

WAIMAKARIRI HEALTH ADVISORY GROUP

TERMS OF REFERENCE 2023

1. **Background**

The Waimakariri Health Advisory Group (WHAG) was established in 2004 to act as a medium through which the health needs of the people in the Waimakariri area can be expressed and, where possible through community action, addressed.

2. **MISSION**

Apply an evidence-based approach to advocate for and facilitate the best health outcomes for the Waimakariri District. This is in line with our responsibilities to Te Tiriti o Waitangi and working toward improving health outcomes for Māori

3. **FUNCTION (See Figure 1, attached.)**

Waimakariri Health Advisory Group is representative of the community and social sector groups, health providers, health consumers, and other relevant stakeholders in the local health and wellbeing sector. It has been established to act as a forum to:

- Gather evidence to inform the identification of priority health issues for the Waimakariri District and continue to monitor progress.
- Act as an information conduit for emerging health and wellbeing issues. E.g, through Council, Community Boards, Social Services Waimakariri, PHOs, Te Whatau Ora. *E.g. by utilising the Waimakariri District Council Annual and Long Term Planning processes to advocate for community health and wellbeing issues and needs, as appropriate.*
- Identify opportunities to engage with new stakeholders or stakeholder groups related to health and wellbeing
- Discuss, encourage and support shared solutions and approaches
- Provide information and advice to the Waimakariri District Council on health issues
- Engage with adjoining local authorities where there is a commonly identified health need
- Seek community feedback for consideration in health-related planning.
- Utilise the Waimakariri District Council Annual and Long-Term Planning processes to advocate for community health and wellbeing issues and needs, as appropriate.
- Report annually to Waimakariri District Council's Community and Recreation Committee on the part the Waimakariri Health Advisory Group has played in contributing to the improvement in health and wellbeing of the local population.

4. MEETINGS

- WHAG meets on a bi-monthly basis on the first Tuesday of the month, from 6 -7.30pm in the Committee Rooms, Waimakariri District Council, 215 High Street, Rangiora.
- Representation shall be reviewed at least annually at the first meeting the year to ensure that it reflects an appropriate representation of the local health and wellbeing sector.
- Minutes shall be circulated no later than two weeks following the meeting
- Agenda items shall be forwarded to the agenda at least 7 working days prior to the meeting. (See appendix II)
- At the start of the meeting, items can be raised for potential inclusion in general business discussions, at the discretion of the chair and as time allows
- A quorum shall consist of five representatives, plus the Chairperson.
- If members are unable to attend a meeting, an update report is to be provided to the Council staff member.
- If 3 consecutive meetings are missed without an apology or an explanation being tendered, membership will cease and a new representative sought.

5. CRITERIA AND TERMS OF MEMBERSHIP

5.1 Appointment of an Independent Chairperson

An independent Chair is appointed for a 3-year tenure, with provision for the incumbent to be reappointed by the group. Applications for Independent Chair will be sought from the community by way of public advertisement. Preference will be given to applicants:

- who have governance experience
- who have had affiliation to the health sector
- who live/work in the Waimakariri District
- who have extensive existing community networks

5.2 Appointment of Representatives

Representation will be sought, considering geographical and interest/sector balance on WHAG. Preference is given to applicants:

- with an existing affiliation to the health sector locally
- who live/work in the Waimakariri District
- who have existing community networks
- who will commit to active participation in a bi-monthly meeting
- are prepared to participate in project work that may arise.

Appointments are made on a 3-year rotation, with an option to carry on.

6. CODE OF CONDUCT

- Open and honest collaboration between members.
- Collective problem-solving and agreement on solutions.
- Respectful communication

7. WHAG REPRESENTATIVES

7.1 The following is a guideline for appropriate representation to ensure a wide range of community voices to advise on health issues in the Waimakariri District, which is not limited to:

- Independent Chair
- GP representative
- Nurse Practitioner
- Physiotherapy rep.
- Practice Nurse representative
- Waimakariri District Councillor appointee
- Iwi representative (*appointed* by Runanga)
- Older Persons Advocate
- Disability Advocate
- Mental Health Advocate
- Child Health Advocate
- Waitaha Practice Support Navigator and Health Promoter
- Pegasus and Waitaha Primary Health Representatives
- Council staff (ex-officio members of the committee)
- Youth representative(s)
- MSD representative
- Pharmacist's representative
- Community Board appointments
- St John Ambulance
- Social Services Waimakariri
- Te Whatau Ora Funding Manager representation
- The District Mayor

7.2 Where an emerging issue is identified, WHAG may invite an alternative stakeholder

Fig: 1: Communication and Reporting Lines

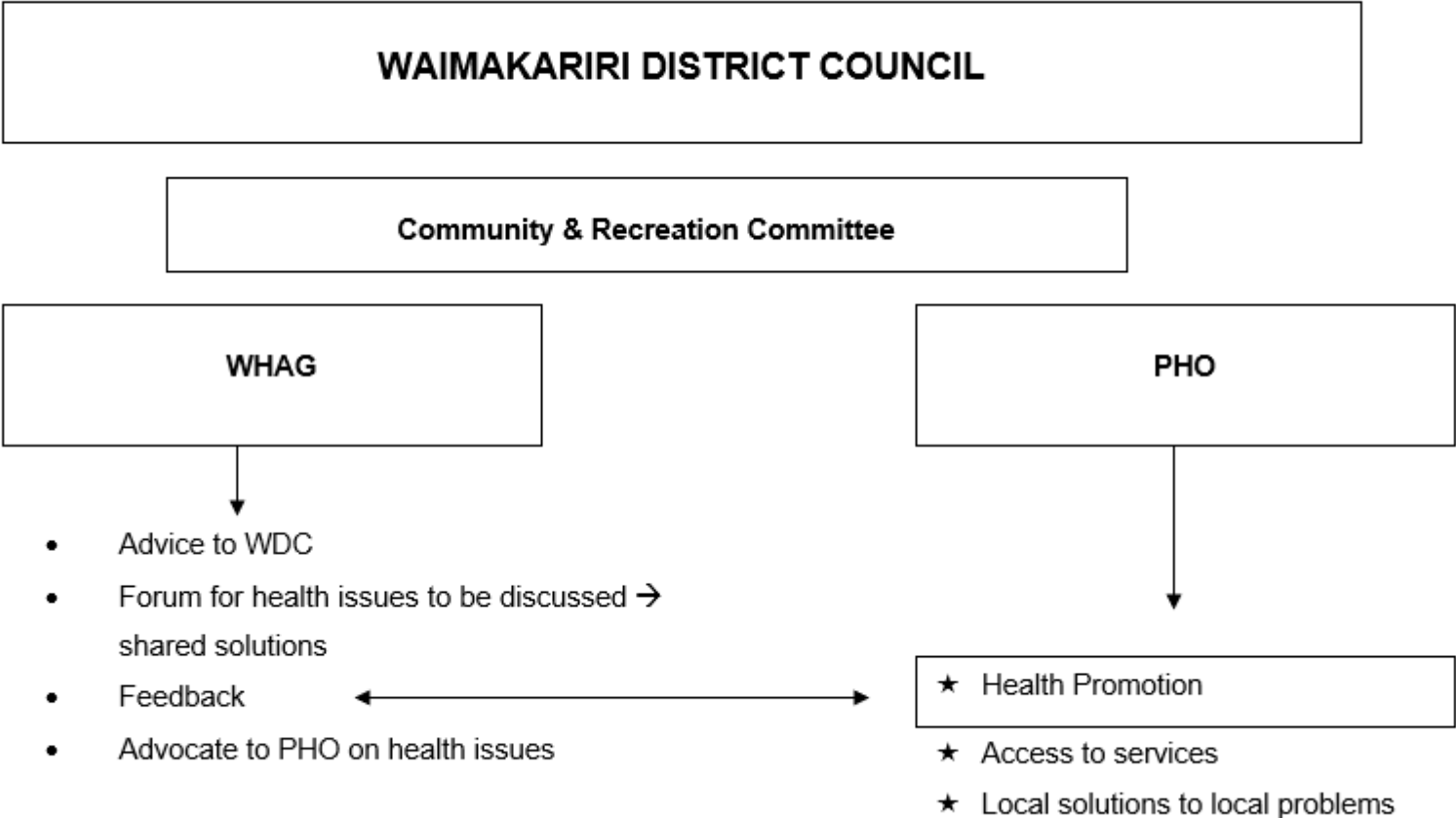
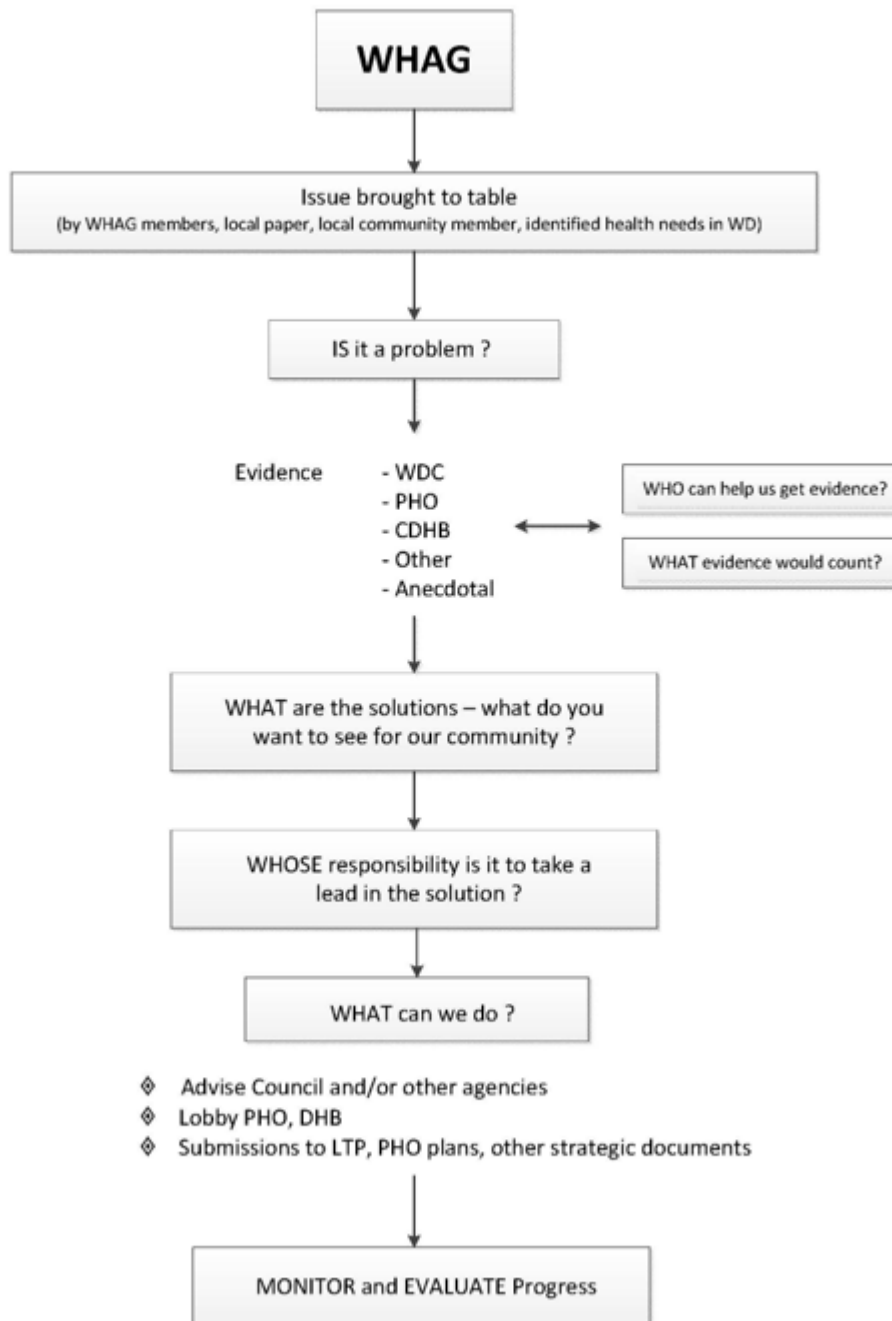
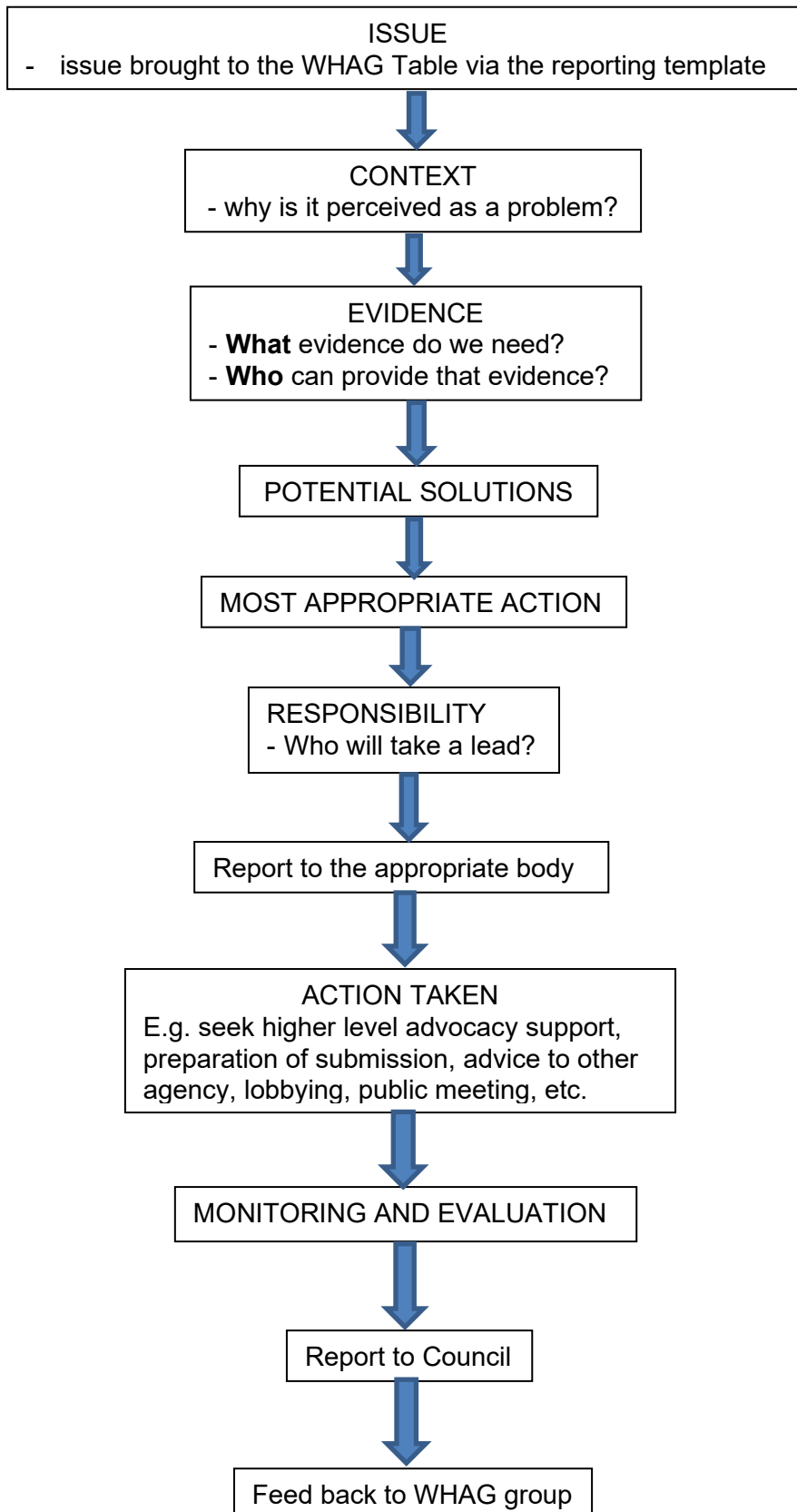


Fig 2: Process for addressing Health and Wellbeing Issues



OR

Fig 1: Process for addressing Health and Wellbeing Issues



APPENDIX I – Standard Agenda

AGENDA

- Conflicts of interest
- Receipt/acceptation of minutes
- Actions from last meeting
- (Liquor) Licencing application reviews – also vaping and gambling
- Current consultations/submissions in relation to health
- Key issues for discussion
- Regional update
- Items to refer to Council
- What's on top
- General Business