

# TATAU POUNAMU MAORI HEALTH ADVISORY COMMITTEE

## Terms of Reference

### 1. Mission Statement

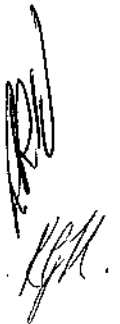
“Whakapiki ake te hauora Maori ki te Tai o Poutini”

*This mission statement is reflective of the belief that:*

- a. Good health and wellness outcomes for Maori will be advanced through the DHB working with iwi/Maata Waka community..
- b. Individuals will want to maximise their own health, wellbeing and independence.
- c. Promoting health and preventing illness or injury is an essential investment.
- d. People’s fundamental rights and responsibilities should be the focus of all services.
- e. Tatau Pounamu Maori Health Advisory Committee (Tatau Pounamu) will have significant involvement in planning processes, which will help make better and more informed planning decisions.
- f. Open decision making will contribute to iwi/Maata Waka community confidence.
- g. Improved Access to services should be fair and based on need
- h. Improved co-ordination and integration of health providers and services will improve outcomes and contribute to reducing inequalities.
- i. The spirit of all relationships should be collaborative and co-operative.
- j. Working intersectorally (e.g. local government, education, employment and housing) is necessary to achieve improved health outcomes.
- k. Good information will improve decision-making.
- l. Iwi/Maata Waka community throughout the region have a right to an efficient and effectively performing committee.

### 2. To fulfil the mission and meet our objectives, Tatau Pounamu will focus on:

- a. Strategic planning of service initiatives for the region.
- b. Specific cultural policy development for WCDHB.
- c. Provision of Maori cultural guidance and support to WCDHB.



### **3. Functions of Tatau Pounamu Maori Health Advisory Committee**

***The role of Tatau Pounamu is to give advice on:***

- a. The needs and any factors that the committee believe may advance and improve the health status of Maori, also advise on adverse factors of the resident Maori population of Te Tai o Poutini, and:
- b. Priorities for use of the health funding provided.

***The aim of this committee:***

- c. Provides advice that will maximise the overall health gain for the resident Maori population of Te Tai o Poutini through:
- d. All service interventions the WCDHB has provided or funded or could provide or fund for that population.
- e. All policies the WCDHB has adopted or could adopt for the resident Maori population of Te Tai o Poutini

***The advice of this committee:***

- f. Should aim to where possible to be consistent with the New Zealand Health Strategy.

### **4. Composition of Tatau Pounamu / Maori Health Advisory Committee**

***Chairperson***

- a. A member of Tatau Pounamu will chair this committee for an initial 12 month period.

***Such a person shall continue in office for the period specified until such time as:***

- b. The Chairperson ceases to be a member of the Committee; or
- c. The Chairperson is removed from the chair by a consensus vote within Tatau Pounamu.

***Membership***

- d. Each Papatipu Runanga of Tai Poutini, that being Te Runanga O Ngati Waewae and Te Runanga O Makaawhio will select 2 representatives each from respective hapu (4). In addition and Nga Maata Waka people will select 2 representatives (2) from Tai Poutini communities. (Total 6)
- e. No alternatives or proxy voting will be allowed for Committee members.
- f. Committee members will be provided with a copy of the New Zealand Health Strategy, Whakatataka, He Korowai Oranga, and WCDHB Maori Health Plan.

***Co-opted Membership***

- g. Tatau Pounamu may co-opt additional members to the Tatau Pounamu Maori Health Advisory Committee from time to time, for specific Kaupapa for specific periods and purposes as it deems necessary to assist the Committee.

### ***Sub Committees***

- h. The Tatau Pounamu Maori Health Advisory Committee may form sub committees from time to time, from within its members and co-opt experts in the specified fields for specified periods and purposes as it deems necessary to assist the Committee.

### ***Term of Office***

**Members of this Committee will remain in office for the period specified in the notice of appointment and, not exceeding 3 years or until such time as:**

- i. A member resigns from the Committee.
- j. A member is removed from the committee either by its members or the appointing body

### ***Accountability***

- k. Tatau Pounamu and its members are accountable to the respective bodies who appointed them i.e. Papatipu Runanga, Nga Maata Waka.
- l. The Papatipu Runanga Chair and Nga Maata Waka Chair will review the performance of the Tatau Pounamu Maori Health Advisory Committee members, annually or sooner if the Chair and appointing committee deems it necessary.

### ***Limits of Authority***

- m. Tatau Pounamu Maori Health Advisory Committee has no delegated authority and no decision making power except that of making recommendations unless the West Coast District Health Board gives written delegated authority.

### ***Attendance at Committee Meetings***

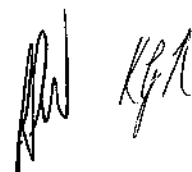
- n. West Coast District Health Board members and members of the public will be welcome to attend meetings.

### ***Management Reporting***

- o. The WCDHB management will be responsible for providing information / reporting on issues requested by Tatau Pounamu Maori Health Advisory Committee to the WCDHB.

### ***Administrative Support***

- p. The Maori Health Unit and chair of Tatau pounamu will be responsible for the co-ordination and facilitation of Committee meetings
- q. The Maori Health Unit will ensure adequate administrative support for Tatau Pounamu Maori Health Advisory Committee.
- r. Internal secretarial, legal, financial and administrative staff will also support Tatau Pounamu Maori Health Advisory Committee.

Two handwritten signatures in black ink, one on the left and one on the right, located at the bottom right of the page.

## **5. Collective Responsibility**

**Members recognise that at times there may be tension between the concepts of collective accountability of Tatau Pounamu and individual accountability to Iwi/Maata Waka.**

***Members agree to support and abide by the following principles:***

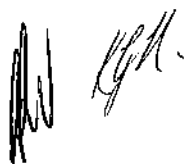
- a. Members may clearly express their Iwi views at Tatau Pounamu hui and endeavour to achieve a particular decision and course of action. However, members accept that once a decision has been formally reached by Tatau Pounamu, this decision is binding.
- b. It is inappropriate for a member to undermine a decision of Tatau Pounamu once made, or to engage in any action or public debate, which might frustrate its implementation.
- c. Individual members will not attempt to re-litigate previous decisions at subsequent Hui, unless a majority of members agree to re-open the korero.
- d. Members' personal actions should not bring Tatau Pounamu into disrepute or cause a loss of confidence in the activities and decisions of Tatau Pounamu.

## **6. Requests for Items to be Placed on Tatau Pounamu Agendas**

- a. Members with a request for an item to be placed on the Agenda must notify the minute secretary no later than 48 hours prior to the hui. Personal agenda items Members must seek the support of its appointing body prior to it being placed on the agenda.
- b. No new items will be accepted on the agenda, but placed on the agenda for the next scheduled meeting.
- c. It is accepted that at times certain kaupapa will command priority. In these instances Tatau Pounamu will exercise its' own discretion and proceed accordingly.
- d. The Agenda will be structured to ensure that decision papers have priority with information papers included under a separate section.

## **7. Behaviour and Attendance at Hui**

- a. Members undertake to have read and familiarise themselves with the minutes of the previous Hui.
- b. Members will only make a point if it has not already been raised and is relevant to the kaupapa.
- c. Members will not interrupt each other or talk while another member is speaking.
- d. Issues will be raised in an objective manner-no personal reference or innuendo will be made to persons associated with the matter being raised.
- e. Members will endeavour to achieve closure on one point before another point is raised.
- f. No cell phones will be on during Tatau Pounamu hui.
- g. Members, the Chair and the General Manager of Maori Health will endeavour to clarify questions, issues, and requests before taking actions or responding.



- h. Will not use their official positions for personal gain, or solicit or accept gifts, rewards or benefits which might be perceived as inducements and which could compromise the Mana of Tatau Pounamu.
- i. Will exercise care and judgement in accepting any gifts, and advise the Chair and/or the Tatau Pounamu of any offer received.
- j. Non-attendance at three (3) consecutive hui without extenuating circumstances is deemed unacceptable resulting in notification to the Chair of their lwi/ appointing body of their unavailability along with a request for consideration for a replacement.
- k. All members will assist the Chair to uphold the behaviour protocols agreed to by Tatau Pounamu.

## **8. Conflict of Interest**

***The New Zealand Public Health and Disability Act 2000 sets out the definition and procedure for disclosure of member's interests:***

- a. A member who is 'interested in a transaction' of the WCDHB must, as soon as practicable, disclose the nature of the interest to Tatau Pounamu.
- b. The member must not take part in any deliberation or decision of Tatau Pounamu relating to the transaction.
- c. The disclosure must be recorded in the minutes and entered in a separate interest's register.
- d. Recognise that where an interest is declared (or where considered that there is a clear "perception of interest") the normal practice is for the member concerned to leave the room. Tatau Pounamu can, however, exercise it's discretion in allowing the member to remain. In such circumstances the member may have speaking rights but would not participate in any decision.

## **9. Public Statements**

***Communications from the committee with the public and the media will be subject to the following principles:***

- a. Only the Chairperson or delegated spokesperson may speak on behalf of Tatau Pounamu.
- b. If a dissenting member is approached by the media for comment after a hui the member is bound by the general decision, but may expand on an issue or point raised personally by the member at that particular hui.
- c. The focus is to remain on the issue and not personalised in any way that is critical of employees or other members of Tatau Pounamu.
- d. Members will advise Tatau Pounamu if they are contacted by or intend to speak to the media.

***Should an opinion be sought from the media members should:***

- e. Make clear the capacity in which they are speaking; i.e. personal views and not those of Tatau Pounamu.

**10. Training**

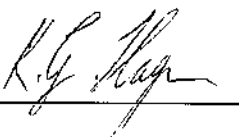
- a. Members are required where possible to be familiar with the obligations and duties of a member of Advisory Committees and avail themselves of opportunities for training in areas deemed appropriate. This may include courses and or training provided by WCDHB.

**11. Review**

- a. Tatau Pounamu Maori Health Advisory Committee (Tatau Pounamu) may review these terms of reference at any time.

Name: 

Date: 29/06

Name: 

Date: 29/05/06

Witness: 

Date: 29 May 2006