

KĀTI HUIRAPA RUNAKA KI PUKETERAKI

12 June 2020

FACEBOOK: WWW.FACEBOOK.COM/KATIHUIRAPA/

WEBSITE: WWW.PUKETERAKI.NZ

Top stories in this Panui



Message from Chairman



Representations being sought :

Message from Matapura Ellison



Kia ora koutou,

Now that we are in level one, I hope your lives are returning to some sort of normality and you are enjoying the ability to socialise get back into the things you enjoy.

At this time as we return to a new normal the regular COVID-19 special will cease and we will restart our normal e-panui / Newsletter.

I remind you that if you are still wanting information on COVID-19 go to www.covid19.govt.nz. This website is regularly updated with the most up to date information and guidance around COVID-19 in New Zealand

Remember also at all Alert Levels – regularly disinfect surfaces, wash and dry your hands, cough into your elbow, don't touch your face, stay home if you're sick, and get tested for COVID-19 if you have flu like symptoms.

This week's E- Panui is dedicated to providing whānau details on the various vacancies with organisation that the Rūnaka has a relationship with. I encourage you to consider these and get in touch with either myself or the office if you need any further information.

Mauriora, na Matapura Ellison
Runaka Chairperson

REPRESENTATION SOUGHT:

1. KOMITI KĀWANATAKA: OTAGO POLYTECHNIC LTD BOARD



This position was held by Hinerangi Ferrall-Heath who has done a fantastic job but feels it is time for some one new to take up this role.

The Otago Polytechnic Ltd Board have thanked her and the Rūnaka for the ongoing support and enduring commitment to our Memorandum of Understanding (MoU), and to Otago Polytechnic.

Following the Polytechnic's Board meeting in April, they confirmed that Komiti Kāwanataka would remain as a sub-committee of the Board and have requesting that we begin our process to nominate a representative for Komiti Kāwanataka. A letter outlining the process and timing is attached, as appendix One along with the revised Terms of Reference (ToR) as appendix Two.

Please check out the ToR to ensure you have the requisite skills, capabilities and experience required of this important sub-committee.

So, we can meet the Polytechnic timelines could you please submit your application for nomination by providing a covering letter and CV that outlines your experience and background to undertake this role by 4.00pm 22 June 2020.

2. NGAI TAHU RESEARCH AND CONSULTATION COMMITTEE

Research Consultation with Māori



This role has become vacant due to the retirement of Lyn Carter. She has held this role for 8 years as a joint Puketeraki representative with, firstly, Peter Ellison, and currently with Khyla Russell.

The role is to provide high quality advice and recommendations from a Ngāi Tahu perspective on research activity, as defined in the University of Otago Research Consultation with Māori Policy.

The committee is made up of six members appointed by ngā Papatipu Rūnanga o Te Tai o Arai Te Uru and meets approximately every six weeks with an annual meeting schedule agreed on and published at the start of each year.

So, we can meet the committee's timelines could you please submit your application for nomination by providing a covering letter and CV that outlines your experience and background to undertake this role by 4.00pm 22 June 2020.

A copy of the Draft Terms of Reference is attached as appendix 3

3. REQUEST FOR MANAWHENUA REPRESENTATION ON THE DUNEDIN CITY COUNCIL GRANTS SUBCOMMITTEE



The Dunedin City Council are seeking a member to represent local Papatipu Rūnanga on this committee.

With Covid-19 the appointment process has been delayed. So, we are now undertaking our selection process seeking a member who may be interested in going on the Grants Subcommittee.

As this is for one member, to represent all Otago Papatipu Rūnanga, our selected member will be put forward to a selection panel who will make the final appointment.

If you are interested could you please submit your application for selection by providing a covering letter and CV that outlines your experience and background to undertake this role by 4.00pm 22 June 2020.

A copy of the Draft Terms of Reference is attached as appendix 4

4. WATCH THIS SPACE FOR NOMINATIONS FOR AN ADDITIONAL DIRECTOR, PUKETERAKI LTD

Next week I will be sending out details relating to an additional Director from Rūnaka members for the Board of Puketeraki Ltd.

PUKETERAKI LIMITED

COMPANY NUMBER

1581079

STATUS

REGISTERED

INCORPORATION DATE

2 DECEMBER 2004 (OVER 15 YEARS AGO)

COMPANY TYPE

NZ LIMITED COMPANY

JURISDICTION

[NEW ZEALAND](#)

BUSINESS NUMBER

9429035057765

REGISTERED ADDRESS

- 121 GRIMNESS STREET, KARITANE, OTAGO
- NZ

APPENDIX 1

21 May 2020

Te Rūnanga o Ōtākou

Kāti Huirapa Rūnaka ki Puketeraki Moeraki Rūnaka

Hokonui Rūnanga

Tēnā koutou,

E kā mana, e kā reo, e kā rau rakatira mā, nei rā te mihi kau atu ki a koutou katoa.



Following recent correspondence regarding the retention of Komiti Kāwanataka as a sub-committee of the new Otago Polytechnic Ltd Board, we are writing to request that Papatipu Rūnaka undertake a process to nominate their representative for this important sub-committee. The Terms of Reference (ToR) for Komiti Kāwanataka are enclosed with this letter; as previously intimated, they have been revised to ensure Komiti Kāwanataka remains fit for purpose in the new system as a high performing subsidiary of the New Zealand Institute of Skills and Technology (NZIST).

There are up to twelve members on Komiti Kāwanataka, including the Chair of the Board (ex officio), the rūnaka members on the Board, one appointee from each of the four rūnaka, the DCE: Māori Development/Kaitohutohu, one Executive Leadership Team representative and one Māori staff representative, with the option to also co-opt one other member. A number of Māori staff and interested rūnaka members also attend meetings of Komiti Kāwanataka on a regular basis.

These positions are instrumental in ensuring Otago Polytechnic Ltd continues to meet our commitments as outlined in the Memorandum of Understanding with Papatipu Rūnaka. As per the ToR, we encourage you to take cognisance of the membership requirements to ensure we have the requisite skills, capabilities, experience and expertise

Komiti Kāwanataka meets on the first Thursday of the month, 12.30 – 2.00pm and has a mandate to:

- Provide a strong functional relationship between the Te Rūnanga o Moeraki, Kāti Huirapa Rūnaka ki Puketeraki, Te Rūnanga o Ōtākou, Hokonui Rūnanga Inc (kā Papatipu Rūnaka), the Board and management to ensure an effective Treaty relationship;
- Assist the Board and the Chief Executive to maintain the relationship, ensure effective communication and monitor the implementation of the Memorandum of Understanding between the Te Rūnanga o Moeraki, Kāti Huirapa Rūnaka ki Puketeraki, Te Rūnanga o Ōtākou, Hokonui Rūnanga Inc (kā Papatipu Rūnaka) and Otago Polytechnic Ltd, including the development and monitoring of the Māori Strategic Framework;
- Ensure that Kāi Tahutaka, as practiced by the Rūnaka, is the basis for all Māori activities, cultural and educational, within the Polytechnic;
- Implement, monitor and recommend any revision of the Memorandum of Understand between Te Rūnanga o Moeraki, Kāti Huirapa Rūnaka ki Puketeraki, Te Rūnanga o Ōtākou, Hokonui Rūnanga Inc (kā Papatipu Rūnaka) and Otago Polytechnic Ltd; and
- Advise the Board and the Chief Executive.

Otago Polytechnic Ltd Board would appreciate if your rūnaka could launch a process to nominate a representative for Komiti Kāwanataka, if possible, by Wednesday Tuesday, 30 June 2020. Again, we wish to assure you that this Board is totally committed to the Memorandum of Understanding with Rapatipu Rūnaka and the overall success of Otago Polytechnic Limited.

Nā māua noa, nā

Tony Allison

Chair

Megan Potiki

Deputy Chair

TERMS OF REFERENCE FOR KOMITI KĀWANATAKA

REPORTING TO:	Otago Polytechnic Ltd Board
CHAIRPERSON:	On recommendation of the sub-committee and with approval of the Board
DEPUTY CHAIRPERSON:	Elected by the sub-committee
MEMBERS:	<p>The membership of (<i>sub-committee</i>) will consist of requisite capabilities and experience in tertiary education (Māori education in particular), tribal/community development, Māori language and culture, and enduring relationships with (and connections to) papatipu rūnaka and the wider Māori community. Membership shall not exceed 12 members and will include:</p> <ol style="list-style-type: none">1. The Chair of the Board (ex officio)2. Rūnaka member(s) on the Board3. One appointee from each of the four rūnaka4. The DCE: Māori Development/Kaitohutohu5. One Executive Leadership Team representative6. One Māori staff representative7. Up to one co-opted member <p>Note</p> <ul style="list-style-type: none">• The staff representative shall be appointed by the DCE: Māori Development/Kaitohutohu, with agreement of the Chief Executive. <p>Term of Membership</p> <p>Appointment is for a term of three years and members are eligible for reappointment for another three-year term to the maximum of six years.</p>
MEETING FREQUENCY:	Monthly, as required.
AREAS OF RESPONSIBILITY:	<ul style="list-style-type: none">• To provide a strong functional relationship between Te Rūnanga o Moeraki, Kāti Huirapa Rūnaka ki Puketeraki, Te Rūnanga o Ōtākou, Hokonui Rūnanga Inc ('kā Papatipu Rūnaka'), the Board and management to ensure an effective Treaty relationship.• To assist the Board and the Chief Executive to maintain the relationship, ensure effective communication and monitor the implementation of the Memorandum of Understanding between Te Rūnanga o Moeraki, Kāti Huirapa Rūnaka ki Puketeraki, Te Rūnanga o Ōtākou, Hokonui Rūnanga Inc. ('kā Papatipu Rūnaka') and Otago Polytechnic Ltd, including the development and monitoring of the Māori Strategic Framework.• To ensure that Kāi Tahutaka, as practiced by the Rūnaka, is the basis for all Māori activities, cultural and educational, within the Polytechnic.• To implement, monitor and recommend any revision of the Memorandum of Understanding between Te Rūnanga o Moeraki, Kāti Huirapa Rūnaka ki Puketeraki, Te Rūnanga o Ōtākou, Hokonui Rūnanga Inc ('kā Papatipu Rūnaka') and Otago Polytechnic Ltd.• To advise the Board and the Chief Executive.
POWER TO ACT:	As delegated by the Board
POWER TO RECOMMEND:	As delegated by the Board

May 2020

APPENDIX 3

NGĀI TAHU RESEARCH CONSULTATION COMMITTEE

Terms of Reference (updated August 2019)

Role and Responsibilities

To provide high quality advice and recommendations from a Ngāi Tahu perspective on research activity, as defined in the University of Otago Research Consultation with Māori Policy.

To advance Ngāi Tahu research aspirations.

To facilitate an effective working relationship in the area of research between Ngāi Tahu and the University of Otago.

To recognise the benefits to the University of Otago, Ngāi Tahu, iwi, hapū, Māori organisations and the wider research community through a relationship based on mutual respect and understanding.

Membership

Six members appointed by ngā Papatipu Rūnanga o Te Tai o Arai Te Uru.

The Committee will appoint a chairperson annually from its membership.

The Committee has the ability to co-opt members as required.

Resignations from the Committee will be sent in writing to the Chair.

Appointments will be notified in writing by the Rūnana Chair.

Secretariat

The University of Otago will provide management services to the Committee and to the research community including:

- Operating as an intermediary between internal stakeholders and Ngāi Tahu
- Facilitating access for researchers to information relative to the Māori consultation process
- Facilitating opportunities for Ngāi Tahu to contribute to the planning of research
- Assessing and drafting submission responses for Committee meetings
- Writing of Committee decisions for despatch to researchers
- Management of Māori Research Consultation policies and guidelines
- Scheduling and coordinating meetings
- Minuting discussions and key decisions
- Ensuring meeting papers and reports are provided in a timely manner
- Administrating payment of meeting fees and arranging reimbursement of reasonable expenses

Accountability and Reporting

Members will be accountable to their Papatipu Rūnanga.

APPENDIX 3 CONTINUED

ACCOUNTING AND REPORTING CONTINUED

An annual report will be provided to ngā Papatipu Rūnanga o Te Tai o Arai Te Uru and to the University of Otago.

Other reports to be provided as agreed and appropriate.

Meetings

The Committee will meet approximately every six weeks with an annual meeting schedule agreed on and published at the start of each year.

In attendance

- ~~— Kaitohutohu Kaupapa Māori~~
- Kaiwhakahaere Rangahau Māori (Otago)
- ~~— Kaiwhakahaere Rangahau Māori (Christchurch)~~
- ~~— Kaiwhakahaere Rangahau Māori (Wellington)~~
- Kaiwhakahaere Tari, Office of Māori Development (proxy for Kaiwhakahaere Rangahau Māori as required)

Review

These Terms of Reference are to be reviewed annually.

REQUEST FOR MANAWHENUA REPRESENTATION ON THE DUNEDIN CITY COUNCIL GRANTS SUBCOMMITTEE

The DCC are looking for an individual who has a wide range of community interests. They will represent the local Runakas (mana whenua) on the Subcommittee. The successful nominee will have a breadth of experience in the not-for-profit sector and be aware of the importance of diversity.

They welcome nominees who are strategic and analytical thinkers, are empathetic and who can take an impartial approach to the grants process. An understanding of the changing nature of the volunteer sector would be helpful.

The Grants Subcommittee meets four times per year in May, June, October and November. The next Subcommittee meeting will be 15 May 2020 from 9 am – 5 pm. A small meeting fee is paid for attendance.

The Grants Subcommittee assesses more than 300 applications per year and approves more than \$3 million in funding to community, arts, events and environmental projects and organisations within Ōtepoti Dunedin. The applications now web based and entail reading and assessing recommendations made by DCC staff and evaluating the applications prior to the Subcommittee meeting. Meetings are between a half, and full day, dependent on the number of applications and round.

The Subcommittee consists of five city councillors, two community representatives, two representatives from the events community and three from the arts community, and one Department of Conservation appointed representative, plus one mana whenua appointed representative. The term of representation will be until the November 2022 meeting (the first meeting after the next Council election). The DCC will provide training for new representatives on 29 April 2020.

The DCC would appreciate having a representative at the April training and the 15 May 2020 meeting if possible. Meeting papers for that meeting will be available from 1 May 2020.

Office Contact Details

121 Grimness St, Karitane

C/- PDC, Karitane 9440

Phone (03) 465 7300

Email: admin@puketeraki.nz