

Northern NSWLHD Aboriginal Health Steering Committee
Terms of Reference

Purpose:

The Northern NSWLHD Aboriginal Health Steering Committee will oversee, review and make recommendations regarding health services and program delivery to Aboriginal people in our footprint. The Committee will monitor the implementation of workforce strategies to support Aboriginal participation in our workforce.

Responsibilities:

The Steering Committee will:

- Monitor and report progress against the *Aboriginal Health and Wellbeing Strategic Priorities 2020 – 2025*;
- Review data and performance to identify trends and gaps to inform project design and implementation;
- Review trends in the participation of Aboriginal people in the NNSWLHD workforce;
- Raise any challenges to the implementation of initiatives and provide solutions.
- Participate in ongoing planning and design of service provision and programs that are culturally appropriate to Aboriginal people in Northern NSW.
- Provide expert advice on matters relevant to each member that will influence service delivery to Aboriginal patients or the Aboriginal peoples' participation in our workforce;
- Provide recommendations to the NNSWLHD Executive and/or Board; and
- Disseminate information to ensure relevant stakeholders are informed.

Membership:

Position	Name
Associate Director Aboriginal Health (Chairperson)	Ms Kirsty Glanville
Director Nursing, Midwifery & Aboriginal Health	Ms Katharine Duffy
Acting Manager Planning and Performance	Mr Gavin Dart
General Manager of Mental Health and Drug and Alcohol	Ms Deidre Robinson
Nurse Manager Professional Development and Education	Ms Debra Hayhoe
Acting Director of Integrated Care and Allied Health Services	Ms Kathryn Watson
Manager Health Promotion	Mr Graeme Williams
Program Manager Aboriginal Health	Ms Lyndal Smith
Manager Aboriginal Workforce	Mr Cameron Johnson
Director of Workforce	Mr Richard Buss
Aboriginal Mental Health Coordinator	Mr Grant Tweedie
General Manager, Grafton Base Hospital	Mr Dan Madden
Acting Manager Community and Allied Health, Tweed Byron	Mr Chris Hanna
General Manager, Lismore Base Hospital	Mr Ian Hatton

Other personnel may be co-opted as required to inform or assist the work of the committee.

Quorum:

A quorum will be half the membership plus one. If members are unable to attend a representative can be nominated to attend.

Meeting Frequency:

Meetings will be conducted every 4 months - November, March, and July. Extra-ordinary meetings will be held as agreed by the Committee.

Meeting Format:

Meetings will be chaired by the Director Aboriginal Health. Meetings will commence with a 'Welcome to Country'/ 'Acknowledgment to Country'.

The Agenda and meeting papers will be circulated no later than 3 working days before the meeting. All Agenda items must be forwarded to the Secretary at least one week prior to the meeting.

Collation of the minutes is the responsibility of the Aboriginal Health Unit and will be placed on the Aboriginal Health team drive.

Method of Communication for Meetings:

Meetings may be attended in-person or via Skype.

Secretariat Support:

Secretariat support will be provided through the NNSWLHD Aboriginal Health Unit.

Confidentiality Guideline:

Matters discussed at this meeting may be of a confidential nature and must be treated as such by committee members. All data presented will be de-identified.

All breaches of privacy or confidentiality must be reported to the Chair for action.

Committee endorsement of these Terms of Reference will imply understanding and acceptance of this confidentiality clause.

Terms of Reference endorsed by:

Northern NSWLHD Aboriginal Health Steering Committee