

# TATAU POUNAMU

Ki Te Tai o Poutini



## MANAWHENUA ADVISORY GROUP

11 July 2013

### Agenda and Meeting Papers

**ALL INFORMATION CONTAINED IN THESE  
COMMITTEE PAPERS IS SUBJECT TO CHANGE**

# TATAU POUNAMU ADVISORY GROUP MEMBERS INTEREST REGISTER

Member	Disclosure of Interest
<p>Lisa Tumahai (<b>Chair</b>) Te Runanga O Ngati Waewae</p>	<p>Directorships</p> <ul style="list-style-type: none"> <li>Chair - Arahura Holdings Ltd 2005 – currently</li> <li>Chair -Te Waipounamu Maori Heritage Centre 2006 – currently</li> </ul> <p>Committees</p> <ul style="list-style-type: none"> <li>Ministry of Social Development Community Response Model (CRM) Forum – Marlborough/West Coast (new appointment 2013)</li> <li>Te Waipounamu Maori Cancer Network Committee 2012 - currently</li> <li>Te Runanga O Ngati Waewae Incorporated Society 2001 – currently</li> <li>Chair – Te Here (subcommittee Te Runanga o Ngai Tahu 2011 - currently)</li> <li>Member Maori Advisory Group to Vice Chancellor Canterbury University 2012 - currently</li> </ul> <p>Trustee</p> <ul style="list-style-type: none"> <li>West Coast PHO 2013 – currently</li> <li>Rata Te Āwhina Trust – April 2013 - currently</li> <li>Te Runanga O Ngai Tahu - Deputy Kaiwhakahaere (2011 - currently)</li> <li>Te Poari o Kati Waewae Charitable Trust – (2000 – currently)</li> </ul> <p>Husband Francois Tumahai.</p>
<p>Richard Wallace Te Runanga O Makaawhio</p>	<ul style="list-style-type: none"> <li>Upoko Te Runanga O Makaawhio</li> <li>Trustee, Kati Mahaki ki Makaawhio Limited</li> <li>Honorary Member, Maori Womens Welfare League</li> <li>Kaumatua Te Runanga O Aotearoa NZNO</li> <li>Employee West Coast District Health Board, Maori Mental Health</li> <li>Wife is employee of West Coast District Health Board</li> <li>Trustee, West Coast Primary Health Organisation Board of Trustees</li> <li>Daughter is a board member on West Coast and Canterbury District Health Boards</li> <li>Daughter is the Chair of Rata Te Awhina Trust Board</li> </ul>

Member	Disclosure of Interest
	<ul style="list-style-type: none"> <li>▪ Kaumatua, West Coast District Health Board</li> <li>▪ Kaumatua Advisor for Iwi and Maori Multi Employment Collective Agreement</li> <li>▪ Kaumatua, Health Promotion Forum Aotearoa</li> <li>▪ Member Maori Reference Group New Zealand Asthma Foundation</li> </ul>
<p>Francois Tumahai Te Runanga O Ngati Waewae</p>	<ul style="list-style-type: none"> <li>▪ Chair, Te Runanga o Ngati Waewae</li> <li>▪ Director/Manager Poutini Environmental</li> <li>▪ Director, Arahura Holdings Limited</li> <li>▪ Project Manager, Arahura Marae</li> <li>▪ Project Manager, Ngati Waewae Commercial Area Development</li> <li>▪ Member, Westport North School Advisory Group</li> <li>▪ Member, Hokitika Primary School Advisory Group</li> <li>▪ Member, Buller District Council 2050 Planning Advisory Group</li> <li>▪ Member, Greymouth Community Link Advisory Group</li> <li>▪ Member, West Coast Regional Council Resource Management Committee</li> <li>▪ Member, Rata Te Awhina Trust Board</li> <li>▪ Member, Grey District Council Creative NZ Allocation Committee</li> <li>▪ Member, Buller District Council Creative NZ Allocation Committee</li> <li>▪ Trustee, Westland Wilderness</li> <li>▪ Trustee, Te Poari o Kati Waewae Charitable</li> <li>▪ Trustee, Westland Petrel</li> <li>▪ Advisor, Te Waipounamu Maori Cultural Heritage Centre</li> <li>▪ Trustee, West Coast Primary Health Organisation Board</li> <li>▪ Wife is Lisa Tumahai, Chair</li> </ul>
<p>Elinor Stratford West Coast District Health Board representative on Tatau Pounamu</p>	<ul style="list-style-type: none"> <li>▪ Member Clinical Governance Committee, West Coast Primary Health Organisation</li> <li>▪ Committee Member, Active West Coast</li> <li>▪ Chairperson, West Coast Sub-branch-Canterbury Neonatal Trust</li> <li>▪ Deputy Chair of Victim Support, Greymouth</li> <li>▪ Committee Member, Abbeyfield Greymouth Incorporated</li> <li>▪ Trustee, Canterbury Neonatal Trust</li> <li>▪ Board Member of the West Coast District Health Board</li> </ul>

Member	Disclosure of Interest
	<ul style="list-style-type: none"> <li>▪ Committee Member, CARE</li> <li>▪ Advisor to the Committee MS Parkinsons</li> </ul>
Sharon Marsh Nga Maata Waka o Kawatiri	<ul style="list-style-type: none"> <li>▪ President / Community Representative, Kawatiri Maori Women's Welfare League</li> <li>▪ Kaiawhina, Rata Te Awhina Trust</li> <li>▪ Member, Granity School Board of Trustees</li> <li>▪ Member, Buller Budget Advisory Service</li> <li>▪ Husband is Buller District Councillor</li> </ul>
Wayne Secker Nga Maata Waka o Mawhera	<ul style="list-style-type: none"> <li>▪ Trustee, WL &amp; HM Secker Family Trust</li> <li>▪ Member, Greymouth Waitangi Day Picnic Committee</li> </ul>

**DRAFT MINUTES OF THE TATAU POUNAMU MANAWHENUA ADVISORY MEETING**  
**held in the Board Room Corporate Office, Grey Base Hospital, on**  
**Thursday 6 June 2013 held at Corporate Office at 3.45pm**

**PRESENT:** Lisa Tumahai, Te Rūnanga O Ngāti Waewae (Chair)  
Marie Mahuika-Forsyth, Te Rūnanga O Makaawhio (Deputy Chair)  
Sharon Marsh, Maori Community Westport  
Elinor Stratford, West Coast DHB Representative on Tatau Pounamu  
Francois Tumahai, Te Rūnanga O Ngāti Waewae  
Wayne Secker, Maori Community

**IN ATTENDANCE:** Gary Coghlan, General Manager Māori Health, West Coast DHB  
Dr Paul McCormack, Chair of West Coast DHB  
Kylie Parkin, Portfolio Manager Māori Health, West Coast DHB  
Carolyn Gullery, GM Planning & Funding CDHB / WCDHB  
Nigel Ogilvie, Board Member of Rata Te Awhina Trust  
Paul Madgwick, Board Member of Rata Te Awhina Trust  
Susan Wallace, Board Member of Rata Te Awhina Trust  
Mere Wallace  
Michael Frampton, Programme Director, West Coast DHB (joined at 4.23pm)

**MINUTE TAKER:** George Atfield, Administrator Māori Health

**APOLOGIES:** Richard Wallace, Te Rūnanga O Makaawhio

**WELCOME / KARAKIA**

Due to the meeting being delayed because of the previous meeting going over time the Chair advised that the meeting would commence with the discussion documents as noted on the agenda.

**1. AGENDA / APOLOGIES**

Apologies were received from Richard Wallace.

**Motion:** THAT the apologies are accepted.

**Moved:** Elinor Stratford  
**Carried.**

**Seconded:** Marie Mahuika-Forsyth

**2. DISCLOSURES OF INTEREST**

Amend Sharon Marsh

- Remove Secretary Kawatiri Women's Welfare League and change to President and Community Representative.

- Add Husband is a Buller District Council member.

Amend Francois Tumahai

- Add Chair is his wife

**Motion:** THAT Disclosures of Interest were a true and accurate record subject to the above amendments and inclusions.

**Moved:** Elinor Stratford

**Second:** Sharon Marsh

**Carried.**

### **3. MINUTES OF THE LAST MEETING - THURSDAY 2 MAY 2013**

**Motion:** THAT the Minutes of Thursday 2 May 2013 were accepted as a true and accurate record.

**Moved:** Wayne Secker **Second:** Francois Tumahai

**Carried.**

### **4. MATTERS ARISING**

#### **4.1 Present Kaizen Workshop Presentation**

To be discussed under discussion documents.

### **5. DISCUSSION DOCUMENTS**

#### **5.1 Kaizen Report**

The General Manager briefed the committee on the Kaizen workshop and progress to date. The GM was questioned how many participants were involved and how many were Ngai Tahu representatives. He advised that there were not many Poutini Ngai Tahu representatives due to other commitments. He advised that he could provide the list of participants, if requested. The Chair acknowledged that the Kaizen work is great but the only new issue identified is the cultural aspects such as cultural assessment. Further discussion occurred. A member who attended the Kaizen workshop advised that the biggest impact to participants at the workshop was the patient's pathway. The intention of the case studies that were presented at the meeting was to review duplications and identify improvements particularly for Maori patients.

The Kaizen workshop highlighted that we do need a Maori voice in all work streams.

The Vision for West Coast Health Services information discussed at Tatau Pounamu's last meeting identified that there is the need for being an incorporated voice; Maori should be placed in every work stream and work closer with the West Coast alliance. The General Manager Planning & Funding Manager supported these comments and advised that if we design services well for Maori this will meet everybody's needs and should be the approach and the way forward.

***The GM Planning & Funding and Dr Paul McCormack left the meeting at 4.16 pm***

#### **5.2 Maori Health Plan 2013-2014**

The report was taken as read and opened for discussion. A committee member acknowledged the opportunity to provide input into the local indicators and queried how the obesity will be measured? The committee were advised once the plan has been finalised, the DHB will start to report against the indicators.

***The Programme Director, West Coast DHB arrived 4.23 pm.***

The committee were advised that Whare Oranga Pai's involvement will be important in achieving outcomes for Maori. An important way forward is Tatau Pounamu being involved with the development of the first draft of the MHP 2014/15

The Chair welcomed the Programme Director to the meeting.

Further discussion occurred and suggestion was made to look at work streams and how Maori representation can become far more integrated across the board. The consensus of attendees at the meeting was that everyone has the same desire to achieve better outcomes for Maori health and to address Whanau ora.

The Business case document detailing the way forward for delivering future health care for the West Coast community focuses on care delivered in the community, providing care close to homes much as possible, clinicians share information between primary/secondary sectors, to have a focus on the whole of the health system. The untangling of contractual barriers between services will be addressed as services transform and ensuring that local indicators can be achieved within current resources available.

### **5.3 Work plan for Tatau Pounamu**

The committee were asked to forward ideas for including on the work plan for the period July – June through to the Minute Secretary. Some ideas put forward were:

- Review of Mental Health Services
- The Suicide Action plan
- Update on Vision for West Coast Health Services – Programme Director
- Whanau Ora
- Family Violence Intervention Programme

The Chair advised that this Tatau Pounamu work plan will ensure a more strategic approach and to focus on the future.

### **5.4 Memorandum of Understanding / Terms of Reference – Tatau Pounamu**

The Chair advised that the Terms of Reference did not reflect the Memorandum of Understanding well and placed this item on the agenda for discussion. The committee / attendees reviewed the document page by page.

Suggested changes:

Clause 4.1 Membership

4.1.2 – amend wording, look at changing Nga Maata Waka people

The Programme Director provided his views on the Terms of Reference. He felt that it is important to be clear on the composition and substance of the committee before the structure is finalised. It is important to review what are we here to do and how do we monitor. It is best to answer these first before setting the TOR. It is important to improve the health of all West Coasters. The Chair advised that the two chairs of Runanga and Chair of Rata Te Awhina know we have to step up and take leadership and for change and are committed to this.

Clause 4.1.4 – It was felt that it is important to invite people and build on input for the committee.

Clause 5.1 – The term of office is noted as 6 years. A member commented that this should be longer to ensure good succession and growth. It will provide members an opportunity to potentially see a project to its completion.

**Action: Members were asked to provide further feedback to the Minute Secretary for inclusion in the Terms of Reference.**

*Paul Madgwick left the meeting at 5.19pm*

*The Programme Director, West Coast DHB left the meeting at 5.20pm*

## **6. GM Report**

The General Manager briefed the meeting participants on the quarterly report results. PHO enrolment rates were discussed in more detail.

Whilst reviewing this report, further discussion took place regarding the representation of various work streams. It was reiterated that there needs to be strong Maori participation within these work streams. There are few Maori representatives available and this is the opportunity to broaden more representation for these committees. The representation is currently left to a low number of participants who currently have fulltime commitments.

The Chair asked the participants if they could identify potential Maori representatives for a number of work streams. This will provide a pool of people to call on who will be able to provide assistance when required who potentially can provide another perspective differing from the same representatives.

**Action: Members submit names to build a pool of people for Maori representation within various work streams.**

## **7. HEHA Report**

The report was not written by the HEHA Manager. A further verbal update was provided. There is a new Smokefree initiative for pregnant woman where they are provided support to quit smoking. Further discussion occurred about the uptake of cessation advice and how this is achieved within work streams.

## **8. GENERAL BUSINESS**

### **8.1 Tatau Paper Distribution of Committee Papers**

The Chair discussed the option of receiving the Tatau Pounamu papers in electronic form only. Tatau Pounamu members to advise the Minute Secretary of their preference.

**Action: Tatau Pounamu members**

### **8.2 I.T Strategy – Rata Te Awhina Access**

Discussion occurred about I.T access issues being experienced between West Coast DHB and Rata Te Awhina. The GM Maori Health will investigate further.

**Action: GM Maori Health**

### **8.3 Grey Integration Workshop Draft Meeting Notes – 16 May 2013**

The draft workshop notes were distributed and the Chair advised to feedback any comments via email to her. The committee were advised that the 12 June 2013 meeting has been cancelled.



#### **8.4 Farewell**

The Chair and committee acknowledged Marie Mahuika-Forsyth's contribution to the Tatau Pounamu committee and to Poutini Ngai Tahu and wished her well for her new endeavours in life.

***There being no further business the GM Maori Health closed the meeting at 5.49 pm***

## MATTERS ARISING JULY 2013

Item No	Meeting Date	Action Item	Action Responsibility	Reporting Status
1.	6 June 2013	Provide Minute Secretary suggested amendments for the Tatau Pounamu Terms of Reference.	Tatau Pounamu members.	11 July 2013 (Item 4)
2.	6 June 2013	Provide Chair or Minute Secretary names of potential Maori Representatives for various work streams	Tatau Pounamu members.	11 July 2013 (Item 4)
3.	6 June 2013	Advise Minute Secretary whether an electronic version or paper version of the papers is preferred.	Tatau Pounamu members.	
4.	6 June 2013	Discuss Rata Te Awhina I.T Access with West Coast DHB CIO.	General Manager Maori Health	Verbal update

	<b>Use Of Whanau/Family Facility Procedure</b>	<b>Procedure Number</b> CHC-PG-0061	<b>Version Nos:</b> <b>4</b>
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## 1. Purpose

This Procedure outlines the process associated with the use of the West Coast District Health Board (WCDHB) Whanau/Family Facility located at Grey Base Hospital.

## 2. Application

This Procedure is to be followed by all staff throughout WCDHB, and all other users of the Whanau/Family Facility.

## 3. Definitions

There are no definitions associated with this Procedure.

## 4. Responsibilities

For the purposes of this Procedure:

All **Whanau/Family and Support Persons** are required to ensure they abide by the requirements of this Procedure.

The **Admitting Office** is responsible for all bookings for the use of the Whanau/Family Facility.

The **General Manager Maori Health** and **Service Manager, Allied Health, Diagnostics & Support Services** are jointly responsible for the operation of the Whanau/Family Facility.

## 5. Resources Required

This Procedure requires:

## 6. Process

### 1.00 Introduction

- 1.01 The WCDHB will operate a Whanau/Family Facility for the purposes of:
  - i) providing short term Marae style accommodation to whanau/family and support people of Grey Base Hospital patients who want to be close to their whanau/family member;
  - ii) providing Marae style accommodation for patients requiring accommodation during treatment.
  - iii) providing an environment that is affordable and culturally safe.
- 1.02 The Whanau/Family Facility is to be run on Tikanga Maori practices that must be upheld at all times.
- 1.03 Guests of the Whanau/Family Facility under the age of 16 must be accompanied by an adult. This is to ensure appropriate support and supervision.

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- 1.04 Due to fire and health and safety regulations occupancy of the Whanau/Family Facility is limited to 10 occupants. Therefore there may be occasions when whanau/family and support people are asked to voluntarily reduce their numbers.
- 1.05 The Whanau/Family Facility is available to all whanau/family and support people of inpatients of Grey Base Hospital on a first come, first served basis. However, this does not guarantee a booking, as emergency situations will take precedence.
- 1.06 Whanau/Family and/or support persons may use the Whanau/Family Facility for short-term periods of up to 7 nights whilst their Whanau/family member is an inpatient. However, an extension may occur with the General Manager Maori Health's authorisation. Upon discharge of the patient from Grey Hospital, the whanau/family are required to vacate the Facility. This is to ensure the availability of the Facility for other whanau/family support of inpatients.
- 1.07 The Whanau/Family Facility is smoke free and alcohol free.
- 1.08 There are no pets permitted in the Whanau / Family Facility, with the exception of Guide Dogs.

## **2.00 Costs**

- 2.01 A cost of \$20.00 per adult per night (16 years and older).
- 2.02 Children under the age of 15 years are to stay free.
- 2.03 A \$10.00 deposit for the key is also charged and will be refunded on the return of the key.
- 2.04 Payment is to be made in cash at the time of the stay as no credit will be given or invoices issued.
- 2.05 Where MOH Travel and Accommodation assistance is available, the rate will be amended to reflect the available funding.

## **3.00 Accessing The Whanau/Family Facility**

- 3.01 The Admitting Office is responsible for all bookings for the use of the Whanau/Family Facility.
- 3.02 A request for accommodation is to be made as soon as a need is identified to the Admitting Office. The request is to include the name of patient, which ward and how many support people they have with them and/or arrival time.
- 3.03 If the Whanau/Family Facility is already booked, the Admitting Office is to contact the Ward Social Worker for alternative arrangements to be made.
- 3.04 The Admitting Officer will given written information regarding the operation and the use of the Whanau/Family Facility to all occupants at the time the booking is made. This will include information on emergency procedures.

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3.05 The whanau/family will be asked to sign a WCDHB Whanau/Family Facility Agreement. Form. A copy is to be given to the whanau/family and a copy sent to the Maori Health Unit.

3.06 The Corporate Office Receptionist is to collect payment from the whanau/family staying in the facility, issue a receipt and banks the money into the WCDHB Operating Account.

#### **4.00 Operation Of The Whanau/Family Facility**

4.01 The Maori Health Unit will make daily checks of the Whanau/Family Facility to ensure the safety and well-being of the occupants.

4.02 The Ward Social Worker will also make daily contact with the whanau/family in the Wards.

4.03 Linen will be provided by the Hospital Laundry.

4.04 The daily household tasks are the immediate ongoing responsibility of the occupants of the Whanau/Family Facility. Cleaning material and a vacuum will be provided.

4.05 The Admitting Office will advise Spotless Services (who will be responsible for cleaning of the Whanau/Family Facility) when the key has been returned at the end of each stay so that cleaning of the Facility can be carried out.

4.06 WCDHB security contactors will make checks on the Facility at night.

4.07 An inventory of all items in the Whanau/Family Facility is continually updated and checked by the Maori Health Unit for monthly reporting purposes.

4.08 A monthly report of the numbers of people staying in the Whanau/Family Facility is to be recorded and reported (to EMT) by the Maori Health Unit.

4.09 Any purchases for the Whanau/Family Facility need to be approved by the General Manager Maori Health or Service Manager, Allied Health, Diagnostics & Support Services.

4.10 If any of the equipment in the Whanau/Family Facility needs to be repaired, the General Manager Maori Health or Service Manager, Allied Health, Diagnostics & Support Services will give direction for the repairs to be carried out. (As per the *WCDHB Repairs and Maintenance Procedure*)

4.11 If there is any doubt, confusion or concerns about the operation of the Whanau/Family Facility, the General Manager Maori Health or Social Work Department should be consulted.

4.12 Whanau/Family and/or support persons who use the Whanau/Family Facility are required to:

- i) keep noise levels to a minimum;

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- ii) not damage or permit damage to occur to the Facility;
- iii) not use the Facility for any unlawful purposes;
- iv) leave the Facility clean and tidy and clear of rubbish and possessions when they vacate the Facility;
- v) not exceed the limit set by the WCDHB on the number of occupants of the Facility;
- vi) ensure that all of their personal items are covered by their own personal insurance policies.

4.13 Failure to comply with the requirements of this Procedure will result in whanau/family and support people being asked to leave the Whanau/Family Facility.

## 7. Precautions And Considerations

- ➔ The Whanau/Family Facility is to be run on Tikanga Maori practices that must be upheld at all times.
- ➔ Payment for use of the Whanau/Family Facility is to be made in cash at the time of the stay
- ➔ The whanau/family will be asked to sign a WCDHB Whanau/Family Facility Agreement Form.
- ➔ Failure to comply with the requirements of this Procedure will result in whanau/family and support people being asked to leave the Whanau/Family Facility.

## 8. References

There are no references associated with this Procedure.

## 9. Related Documents

WCDHB Repairs and Maintenance Procedure.

<b>Revision History</b>	<b>Version:</b>	4
	<b>Developed By:</b>	Whanau/Family Facility Steering Group
	<b>Authorised By:</b>	Chief Executive Officer
	<b>Date Authorised:</b>	March 2004
	<b>Date Last Reviewed:</b>	January 2013
	<b>Date Of Next Review:</b>	January 2015

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West Coast District Health Board  
Te Poari Hauora a Rohe o Tai Poutini

## WHAKARURU WHANAU / FAMILY HOUSE ACCOMMODATION

**To:** Admitting Office  
Grey Hospital  
PO Box 387  
Greymouth

**PHONE:** 03 769 7400 ext 2886

**FAX:** 03-768 2699

**DATE:** \_\_\_\_\_

**I/We would like to request accommodation for:**

No. Adults	No. Children (14yrs & younger)	Contact Phone No.
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**Contact Details for Accommodation Request:**

Surname	First Name	Relationship to Patient
Address:		
		Ethnicity
		New Family / Returning Family
From:	Until:	
____ / ____ / 200__		____ / ____ / 200__ Up to 7 days only

**Patient Details:**

Surname:	First Name:
_____	_____
	Ward:
	_____

**Charges:** The Whanau/Family facility does require payment of an accommodation fee to assist in covering cleaning costs, linen etc. These charges are:

- \$20.00 per night per adult (16 years +) each night.
- Children 15 years and younger stay free.
- \$10.00 deposit for the key – this will be refunded on the return of the key.
- Where Ministry of Health travel and accommodation assistance is available, the rate will be amended to reflect the funding available.

Payment needs to be made at the time of the stay.

**Note:** Please note, this form does not guarantee a booking, as emergency situations will take precedence.  
Confirmation of your booking should be made 24 hours before arrival date.

**Hospital Use Only:** Date Form Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Requestee Notified of Availability/Non-Availability: Yes / No





## **WHAKARURU WHANAU / FAMILY HOUSE ACCOMMODATION**

**This Agreement is between the West Coast District Health Board and the patient support/whanau/family detailed in this document.**

### **The West Coast District Health Board agrees:**

- To provide accommodation, if available, in the Whanau/Family House for a period of up to seven days in order to provide support for an inpatient at Grey Hospital. An extension may occur with the General Manager Maori Health's authorisation. Please note, an emergency situation will take precedence.
- That sharing of the Whanau/Family House will only be requested if there is an urgent need and the whanau/family in residence agree.
- To provide clean linen and towels when you enter the Whanau/Family House.
- To receipt all monies.
- To assist the whanau/family to answer any questions and assist when and if possible, using appropriate support mechanisms.

### **The whanau/family agree:**

- To nominate a whanau/family member to represent the whanau/family and to be responsible for accommodation matters, fire regulation compliance and whanau/family contact.
- That all persons staying in the Whanau/Family House are noted below. This is to assist with your security and fire regulations. This list must remain updated throughout the stay.
- To respect any other users of the house.
- To ensure all people under 16 years old are accompanied and supervised by an adult while using these facilities.
- That the Whanau/Family House is kept clean and tidy at all times.
- That full payment in cash, cheque, EFTPOS or credit card is made to the Corporate Office during normal business hours before leaving the facility. After-hours payment should be made to the main reception area in the hospital and can only be accepted there by cash or cheque.
- The key must be returned to the main reception area at Grey Hospital before you leave. This enables other people to be able to use the facility without inconvenience.

### **Whanau/Family House Contact Details:**

**Key Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact Phone No:** \_\_\_\_\_

**Please list the names of all staying in the Whanau/Family House:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Dated and Signed by Whanau/Family Key Contact Person:**

_____	_____
Date	Signed

**Dated and Signed by West Coast District Health Board Representative:**

_____	_____
Date	Signed

Date In:	_____	Date Out:	_____
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*West Coast District Health Board*  
*Te Poari Hauora a Rohe o Tai Poutini*

**WHAKARURU  
(To Shelter)  
WHANAU / FAMILY HOUSE**

**Grey Hospital  
Greymouth**



***Accommodation for whanau / family supporting loved ones  
in hospital.***

**Haeremai    Naumai    Haeremai  
Welcome**

## **Welcome to the Whanau / Family House**

This house is a Marae style accommodation with one bedroom with two single beds, two couch beds and four mattresses. It is available to people to enable them to support a whanau/family member as a patient in Grey Hospital. Whanau/family can stay for up to seven nights in the Whanau/Family House.

Eligibility to stay in the Whanau/Family House is on a first come, first served basis, however, emergency situations will take precedence and will be at the discretion of the Grey Hospital management. Guests of the whanau/family under the age of 16 must be accompanied by an adult.

The Whanau/Family House is seen as a community within the hospital. We ask that whanau/family uphold the mana of the Whanau/Family House and care for it with us. The Whanau/Family House and outside areas are auahi kore/smokefree, as well as drug and alcohol free and we ask that you respect this. We also request that you remove shoes before entering the house.

The Whanau/Family House is situated at the far north end of the hospital between Parfitt Ward and the Corporate Office. Limited parking is available in the vicinity of the building. The Whanau/Family House is fully equipped, with its own kitchen, laundry, two bathrooms, dining area and a shared living area with television. It is also accessible by wheelchair.

All bedding, sheets, towels and tea towels are supplied and washed. Whanau/family require only to buy their food, wash their clothes and keep the Whanau/Family House clean and tidy.

The Whanau/Family Facility is within walking distance of the New World Supermarket.



The Social Work Department will support the whanau/family during their stay in the Whanau/Family House when requested. Assistance will also be given to whanau/family with applications for travel and accommodation costs. Families should request the name of the social worker for the ward their family member is a patient in.

## Charges

The Whanau/Family House does require payment of an accommodation fee to assist in covering cleaning costs, linen etc. These charges are:

- \$20.00 per night each adult (16 years and older).
- Children 15 years and younger stay free.
- \$10.00 deposit for the key – this will be refunded on the return of the key.
- Where Ministry of Health travel and accommodation assistance is available, the rate will be amended to reflect the funding available.

Payment needs to be made at the time of the stay – invoices are not sent.

If you will have difficulty paying this please contact the Social Work Department. We will endeavour to assist where possible.



## How to Pay

Full payment in cash, cheque, EFTPOS or credit card should be made to the Corporate Office (the building beside the Whanau/Family House) during normal business hours before you leave the facility.

After-hours payment should be made to the Admitting Office at the main reception in the hospital and can only be accepted there by cash or cheque.

The key must be returned to the Admitting Office at Grey Hospital before you leave. This enables other people to be able to use the facility without inconvenience.

## Checking In

Please report to the main reception desk at the hospital on arrival.

***To allow us time to clean the house between families, you are unable to check into the house until 3.00pm.***

You will be asked to complete an agreement for the use of the facility. This includes paying a **key deposit of \$10.00**. This is refundable on return of the key.

## Checking Out

- **Check out time is by 11.00am** – this allows us time to clean and restock the facility before the next occupants.
- Please leave the Whanau/Family House clean and tidy
- Strip all linen off the beds and place in the linen bag in the bathroom.
- Return any mattresses to the cupboard.
- Cleaning materials are in the laundry cabinet. Remember to wipe out the microwave and oven if you have used these.
- Empty household rubbish bins into the large outside rubbish bin (by the kitchen door). Ensure the household bins are clean and dry.
- If any items need repairing or are missing, let the Admitting Office know when you return the key. Also please note any damage.

If you leave without returning the key, please post it to:

Admitting Office  
Grey Hospital  
PO Box 387  
Greymouth

We will then send you a refund of the \$10.00 key deposit.

## Facilities Available

- All basic linen is provided, including bedding and towels.
- Whanau/families can cook their own meals in the fully equipped kitchen, or arrange meals via the hospital cafeteria.
- There are two bathroom facilities – one is suitable for disabled persons which has a wet area shower.
- In addition to the two single beds, two couches in the lounge fold out into beds. Please take care opening these. There are four mattresses available in the storage cupboard, along with a Port-a-Cot.
- The telephone has a toll bar. This phone is an extension number of the Grey Hospital system. The main hospital number is **(03) 769 7400 then extension 2867**. The operator is available for assistance 24 hours and can be contacted by dialling 0. Coin and card phones are available in the hospital. To dial an external local number you need to preface the number by dialling 1 for an outside line.
- There is a washing machine available, along with drying racks.
- Smoke detectors and a sprinkler system are installed. The facility, like all West Coast District Health Board sites is auahi/smokefree.
- Heating can be personally adjusted for comfort levels via the radiator controls or thermostats in lounge and bedroom areas.



## Some Basic Rules While Staying At The Whanau/Family House

- Please remove shoes prior to entering the house, but ensure you place all footwear inside at night.
- Use mattress and pillow protectors on any mattresses or couch beds you use.
- No smoking, drugs or alcohol allowed in the house or outside areas.
- Children must not be left unsupervised in or outside the house.
- No pets are permitted within the Whanau/family house, (with the exception of a Guide Dog).
- Please avoid eating in the lounge area, and use placemats to protect the table surface.
- Report breakages and any repairs or maintenance needed to the Admitting Office.
- Noise should be kept to a minimum.
- The house is to be kept clean and tidy at all times. Daily household tasks are the immediate ongoing responsibility of the occupants.
- Space is limited in the Whanau/Family House. Due to the physical structure, fire, health and safety regulations, **a maximum of 10 people** may reside in the house at any one time. If more than this are present, whanau/family may be asked to voluntarily reduce their numbers. Failure to comply with this may result in the occupants being asked to leave the house.
- If your behaviour is believed to be unacceptable, or you do not abide by the rules of the Whanau/Family House you may be asked to leave.
- Please ensure you make yourself and your whanau/family familiar with the Emergency Evacuation Plan displayed in the house.



## Where To Find Things

- **Additional Linen**  
In the white cupboard in the laundry or in the storage cupboard between bathroom and bedroom.
- **Mattresses / Additional Pillows**  
In the storage cupboard between bathroom and bedroom.
- **Ironing Board**  
In the hot water cupboard between the two bathrooms.
- **Laundry Racks**  
Between the washing machine and tub.



## Security / Safety

- Please ensure that you lock the Whanau/Family House when you are either absent or vacate it. The hospital cannot be responsible for any personal items that may go missing.
- You will be able to enter the hospital via the covered walkway from around 7.00am until approximately 7.00pm each night. Any entry after that will have to be made via the hospital main entrance.
- Make sure you are aware of how many people are staying with your group and that you have an up-to-date list of their names. You should take this with you in the event of an emergency.
- The hospital has security checks undertaken at night – these will include someone checking around the outside of the Whanau/Family House.



## Emergency Services Information

### Personal/Family Medical Emergency While in the Whanau/Family Facility

**Dial 777 on the phone.** This is a call immediately answered by the telephone operator who will endeavour to assist with appropriate help immediately.

### Earthquake

Take shelter as you would at your own home in doorways, under tables etc. Please ensure you can account for all family members staying in the house.

### Fire

- If the fire is in the Whanau/Family House you should break the glass and activate the alarm located in either the kitchen or laundry areas.
- Dial 777 on the phone and tell the operator where the fire/smoke is.
- Leave the building immediately, shutting all doors/windows if possible.
- Assemble in the car park outside the Corporate Office building.
- Ensure all family members in the house are accounted for.
- Either the Fire Service or West Coast DHB on-call tradesperson will attend and advise regarding re-entry.
- **DO NOT** re-enter the building until you are given the all clear.



## Handy Telephone Numbers

***To make local calls dial 1 for an outside line first***

Grey Hospital Main Number:	(03) 769 7400
Whanau/Family Facility	Extension 2867
Grey Hospital Telephone Operator:	Dial 0
Morice Ward	Dial 2822
Critical Care Unit	Dial 2739
Hannan Ward	Dial 2824
Parfitt Ward	Dial 2782
Barclay Ward	Dial 2821
McBrearty Ward	Dial 2803
Manaakitanga Inpatient Unit	Dial 2515
Maori Health Unit (Te Hauora Maori)	Dial 2631 or 2802

## Work plan for Tatau Pounamu 2013 / 2014

	11 July	22 August	10 October	28 November	2014 Meeting Schedule to be set			
<b>STANDING ITEMS</b>	Karakia	Karakia	Karakia	Karakia	Karakia	Karakia	Karakia	Karakia
	Interest register	Interest register	Interest register	Interest register	Interest register	Interest register	Interest register	Interest register
	Confirmation of minutes	Confirmation of minutes	Confirmation of minutes	Confirmation of minutes	Confirmation of minutes	Confirmation of minutes	Confirmation of minutes	Confirmation of minutes
	Carried forward items	Carried forward items	Carried forward items	Carried forward items	Carried forward items	Carried forward items	Carried forward items	Carried forward items
<b>DISCUSSION ITEMS</b>	<ul style="list-style-type: none"> <li>▪ TOR review</li> <li>▪ Whare whakaruruhau</li> <li>▪ Grey integration workshop</li> <li>▪ Grey data (T Love)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Update on the Model of care</li> <li>▪ Suicide Prevention Action Plan</li> <li>▪ Family Violence Implementation Plan</li> <li>▪ Whānau ora update</li> <li>▪ ALT work streams</li> <li>▪ Kaizen Maori Health Workshop</li> </ul>	<ul style="list-style-type: none"> <li>▪ Kaizen Maori Health Workshop</li> <li>▪ Maori Health Plan 2013/2014 – Quarterly Update</li> <li>▪ ALT work streams</li> <li>▪ Mental Health Review</li> <li>▪ Update on Vision for West Coast Health Services – Programme Director</li> </ul>	<ul style="list-style-type: none"> <li>▪ Kaizen Maori Health Workshop</li> <li>▪ ALT work streams</li> <li>▪ MH review</li> <li>▪ Whānau ora</li> <li>▪ Model of Care update</li> </ul>	<ul style="list-style-type: none"> <li>▪ Kaizen Maori Health Workshop</li> </ul>	<ul style="list-style-type: none"> <li>▪ MHP reporting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Draft MHP 2014/2015</li> <li>▪ Whānau ora</li> <li>▪ Review MH services</li> </ul>	

	11 July	22 August	10 October	28 November	2014 Meeting Schedule to be set			
<b>STANDARD REPORTS</b>	Chair's Report GM's Report HEHA / Smokefree Report Alliance Update	Chair's Report GM's Report HEHA / Smokefree Report Alliance Update	Chair's Report GM's Report HEHA / Smokefree Report Alliance Update	Chair's Report GM's Report HEHA / Smokefree Report Alliance Update	Chair's Report GM's Report HEHA / Smokefree Report Alliance Update	Chair's Report GM's Report HEHA / Smokefree Report Alliance Update	Chair's Report GM's Report HEHA / Smokefree Report Alliance Update	Chair's Report GM's Report HEHA / Smokefree Report Alliance Update
<b>PRESENTATION</b>	As required	Family Violence Intervention Programme	Update on Vision for West Coast Health Services – Programme Director	As required	As required	As required	As required	As required
<b>PLANNED ITEMS</b>								
<b>GOVERNANCE AND SECRETARIAT</b>					2014 Meeting dates			
<b>INFORMATION ITEMS</b>	2013 Schedule of meetings Committee Work plan	2013 Schedule of meetings Committee Work plan	2013 Schedule of meetings Committee Work plan	2013 Schedule of meetings Committee Work plan	2014 Schedule of meetings Committee Work plan	2014 Schedule of meetings Committee Work plan	2014 Schedule of meetings Committee Work plan	2014 Schedule of meetings Committee Work plan

## CHAIR'S UPDATE

**TO:**           **Members**  
                  **Tatau Pounamu Advisory Group**

**SOURCE:**   **Chair**

**DATE:**       **11 July 2013**

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Report Status – For:	Decision <input type="checkbox"/>	Noting <input checked="" type="checkbox"/>	Information <input type="checkbox"/>
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**1. ORIGIN OF THE REPORT**

The verbal update.

**2. RECOMMENDATION**

That the Tatau Pounamu Advisory Group notes the report.

A verbal update will be given at the meeting.

**TO:** Chair and Members  
Tatau Pounamu Advisory Group

**SOURCE:** General Manager Maori Health

**DATE:** 3 July 2013

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Report Status – For:	Decision	<input type="checkbox"/>	Noting	<input checked="" type="checkbox"/>	Information	<input type="checkbox"/>
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## 1. ORIGIN OF THE REPORT

This report is provided to Tatau Pounamu Manawhenua Advisory Group as a regular update.

## 2. RECOMMENDATION

That the Tatau Pounamu Manawhenua Advisory Group notes the report.

## 3. SUMMARY

### **InterRai New Zealand**

The GM Maori Health Manager, West Coast DHB has been nominated by the National Maori General Managers Tumu Whakararae to be represent them on the NZ InterRai Governance Board. InterRai is a comprehensive suite of assessment tools.

InterRai is an international collaborative to improve the quality of life of vulnerable persons through a seamless comprehensive assessment system. It is a tool designed to assist staff assess the medical, rehabilitation and support requirements of the older person so they can enjoy staying in their own home for longer.

InterRai supports for Maori is critical given the higher rate of morbidities and mortality for Maori in New Zealand. The roll out of the InterRai tool is a government initiative that will see all DHB's implementing it over four years ending in 2012.

### **Working with the Canterbury DHB Maori Health Teams**

Recently the two Maori Health teams CDHB and WCDHB met via video conference to discuss how we would continue to work with and support each other, sharing collective skills, knowledge and experience as part of the 'virtual' West Coast/Canterbury Maori Health team. We have committed to videoconference monthly. Two areas identified for further development are Whānau ora and Maori Health Provider integration within primary care.

In addition we have developed a draft Memorandum of Agreement between Te Rauawa o Te Waka Oranga Hinengaro (Maori Mental Health West Coast DHB and Te Korowai Ataawhai, Canterbury DHB). This is essentially looking at stronger working collaboration in areas such as cultural guidance, peer supervision, cultural assessments and leadership and training assistance.

### **Te Herenga Hauora - South Island Maori Managers / Directors Maori Health.**

The South Island Maori Managers and Directors Maori Health have been preparing for the National Maori GMs Hui in Christchurch on the 11<sup>th</sup> and 12<sup>th</sup> July. It is an honour for us to host this Hui in Christchurch. The SI Managers met on the Thursday 4<sup>th</sup> July 2013 a number of national and regional priorities were discussed these include Workforce development, South Island Alliances, Māori Health Promotion Programme Roll Out in Public Health, Whānau ora

(Continuation of Workshop Discussion, Maori Health Plans – Regional Activity, Regional Priorities and National Committee Activity.

### **Health Pathways**

There are a number of Health pathways that have been developed on the West Coast and Canterbury. The purpose of this tool is to assist clinicians to review guidelines for the most appropriate management of care for certain illness and / or conditions e.g. asthma, cardiac, cancer etc.

We have been reviewing some of these health pathways and are currently working with the Oncology Nurses, Diabetes Nurse Specialists, Public Health Nurses, Complex Clinical Care Network, and Rata Te Awhina.

### **Consumer Council**

The GM Maori has been nominated by EMT to be the sponsor for the West Coast Consumer Council.

The West Coast DHB Consumer Council is a group that works in partnership with the DHB as an advisory body providing a collective perspective of those who use services, into health services planning, delivery and evaluation at all levels of the organisation.

### **Maori Provider Development Scheme funding**

The Ministry of Health have released regional applications for the 2013/16 Maori Provider Development Scheme on 1 July 2013 and is inviting funding applications from Maori health and disability providers. This is a good opportunity for Rata Te Awhina trust to access funding for their various developmental purposes.

### **Maori Health Planning**

The recently released PHO Service Agreement requires PHO to work closely with DHBs to develop Maori Health Plans. What this means is there will no longer be a need for a separate PHO plan between the DHB and PHO.

Report prepared by: Gary Coghlan, General Manager Maori Health

# TATAU POUNAMU ADVISORY GROUP HEHA SMOKEFREE SERVICES UPDATE

**TO:** Chair and Members  
Tatau Pounamu Advisory Group

**SOURCE:** Planning and Funding

**DATE:** July 2013

Report Status – For:      Decision ☐      Noting ☐      Information ☒

## 1. ORIGIN OF THE REPORT

Healthy Lifestyles & Smokefree Update is a regular agenda item.

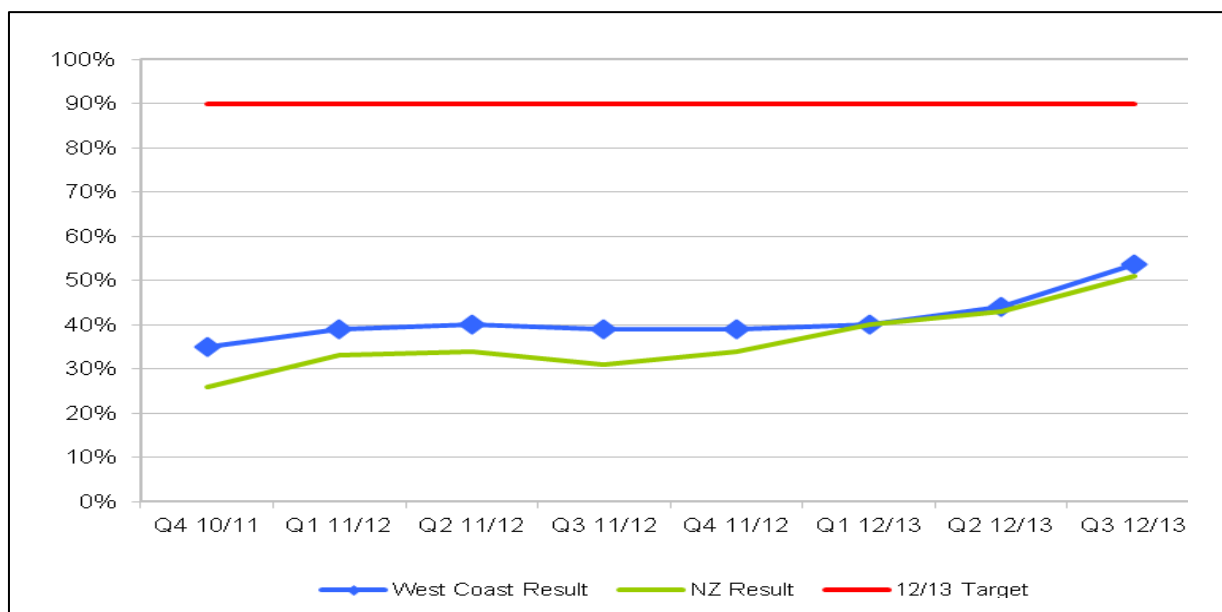
## 2. SUMMARY

The report includes an update on:

- Smokefree Health Targets – Primary and Secondary

## 3. DISCUSSION

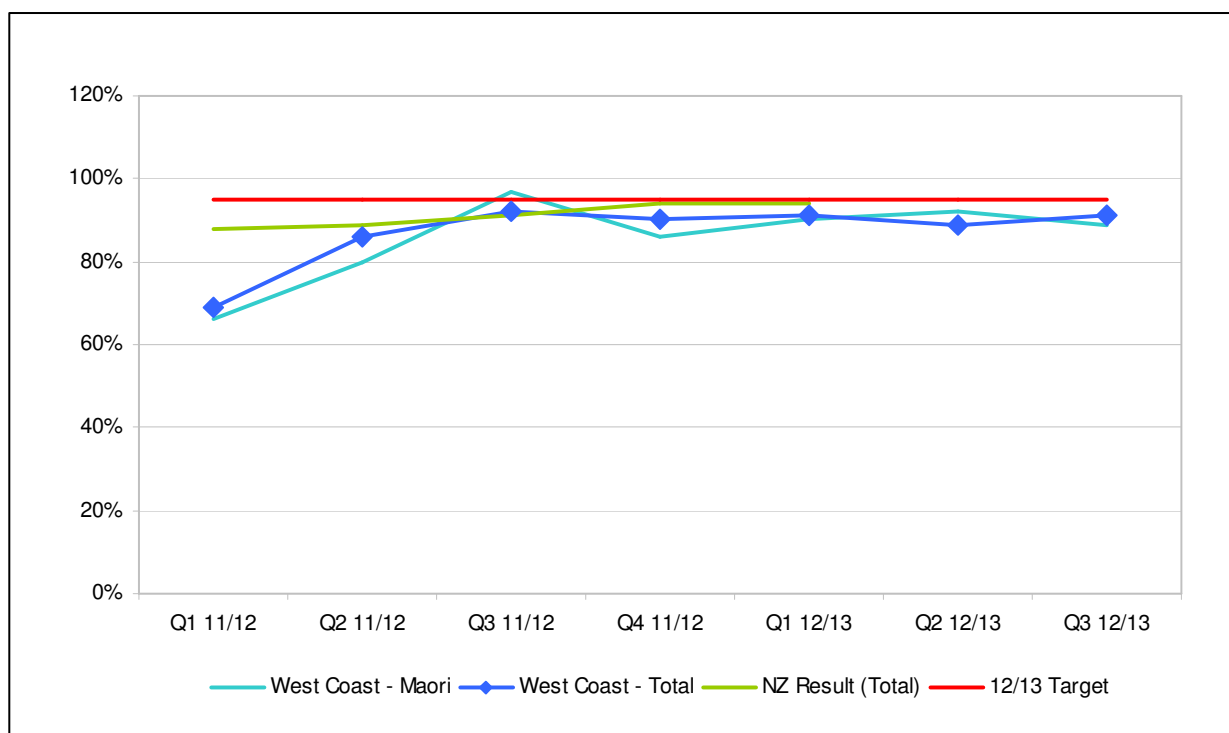
**Primary Smokefree Health Target: 90% of smokers attending primary care given advice & help to quit**



Quarter 4 data is not yet available. The installation of the Clinical Audit Tool into general practices has been delayed while IT solutions are being sought. The tool supports clinicians to improve data capture around this target by enabling them to more easily identify patients who do not have their smoking status coded.



## Secondary Smokefree Health Target: 95% of hospitalised smokers given advice & help to quit



April:

- Maori = 100% (15/15)
- Total = 95% (84/88)

May:

- Maori = 92% (12/13)
- Total = 95% (74/78)

The overall quarter 4 result is not yet available; however data to the end of May indicates that the 95% target will be met. Key actions undertaken in gaining the last few percentage points in reaching the smokefree health target included developing an on-site mandatory training option trialled in ED, with a strong focus on the clinical relevance of the target.

### Maternity Smokefree Health Target

Starting Quarter 1 2013/14, there is going to be a new smokefree indicator for maternity - *progress towards 90% of pregnant women who identify as smokers at the time of confirmation of pregnancy in general practice or booking with a Lead Maternity Carer are offered advice and support to quit*. Data capture of this indicator has proven to be a challenge and work is currently underway at Ministry level and locally with maternity staff to ensure there is a mechanism for data to be captured and reported against, for example on the maternity booking form.

# TATAU POUNAMU ADVISORY GROUP ALLIANCE UPDATE

**TO:** Chair and Members  
Tatau Pounamu, Maori Health Advisory Group

**SOURCE:** Planning & Funding  
Alliance Leadership Team

**DATE:** 3 July 2013

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Report Status – For:      Decision   ☐      Noting   ☐      Information   ☒

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## 1. ORIGIN OF THE REPORT

This report highlights the progress made on the implementation of 'Better, Sooner, More Convenient'.

## 2. RECOMMENDATION

That the Group;

- i. Notes the Alliance Update

## 3. SUMMARY

### PROGRESS OF NOTE:

- **DHB owned General Practice Management** – An agreement has been reached with Better Health Limited West Coast to support the management of West Coast DHB owned general practices. Areas of immediate focus for Better Health include the recruitment of General Practitioners and Practice Managers, training and development of seconded practice managers until permanent Practice Managers are recruited, accounting and bookkeeping for the practices (with support from the West Coast DHB finance team) and process documentation and improvement within each of the general practices.
- **Grey/Westland Integrated Family Health Services** – The Grey/Westland Integrated Family Health Services 2013-15 work plan was endorsed by the Alliance Leadership Team on the 19<sup>th</sup> June 2013. This work plan outlines key deliverables that support service integration and improvement priorities identified in the 2013/14 Annual Plan and through the Grey Alliance Workshop (held in May 2013), including:
  - The development and implementation of community-based responses for patients at risk of deteriorating health;
  - Improving Maori patient and whanau experience of health care and support services across the West Coast;
  - The redesign of models of care within DHB owned general practices that support the health care home approach and lean thinking models;
  - The development of Integrated Family Health Centres/Services that support a sustainable and quality health system for the West Coast;
  - The integration of community nursing across district nursing, long-term conditions nursing with primary care;

- The integration of allied health to a single service that is networked to allied health professionals in the community and primary care;
- The integration of mental health services across primary, community and secondary care;
- Localised *HealthPathways* that enable timely clinical decision making and seamless transition between services for patients; and
- The development of an integrated model of pharmacy on the West Coast.

The work plan allocates roles and responsibilities for clinical leaders and project managers. Planning is underway for the development of a Grey/Westland workstream to support and facilitate the implementation of the work plan.

- **Kaupapa Maori Nurse Appointments** – Rata te Awhina Trust, in partnership with the West Coast DHB has successfully recruited into the Kaupapa Maori positions. The Kaupapa Maori Nurses will have a long-term conditions focus and will become part of the Integrated Family Health Services based in Westport, Greymouth and Hokitika. Each of the Kaupapa Maori Nurses are supported by a non-clinical Kaiaarataki position.
- **Complex Clinical Care Network** –The restorative homecare model continues to be on track as part of the Complex Clinical Care Network (CCCN) project.
  - The single point of referral is an important mechanism for supporting the delivery of cohesive services in a community setting. It will help the Health Care Home to develop effective links with a wider range of health and social services, and it will help people with high levels of need to navigate their way through a complex array of professionals and organisations.
  - A number of initiatives are being developed as part of the Health Care Home including a West Coast Community Rehabilitation, Enablement & Support Team (CREST) Service and Acute Demand Management Services (ADMS) with the CCCN being the single point of access and coordination.
  - The Cognitive Impairment Pathway will be launched 2 July.
- **Alliance Leadership Team Membership** – Pam O'Hara was welcomed as a new member of the Alliance Leadership Team at the June meeting. Pam provides a primary mental health perspective on the Alliance Leadership Team.

#### 4. **APPENDICES**

Nil

**Report prepared by:** Kim Sinclair-Morris, Planning & Funding

**Report approved for release by:** Stella Ward, Chair, Alliance Leadership Team

**TATAU POUNAMU ADVISORY GROUP MEETING**  
To be held in the Boardroom, Corporate Office, West Coast DHB  
Thursday 11 July 2013 commencing at 3.30 pm

**KARAKIA**

**3.30 pm**

**ADMINISTRATION**

**Apologies**

**1. Interest Register**

Update Interest Register and Declaration of Interest on items to be covered during the meeting.

**2. Confirmation of the Minutes of the Previous Meeting**

6 June 2013

**3. Carried Forward/Action List Items**

**4. Discussion Items**

- Whare - Whakaruruhau
- Grey integrations workshop report
- Grey data (T Love)
- Review Proposed Work Plan June 2013 – July 2014
- Review of Tatau Pounamu Terms of Reference
- Participation – pool of potential people

**REPORTS**

**5. Chair's Update – Verbal Report**

Chair

**6. GM Maori Health Report**

General Manager Maori Health

**7. HEHA Smokefree Report**

HEHA and Smokefree Service Development  
Manager

**8. Alliance Update**

Planning & Funding

**Information Items**

- Tatau Pounamu meeting schedule for 2013
- Chair's Report to the Board

**ESTIMATED FINISH TIME**

**NEXT MEETING**

- Thursday 22 August 2013



# TATAU POUNAMU MANAWHENUA ADVISORY GROUP 2013 MEETING SCHEDULE

DATE	TIME	VENUE
Thursday 24 January 2013	3.30pm – 5.30pm	Board Room, Corporate Office, Greymouth
Thursday 7 March 2013	3.30pm – 5.30pm	Board Room, Corporate Office, Greymouth
Thursday 2 May 2013	3.30pm – 5.30pm	Boardroom, Corporate Office, Greymouth
Thursday 6 June 2013	3.30pm – 5.30pm	Board Room, Corporate Office, Greymouth
Thursday 11 July 2013	3.30pm – 5.30pm	Boardroom, Corporate Office, Greymouth
Thursday 22 August 2013	3.30pm – 5.30pm	Board Room, Corporate Office, Greymouth
Thursday 10 October 2013	3.30pm – 5.30pm	Boardroom, Corporate Office, Greymouth
Thursday 28 November 2013	3.30pm – 5.30pm	Boardroom, Corporate Office, Greymouth

**MEETING DATES & TIMES  
ARE SUBJECT TO CHANGE**

# TATAU POUNAMU ADVISORY GROUP MEETING UPDATE – 6 JUNE 2013



**TO:** Chair and Members  
West Coast District Health Board

**SOURCE:** Chair, Tatau Pounamu Advisory Group

**DATE:** 28 June 2013

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Report Status – For:	Decision	<input type="checkbox"/>	Noting	<input checked="" type="checkbox"/>	Information	<input type="checkbox"/>
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## 1. ORIGIN OF THE REPORT

This report is provided to the West Coast DHB Board as an interim update on the Tatau Pounamu Advisory Group meeting of 6 June 2013. Following confirmation of the minutes of that meeting at the 11 July 2013 Tatau Pounamu Advisory Group meeting, full minutes of the 6 June 2013 meeting will be provided to the Board at its 2 August 2013 meeting.

For the Board's information the following is the role and aims of the Tatau Pounamu Advisory Group, as stated in the Memorandum of Understanding:

*“Roles*

*“To give advice on:*

- 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;*
- priorities for use of the health funding provided.”*

*Aims*

- To provide advice that will maximise the overall health gain for the resident Maori population of Te Tai o Poutini through:*
  - all service interventions the West Coast District Health Board has provided or funded or could provide or fund for that population; and,*
  - all policies the West Coast District Health Board has adopted or could adopt for the resident Maori population of Te Tai o Poutini”*

## 2. RECOMMENDATION

That the Board:

- i. notes the Tatau Pounamu Advisory Group Meeting Update – 6 June 2013.

## 3. SUMMARY

Detailed below is a summary of the Tatau Pounamu Advisory Group meeting on 6 June 2013. A copy of the agenda for this meeting is attached as Appendix 1.

### ITEMS OF INTEREST FOR THE BOARD

Tatau Pounamu (TP) has considered a change in focus to lift the group to a stronger strategic level and thus improve the way that we work and add value to the West Coast health system.

A number of key actions are required to achieve this i.e a review of the TOR and the development of an annual work plan to guide and focus the group for the next 12 months.

The following items were considered by TP.

### **Kaizen Maori Health Workshop**

TP reviewed the report and agreed that the report validates things we know from the Better Sooner More Convenient work with the addition of cultural assessments. It was discussed that rather than run a separate process to develop a model of care for Maori health that we work within existing development work streams to ensure Maori participation and influence. This will require TP to identify a potential pool of people who can be called upon to participate in current and future health initiatives, such as the ALT work streams. Opportunities of participation need to be opened up to enable TP to build the capacity of the Manawhenua and the Maori community to participate at a strategic and planning level within health.

### **Maori Health Plan**

TP signalled there was some frustration regarding input into the local indicators and felt that it was important to have earlier input, particularly to the first draft of the 2014/15 MHP, prior to it going to the board. It was agreed that there is a need to be more proactive strategically and this will involve consideration of the WCDHB annual plan.

### **Work Plan June 2013 – July 2014**

TP will develop a work plan to guide and focus the group over the next 12 months and to inform others of our areas of interest and expectations.

### **Review of Tatau Pounamu Terms of Reference**

The TOR was reviewed with a number of changes proposed that better reflect the MOU. A draft will be considered at the next hui.

## **4. APPENDICES**

Appendix 1:                      Agenda – Tatau Pounamu Advisory Group Meeting – 6 June 2013

Report prepared by:              Gary Coghlan, General Manager, Maori Health



# AGENDA –TATAU POUNAMU ADVISORY GROUP



## TATAU POUNAMU ADVISORY GROUP MEETING To be held in the Boardroom, Corporate Office, West Coast DHB Thursday 6 June 2013 commencing at 3.30 pm

### KARAKIA

3.30 pm

### ADMINISTRATION

#### Apologies

#### 1. Interest Register

Update Interest Register and Declaration of Interest on items to be covered during the meeting.

#### 2. Confirmation of the Minutes of the Previous Meeting

2 May 2013

#### 3. Carried Forward/Action List Items

#### 4. Discussion Items

- Kaizen Maori Health Workshop
- Maori Health Plan
- Work Plan June 2013 – July 2014
- Review of Tatau Pounamu Terms of Reference

### REPORTS

3.45 pm

#### 5. Chair's Update – Verbal Report

Lisa Tumahai, Chair

#### 6. GM Maori Health Report

Gary Coghlan, General Manager Maori Health

#### 7. HEHA Smokefree Report

Claire Robertson, HEHA and Smokefree Service  
Development Manager

### Information Items

- Tatau Pounamu meeting schedule for 2013
- Chair's Report to the Board

### ESTIMATED FINISH TIME

### NEXT MEETING

- Thursday 11 July 2013