NavigatIon Service Oversight Committee

# Introduction

This Terms of Reference sets out the purpose the Navigator Service Oversight Committee. The committee monitors performance, provides direction and decision making, and facilitates the co-ordination of services to support the success of the Service.

Navigators (Community Support Team Members) are seen to provide an essential element in assisting to meet identified and ongoing critical needs. Navigators support flood affected people through the challenges they face (family, financial, housing, employment & emotional wellbeing) through the provision of wrap around services.

1. Function

The functions of the navigation service oversight committee will include:

* monitoring the performance of the Navigator’s Service
* providing a forum for identifying and mitigating risks and common issues
* facilitating the flow of information to and between agencies that support the Service
* making decisions that impact on the delivery of the Service
* leading and driving a coordinated approach

# Membership

The membership will include the following key Stakeholders

|  |  |
| --- | --- |
| Barbara Dempsey | Whakatāne District Recovery Office – Community Group Lead |
| Ski Wisnesky | Regional Director Ministry of Social Development |
| Karen Smith | Bay of Plenty District Health Board |
| Andrea Kingi | Te Rūnanga o Ngāti Awa |

Members are to:

* have an interest in ensuring the success of the Service
* guide the achievement of objectives and operations
* have authority to make decisions
* provide constructive input
* actively assist in the resolution of issues
* own risks and actively assist in mitigating the risks associated with the Service
* provide essential linkages and communications to other agencies and stakeholders
* commit the time necessary to attend meetings and carry out related tasks

Members have both the knowledge and authority to provide direction and make decisions.

# Meetings

The committee will be held monthly. There may be times when the group will meet more, or less often.

The committee will elect a Chair at the first meeting.

WDC Recovery Office will provide secretariat functions including:

* booking meetings
* preparing and distributing agendas and minutes
* distributing papers
* following up on action items
* filing documentation

After each meeting, the minutes and actions are to be circulated to members; they should review the minutes for accuracy and action items.

Copies of approved governance documentation are to be filed in accordance with WDC Record Management policies and procedures.

# Quorum

To make a meeting quorate, a minimum of three permanent members need to be present including the chair or their nominated alternate.

# Roles and Responsibilities

Roles and responsibilities are categorised into 3 different areas:

## 6.1 Governance

* To monitor and provide advice on the performance of the Service
* To provide advice, direction and guidance to associated with the delivery of the Service
* To champion the Service within their individual agency
* To ensure that all risks are identified, mitigated, monitored, and where necessary, escalated to Recovery Manager
* To manage dependencies with, and impact on, other Recovery Plan outcomes
* To identify and resolve agency impact issues
* To promptly consider and resolve issues which have been identified and reported to the committee

## 6.2 Documentation

* To approve all products needed to support the Service, such as revised policies and procedures
* To ensure appropriate agency representatives both review and approve products associated with the delivery of the Service

## 6.3 Reporting & Communication

* The Oversight Committee will report to the Whakatāne District Council Recovery Manager
* To review update reports from the Service and other reporting as required
* To encourage and demonstrate effective communication of the Service, both internally and externally
* To attend meetings, or send a delegate with the relevant level of authority

## 6.4 Approvals

| Name | Role |
| --- | --- |
| **Julie Gardyne** | **Whakatāne District Council Recovery Manager** |
| **Signature and Date:** | **…………………………………...….............. ……/……../……..** |