** | * Provide specialist advice to the Primary Care Controller and EOC team on matters within their field of specialist expertise.
* Assist in developing appropriate response options that will impact on specific areas of the primary health care community.
* Communicate to and from their constituent groups in an emergency.
* Attend EOC briefing and planning sessions as required.
 |
| **SUGGESTED ADVISORS AND LIAISONS** | Representatives from organisations may include (but are not limited to):* District/community nursing
* Community pharmacy
* Rural health
* Infectious disease (depending on the nature of the event)
* St John Ambulance
* Maori, Pacifika, and Culturally and Linguistically Diverse (CALD) communities
* Media and news
 |