



## **APPLICATIONS/NOMINATIONS FOR APPOINTMENT TO COMMUNITY ADVISORY GROUP (COAG)**

Manaia Health PHO is a Te Tiriti-based primary health organisation that serves an enrolled population of 101,184 across the Whangārei and Kaipara districts.

Our work aims to improve the health and wellbeing of Northlanders, and our role is to provide resources, expertise and funding to primary care health providers, and to deliver some specialised health care services. First level primary health care is provided by 4 Māori health providers, 21 community pharmacies, and 21 general practices.

We work closely with Te Tai Tokerau PHO, Northland District Health Board, local iwi, health, community and social service organisations.

The Manaia Health PHO Community Advisory Group (“**COAG**”) was formed in July 2003, at the time of the PHO’s establishment, and is an important means by which Manaia Health PHO engages with its communities.

One of COAG’s main tasks is to advise the PHO Board on key issues within Whangarei and district communities. The Kaipara Care Incorporated Society and Board is the means by which the PHO engages with the Kaipara community.

The Board of Manaia Health PHO is currently inviting applications and nominations from members of community groups and organisations to become members of COAG for a two-year term, commencing in February 2019.

We seek applicants who have a commitment to, and strong links with, their community (or communities) within our district.

The existing members of COAG are also invited to be re-nominated by their organisation or community group(s).

The objectives of the Community Advisory Group are:

1. To assist Manaia Health PHO in promoting the health and wellbeing of communities within the Whangarei and Kaipara district.
2. To promote greater awareness of the work of Manaia Health PHO in the community.
3. To assist Manaia Health PHO to be responsive to community needs and views.



- 4 To promote improved relationships between Manaia Health PHO and other relevant agencies.
- 5 To advise the Manaia Health PHO Board and management on issues relevant to the health and wellbeing of the PHO population and related primary health services.

Manaia Health PHO aims to improve the health status of our community. Therefore, when considering applicants/nominees, the Board's Selection Panel will be aiming to appoint people who are able to represent the diverse communities within our service area, including those population groups with high health need.

Applicants/nominees must be able to commit to attending 2 hour meetings on the first Wednesday of every month during work hours.

Applications/nominations must be made on the official application form, and accompanied by a letter of support from the community or communities, or community group(s) that the nominee will represent.

Further information, terms of reference and an application/nomination form is attached. Further information is available from the Executive Assistant to the Chief Executive Officer at Manaia Health PHO by emailing [tianab@manaiapho.co.nz](mailto:tianab@manaiapho.co.nz).

This information and application form is also available on our website at [www.manaiapho.co.nz](http://www.manaiapho.co.nz).

Applications close at **5.00 pm on Friday 9 November**. Appointments to the group will be made by the Board of Manaia Health PHO and this process may entail an interview.

Thank you for your interest.

Donovan Clarke  
Chief Executive Officer  
Manaia Health PHO



## **Information for Applicants to the Community Advisory Group**

### **1. Background to Manaia Health PHO**

Manaia Health PHO is a Te Tiriti-based primary health organisation that serves an enrolled population of 101,184 across the Whangārei and Kaipara districts.

Our work aims to improve the health and wellbeing of Northlanders, and our role is to provide resources, expertise and funding to primary care health providers, and to deliver some specialised health care services. First level primary health care is provided by 4 Māori health providers, 21 community pharmacies, and 21 general practices. We work closely with Te Tai Tokerau PHO, Northland.

Manaia Health PHO Ltd operates as a not for profit organisation and was registered as a Charitable Entity with the Charities Commission in February 2008, Charities Registration Number: CC21198. The PHO is governed by two equal shareholders:

- Terenga Paraoa Ltd (this company is made up of Māori health providers and hapū of the Whangarei and Kaipara districts); and
- Whangarei Healthcare Ltd (this company is made up of GPs and Practice Nurses working in the Whangarei and Kaipara districts).

The PHO also works closely with a number of other health, social services, iwi, sport, housing, education, community organisations and the local territorial authorities, to improve the overall health and wellbeing of our enrolled population. Manaia Health PHO has been significantly involved in intersectoral and community initiatives to address the social determinants of health such as poverty and poor housing.

#### **1.1 Byline**

Promoting the health and wellbeing of our community.

#### **1.2 Whakatakanga Kōrero – Mission Statement**

Together provide equitable, innovative, collaborative and skilled primary health care that improves the health status of our community.

#### **1.3 Kaupapa – Foundation**

Te Tiriti o te Waitangi underpins all relationships and permeates all activities and behaviour within Manaia Health PHO.

#### **1.4 Ngā Uruatanga – Values**



The underpinning values of Manaia Health PHO are:

- **Tika** - Showing courage to maintain integrity and seek justice.
- **Pono** - Honesty and transparency in the way business is done.
- **Aroha** - Serving the community with respect and compassion.

### **1.5 Vision**

Leadership and excellence in primary health care that is people focused.

### **1.6 Strategic Priorities**

Overarching all priorities is the health and wellbeing of our community:

- Improve health outcomes and address health inequalities for Māori and vulnerable populations, particularly children, youth and older persons.
- Champion integrated care across the primary and secondary sector to meet key national health targets; smoking, CVD/diabetes and immunisation.
- Lead and enable primary health care models that extend beyond traditional primary care medical practice.
- Invest in the primary health care workforce capacity and capability to meet current and future primary health care demands.
- Demonstrate effective relationships with DHB, whānau ora providers, primary care and the broader health and social service sector.
- Improve health literacy for our enrolled population.

## **2. Background to the Community Advisory Group**

The Primary Health Care Strategy released by the NZ Government in 2001 states that:

*“...people will be part of local primary health care services that improve their health, keep them well, are easy to get to and coordinate their ongoing care...”*

*Primary health care services will focus on better health for a population, and actively work to reduce health inequalities between different groups.”*

PHOs are required by Government to engage with, and to be responsive to, their communities, including communities of interest, iwi and consumers (Manaia Health PHO service users).

The Community Advisory Group (COAG) was formed in July 2003, at the time of the PHO's establishment, and is an important means by which Manaia Health PHO engages with its communities in the Whangarei and surrounding districts.



One of COAG's main tasks is to advise the PHO Board on key issues within the Whangarei community. The Kaipara Care Incorporated Society and Board is the means by which the PHO engages with the Kaipara community.

COAG has two representatives on the Manaia Health PHO Board.

The following are COAG members who have represented their communities over the past nomination term:

<b>Name</b>	<b>Nominating Organisation</b>
Liz Cassidy-Nelson (Chair)	155 Community House
Ken Orr	Northland Community Pharmacy Group
Johnny Kunitau	Northland Pacific Island Charitable Trust
Kim Fuller	Idea Services
Iritana Davis	Stand Children Services
Sophia Xiao-Colley	Chinese Association of Whangārei
Jeanette Brock	Northland Brain Injury Association & Tiaho Trust
Shirleyanne Brown	Terenga Paraoa
Jaime New	Terenga Paraoa
Johnny Seve	Terenga Paraoa
Taina Kake	Terenga Paraoa
Donovan Clarke	Manaia Health PHO representative
Ngaire Rae	Manaia Health PHO representative



## **Community Advisory Group to the Board of Manaia Health PHO Ltd.**

### **Terms of Reference and Appointment**

#### **1. DEFINITIONS**

- \* “COAG” means Manaia Health PHO Community Advisory Group.
- \* “Community” is located within the geographical area that Manaia Health PHO serves.

#### **2. TERMS OF REFERENCE**

##### **A. Objectives**

- 2.1 To assist Manaia Health PHO in promoting the health and wellbeing of the community;
- 2.2 To promote greater awareness of the work of Manaia Health PHO in the community;
- 2.3 To assist Manaia Health PHO to be responsive to community needs and views;
- 2.4 To promote improved relationships between Manaia Health PHO and other relevant agencies; and
- 2.5 To advise the Manaia Health PHO Board and management on issues relevant to the health and wellbeing of the PHO population and related primary health services.

##### **B. Roles and Responsibilities**

The Community Advisory Group is an advisory body to the Board of Manaia Health PHO. Decision making authority on adopted or implementation of the Advisory Group’s recommendations remains vested in the Board of Directors of the Manaia Health PHO.

##### ***Promoting the health and wellbeing of the community***

- 2.6i Advocate to the PHO, health promotion initiatives in the community.
- 2.6ii Advocate to the PHO, community development initiatives that will result in improved health and wellbeing of the Whangarei District community/communities, whānau, hapu and iwi.

##### ***Promoting greater community awareness of the work of Manaia Health PHO***

- 2.7i Raise community awareness of the results of any relevant research, surveys, etc. undertaken by Manaia Health PHO, the Community Advisory Group, or other relevant groups/agencies.



- 2.7ii Raise community awareness of any policy directions and service changes proposed by Manaia Health PHO.
- 2.7iii Raise community awareness of any relevant developments in the wider health arena that will impact upon the provision of primary health care in the Whangarei District.

***Promoting greater responsiveness to community needs and views***

- 2.8i Provide feedback to Manaia Health PHO on its existing primary health care initiatives.
- 2.8ii Identify successful primary health care initiatives that are in existence or are planned by other organisations which may be relevant to Manaia Health PHO.
- 2.8iii Within the structure and goals of Manaia Health PHO, identify health and disability care problems and suggest ways in which such problems could be addressed.

***Promoting quality improvements***

- 2.9i Promote improvements, from a consumer perspective, in primary health and disability services offered through Manaia Health PHO.

***Fostering relationships***

- 2.10i Foster relationships between Manaia Health PHO and other health, disability and welfare providers and agencies when possible with the aim of improving co-ordination, co-operation, and understanding between Manaia Health PHO and the various providers in order to improve health outcomes in the community.
- 2.10ii Foster relationships with the various diverse groups in the Whangarei District.
- 2.10iii Exchange information and co-operate with Manaia Health PHO Board members, Manaia Health PHO staff and members of the Clinical Advisory Group.

**3. MEMBERSHIP – APPOINTMENT PROCEDURES, SKILLS REQUIRED AND TERM OF OFFICE**

***3.1 Membership Criteria***

The membership of the COAG shall normally be no more than 12 people, however can be more at the Board's discretion.

The members of the COAG will reflect the diversity of the communities within the Whangarei District, and populations who have high health needs.

The Manaia PHO CEO and Health Promotion Manager are ex officio members of COAG.

The COAG may co-opt temporary members at any time for a specific task.



The following skills and attributes will be sought when appointing members:

- An understanding of the primary health needs of the communities they represent, and an ability to present these needs, and solutions effectively within a group process.
- Access to and contact with a wide range of community views and an ability to communicate effectively with a wide range of people.
- An interest in health and disability, and community development.
- A commitment to social justice.
- Experience and understanding of group processes and have an ability to work as an effective group member.
- An ability to understand that difficult choices sometimes have to be made in the face of limited budgets.
- An understanding of the Treaty of Waitangi and its relationship to health.

### **3.2 Selection Process**

Commencing February 2019, COAG members will be appointed by the Board for a two year term.

Terenga Paraoa Ltd (The Māori shareholder partner of Manaia Health PHO) will develop and deliver the system and process for nominating four Māori representatives onto the Community Advisory Group.

Every nomination period an advertisement will be placed in local newspapers inviting applications from members of the Whangarei District community/communities interested in standing on the COAG.

Applications can be received from people put forward as representing a community or community group within the Whangarei District.

Applications must address the skills required; include two referees; and letters of endorsement from the communities that the applicant seeks to represent.

Previous members of the Community Advisory Group can be re-nominated/re-apply for appointment for a further term to the group, and are subject to same criteria and process as any other applicant.

Appointees will be selected by a Selection Panel to include a current COAG member and as determined by the Manaia Health PHO Board.



### **3.3 Appointment of Chair of COAG**

The Chair of COAG, as of all Board sub-committees will be appointed by the Board. This Chair will become a Director of the PHO.

The appointment will be based on leadership qualities, knowledge of the Whangarei District, and a wide understanding of health and societal issues.

### **3.4 Appointment of second PHO Board Director from COAG.**

COAG will nominate one representative from its members to the Manaia Health PHO Board. This nomination will be considered at the following Board meeting.

### **3.5 Meeting frequency, attendance, and attendance fee**

COAG meetings will be held monthly, 10 times a year on a week day.

Members who are unable to attend COAG meetings are requested to send their apology to the Manaia Health PHO office prior to the COAG meeting.

COAG members are able to claim an attendance fee of \$100.00 per meeting (and any GST applicable). Members who live outside of the Whangarei urban area are able to claim mileage at the current IRD rate.

## **4. STAFF SUPPORT**

4.1 Staff support will be supplied for the preparation of meeting papers, taking of minutes, and for the operation of the group.

## **5. RESULTS, EVALUATION AND RE-NEGOTIATION**

- Expected results as defined by Manaia Health PHO.
- Reporting to the Board will be as required by Manaia Health PHO
- Manaia Health PHO will assess the effectiveness of the advisory process.
- The Terms of Reference may be revised by the Board from time to time.



## APPLICATION/NOMINATION FORM

I wish to apply to be a member of the Manaia Health PHO Community Advisory Group.

Family Name: \_\_\_\_\_

First Names: \_\_\_\_\_

Residential Address:

\_\_\_\_\_  
\_\_\_\_\_

Postal Address (if different from above):

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number (day) \_\_\_\_\_ (evening) \_\_\_\_\_

E-mail address \_\_\_\_\_

Who is your nominating organisation or community group and which community(ies) or organisation(s) do you represent?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach a letter (or letters) of support from the community(ies) or organisation(s) that you represent, which states that they support you to be their nominated representative to the

Community Advisory Group

**Attached**



**Please explain why you wish to be considered for membership of the Community Advisory Group.**

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(Please feel free to attach a CV – this is also your opportunity to discuss the skills and attributes you could bring to the group. Please use additional paper if needed)

**Can you commit to attending 2 hour meetings on the first Wednesday of every month during work hours?**       **Yes**                       **No**

Additional comments (if required) \_\_\_\_\_

**Please identify two people who can be contacted to act as a referee for your application. Alternatively, please attach references to this application.**

**Name:** \_\_\_\_\_

**Contact Details:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Contact Details:** \_\_\_\_\_

Applications must be received by **5.00 p.m., Friday 9 November 2018.**

Please mark the application/envelope: For the attention of Tiana Budd-Quillaen, and post to Manaia Health PHO, PO Box 1878, Whangarei, or Fax to: 09-438-3210.

For any further information contact us at [tianab@manaiapho.co.nz](mailto:tianab@manaiapho.co.nz)