



**I hereby give notice that  
a Maori Standing Committee Meeting will be held on:**

**Date: Thursday, 13 April 2017**  
**Time: 12.30pm**  
**Location: Council Chamber, Wairoa District Council,  
Coronation Square, Wairoa**

# **AGENDA**

## **Maori Standing Committee Meeting**

**13 April 2017**

**Fergus Power**  
**Chief Executive Officer**

The agenda and associated papers are also available on our website: [www.wairoadc.govt.nz](http://www.wairoadc.govt.nz)

For further information please contact us 06 838 7309 or by email [info@wairoadc.govt.nz](mailto:info@wairoadc.govt.nz)



**Order Of Business**

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- 1 KARAKIA**
- 2 APOLOGIES FOR ABSENCE**
- 3 DECLARATIONS OF CONFLICT OF INTEREST**
- 4 CHAIRPERSON'S ANNOUNCEMENTS**
- 5 LATE ITEMS OF URGENT BUSINESS**
- 6 PUBLIC PARTICIPATION**

A maximum of 30 minutes has been set aside for members of the public to speak on any item on the agenda. Up to 5 minutes per person is allowed.

- Anton Fasso, Sid Ropitini and Ngaire Sparks – E Tū Whānau Respondent Programme for Family Violence
- Mike Perry of the Hawkes Bay Regional Council – Procedures for the River Bar during high water levels

**7 MINUTES OF THE PREVIOUS MEETING**

Ordinary Meeting - 9 March 2017

**MINUTES OF WAIROA DISTRICT COUNCIL  
MAORI STANDING COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA  
ON THURSDAY, 9 MARCH 2017 AT 12.30PM**

**PRESENT:** Cr Charles (Charlie) Lambert, Mr Paul Kelly, Mr Kiwa Hammond, Mrs Here Nissen, Mr Peter Whaanga, Ms Whaiora Maindonald, Mr Henare Mita, Ms Sharon Cooper, Ms Theresa Thornton, Mr Adrian Manuel

**IN ATTENDANCE:** F Power (WDC's Chief Executive)  
J Cox (WDC's Engineering Manager)  
D Tipoki (WDC's Maori Relationships Manager)  
K Tipuna (WDC's Economic Development & Engagement Manager)  
D Culshaw (KE representative on HBRC MC)  
Tauru Johnson (Wairoa's TUIA rep)  
Paea Whakatope (Wairoa Pa Haka)  
S Lewis (Wairoa Star)  
G Waikawa (WDC's Administration Assistant)

### 1 KARAKIA

The meeting was opened with a karakia by Henare Mita.

### 2 APOLOGIES FOR ABSENCE

#### APOLOGIES

Apologies were received from His Worship the Mayor and Councillor J Harker.

#### COMMITTEE RESOLUTION 2017/01

Moved: Mr Henare Mita

Seconded: Ms Whaiora Maindonald

That the apologies received from His Worship the Mayor and Councillor J Harker be accepted and leave of absence granted.

**CARRIED**

### 3 DECLARATION OF CONFLICT OF INTEREST

None

### 4 CHAIRPERSON'S ANNOUNCEMENTS

The Chairperson welcomed everyone to the meeting and also extended a warm welcome to Councillor Lambert.

### 5 LATE ITEMS OF URGENT BUSINESS

HBRC Maori Committee Report

D Culshaw

|  |              |
|--|--------------|
| Water, Nuhaka                            | H Mita       |
| State Highway 38                         | S Cooper     |
| Illegal dumping of rubbish, Mohaka River | T Thornton   |
| Streetlight outside of Hinemihi Marae    | W Maindonald |
| Maintenance of existing signs            | H Nissen     |

## 6 PUBLIC PARTICIPATION

### Wairoa's Tuia Representative – Tauru Johnston

Mr Tauru Johnston gave his whakapapa and thanked the Committee for allowing him to speak. Mr Johnston explained it is a great networking opportunity for youth throughout Aotearoa and to be a representative for Wairoa.

Mr Tipuna explained the TUIA programme to the Committee.

### Paea Whakatope – Pa Haka 2017

Ms Whakatope informed the Committee Te Wairoa Pā Haka Festival will again occur this year. The festival will take place on the second weekend of November (11 November) and will be held at Takitimu Marae.

An additional element might occur on Friday evening (10 November).

Ms Whakatope asked whether Council is able to donate a taonga and the Committee discussed at length and will defer it to the next meeting.

The Economic Development & Engagement Manager advised the Council already donates resources in kind.

## 7 MINUTES OF THE PREVIOUS MEETING

### COMMITTEE RESOLUTION 2017/02

Moved: Ms Sharon Cooper

Seconded: Ms Whai-ora Maindonald

That the minutes of the Maori Standing Committee Meeting held on 14 February 2017 be confirmed.

**CARRIED**

***DISCUSSION – Boardwalk*** - Mr Whaanga wanted it noted it is the presence of the boardwalks and not the amount of boardwalk as noted in the minutes of 14 February 2017. Discussions were held at length regarding the boardwalks.

*The Engineering Manager will look into the conditions of the consent with regards to the boardwalks.*

*Water Supply for Kuha and Waimako Marae – The Engineering Manager explained the water supply needs to be upgraded to NZ Drinking Water Standards and a submission be written to the Annual Plan process for both Marae to be added to the Tuai water supply.*

*Hinemihi Marae – Mrs Maindonald thanked Council for the fixing of pothole outside the Marae.*

## **8 GENERAL ITEMS**

### **8.1 MAORI RELATIONSHIPS MANAGER**

#### **COMMITTEE RESOLUTION 2017/03**

Moved: Ms Theresa Thornton

Seconded: Mrs Here Nissen

#### **RESOLVED**

*The Maori Relationships Manager resolved that the Committee receive the report.*

**CARRIED**

***DISCUSSION – Draft Maori Policy** – The Committee noted a change of word under the heading Appendix, Number 7 – Election Year Transition, bullet points 2 and 3 the word “sworn” be replaced with “confirmed”. Bullet point 2 reading the next Maori Standing Committee shall be confirmed by the newly elected Council at the next most convenient time.*

#### **COMMITTEE RECOMMENDATION**

#### **RECOMMENDED:**

#### **MOTION**

Moved: Mr Paul Kelly

Seconded: Mrs Here Nissen

That the Maori Standing Committee accepts the draft Maori Policy, with suggested changes, and that the Maori Policy be forwarded to Council for their approval.

**CARRIED**

### **8.2 PUBLIC CEMETERY - MAHIA**

The Committee were advised this project was originally approved in the 2009 Long-term Plan (LTP) but not progressed to completion for lack of suitable land acquisition. A public advertisement in 2011 seeking land for the purpose returned some interest, but no land that was deemed suitable. Although no specific funding is allocated for the project in this particular plan, Council is still keen to explore the possibility of a public cemetery at Māhia. To this end Council will continue to investigate suitable land options with the public.

#### **RECOMMENDED:**

That:

1. Council continue to actively investigate a suitable site for a public cemetery at Mahia.
2. Council develop guidance for the purposes of scattering ashes within the district.
  - a. Note: Auckland City Council guidance for reference:  
<http://www.aucklandcouncil.govt.nz/EN/parksfacilities/cemeteries/Pages/scatteringandsettlementofashes.aspx>

**CARRIED**

### **8.3 WAIROA WASTEWATER CONSENT UPDATE**

#### **COMMITTEE RESOLUTION 2017/04**

Moved: Mr Paul Kelly

Seconded: Cr Charles (Charlie) Lambert

#### **RESOLVED:**

That this informative report be received.

**CARRIED**

The Engineering Manager advised the purpose of the Stakeholder Group is to provide a common platform where representative views of different selections of the community and interest stakeholders can be considered in the process of identifying and choosing the best practicable option for dealing with Wairoa's wastewater.

The membership to the Stakeholder Group is voluntary with membership invited from tangata whenua (2), Wairoa District Councillors (2), Business representative (1), AFFCO representative (1) and community members (2) being one youth and one senior member.

### **8.4 HBRC MAORI COMMITTEE REPORT**

Mr D Culshaw presented HBRC's Maori Committee report and reported on Appointment of members, Appointment of Chairperson and Deputy Chairperson, HBRC MC representative to the WDC Maori Standing Committee, Meeting dates, Update from HBRC Chairman, Council reports and MC Working Group.

### **8.5 WATER, NUHAKA**

Mr Henare advised the Committee of water shortage for this summer period in the Nuhaka area. The Engineering Manager advised the community hold a meeting and put a submission to explore setting up a water system in Nuhaka within the annual plan process.

### **8.6 STATE OF ROAD - STATE HIGHWAY 38**

Ms Cooper expressed concerns regarding the state of the unsealed road leading to Waikaremoana.

The Engineering Manager explained the Council was unable to fund non-maintenance works for that section. The development of funding for improving this section was being handled by NZTA,

and was out of the Council's control, Mr Cox said.

**8.7 FLY DUMPING OF RUBBISH - MOHAKA RIVER**

Ms T Thornton reported rubbish has been illegally dumped near the Mohaka River and would like the rubbish to be picked up. Ms Thornton was advised to contact Wairoa District Council to remove.

**8.8 MAINTENANCE OF EXISTING SIGNS**

Mrs Nissen expressed concerns regarding the exit signs outside of Erepeti Marae. The Committee were advised Council need to determine what signs need fixing throughout the district

The meeting closed at 3.54pm with a karakia by Henare Mita

.....  
**CHAIRPERSON**

## 8 GENERAL ITEMS

### 8.1 MRM REPORT - 13 APRIL 2017

**Author:** Duane Culshaw, Maori Relationships Manager

**Authoriser:** Kitea Tipuna, Economic Development and Engagement Manager

**Appendices:** 1. Te Reo Maori Policy [↓](#)

#### 1. PURPOSE

- 1.1 This report provides information for the Māori Standing Committee on Council and community activities.

#### RECOMMENDATION

*The Māori Relationships Manager RECOMMENDS that the Māori Standing Committee receives the report.*

#### 2. MĀORI POLICY

- 2.1 The Māori Policy has now been completed and a final draft is ready to be presented to Council.

#### 3. TE REO MĀORI POLICY

- 3.1 The draft policy has now been completed, with the insertion of the whakataukī. Many thanks for Matua Henare Mita for providing the whakataukī. We have also re-formatted the layout, etc. Please look over it and advise next step from here.

#### 4. REPORTS

- 4.1 Due to the numerous sub-committees of Council that members of the MSC are also members of, it is requested that a one page report be submitted to the MRM to be included in the agenda one week prior to the MSC hui.
- 4.2 It is encouraged that the MSC discuss this request and perhaps extend the conversation to include written takiwā reports and a Chairperson's report.
- 4.3 Please advise as to how this will proceed and be resolved.

#### 5. MSC HUI – MARAE HOSTS

- 5.1 The members of the MSC were to confirm which marae would host the MSC throughout the year at this month's hui (13 April). If any representative has confirmation of which marae can host the MSC for 2017, please confirm at the upcoming MSC hui.

#### 6. FINANCE – KOHA AND REMUNERATION WORKSHOP

- 6.1 It has been brought to our attention that several cheques presented to marae as koha have either been lost or misplaced, resulting in the Finance Department having to re-issue cheques, with the replacement cheque being lost or misplaced. Although this is not a fault of the MSC directly, we would ask takiwā representatives that where possible follow up with each marae to ensure that the cheques have been banked accordingly

and within a suitable time. Most cheques are valid for 6 months, before we get notified that they have not been presented to the bank. In situations where cheques have been lost, we have asked for a confirmed bank deposit slip to be provided and the Finance Department have deposited the money directly into the account.

- 6.2 This has led the Finance Department to request whether the MSC would consider how a koha is presented to marae or a cultural function. The normal protocol is to present a cheque in an envelope for the marae to process in due course. The Finance Department have asked whether the MSC would consider a remittance slip replace a cheque. We seek guidance from the MSC of how they wish to address this kaupapa.
- 6.3 There have also been requests to consider the remuneration the members of the MSC receive. It is recommended that a separate workshop be held at a date that suits the MSC. The MRM and the Governance Advisor and Policy Strategist will co-facilitate this workshop.

## **7. CLIENT SERVICE REQUEST FORM**

- 7.1 The Client Service Request (CSR) form is an official document that any client can complete to bring to the Council's attention anything that needs to be fixed or actioned. This could include things such as blocked drains, flooding, pot holes, illegal dumping of rubbish, roaming animals, etc. On receipt of the CSR the complaint or issue is logged into the Council for action. The Council has seven (7) days to action any complaint or issue that has been raised using the CSR form. Forms can be submitted manually (forms are available at the reception) or online (via the WDC website).
- 7.2 For members of the MSC, this form will prevent long delays in getting responses to people within your respective takiwā, as opposed to waiting for a MSC hui. We would encourage members to direct any whānau to this form for immediate action.

## **8. GOVERNANCE TRAINING – STANDING ORDERS**

- 8.1 There has been strong expressions of interest from the majority of members of the MSC. The MRM will liaise with Governance Advisor and Policy Strategist to confirm dates and venues and communicate this to the MSC in due course.

## **9. LONG TERM PLAN PROJECT – MĀORI DEVELOPMENT FUND**

- 9.1 There is an opportunity for the MSC to focus on a few projects this term. One such project could be a Māori Development Fund or a name derived from. The focus would be to implement and introduce a Māori specific initiative into the Long Term Plan. The MRM will speak to this during the upcoming MSC hui (13 April).

## **10. TĀTAU TĀTAU O TE WAIROA SUBMISSION – CLAIMS SETTLEMENT BILL**

- 10.1 Tātau Tātau o te Wairoa hosted a workshop providing advice and guidance on how to make a submission to the Parliamentary Select Committee. This is in response to the First Reading of the Iwi and Hapū of Te Rohe o Te Wairoa Claims Settlement Bill in Parliament on 14 March 2017 and has now been recommended to send it to Select Committee. The Council, with support from the MSC, have an opportunity to submit a submission in support of or against the Bill. Any submission from the MSC, being a sub-committee of Council, should be in support of the Council submission. The MSC submission should align with what the Council are submitting.

- 10.2 The Council and the MSC should submit a submission in support of the Bill in its entirety, but also support particularly Subpart 5 – Te Rohe o Te Wairoa Reserves. The reserves in question include Ngamotu Lagoon Wildlife Management Reserve; Whakamahī Lagoon Government Purpose (Wildlife Management) Reserve; Rangihoua/Pilot Hill Historic Reserve; Local Purpose (Esplanade) Reserve A; and Local Purpose (Esplanade) Reserve B.
- 10.3 We also have identified a potential amendment within the Bill, in particular Section 64(6). Section 64 relates to the **Appointment and term of members of the joint board**, and sub-clause (6) states '*A member appointed by the Wairoa District Council does not cease to hold office on his or her ceasing to hold office as an elected member...*'. The MSC could, within their submission, support the Council to amend this specific Clause.
- 10.4 There could very well be other parts of the Bill the MSC may wish to comment on.
- 10.5 Submissions close on Wednesday, 26 April 2017 and a hearing of the Māori Affairs Select Committee will be held in Te Wairoa on Friday, 12 May 2017 at a venue yet to be confirmed.
- 10.6 We recommend that the MSC submit a submission in support of Council to the Iwi and Hapū of Te Rohe o Te Wairoa Claims Settlement Bill, in particular Subpart 5. Within the submission the MSC should support Council to amend Section 64(6). We further recommend that the MSC provides an oral submission to be presented to the Māori Affairs Select Committee on Friday, 12 May 2017. Due to time constraints, it would be ideal if the MSC can form a sub-committee to work towards writing a submission to be submitted by Wednesday, 26 April 2017, with assistance of the MRM and the Governance Advisor and Policy Strategist.

## 11. CONCLUSION

- 11.1 That the MSC advise what is the next step for the Te Reo Māori Policy.
- 11.2 That the MSC resolve to submit reports (or not) from sub-committees, takiwā and the Chairperson to be included in the agenda at least one week prior to the meeting of the MSC.
- 11.3 That MSC members confirm which marae will host the MSC hui for 2017.
- 11.4 That MSC members follow up on any koha, in particular cheques, with their respective marae when required.
- 11.5 That the MSC advise how koha is given to a marae in accordance with tikanga Māori.
- 11.6 That the MSC resolve to have a remuneration workshop at a date that is convenient to everyone. Furthermore, the MSC resolve that a sitting fee be associated with this workshop.
- 11.7 That the Governance Advisor and Policy Strategist confirm when the Governance Training workshop on Standing Orders will be held and where.
- 11.8 That MSC members start thinking towards making a submission to the Long Term Plan for Māori Development Fund to be included into the LTP.
- 11.9 That the MSC resolve to form a sub-committee to produce a submission in support of Council's submission to the Iwi and Hapū of Te Rohe o Te Wairoa Claims Settlement Bill to be submitted by Wednesday, 26 April 2017. Furthermore, the MSC resolve that a sitting fee be associated with this workshop.

**Signatories**

|   |  |
|---|--|
|  |  |
| Duane Culshaw<br>Author   | Kitea Tipuna<br>Approved by  |



|                               |                |  |
|-------------------------------|----------------|--|
| <b>1. Te Reo Māori Policy</b> | 2. Department  | 3. ECONOMIC DEVELOPMENT AND ENGAGEMENT |
|                               | 4. Adopted     | 5.                                     |
|                               | 6. Last Review | 7.                                     |
|                               | 8. Next Review | 9.                                     |

**Korerohia te reo, kia tipu, kia puawai**

*Nurture our language, that it may grow and flourish*

**1. TAUĀKĪ KITE – VISION STATEMENT**

A sustainable environment for the promotion and use of te reo Māori in our communities.

**2. KUPU ARATAKI – INTRODUCTION**

The Wairoa district has the highest proportion of Māori of any local authority area in the country – approximately 59%<sup>1</sup> of the district's 7890 people (14.9 % of NZ's total population are Māori). The unique demographic profile of Te Wairoa is reinforced by its high percentage of te reo Māori speakers, approximately 18.7% of the total population, compared with 3.5% nationally.

The percentage of te reo Māori speakers in Te Wairoa rose slightly between 2006-2013 from 18.6% to 18.7% with an increase in the percentage of resident speakers living in the Wairoa township and Ngā Nuhaka and among local members of the Ngāti Kahungunu ki te Wairoa and Ngāti Rakaipaaka iwi. However, due to reasons such as overall population decline, mortality, outward migration (ie whānau moving to Australia for work) and rural/urban shifts, the percentage of te reo Māori speakers in most areas and iwi in the district has decreased.

Overall, census data, alongside findings of the Te Ahu o te Reo survey (2016), highlight a good base of te reo Māori speakers in Te Wairoa, but also the need to boost its usage throughout the district by creating more opportunities or environments that increase the visibility and promotion of te reo Māori.

<sup>1</sup> Statistics New Zealand – Census data 2013

The Te Ture mō Te Reo Māori 2016/Māori Language Act 2016 reaffirms the status of te reo Māori as an official language of Aotearoa/New Zealand. This has particular implications for Government departments, Crown agencies and Crown entities. The Wairoa District Council acknowledges the importance and significance of te reo Māori. In recognition of the status of te reo Māori as a taonga (treasure) protected under the Treaty of Waitangi, and within the spirit of the Te Ture mō Te Reo Māori 2016, the Wairoa District Council will endorse the right of staff to use te reo Māori.

Furthermore, as a partner to the Te Wairoa Reorua 2040/Bilingual Wairoa 2040 strategy, the Wairoa District Council recognises its responsibility to demonstrate a commitment in helping to invigorate/revitalise and perpetuate/sustain te reo Māori usage and bilingual proficiency in Te Wairoa.

### **3. KAUPAPA - PURPOSE**

The Wairoa District Council is committed to recognising and promoting te reo Māori as the indigenous language of Aotearoa and as a taonga of iwi and Māori and encouraging its use in communications, hui and day to day operations of the organisation.

### **4. NGĀ WHĀINGA - OBJECTIVES**

- a) To develop and promote the use of te reo Māori throughout the organisation.
- b) To increase the opportunities to use te reo Māori by increasing the number of situations where it can be used.
- c) To foster positive attitudes and positive values about te reo Māori amongst staff so that the use of it becomes a valued part of the organisation.
- d) To empower staff to use te reo Māori by providing access to tools and resources.

#### ***4.1 Ngā Mātāpono me Ngā Whakaritenga - Principles and Application***

The Wairoa District Council recognises tangata whenua preferences for place names within our district and will be included in our policies and planning documents.

The Wairoa District Council will ensure that when written Māori is used in official publications, letters, on the Council's website, emails or reports, it is of a consistently high standard and will refer to orthographic conventions for te reo Māori

set out by Te Taura Whiri i te Reo Māori/Māori Language Commission, and local language preferences.

The Wairoa District Council will promote and encourage Māori culture and values through the use of te reo Māori.

#### **4.2 Ngā Tohutō – Māori Macrons**

The use of macrons helps to distinguish between long and short vowels and has become the standard for written Māori consistent with the recommendation of Te Taura Whiri i te Reo Māori. The use of Māori macrons in day to day work is encouraged and will be phased into our work in the next few years. Implementing the use of macrons in the workplace will involve:

- Making autocorrect functionality available for all computers users (this function automatically macronises common Māori words)
- An IT audit of hardware and software will also be required to ascertain which character set to create macrons will be the corporate macron
- Removal of umlaut keyboards and installation of NZ Māori keyboard
- Consideration of the use of a Māori spellchecker
- Providing staff with documentation on how to create macrons
- The Māori Relationships Manager will coordinate a database, in conjunction with Māori Standing Committee, that outlines appropriate place names and use of macrons for the purpose of Council

#### **4.3 Te Whakatairanga i te Reo Māori – Promotion of Māori Language**

The Wairoa District Council promotes the use of te reo Māori within the organisation and will as far as practicable support activities/events/training such as:

- Te Wiki o Te Reo Maori/Māori Language Week
- Matariki (Māori New Year)
- Te Reo Māori pronunciation training for staff
- Waitangi Day
- Use of Māori words, phrases etc on our intranet/website
- Māori online resources available on the intranet
- Tikanga and kawa are acknowledged and instituted where appropriate
- Te Wairoa Reorua 2040/Bilingual Wairoa 2040 initiatives



#### **4.4 *Te Whakamāori-ā-tuhi me te Whakmāori-ā-waha – Translations and Interpreting***

Definition of translation is the process of converting written words or text from one language into another.

Definition of interpreting is the process of orally conveying the meaning of the spoken word from one language into another.

The purpose of translating important Council documents into te reo Māori and the provision of translators or interpreters is to:

- Strengthen the use of te reo Māori
- Recognise and value te reo Māori
- Demonstrate community leadership for the use of te reo Māori

##### **4.4.1 *Paearu - Criteria***

The following criteria for translation and interpreting has been taken into consideration:

- The material and issue(s) deals with the Māori community
- The material and issue(s) relate to resources that are specific to Māori
- The material is a current district issue of importance to Māori
- The issue(s) was presented to the Wairoa District Council in the Māori language
- The issue(s) may relate to a Māori stakeholder group such as a rūnanga or a kura kaupapa.

Any Wairoa District Council material requiring translation or interpretation of Whakamāori (English-Māori) or Whakapākehā (Māori-English) can be done through approved Māori translation providers and interpreters and Māori language quality assurers who are:

- registered and have appropriate experience and qualifications;
- proficient in the language requirements of and Wairoa District Council and its Māori consumers; and
- demonstrated exponents of current best practice translation.

Additional guidance and endorsement will be sought from:

- Māori language specialists and pākeke (tribal elders).

The cost of translation work will be met by appropriate department budgets. The Māori Relationships Manager will co-ordinate all translation and interpretations requests across the organisation in order to ensure the criteria and procedure is adhered to.

#### *4.4.2 Tukanga - Procedure*

The following procedures for translation and interpreting can be taken into consideration:

- a) Department identifies the need for translation or interpreter.
- b) Request is sent to Māori Relationships Manager with detail of the work required.
- c) Request assessed by Māori Relationships Manager.
- d) If the work is out-sourced, a request will be sent to the appropriate consultant for a quote that will then be supplied to the relevant service for approval.
- e) Once approved and relevant purchase order is provided the Māori Relationships Manager will instruct the consultant to proceed with the work.
- f) Completed work will be received and forwarded to the relevant service along with the requisition details.
- g) Internal work will follow a quality assurance process.

#### **4.5 Ngā Tohu Reorua i Te Wairoa – Bilingual Signs in Te Wairoa**

All Wairoa District Council signs will be bilingual (Māori and English). The order will be in Māori first and English second. Bilingual signage will be supported by a robust translation and quality assurance review process. This process will be carried out in conjunction with Te Wairoa Reorua 2040/Bilingual Wairoa 2040 and its stakeholders.

**5. NGĀ KAWENGA – ROLES AND RESPONSIBILITIES**

Following are the roles and responsibilities regarding this policy:

- a) The Wairoa District Council will oversee the strategic direction and sign-off the policy.
- b) The Māori Standing Committee will provide cultural guidance and a forum for the Māori community.
- c) The Chief Executive Officer will monitor the policy implementation.
- d) The Department Managers will implement the policy and budget for translation and interpreting services.
- e) The Economic Development and Engagement Manager will ensure relevant web material supports this policy.
- f) The Māori Relationship Manager will oversee the policy and address any queries regarding the policy.

**6. AROTAKE - REVIEW**

This policy will be monitored on an annual basis and an informal review will be undertaken each year by the Māori Standing Committee to assess its relevance and effectiveness.

A formal review of this policy will be undertaken at least every three years.

**7. NGĀ MIHI ME NGĀ RĀRANGI PUKAPUKA – ACKNOWLEDGEMENTS AND REFERENCES**

We further acknowledge the following organisations and individuals for their guidance and advice in producing this policy.

- Bay of Plenty Regional Council Māori Policy Unit - Te Reo Māori (Māori Language) and Macron Policy;
- Hawkes Bay District Health Board – Te Reo Māori translation policy;
- Te Puni Kōkiri – Te Ture mō Te Reo Māori/Māori Language Act 2016;
- Karaitiana Taiuru – Te Kete Pōtae Guidelines for creating an Organisation Macron Policy; and
- New Zealand Council for Educational Research – Te Ahu o Te Reo Māori Language Survey 2016, He Pūrongo mō Te Wairoa – Te Wairoa Community Report (September 2016)

**8.2 ITEMS FOR DISCUSSION**

**Author:** Charlotte Knight, Governance Advisor & Policy Strategist

**Authoriser:** Fergus Power, Chief Executive Officer

**Appendices:** Nil

**1. PURPOSE**

1.1 For the committee to discuss 2 items requested as agenda items by committee members.

**RECOMMENDATION**

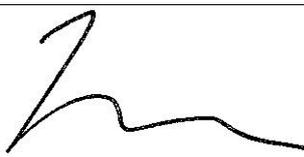
*No recommendation.*

**2. DISCUSSION ITEMS**

2.1 Theresa Thornton – Fundraising ideas for marae

2.2 Peter Whaanga – Freedom Camping in Mahia

**Signatories**

|   |  |
|---|--|
|  |  |
| <p>Charlotte Knight<br/>Author</p>  | <p>Fergus Power<br/>Approved by</p>  |