



Terms of Reference

Waikato Pacific Healthy Eating Healthy Action Community Action Group

June 2009

Background:

Government's Healthy Eating-Healthy Action: Oranga Kai-Oranga Pumau (HEHA) Strategy led by the Ministry of Health (MOH) aims to improve nutrition, increase physical activity and achieve healthy weight for all New Zealanders.

The strategy has been developed to address the increasing burden of diseases resulting from obesity, poor nutrition and physical inactivity. Such diseases are now amongst the leading causes of preventable deaths in New Zealand.

The Ministry of Health (MOH) has targeted funding for community action projects to achieve these aims for Pacific Peoples. The fund is administered by the Waikato District Health Board (Waikato DHB) for the Waikato District. Waikato community based services are able to apply for grants from the fund through the Waikato Pacific HEHA Community Action Group (WPCAG). The fund is available for projects which support and build on existing Pacific services and networks so as to reflect local Pacific community needs. This will include activity which contributes toward the MOH's target to improve the consumption of fruit and vegetables.

Purpose:

The WPCAG will work with the Waikato DHB to take responsibility for determining the community action required to address the needs of Pacific communities within the Waikato District to improve nutrition and physical activity, and reduce obesity.

Role:

The WPCAG will on behalf of the Waikato DHB and in conjunction with the Waikato HEHA Project, develop and implement a community action model for Pacific. This will incorporate the implementation of the Community Action Fund grants process using national criteria provided by the MOH and that have been supplemented where necessary to meet local need, and have been signed off by the Waikato District HEHA Steering Group.

Objectives:

1. To support the Waikato Pacific Communities and existing Pacific services and networks, such as Pacific providers, community groups and churches, to improve nutrition, increase physical activity and reduce obesity within their communities. This will include supporting members of Pacific communities to undertake training in the areas of nutrition, physical activity and community action.
2. To build on the efforts targeted at improving the nutritional environment of schools. These efforts include: the Ministry of Education's food and beverage guidelines – *"Food and Nutrition for Healthy, Confident Kids: Guidelines to Support Healthy Eating Environments in New Zealand Early Childhood Education Services and Schools"*, and the MOH *Food and Beverage Classification System*.
3. To support the Waikato Breastfeeding Promotion Action Group to implement the Waikato District Breastfeeding Promotion Plan 2008/10 for Pacific communities within the Waikato.

4. To contribute to a reduction in health inequalities for Pacific Peoples through a community action approach.

The PCAG will:

1. In conjunction with the Waikato HEHA Project Director, identify issues related to nutrition and physical activity, and prioritise solutions put forward by Pacific communities.
2. Support the implementation of the Ministry of Health approved Waikato District Pacific HEHA Work Plan 2008-10.
3. Support the development and implementation of Pacific Actions and Projects that are:
 - a. Led and driven by Pacific Communities
 - b. Sustainable, co-ordinated and monitored
 - c. Build on strengths of existing Pacific services and networks
 - d. Consistent with the Waikato DHB's Pacific Health Plan
 - e. Consistent with the Ministry's HEHA Implementation Plan 2004/2010
4. Assess and recommend approval of applications from community based organisations on behalf of the Waikato District HEHA Steering Group for grants from the Community Action Fund as per the agreed criteria.
5. Work with the Health Sponsorship Council in relation to social marketing approaches as part of the workforce development component of the project.
6. Plan and facilitate the provision of workforce training for Pacific communities within the 15-25% of the community action funding designated for this purpose. As appropriate, allocate funds to Pacific community members to assist them to undertake training in nutrition, physical activity and community action.
7. Ensure that those Pacific community members who have received training in nutrition, physical activity and community action, are mentored and supported while utilising those skills with optimal effect.
8. Develop key performance indicators (KPI's) and outcome measures for the Pacific Actions and Projects. These KPIs and outcome measures will:
 - a. Relate to the HEHA targets to increase the rates of consumption of fruits and vegetables by Pacific peoples;
 - b. Are developed with a view to evaluation (both process and outcome); and
 - c. Are consistent with the overall HEHA Strategy evaluation approach and measurement framework (April 2007).
9. Ensure the required information is provided to the Waikato HEHA Project Director to meet both the Waikato DHB and MOH reporting requirements.
10. Work with Pacific communities to identify and apply for additional and ongoing funding sources from the Waikato DHB and MOH, to support Pacific Actions and Projects.

Accountability

The PCAG reports to the Waikato District HEHA Steering Group through the Waikato HEHA Project Director. The Waikato DHB Pacific Project Officer will be the project leader. Refer attached project structure.

Chair

The Chair will be the Waikato DHB Pacific Project Officer for the first year and will be re-elected by PCAG there after. In his/her absence, a Deputy Chairperson will be nominated by the Chairperson. The Chair will work very closely with the HEHA Project Director to lead and co-ordinate this project.

Secretariat Support:

The HEHA Project Director will ensure secretariat support is available and that records of meetings are kept.

Membership of the group

The PCAG will comprise a group of Pacific community representatives from across the Waikato District. The PCAG has the authority to co-opt additional members as required for specific activities.

Members	Position	Organisation
Josephine Samuelu	HEHA Pacific Project Manager	Waikato DHB
Janet Harvey	HEHA Project Director	Waikato DHB
Sr Eleni Tapueluelu	Community member	Hamilton Pacific Community House
Francis Campbell	Community member	Tokoroa
Grace Mitchell	Manager	Te Rapakau Pacific Trust - Hamilton
Mereaumate Vano	Pacific Community Karitane	South Waikato Pacific Islands Health Centre - Tokoroa
Gabby Rogers	Active Living Coordinator	Sport Waikato - Hamilton
Mi'i Teokotai	Community member	Tokoroa Punanga Reo Taokotai
Angeline McCormack		Ministry of Social Development

Meeting Frequency

The PCAG will meet monthly at the Waikato DHB and will be on the second Monday of the month, 10AM-12PM. The meeting time, date and location can be changed by the Chair, provided there is at least one week's notice given.

Quorum

A quorum for a meeting will be six.

Term, Appointment, Approval, and Resignation

Members will serve a term that will be for the duration of the project term (initially expected to be until 30 June 2010.)

If members of the Group must resign before the end of the project term, they will notify the Chair at least one month in advance in writing.

Procedure of the meetings

1. Minutes are circulated to members within seven days after the meeting via email.
2. The agenda is circulated one week prior the scheduled meeting including all papers.
3. Briefing/background papers will be prepared and circulated prior to the meeting. If a decision is required, a recommendation will be clearly stated at the end of the paper.

Changes to these Terms of Reference

Revisions to these Terms of Reference (TOR) require agreement and acceptance by the Waikato District HEHA Steering Group. Any changes should be made through a formal change control process.

Signed Waikato Pacific HEHA Community Action Group Chair:

Date:

Signed HEHA Project Director:

Date:

