

16 OCT 2018

File Ref: OIA 38000

[REDACTED]

Tēnā koutou

### Official Information Act request

Thank you for your information request dated 19 September 2018. Your questions have been treated in accordance with the Official Information Act 1982 (the Act) and are set out below, with my responses.

1. *What is the current total operating budget as it relates to the Maori Wardens in 2018-19 and as it was in 2017-18/2016-17 and 2015-16*

Please see Document One for a table which provides you with a breakdown of the Māori Warden Project's Departmental expenditure for the 2015/16, 2016/17 and 2017/18 financial years. Please note that 2018/19 expenditure figures will not be available until the end of the financial year.

2. *What are the KPI's of the regional coordinator for the Auckland District*
3. *Please furnish me with the job description of the regional coordinator for Auckland*
4. *How many hours per week is specifically spent on New Zealand Maori Warden business by the regional coordinator*

I note that following [REDACTED] request, [REDACTED] and [REDACTED] also requested the same information for their respective districts.

I have attached a copy of the Regional Coordinator job description (Document Two). Te Puni Kōkiri does not use key performance indicators (KPI's) as such. Therefore, your request for KPI's is refused under section 18(e) of the Act as the document alleged to contain the information requested does not exist. The job description sets out the role of the Regional Coordinators and the key competencies for the position. These areas assist the Manager of the Maori Warden Project to discuss individual performance expectations with each Regional Coordinator for the coming year. Relationship management is a key area in the Coordinator role. Coordinators are employed for 40 hours per week to carry out the role.

I trust my response satisfies your request.



You have the right to seek an investigation and review by the Ombudsman of this response. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Please note that Te Puni Kōkiri publishes some of its OIA responses on its website, after the response is sent to the requester. The responses published are those that are considered to have a high level of public interest. We will not publish your name, address or contact details.

If you wish to discuss any aspect of your request with us, including this decision, please feel free to contact Te Rau Clarke, Manager Māori Warden Project, via [clart@tpk.govt.nz](mailto:clart@tpk.govt.nz)

Ngā mihi

A handwritten signature in black ink, appearing to read 'Raheera Ohia', written in a cursive style.

Raheera Ohia  
Manahautū Tuarua | Deputy Chief Executive

**Breakdown of the Māori Warden Project's Departmental budget for financial years 2015/16, 2016/17 and 2017/18.**

**Note** – the 2018/19 financial year is not available at this time

	<b>Total</b>
<b>2015/16 Financial Year</b>	<b>1,642,838.10</b>
5800 - Maori Wardens - Admin	<b>763,403.02</b>
5811 - Maori Wardens - Regional Co-ordination	<b>497,925.34</b>
5812 - Maori Wardens - Training & Operating Resources	<b>294,436.67</b>
5813 - Maori Wardens - Regional Hui & Comms	<b>26,637.06</b>
5814 - Maori Wardens - Police	<b>21,592.30</b>
5817 - Maori Wardens - First-Aid (Training)	<b>38,843.95</b>
<b>2016/17 Financial Year</b>	<b>1,566,007.10</b>
5800 - Maori Wardens - Admin	<b>744,526.21</b>
5811 - Maori Wardens - Regional Co-ordination	<b>498,213.23</b>
5812 - Maori Wardens - Training & Operating Resources	<b>291,686.95</b>
5813 - Maori Wardens - Regional Hui & Comms	<b>11,598.91</b>
5814 - Maori Wardens - Police	<b>19,981.94</b>
<b>2017/18 Financial Year</b>	<b>1,010,551.80</b>
2700 - Maori Wardens - Admin	<b>588,524.32</b>
2711 - Maori Wardens - Regional Co-ordination	<b>331,688.80</b>
2712 - Maori Wardens - Training & Operating Resources	<b>82,224.50</b>
2713 - Maori Wardens - Regional Hui & Comms	<b>5,085.03</b>
2714 - Maori Wardens - Police	<b>3,028.98</b>

**Administration**

The project team is responsible for the delivery of an integrated suite of support initiatives centred on increasing the capacity and capability of Māori Wardens to work within their communities. These duties include recruitment, administration, management and the implementation of training. Costs in this category include: salaries, contractors, fees, travel, hui cost, vehicle costs, resources and associated overhead costs for the project team.

Costs also included in this category are for the contractors/consultants and legal advice.

**Regional Coordination**

Regional Co-ordinator positions were established to support all Wardens across Warden regions. This category include costs directly associated with these positions and the tasks they undertake (e.g. recruitment, salaries, travel, hui costs and overheads such as rent, building maintenance, vehicle related costs and communications). In supporting Wardens the Regional Co-ordinators administer the funds allocated to each region for the delivery of community-based projects at a regional level.

**Training & Operating Resources**

Costs in this category include: the design, development and delivery of the training programmes and, the provision of resources e.g. torches, first aid kits, maintenance and running costs of vehicles and trailers and resources specifically for Māori Wardens to carry out their duties.

**Regional Hui & Comms**

The cost here applies to special hui for Māori Wardens. Hui have included: information hui, the new warranting process to be implemented, Warden up-date hui and workshop hui.

**Police**

Support for Police Trainers to attend Warden training nationally.

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*Regional Coordinator – Kairuruku-  
ā-Rohe, Māori Wardens Project  
( Fixed Term)*



Te Puni Kōkiri  
REALISING MĀORI POTENTIAL

Te Puni	Policy Partnerships
Reports to	Senior Advisor Regions
Regional Centre Location	Whangarei, Auckland, Hamilton, Rotorua, Gisborne, Hastings, Whakatane, Whanganui, Palmerston North, Wellington, Nelson, Christchurch

#### ORGANISATIONAL STATEMENT

Te Puni Kōkiri's core purpose is ensuring that iwi, hapū and whānau Māori succeed as Māori. Our role is to support Government to strengthen Treaty of Waitangi partnerships and facilitate iwi, hapū and whānau Māori to succeed at home and globally through:

- **Ārahitanga:** Provision of strategic leadership and guidance to Ministers and the state sector on the Crown's on-going and evolving partnerships and relationships with iwi, hapū and whānau Māori
- **Whakamaherehere:** Provision of advice to Ministers and agencies on achieving better results for whānau Māori
- **Auahatanga:** Development and implementation of innovative trials and investments to test policy and programme models that promote better results for whānau Māori

Our work is focused around four inter-related outcomes

- **Whakapapa/Identify** – Māori language, culture and values hold a central place in Aotearoa New Zealand
- **Oranga/Wellbeing** – Opportunities and outcomes that reflect and support the aspirations of whānau
- **Whairawa/Prosperity** – A thriving Māori economy supported by high performing people, assets and enterprise
- **Whanaungatanga/Relationships** – Genuine, enduring and productive relationships between Crown and Māori

For further information about Te Puni Kōkiri please visit our website: [www.tpk.govt.nz](http://www.tpk.govt.nz)

#### O TĀTOU WHAIPAINGA – OUR VALUES

**Te Wero** – *We pursue excellence.*

We strive for excellence and we get results. We act with courage when required, take calculated risks and are results focused.

**Manaakitanga** – *We value people and relationships.*

We act with integrity and treat others with respect. We are caring, humble and tolerant. We are co-operative and inclusive.

**He Toa Takitini** – *We work collectively.*

We lead by example, work as a team and maximise collective strengths to achieve our goals.

**Ture Tangata** – *We are creative and innovative.*

We test ideas and generate new knowledge. We learn from others and confidently apply new knowledge to get results.

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**TE PUNI STATEMENT**

The Policy Partnerships Te Puni works in partnership with Government agencies and Te Puni Kōkiri stakeholders, to design and deliver policies that have a significant impact on Māori.

Our work involves policy leadership across a range of Māori specific initiatives; and influencing policy advice provided more widely across the state sector to ensure that other agencies consider, and address, improving the quality of outcomes for whānau, hapū, iwi and Māori.

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Job Description Updated & Certified: Manager \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

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## PURPOSE

The Regional Coordinator - Kai Arataki is responsible for assisting and supporting the activities of Māori Wardens throughout their respective service areas.

## SPECIFIC ACCOUNTABILITIES AND DELIVERABLES

- Works to build and maintain positive relationships and networks creating opportunity for effective interventions
- Works to establish and sustain productive working connections with local officials such as the mayor and councillors, professionals such as school principals and local business managers and heads of local public sector agencies such as the NZ Police and Ministry of Social Development
- Works to create and sustain an appropriate image and profile of the Māori Wardens and the services they provide
- Seizes opportunities throughout the community for increased interaction to capture commitment to Māori Wardens
- Able to identify and interpret key environmental trends and understand the Māori Warden community and its operating environment
- Adopts a flexible and proactive approach to problem resolution, pre-empting and preparing for opportunities and issues
- Assist and support the activities of Māori Wardens by applying planning, leadership, organising and controlling skills
- Provide advice and information to Māori Wardens as required
- Promote the role of Māori Wardens through local recruitment campaigns and initiatives
- Support local Māori Warden training by co-ordinating attendance on regional and or national training programmes
- Administer and coordinate regional resources for use by Maori Wardens
- Develop and maintain a functional working relationship with NZ Police Iwi Liaison Officers
- Assist with Māori Warden warranting by assisting Māori Wardens with processing warrant applications when required
- Manage the regional centre by implementing TPK office policy and procedures and through the direction of the Senior Advisor Regions.
- Report on regional activity by providing regular reports as required
- Administer the Māori Wardens funding programme by promoting and processing applications

### Health and Safety

Understand, promote and demonstrate a commitment to sound health and safety practices by applying Te Puni Kōkiri Health and Safety Policies and Procedures.

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## KNOWLEDGE, SKILLS AND EXPERIENCE

### Essential

- Experience in working with local Māori and Maori communities
- Experience in central government processes in providing policy advice to local agencies, organisations and Māori communities
- Extensive experience in convening and facilitating hui
- Extensive experience in relationship management
- Experience in managing satellite sites
- A clean full motor vehicle driver's licence

## COMPETENCIES

Our competency framework incorporates core abilities that are relevant across the organisation and technical abilities specific for each role. Our competencies are represented by the Poutama, symbolising the journey of growth and development that a person takes to realise their own potential, by developing in steps and building on the knowledge and the skills that they already have. The following indicators represent the manifestation of competencies required for this role.

### ROLE SPECIFIC COMPETENCIES

Role specific competencies describe requirements specific to a role:

#### Manage Relationships

Have knowledge and experience of Māori and Māori communities throughout the service area  
Ability to build and maintain networks to benefit your work  
Manage conflict effectively

#### Understand and Implement administrative systems and practices

Ability to manage the regional centre including administration, assets and finances  
Have a functional knowledge of Government policies and processes

#### Possess effective computer skills

Have a comprehensive understanding of administrative software packages (including the Microsoft Office and apply them to increase work efficiency  
Know the relevant document formats required for data bases and reporting

#### Have a working knowledge of Māori Wardens

Awareness of and direct experience with Māori Wardens  
Knowledge of the Maori Warden warranting process  
Knowledge of the Māori Wardens Funding programme

### CORE COMPETENCIES

Core competencies are relevant to all roles in Te Puni Kōkiri but may be required at different levels of ability and complexity. The following is required for this role

#### Māori Perspective

- Have some understanding of Māori values and knowledge including its origins
- Have basic Te Reo Māori including some vocabulary and structure
- Have an understanding of tikanga and are confident in situations where observed
- Apply a Māori paradigm to your work
- Work alongside Māori groups and take the time to earn their respect
- Understand the basic principles of the Treaty of Waitangi from both Māori and Crown perspectives

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### Leadership

- Develop a professional approach to your work
- Share knowledge and information
- Show commitment to team goals
- Work collaboratively with other members of the organisation
- Work within any change requirements

### Relationship Management

- Understand principles of Māori interrelationships and acknowledge when dealing with people
- Actively participate and enjoy building the capability of the team
- Promote a friendly, cooperative climate in groups and teams
- Identify stakeholder needs and follow up to address them
- Build and maintain the formal and informal networks and relationships that are important to the achievement of work objectives
- Show an interest in people's issues and activities that go beyond the immediate work
- Engage others before making decisions
- Come face to face with conflict rather than trying to avoid it

### Communicating Effectively

- Use basic Te Reo Māori in your work and know when it is appropriate to use
- Communicate kanohi ki te kanohi where possible
- Prepare and present clear and concise, written and verbal information to individuals or groups
- Set out arguments logically to persuade others
- Consider different communication methods and mediums to convey the desired message
- Deliver difficult messages tactfully
- Listen and ensure understanding of other people's viewpoints
- Convey relevant information to interested parties
- Contribute important information to team discussions

### Results Orientation

- Plan work and projects by identifying objectives, timeframes and priorities; then monitor and report on progress
- Solve problems by breaking down into parts, gather information from appropriate sources and identify the links between situations and information
- Incorporate Māori concepts and values into your work approach
- Recognise when problems or issues create risk and act to mitigate and/or advise appropriate others
- Pursue work with energy, drive and a need to finish
- Read changing work demands and respond positively

### Business Understanding

- Model Te Puni Kōkiri's values
- Align your work with organisation's strategies and objectives
- Have a commitment to business policy and procedures and act to uphold them
- Understand roles and functions of business groups and how they interrelate
- Understand the basic principles of the Treaty of Waitangi and apply to your work
- Understand high level operation of government
- Understand and acknowledge relationships with other government agencies
- Maintain awareness of the political environment
- Consider impact of decisions on Te Puni Kōkiri's stakeholders

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**KEY RELATIONSHIPS**

**Internal**

Contact	NATURE AND PURPOSE OF RELATIONSHIP
Senior Advisor Regions	Work direction, supervision and reporting
Training Administrator	Coordinating participants for training courses

**External**

Contact	NATURE AND PURPOSE OF RELATIONSHIP
District Māori Council	Provision of project information and warrant applications
Māori Warden District and Sub Associations	Provision of advice and information and delivery of Māori Warden Project programmes
Individual Māori Wardens	Direct relationships and organising warden participation on Māori Warden Project programmes
Iwi Liaison Officers - NZ Police	Provision of information and co-ordination of resources

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