



Aroha ki te Tangata



For the love of people

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For the love of people

INDUCTION & TRAINING HANDBOOK

– Well-being & safety of the people –



**AROHA
KI TE
TANGATA**



**FOR THE
LOVE OF
PEOPLE**



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PEOPLE**



**NZ
MAORI
WARDEN**

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1.0

Introduction to Māori Wardens

Congratulations and welcome!

As a Māori Warden you are now part of a volunteer organisation with a proud tradition of tautoko (support), ārahitanga (guidance) and giving to Māori communities.

In 1962, the Māori Community Development Act was enacted.¹ The Act sets out the purpose and functions of the Māori Wardens and also the authority, special rights, and

responsibilities that Wardens have to carry out the work they do in their communities. Māori Wardens continue to adapt to meet the expectations of the communities they serve, to maintain their presence and to intervene if and when they are needed.

Many regions will have their own histories about Māori Warden development in their area. All of these contribute to the rich tradition of service and excellence that Māori Wardens are recognised for today and that you will come to share in.

¹ "Enact" means to establish by law. Collins English Dictionary.

The role of Wardens today ranges from health and safety through to education, youth assistance and whānau support. Their mahi is recognised and valued and considered as relevant and important today as it was 50 years ago.

Seeing Wardens in their uniforms - whether they are at events in the rural heart of our communities or in the centre of cities - provides a reassuring presence at iwi celebrations, festivals and tangihana.

“Aroha ki te Tangata”/“For the love of People” is the guiding principle of the Māori Wardens. Although the Wardens began in Māori communities, this principle extends to all people who live in Aotearoa New Zealand. Today, Wardens are known and respected by other ethnic communities too.

2.0

Your Induction

This induction programme aims to introduce you to and prepare you for your new role as a Māori Warden. The programme is an important step in your journey to become a warranted Māori Warden and will take a minimum of three months to complete.

Your induction will:

- explain the basis of being a Māori Warden;
- give you a guided tour of our facilities;
- introduce you to key members of your roopū (Executive members – Chair, Treasurer and Secretary) as well as the Team Coordinator and Team Leaders;
- explain the legal situation (your role and your responsibilities – what having a warrant means) and the regulatory situation (our policies and procedures)**;
- give you specific job-role training.

This handbook aims to give you a clear understanding of the role and responsibilities of a Māori Warden. It is also a record of all the training you have and will undertake in your journey as a Warden.

We recommend that you discuss your specific training needs with your Sub-Association² Trainer sometime during your induction programme. Your Sub-Association will also maintain a confidential master file of training that you have completed. There is an established process to recognise any prior learning achievements (RPL) or experience you bring to your role.

*** We strongly believe that it is important that clear rules and steps are in place to provide support to your development as a Māori Warden. Your personal safety will always be very important to us and we are committed to ensuring you have the necessary tools, strategies and training to remain safe in the many and varied situations you will encounter as a Warden. We expect you to apply this same priority to your own well-being, that of your whānau and your communities.*

² The term Sub-Association is used across many Māori Warden Districts to describe a small home group or branch.

3.0

Becoming a Warranted Māori Warden

You will need to successfully complete several tasks to be nominated for a Warrant to become a Māori Warden.

The Minister of Māori Affairs will confer or award your warrant after you have satisfactorily completed this induction programme, the related training and duty requirements that follow. A warrant gives you the powers to exercise your rights and responsibilities as set out in sections 30-35 of the Māori Community Development

Act 1962, and clause 11 of the Māori Community Development Regulations 1963.

To be nominated for your warrant you will need to complete the following tasks:

- the Induction Programme as set out;
- three training opportunities;
- 200 hours of active Warden duties; and
- your personal Log Book.

Your Sub-Association administrator/co-ordinator will sign off each task confirming their successful completion. When you become a warranted Māori Warden you will receive a badge (with your unique Māori Warden number and a formal identification card).

There is also a Dress Code (see Section 10, for more information). Once warranted, you will also qualify to be fitted for a *Number One* (Formal Dress) Māori Warden uniform kit. You will also qualify for the

Number Two (Working) Uniform when your Sub-Association confirms you remain active in carrying out your Warden duties.

Being a Māori Warden is exciting, rewarding and challenging at times! You have much to offer others by volunteering your skills and life experiences. Being a Māori Warden also offers opportunities to build on those.

Nau mai, piki mai ra. Welcome!



4.0

Our Values

Aroha ki te Tangata

Aroha ki te Tangata (For the love of People) is the kaupapa or guiding principle for Māori Wardens throughout Aotearoa New Zealand.

Aroha ki te Tangata can be expressed in many different ways. It encompasses for example the values of respect, awhi, aroha, whanaungatanga, and whakapapa. These values are expressed in Warden activities through their interactions and relationships with others and the professional manner in which Wardens present themselves [refer to the dress code and code of conduct in Section 10].

In addition to the kaupapa of Aroha ki te Tangata, other

values that guide Wardens are:

- Rangimarie (peace)
- Manaaki (kindness)
- Kōrero (talking)
- Whakaiti (humility)
- Tautoko (support)
- Pono (honesty)

Under the umbrella of Aroha ki te Tangata, Māori Wardens behaviour towards the various individuals and communities they help, as well as towards each other in your Sub-Association, is guided by these values.

5.0

The Sub-Association

In your Sub-Association there is usually an Executive (with a Chair, Treasurer and Secretary) which meets regularly to discuss day to day operations of your Sub-Association.

Kaumātua (Kuia, Koroua, Koroheke, Tāua and Pōua) are integral to Māori Wardens because they are often a

steadying influence offering advice and leading the home group in matters relating to tikanga and Te Reo Māori.

The following diagram shows a typical Sub-Association set up and the relationship between each grouping.



Kaumātua

Kuia, Koroua



Executive

Chair, Treasurer,
Secretary



Operations coordinator

Team Leaders



Māori Wardens

(warranted/
trainees)

6.0

The Māori Community Development Act 1962

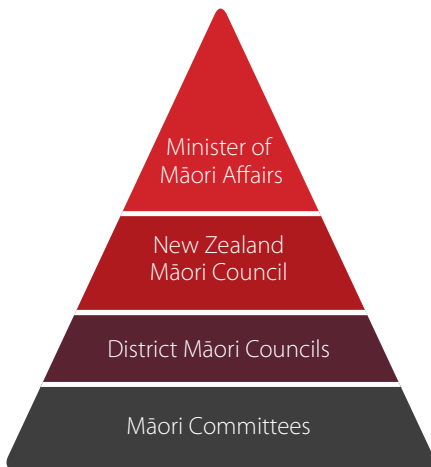
The Act provides for establishment of the following Māori Associations:

- Māori Committees;
- Māori Executive Committees;
- District Māori Councils; and
- the New Zealand Māori Council.

The role of the District Māori Councils in relation to Māori Wardens is to nominate, manage and supervise the Wardens in its region. In some districts the operational aspects

of this role may have been left to the Sub-Association and/or the New Zealand Māori Wardens Association to manage. The Chair or appointed Executive Member (of your District Māori Council) primarily provides input through the warrant nomination process. All District Māori Councils are subject to the control and direction of the New Zealand Māori Council.

The following diagram shows the hierarchy for these Māori Associations..



Members of the New Zealand Māori Council are made up of representatives from the District Māori Councils. Since its establishment the Council has made submissions to government on many matters affecting Māori, particularly issues relating to the Treaty of Waitangi.

The Minister of Māori Affairs has oversight of matters relating to the Act and is also responsible for appointing Wardens.

7.0

New Zealand Māori Wardens Association (NZMWA)

The NZMWA was formed by Māori Wardens in the late 1970s and became an Incorporated Society in 1980.

It is a private body not a statutory body. Membership is voluntary and does not affect your status as a legally appointed Warden under the Act.

The NZMWA provides advice and support to Māori Warden members. It is a voice for Māori Wardens at a national level. For more information on becoming a member of the NZMWA speak with your sub-administrator or Executive member.

7.1 District/Regional Māori Wardens Associations (DMWA)

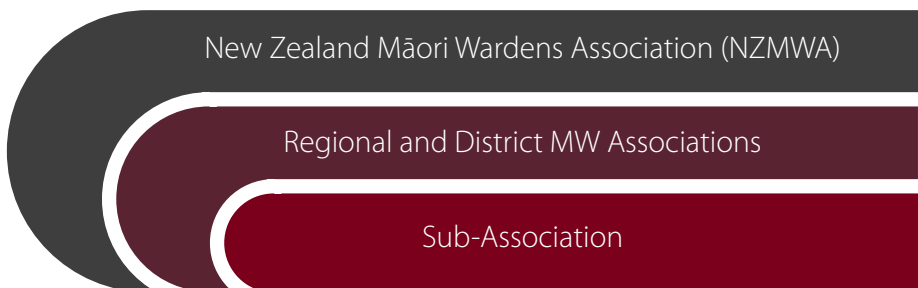
District Māori Wardens Associations represent Sub Associations at a regional level and undertake the general functions of the NZMWA within their respective Districts.

7.2 Sub-Associations (Subs)

Subs are on the front line of the Māori Warden kaupapa. This is where contact and support is made and implemented at a local level.

7.3 NZMWA Structure

The following diagram shows the current structure of the NZMWA.



8.0

The Māori Wardens Project

The Māori Wardens Project is a Government initiative to build the capacity (grow the numbers) and capability (grow the knowledge and skills) of Māori Wardens with a focus on youth, safer communities and community reassurance.

The Māori Wardens Project was established in July 2007 and is jointly administered by Te Puni Kōkiri and the New Zealand Police.

The purpose of the Project is to:

- build the capacity of the Wardens (grow the numbers);
- build the capability of Wardens (grow knowledge and skills);
- provide viable and cohesive national coordination and management of Māori Wardens activities;

- manage Regional Coordinator positions located in the regions where Māori Wardens operate;
 - develop and implement formal centralised training programmes to enable Māori Wardens to operate at an enhanced level within their communities;
 - purchase equipment and other resources to support Māori Wardens to carry out their daily responsibilities.
- This also enables them to support community-based projects such as those focusing on youth at risk and reducing drug and alcohol dependency;
- promote and develop communication strategies for Māori Wardens and the communities within which they work; and
 - improve the policy environment in which Māori Wardens operate by making recommendations towards a new governance structure.

9.0

Legislation & Acts

The following timeline briefly outlines the legislation that is important for your work as a Māori Warden.

1900 The Māori Councils Act	<ul style="list-style-type: none">• Formation of Māori Councils and Districts• General provisions<ul style="list-style-type: none">– Health– House cleanliness– Common nuisance– Drunkenness– Smoking– Sanitation– Fixing and imposing fines by the appointed Village Committee
1945 The Māori Social and Economic Advancement Act 1945	<p>The terms and general provisions were added to or amended including names changes and added positions.</p> <ul style="list-style-type: none">– Welfare Officers– Tribal Executive Committees– Appointment of Māori Wardens <p>A further amendment was a name change from Tribal Executive Committee to District Councils.</p>
1962 The Māori Welfare Act 1962	<p>This Act introduced the legal responsibilities for Māori Wardens. (Sections 30 – 35)</p>
1962 The Māori Community Development Act enacted 1962	<p>This name change with the same provisions as the Māori Welfare Act is the current Act.</p>



10.0

Dress Code

When you become warranted, you qualify for a full, formal dress uniform kit (Number One). You will also receive the working uniform (Number Two) when it has been confirmed that you continue to be active in carrying out your duties as a Warden.



As a warranted Warden, you are expected to maintain a high standard of professionalism in all areas of your work. This includes how you present yourself while you are working.

If you do not maintain the professional dress code as described in this section, you may be restricted by your Sub or District from carrying out your duties.

10.1 Cleanliness at all times

When you receive your uniforms you are expected to keep them clean (washed regularly and free from dirt) and tidy (ironed). Then when you appear in them you are upholding the highest level of professional standards that are expected of Māori Wardens.



10.2 Formal Dress (known as Number One uniform)

Full dress uniform is worn at important events such as tangi, national hui and other similar formal occasions. A full kit consists of:

Men	Women
White shirt (long or short sleeve)	White shirt (long or short sleeve)
Black blazer	Black blazer
Black trouser	Black trouser or skirt*
Hat	Hat
White gloves	White gloves
Black shoes	Black shoes
Black socks	Black socks or stockings

High visibility jackets are not worn on formal occasions unless you are asked by your Coordinator to do so when on duty.

10.3 Working Uniform (known as the Number Two uniform)

The Number Two uniform is typically worn when you are undertaking 'day to day' duties, such as street patrols, informal events and hui. Like the full dress uniform, the Number Two continues to promote Wardens as a professional volunteer service with members who take pride in their appearance and organisation.

What underpins our Dress Code is pride in yourself and in being a Māori Warden. The Wardens have a long and proud history. Our Dress Code aims to uphold this tradition with respect and dignity.

11.0

Health & Safety

Your safety is very important to our organisation. There are mutual obligations to ensuring health & safety standards are managed well.

The resources provided to Wardens (including Hi-Viz jackets, vans, walkie talkies etc) as well as the training we encourage you to complete, are part of meeting our obligations to ensure you have adequate support to carry out your work safely.

There is also an obligation on individual Wardens to keep yourselves safe at all times and to strive for a level of personal health that enables you to carry out your duties. If you have any physical and medical issues that may affect your work, we encourage you to share this during your training and with your Sub-Association.

In this way, we can ensure that your duties match your abilities and that you carry out your duties safely.

The key to excellent health and safety management is good planning and good communication. The following steps can be taken to help keep people safe. In particular, these steps focus on:

- providing and maintaining a safe working environment, particularly by identifying hazards and managing them;
- providing and maintaining facilities for the health and safety of all Wardens at work;
- ensuring that all equipment is designed, made, set up, and maintained to be safe for Wardens at work;
- ensuring that systems in place do not lead to persons being exposed to hazards in or around their place of work;
- providing people with information about the hazards that they may come across in their workplace;
- providing people with training and supervision; and
- developing procedures for dealing with emergencies that might arise while persons are at work.



12.0

Training

Coming to training regularly builds up your skills and experiences therefore you are encouraged to take advantage of training opportunities available to you.

It is important to record your attendance in your Log Book because this supports your nomination to become a warranted Māori Warden or, your nomination for renewal.

It may be helpful to also have this record when applying for a job or becoming involved in other sectors of the community.

There are two main ways in which training is made available. The first of these is at local or community level, and the second is training delivered or accessed on a national basis. As the detail of these may change from time to time, it pays to ask for the most recent relevant, up to date information.

If you wish to undertake any of the training initiatives specifically designed for Māori Wardens, including those detailed in the schedule on the next page. Please contact your Trainer to discuss your training needs.

13.0

Training Record

Date	Course Name (Code)	Trainer Initials
	Induction Handbook introduction	
	Introduction to operational policies and procedures	
	On the job training (patrols, safety and security)	
	Driver training	
	Communications training	
	Activity and Incident report writing	
	Planning and organising events	
	External and internal relationships	
	Youth at Risk training	
	Te Reo me ona tikanga training	
	Warden appraisal	

Date	Course Name (Code)	Trainer Initials
	Governance and Management	
	First Aid (initial training)	
	First Aid (follow up)	
	Traffic Control	
	STMS	
	CIMS	
	Advocacy	
	Literacy and Numeracy	

13.0

Training Record

Date	Course Name (Code)	Trainer Initials

Date	Course Name (Code)	Trainer Initials



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