

Manawhenua Hauora: Terms of Reference

1. In accordance with the NZ Public Health and Disability Act, Section 2:DHB functions are to:
 - a. *establish and maintain processes to enable Maori to participate in, and contribute to, strategies for Maori health improvement:*
 - b. *Continue to foster the development of Maori capacity for participating in the health and disability sector and for providing for the needs of Maori.*
 - c. *Provide relevant information to Maori for the purposes of paragraphs (a) and (b) above.*

Manawhenua Hauora and MidCentral District Health Board are committed to establishing a formal relationship to work to achieve the best health outcomes for iwi and Maori people residing in Manawatu, Horowhenua, Tararua and Otaki.

2. Manawhenua Hauora and MidCentral District Health Board share the following fundamental principles:
 - a. A common interest and commitment to advancing iwi and Maori health.
 - b. Building on the gains and understandings already made in improving iwi and Maori health.
 - c. Applying the Treaty of Waitangi and its principles to work to achieve the best outcomes for iwi and Maori health.
 - d. Partnership and mutual regard.
3. The terms of reference for Manawhenua Hauora shall be:
 - a. To provide coordinated leadership for iwi and Maori health within the MidCentral District Health Board region.
 - b. To provide guidance to MidCentral District Health Board on iwi and Maori health needs and priorities.
 - c. To contribute to and advise on strategies for iwi and Maori health.
 - d. To monitor Maori health gains in the district through the impacts of MidCentral District Health Board's health service delivery and investment.
 - e. To provide expert advice and counsel on important iwi and Maori issues which are appropriately considered at a governance level, including progress on Whanau Ora and Whanau Ora Collectives.
 - f. To appoint iwi and Maori representatives with relevant expertise and experience to MidCentral District Health Board Statutory Committees.

- g.** To report regularly to MidCentral District Health Board on their findings (generally the confirmed minutes of each meeting will be placed on the agenda of the next MidCentral District Health Board meeting).
- 4.** The following points outline representation to Manawhenua Hauora:
- a.** Membership shall include up to three representatives from each of the following iwi who have mana whenua in the MidCentral District Health Board district:
- i.** Ngati Raukawa ki te Tonga;
 - ii.** Muaupoko;
 - iii.** Kahungunu ki Tamaki Nui a Rua; and
 - iv.** Rangitaane.
- b.** Manawhenua Hauora will be responsible for iwi representation within their consortium that represents Manawhenua Hauora with the highest regard.
- c.** Manawhenua Hauora will comprise of iwi representatives that:
- i.** Demonstrate sound leadership within their tribal community;
 - ii.** Are accountable for the decisions they make at Manawhenua Hauora; and
 - iii.** Are accountable to the Tribal Authority they represent.
- d.** Appointments and/or withdrawals to and from Manawhenua Hauora are made via:
- i.** A letter signed by the Iwi Organisation Board Chairperson confirming or withdrawing the appointment; and
- e.** Where a member wishes to resign from Manawhenua Hauora they shall communicate this to their Iwi Organisation Board who will in turn withdraw that person from Manawhenua Hauora and appoint a new representative in accordance with the processes outlined directly above.
- f.** Manawhenua Hauora will appoint the Chair and Deputy Chair from within its membership (*as per Section 5*).
- g.** Iwi are able to name one alternate to attend meetings on behalf of either of their representatives. If an alternate is to attend a meeting the representatives shall then be responsible for providing them with any relevant information and documentation.
- 5.** The Chair and Deputy Chair elections will be held every 3 years under the following conditions:

5.1 NOMINATIONS PROCESS

- Nominations for the Chair and Deputy Chair positions shall be called for at least 28 days before the FINAL scheduled meeting for the year, and forwarded (in writing) to the Kairangahau.
- All retiring members shall be eligible for re-election.

5.2 VOTING PROCESS

- Votes will be forwarded to the Kairangahau and shall close at 5.00pm on the 5th day before the meeting.
- Votes shall be in writing and submitted on behalf of each Iwi represented on Manawhenua Hauora.
- The Voting process will be held by ballot, administered by the Kairangahau and announced at the last hui scheduled for the year.

6. Manawhenua Hauora and MidCentral District Health Board shall develop an annual work programme which:

- a. Will be approved by both organisations prior to implementation.
- b. May also include objectives and initiatives which will form part of an internal Manawhenua Hauora work programme.
- c. Will be monitored through six-monthly meetings between the Manawhenua Hauora Chair and Deputy Chair, and the MidCentral District Health Board Chair and CEO.

7. Manawhenua Hauora shall hold meetings as frequently as it sees necessary. It is anticipated that at least eight meetings a year will be held annually on a six-weekly cycle:

- a. A maximum meeting time of 3 hours will be set aside per meeting.
- b. The meetings will be held between 10.00am and 12.30pm and shall be followed by lunch.
- c. Meetings will be held in the Board Room at the District Health Board offices in Palmerston North.
- d. To ratify any business conducted at a Manawhenua Hauora meeting there must be at least one representative from at least three out of the four iwi present.
- e. Any item that requires votes for and against shall be informed by one vote per iwi. In the event of a split position within any iwi the Chair shall allow the representative's concerned adequate time to reach a consensus.

- f. External communication to Manawhenua Hauora shall either be directly to the Chair or the Kairangahau of Manawhenua Hauora.
 - g. The Kairangahau will ensure that all meeting information is distributed:
 - i. At least five days prior to the scheduled Manawhenua Hauora meeting date.
 - ii. Via email or in hard copy format.
 - h. **Conflict of Interest**
Any potential conflict should be advised at the meetings by the members on a case by case basis.
8. For monitoring purposes Manawhenua Hauora shall receive:
- a. Regular six weekly reports in accordance with the annual work programme provided by:
 - i. Maori Health Advisor, Funding Division,
 - ii. Maori Health Service Manager, MidCentral Health, and
 - iii. A quarterly report provided by the Kaupapa Maori Manager, Enable NZ.
 - b. Public copies of the minutes of meetings of the MidCentral District Health Board and its Statutory Committees.
 - c. A six weekly report from the Kairangahau which is to inter alia include progress against the annual work programme.
 - d. Manawhenua Hauora will provide an Annual Report to MidCentral DHB at the Annual hui.
9. These terms of reference shall be reviewed annually as part of the Manawhenua Hauora annual work programme.