

**Te Hapū o Ngāti Wheke Incorporated
Rūnanga Meeting**

Sunday 19 June 2022 9am

1. Karakia Timataka
2. Ngā Mate
3. Apologies
4. REPORTS
 - 4.1. Chairperson Report (page 2)
 - 4.2. TRONT Rep Report (page 19)
 - 4.3. Finance Report (page 23)
5. Confirmation May 2022 Rūnanga Minutes (page 29)
6. General Business
7. Karakia Whakamutuka

Te Hapū o Ngāti Wheke Chair Report June 2022

With winter finally here and the flu season upon us along with Covid still affecting many it's as important as ever that we look after our hauora and that of our whānau. Please remember there is assistance available through the Rūnanga and Te Rūnanga.

TRONT Rep/Alternate Appointment Policy

In April the Rūnanga approved a policy to confirm the roles of the TRONT Rep and Alternate and the rules around the appointment panels however some information was not included in the original policy. An updated version of the policy is now provided (page 5 of these papers) for Rūnanga approval. We understand voting forms for the appointment panel will be coming out from Te Rūnanga o Ngāi Tahu in the next week or so.

Recommendation: That the amended TRONT Rep/Alternate Appointment Policy is approved.

Lyttelton West School

Following the recent hui at the marae with the Church Property Trustees, work on this opportunity continues and a paper will be tabled at the meeting for discussion and feedback.

Proposed Steadfast Track

CCC Regional Parks team have developed a concept design for a walking track up the valley behind Motukauatirahi/ Cass Bay to Summit Road finishing approximately 50-100 metres to the east of Te Moenga o Wheke. Further to this CCC have advised that:

This has been an aspirational track for many years by local residents. Both the Cass Bay and the Lyttelton RMC's have expressed a desire to see the track created whilst ensuring that the issues around biodiversity and sustainability are well managed.

Budget exists within current capital programmes to achieve construction and the management of the track will be a CCC Ranger operational cost.

The Regional parks team seek comment from Ngāti Wheke and the Reserve Management committees to proceed in principle with the proposal to then take to the Te Pātaka o Rākaihautū community Board for their approval.

Donald Couch has advised he is not aware of any particular cultural issues related to Te Moenga a Wheke other than there being a couple of caves that we would not want people to go into. He also suggested it would be useful for whānau to walk the proposed track with CCC staff. The map below shows an indicative line the track could take. **Any whānau interested in being part of this should contact the Office.**



Papa Kainga Development

Kāinga Ora would like to come and talk with us sometime in the next month around whānau/hapū aspirations re papakainga housing, initiatives to support whānau, now and in the future. A date will be confirmed shortly.

Gondola Timetunnel

As you will recall last year 2021, following some media criticism around the Gondola Timetunnel, Nuk Korako on behalf of the Rūnanga, worked to redevelop the voiceovers for the Timetunnel and provided these to the Gondola owners. Unfortunately the owners have not yet upgraded the voiceover or address the other shortcomings with the Timetunnel. Given this failure to take action, a couple of weeks ago I advised the Gondola owners that the Timetunnel should be closed until the situation is rectified. They have closed it and we hope to meet with them in the near future to make clear our expectations for the future.

Ngā Rūnanga engagement

I am happy to report we are working closely with other local Rūnanga on a range of initiatives including:

- Koia Te Mātauraka Ltd: the new charitable company recently agreed to by the Rūnanga with other Horomaka rūnanga and with Waihao and Arowhenua to replace Mātauraka Mahaanui. Engagement on this mahi will continue be facilitated by the Education Committee.
- Tūteahuka Ltd: a charitable company established by the six connected rūnanga for Waihora related mahi. To date this has only been utilized to a limited extent but it is hoped that as we continue our joint Rūnanga planning for Waihora its role will increase
- A possible joint environmental services company that could allow ngā rūnanga to operate to some degree collectively. As always working collectively has potential advantages and disadvantages
 - Growing and selling plants – Nursery business
 - Planting services
 - Pest control services
 - Weed control services
 - Fencing services for environmental protection
 - Cultural Monitoring – waterways and sites of significance
 - Other environmental protection and restoration initiatives, in response to needZ.

Other policies updated by Exec

We continue to review and update policies as outlined below. Copies are available on request from the Office.

Complaints Policy: minor update to policy in relation to staffing related complaints. Further additions to be made to HR policies to ensure appropriate policies are in place around harassment and provision to allow for 'whistleblowers'.

Financial Policies: separated into governance level and management level policies in line with governance project

Rūnanga Hui Attendance

We continue to provide for zui to enable more whānau to participate in Rūnanga hui. Those attending on line especially if multiple people are on one camera will need to confirm their attendance by turning on their camera for at least some of the meeting.

Mishele Radford
Chair

TE HAPŪ O NGĀTI WHEKE INCORPORATED POLICY AND PROCEDURES MANUAL POSTAL VOTING POLICY AND APPOINTMENT PANEL TERMS OF REFERENCE

Date of Proposed Approval: 19 June 2022

There is an expectation that this process will be periodically reviewed, evaluated and improved in consultation with the Rūnanga and TRONT.

1. Process for Election of the Appointment Committee

1.1 In accordance with clause 16 (2)(c) of the Te Rūnanga o Ngāi Tahu Act 1996 it is required that:

Each Papatipu Rūnanga is to elect from time to time, in a democratic manner by postal vote, the members of that Papatipu Rūnanga who are to be charged with the duty of appointing to Te Runanga o Ngai Tahu from time to time the members of that Papatipu Runanga who are to act as Rūnanga Representative and Alternate Rūnanga Representative of that Papatipu Rūnanga.

Clause 7.1 of The Charter of Te Rūnanga O Ngāi Tahu also requires that:

Appointment Committee Elections: the members of each Papatipu Rūnanga will:

(a) every three years (except where the number of candidates does not exceed the number of vacancies for a particular Papatipu Runanga Appointment Committee); and

(b) in a democratic manner by postal ballot of all eligible members of the Papatipu Rūnanga elect the members of the Papatipu Runanga (an "Appointment Committee") who will then appoint the person (or persons) who will be the Runanga Representative and Alternate Rūnanga Representative of the Papatipu Rūnanga.

- 1.2 The Appointment Committee shall consist of **five (5) members**, and will hold office for three (3) years from date of appointment ("Term of Appointment").
- 1.3 In the event that a TRONT Representative or Alternate's position becomes vacant and a replacement is required, the Appointment Committee will be required to reconvene and appoint the replacement TRONT Representative or Alternate and advise the Rūnanga accordingly.
- 1.4 If the TRONT Representative position becomes vacant then the Alternate will step up to that position and the Appointment Committee will then appoint a new Alternate for the remainder of the three year term.
- 1.5 If there is a vacancy or vacancies on the Appointment Committee at that time, then the next highest polling candidate in the previous postal ballot for the Appointment Committee, certified by the Elections officer for that postal ballot, will be appointed to the Appointment Committee, by the Rūnanga, subject to his/her approval. If there is no other candidate or candidates a postal ballot will **not** be required and the Appointment Committee may consist of four members (4) for the duration of the remaining term of the Appointment. If, following this provision there are less than four members (4) of the Appointment Committee, then further nominations will be sought and a postal ballot will be conducted to appoint other candidates to the Appointment Committee for the duration of the remaining term of the Appointment.
- 1.6 Candidates are eligible for re-appointment to the Appointment Committee.
- 1.7 The following process reflects the requirements of clause 7, Charter of Te Rūnanga o Ngāi Tahu (amended 20 September 2008), and shall be used to elect members of the Appointment Committee.
- (a) A postal ballot need only be held where the number of nominees for the position of Appointment Committee members exceeds the number of vacancies on the Appointment Committee. If the number of nominees is less than the number of vacancies, the Rūnanga Executive shall re-notify in accordance with paragraph 1.7(c) of this policy until the number of

nominees is equal to or greater than the number of vacancies.

- (b) The maximum time frame from the calling for nominees to confirmation of appointments to the Appointment Committee is four (4) months.
 - (c) The Runanga Executive shall call for written nominations from eligible Runanga members by public Notice and in Te Pānui Rūnaka.
 - (d) The nominees shall meet the following criteria:
 - (i). Nominees must be over 18 years of age and be registered in accordance with rule 9(d) of the Te Hapu o Ngati Wheke Constitution, and
 - (ii). Nominees must not be a current Te Rūnanga o Ngāi Tahu Representative or Alternate, if re-applying.
 - (e) The postal ballot shall be conducted by the Te Rūnanga o Ngāi Tahu Electoral Officer.
 - (f) The Electoral Officer shall appoint an independent Scrutineer.
 - (g) The Electoral Officer shall close the Runanga Roll to new applicants once nominations for the Appointment Committee have closed, to allow the papers for the postal ballot to be sent out in a timely manner.
 - (h) The Electoral Officer shall make endeavours to confirm mailing addresses of eligible Runanga members however, it is the responsibility of each member to ensure that the Runanga is informed of that member's correct address (including any change of address).
 - (i) The Electoral Officer shall produce and post numbered ballot papers (if required) which must display the number of positions required to be filled. The ballot papers will display a closing date and returned ballot papers will be stamped with the date they were received.
 - (j) The Electoral Officer shall close the ballot and the independent Scrutineer may count votes.
 - (k) Accurate voting records will be kept of all proceedings including detailing the nominees, the number of votes recorded for each nominee and the successful candidates. This information shall be retained until the next postal ballot is required.
 - (l) The voting papers must be retained by the Electoral Officer (or their agent) for a period of 3 months following the election.
 - (m) The Rūnanga Executive shall confirm members of the Appointment Committee upon receiving the results of the postal ballot.
- 1.8 The Rūnanga Executive shall advise Rūnanga members and Te Rūnanga o Ngāi Tahu of the outcome via tribal pānui or by any other means they deem appropriate.

2. *Appointment of Te Rūnanga o Ngāi Tahu (TRONT) Representative and Alternate*

- (a) The positions of Te Rūnanga o Ngāi Tahu Representative and Te Rūnanga o Ngāi Tahu Alternate Representative shall be appointed by a process consistent with the Charter of Te Rūnanga o Ngāi Tahu as required by Section 16 of the Te Rūnanga o Ngāi Tahu Act 1996.
- (b) The Appointment Committee shall carry out the process of appointment of the TRONT Representative and Alternate, and shall:
 - I. Call for written applications from candidates meeting the position description attached (Appendix 1);
 - II. Notify in writing, the receipt of all candidates applications;
 - III. Short-list the appropriate candidates;
 - IV. Conduct interviews if required;
 - V. Notify in writing, the outcome to all candidates;
 - VI. Appoint candidates with appointments being communicated in writing to TRONT and

to the Rūnanga at the next General Meeting of the Runanga.

- (c) In addition to the above the Rūnanga Appointment Committee shall operate in accordance with the agreed Rules of the Appointment Committee (Appendix 2).
- (d) Candidates for the positions of Te Rūnanga o Ngāi Tahu Representative and Alternate Te Rūnanga o Ngāi Tahu Representative may be required to demonstrate an understanding of the TRONT structure, TRONT decision-making processes, and the cultural, political, social and economic issues facing the tribe.
- (e) The Appointment Committee is free to use any other processes it deems appropriate in selecting candidates, subject to compliance with these Rules and the Te Rūnanga O Ngāi Tahu Act 1996 and the Te Rūnanga o Ngāi Tahu Charter.

Appendix 1: TE HAPŪ O NGĀTI WHEKE ROLES & RESPONSIBILITIES FOR RŪNANGA REPRESENTATIVE AND ALTERNATE REPRESENTATIVE TO TE RŪNANGA O NGĀI TAHU

Purpose

This document outlines the roles and responsibilities for the accountability process of Te Hapū o Ngāti Wheke Representative and Alternate Representative to Te Rūnanga o Ngāi Tahu.

The Alternate Representative, when acting in the capacity of Rūnanga Representative, will be bound by the undertakings, roles and responsibilities of the Rūnanga Representative.

Roles and Responsibilities

The Te Rūnanga o Ngāi Tahu Rūnanga Representative and/or Alternate Representative ('the Rūnanga Representatives') will carry out their duties as identified in Clause 7 (of the Charter of Te Rūnanga o Ngāi Tahu).

Te Rūnanga o Ngāi Tahu (from the Charter)

7. Duties of the Rūnanga Representatives

7.1 Fundamental Duty: The Rūnanga Representatives will administer the assets and liabilities of Te Rūnanga o Ngāi Tahu as kaitiaki for Ngāi Tahu Whānui.

In performing those duties each Rūnanga Representative will act in good faith and in a manner that the Rūnanga Representative believes on reasonable grounds is in the best interests of Ngāi Tahu Whānui as a whole.

7.2 Collective interests of Ngāi Tahu Whānui: A Rūnanga Representative must not, when exercising powers or performing duties as a Rūnanga Representative act or agree to act in a manner which unfairly prejudices or unfairly discriminates against any particular person/s or Papatipu Rūnanga unless that Rūnanga Representative believes on reasonable grounds that the fundamental duty set out in sub-clause 7.1 requires such action.

7.3 Compliance with Charter: A Rūnanga Representative must not act or agree to act in a manner, which contravenes the Charter.

7.4 Standard of Care: Every Rūnanga Representative, when exercising powers or performing duties as a Rūnanga Representative, must exercise the care diligence and skill reasonably to be expected of a person acting in like circumstances, taking into account any special skills or experience which the Rūnanga Representative has.

7.5 Use of Information and advice: Every Rūnanga Representative, when exercising powers or performing duties as a Rūnanga Representative, may accept as correct, reports, statements, financial data and other information prepared, and professional or expert advice given by any of the following persons, to the extent only that the Rūnanga Representative acts in good faith, after reasonable enquiry when the need for enquiry is indicated but the circumstances and without knowledge that would cause such acceptance to be unwarranted:

- (a) The Chief Executive Officer and any other member of the Office, any NTHC Director or employee of NTHC or whom the Rūnanga Representative believes on reasonable grounds to be reliable and competent in relation to the matters concerned;
- (b) any professional or expert person in relation to matters which the Rūnanga Representative believes on reasonable grounds to be within that person's professional or expert competence; and
- (c) any other Rūnanga Representative, or member of a Committee upon which the Rūnanga Representative did not serve at the relevant time, in relation to matters within that other Rūnanga Representative's or Committee Member's designated authority.

7.6 Members vicariously liable: Each member may be held liable for the acts or omissions of its Rūnanga Representative and alternate to the extent that the conduct of either of them constitutes a breach of any of the duties of that Rūnanga Representative or Alternate or Member under the Charter. Any such breach is for these purposes to be treated as a breach by the Member, which appointed the Rūnanga Representative, or Alternate Rūnanga Representative concerned. The liability of a Member for the acts or omissions of its Rūnanga Representative or Alternate Rūnanga Representative is not to be treated as absolving that person, whose liability is to be joint and several with that of his or her

Appointor. A Rūnanga Representative and his or her Alternate are not to be held liable for the acts or omissions of each other.

- 7.7 **Acceptance of liability by Rūnanga Representatives:** Each Rūnanga Representative and Alternate Rūnanga Representative will be deemed, by accepting appointment to that office, to have accepted the duties, obligations and liabilities attached to that office under the Charter as if that person had been a subscriber to the Charter.
- 7.8 **Notice of acceptance:** Upon accepting appointment to the office of Rūnanga Representative or Alternate Rūnanga Representative a person must sign an acknowledgement of the provisions of Rule 7 in such form as Te Rūnanga o Ngāi Tahu may from time to time, prescribe and will by that acknowledgement be deemed to have accepted the duties, obligations and liabilities contained in the Charter. The original of that acknowledgement is to be filed by the Member at the Head Office of Te Rūnanga o Ngāi Tahu, at the same time as the Member gives notice of appointment of that Rūnanga Representative or Alternate Rūnanga Representative (as the case may be) and such notice of appointment will not be effective unless accompanied by the requisite form of acknowledgement duly executed by the appointee.
- 7.9 **Remuneration:** Te Rūnanga o Ngāi Tahu may at its discretion, prescribe remuneration for Rūnanga Representatives and their Alternates and for the Kaiwhakahaere and Deputy Kaiwhakahaere and arrange for their reimbursement of expenses properly incurred by all of those persons in the conduct of their duties.

Additional Responsibilities to Te Hapū o Ngāti Wheke (Rāpaki)

The Te Rūnanga o Ngāi Tahu Rūnanga Representative and/or Alternate will carry out the duties as identified by the Rules of Te Hapū o Ngāti Wheke (Rāpaki) Inc and as outlined below:

1. The Te Rūnanga o Ngāi Tahu Representative and/or Alternate will, prior to all Te Rūnanga o Ngāi Tahu meetings, offer to conduct a pre-Te Rūnanga o Ngāi Tahu meeting with interested Rūnanga members for the purpose of consultation. The agenda of this meeting will include but not be limited to:
 - Report from Office of the Chief Executive;
 - All Decision Papers;
 - All Information Papers;
 - Common Seal Usage when required;

Te Hapū o Ngāti Wheke (Rāpaki) Inc in consultation with the Representative will:

- Determine where and when such meetings should occur; and
- Will ensure the provision of appropriate facilities.

The Rūnanga Representative and Alternate may accept a consensus of opinion on any given kaupapa expressed at such a meeting as fairly representing the voice of Te Hapū o Ngāti Wheke (Rāpaki) Inc, except where a consensus discussion or resolution has been already determined at a monthly Rūnanga meeting or formerly convened special meeting of the Rūnanga.

In the event that guidance on a specific kaupapa is not forthcoming from the above meetings, the Rūnanga Representative and Alternate may reasonably consider the voice of Te Rūnanga o Ngāi Tahu to be represented by informal consultations with individual Rūnanga members they know to have expertise or a specific interest in the kaupapa and whose opinion on the subject, in the reasonable judgement of the Rūnanga Representative and/or Alternative must be supported and endorsed at a monthly Rūnanga meeting. The Rūnanga Representative and Alternate will make reasonable endeavours to conduct informal consultations with those members active in the Rūnanga who are recognised as having specialised interests or expertise on particular kaupapa.

In the absence of any guidance from the Rūnanga through the above mechanisms, the Runanga accepts the opinion and best judgement of the Rūnanga Representative as voiced at a meeting of Te Rūnanga o Ngāi Tahu as representing the opinion of Te Hapū o Ngāti Wheke (Rāpaki) Inc .

2. Following a Te Rūnanga o Ngāi Tahu meeting, the Rūnanga Representative and/or Alternate will report to the Rūnanga Executive and to the Rūnanga General Meetings and facilitate discussion on:
 - Decisions made at the last meeting of Te Rūnanga o Ngāi Tahu;

- Issues/comments from that meeting; and
- Upcoming agenda items requiring consideration, discussion and/or comment.

Reporting of Te Rūnanga o Ngāi Tahu will be facilitated via:

- A written summary by the Rūnanga Representative and Alternate of key decisions and issues for circulation to Executive and with Rūnanga papers (or presentation at the next monthly Rūnanga meeting if timeframes between meetings are impracticable)

Verbal report from and discussion facilitated by the Rūnanga Representative and Alternate at monthly meetings of Te Hapū o Ngāti Wheke (Rāpaki) Inc, at least 50% of which are attended with an absence at no more than two (2) consecutive meetings unless otherwise agreed with the Rūnanga.

3. The Te Rūnanga o Ngāi Tahu Rūnanga Representative and/or Alternate will undertake to attend all Te Rūnanga o Ngāi Tahu meetings and in advance will advise the Executive of Te Hapū o Ngāti Wheke (Rāpaki) Inc of any meeting commitments they are unable to fulfil. The Rūnanga Representatives and/or Alternates shall present the opinions of the members of Te Hapū o Ngāti Wheke (Rāpaki) Inc as directed, represented or requested at a 'pre-Te Rūnanga o Ngāi Tahu' meeting, monthly meeting of the Rūnanga or a special meeting convened for that purpose. The Rūnanga Representative is also entitled to voice their individual opinion on any matter where this differs from that presented by the wider Rūnanga membership. Notwithstanding this, the Rūnanga Representative and/or Alternate is expected in all matters to use their best judgement when voting at Te Rūnanga o Ngāi Tahu meetings, having given careful regard to [Runanga's] opinions, the advice of professionals engaged by Te Rūnanga o Ngāi Tahu and its subsidiaries, the discussion within Te Rūnanga o Ngāi Tahu and any other relevant information to hand. Te Hapū o Ngāti Wheke (Rāpaki) Inc is to be specifically advised where it has a specifically expressed a position to the Rūnanga Representative and/or Alternate but that they did not vote in accordance with that opinion at a Te Rūnanga o Ngāi Tahu meeting.

Protocol and Code of Conduct of Te Hapū o Ngāti Wheke (Rāpaki) Inc

1. Te Hapū o Ngāti Wheke (Rāpaki) Inc will generally direct representations to the Te Rūnanga o Ngāi Tahu meeting through the Rūnanga Representative and/or the Alternate where the Rūnanga Representative is not available.
2. This will not preclude communications to Te Rūnanga o Ngāi Tahu via correspondence or on such occasions as allows the Te Hapū o Ngāti Wheke (Rāpaki) Inc through its Executive to make representations to Te Rūnanga o Ngāi Tahu. In the event that Te Hapū o Ngāti Wheke (Rāpaki) Inc does wish to specifically advise the Te Rūnanga o Ngāi Tahu of a resolution or key issue to the Rūnanga, it will do so by formal letter directly from the Executive of the Rūnanga to Te Rūnanga o Ngāi Tahu.
3. Te Hapū o Ngāti Wheke (Rāpaki) Inc will in all communications with Te Rūnanga o Ngai Tahu of a governance nature, do so with the knowledge of the Rūnanga Representative (i.e. the Rūnanga Representative will not receive Te Rūnanga o Ngāi Tahu agenda papers with Te Hapū o Ngāti Wheke (Rāpaki) Inc correspondence attached that they are unaware of being submitted).
4. Te Hapū o Ngāti Wheke (Rāpaki) Inc will provide administrative assistance to specifically assist in the capacity of representing the Rūnanga. The nature, extent and priority of such assistance will be determined by the Chair of the Rūnanga in conjunction with the General Manager who is responsible for determining the overall operational priorities of Rūnanga staff.

Appendix 2: Terms of Reference of the Te Hapū o Ngāti Wheke (Rāpaki) Appointment Committee for the appointment of the [Te Hapū o Ngāti Wheke (Rāpaki)] Representatives and Alternates to Te Rūnanga o Ngāi Tahu

TERMS FOR THE RULES

1. DEFINITIONS

- 1.1 **“Act”**: means the *Te Rūnanga o Ngāi Tahu Act 1996*.
- 1.2 **“Alternate”**: means a person appointed by the Appointment Committee to undertake the duties and obligations of the Rūnanga Representative when he or she is unable to do so.
- 1.3 **“Appointment Committee”**: is the unincorporated committee who may meet from time to time to appoint the Rūnanga Representative and Alternate, and to conduct other such business as required by the Act and the Appointment Committee rules.
- 1.4 **“Member(s)”**: are the Member(s) of the Appointment Committee who were duly elected by democratic process by the members of Te Rūnanga o [Te Hapū o Ngāti Wheke (Rāpaki)] in accordance with clause 16(2)(c) of the *Te Rūnanga o Ngāi Tahu Act 1996*.
- 1.5 **“Quorum”**: the quorum of the Appointment Committee shall represent a majority of current Members.
- 1.6 **Te Rūnanga o [Te Hapū o Ngāti Wheke (Rāpaki)]** means Te Rūnanga o [Te Hapū o Ngāti Wheke Society Inc.
- 1.7 **“TRONT”**: means Te Rūnanga o Ngāi Tahu as defined in the Act.
- 1.8 **“Rūnanga Representative”**: means a person appointed by the Appointment Committee to represent, speak, vote and act for Te Rūnanga o [Te Hapū o Ngāti Wheke (Rāpaki)] at TRONT.
- 1.9 **“Working Day”** means any day of the week other than a Saturday or Sunday, a public holiday, or any day between 24 December and 5 January inclusive.

2. INTERPRETATION

- 2.1 In these rules, unless the context requires otherwise:
 - (a) references to sections, clauses and schedules are to sections, clauses and schedules of the rules unless otherwise stated;
 - (b) the headings to clauses shall (unless otherwise specified) be ignored in construing the rules;
 - (c) a gender includes each other gender; and
 - (d) the plural includes the singular and vice versa.

APPOINTMENT COMMITTEE

3. PURPOSE

- 3.1 In accordance with clause 16 (2)(c) of the Act, the Purpose of the Appointment

Committee is to:

“... be charged with the duty of appointing to Te Rūnanga o Ngāi Tahu from time to time the members of that Papatipu Rūnanga who are to act as the representatives or the alternate representatives of that Papatipu Rūnanga ...”

3.2 The Appointment Committee may at its discretion conduct other such duties as it sees fit to fulfil the intent of clause 16(2)(c) to ensure fit and proper representation of the appointed Rūnanga Representative and Alternate including, but not limited to:

- (a) Supporting the Rūnanga Representative and Alternate to best represent Te Rūnanga o [Te Hapū o Ngāti Wheke (Rāpaki)], its members and Ngāi Tahu whānui;
- (b) Performance, evaluation and monitoring of the Rūnanga Representative and Alternate; and
- (c) Removal of the Rūnanga Representative and Alternate, if required.

4. STANDARD OF CARE

4.1 Every Member when exercising powers of performing duties, must exercise the care, diligence and skill reasonably to be expected of a person acting in like circumstances.

5. MEMBERSHIP

5.1 Membership to the Appointment Committee will be for a minimum term of three (3) years. In any event election and or re-election of members of the Appointment Committee shall not be inconsistent with clause 16(2)(a) of the Act.

6. CHAIR

6.1 The Appointment Committee shall appoint a Chair for a term of its choosing so long as that term is no longer than three (3) years.

6.2 The appointed Chair must be a Member of the Appointment Committee.

6.3 The Chair does not retain a casting vote.

6.4 At the expiry of the Chair's term, the Chair will automatically retire, whereupon the Appointment Committee shall re-appoint from one (1) of its Members a Chair. The retiring Chair may offer themselves for re-appointment.

6.5 Subject to clauses 6.7 and 6.8 the Appointment Committee may appoint a new Chair at any time.

6.6 Before meeting to consider the appointment of a new Chair, the Appointment Committee must provide at least five (5) Working Days' notice to the Members of the intention to vote for a new Chair.

6.7 The appointment of a new Appointment Committee Chair must be approved by five (5) or more Members.

7. MEETINGS

7.1 Quorum

- (a) Subject to clause 13.1(c), no decisions are to be made by the Appointment Committee unless the required Quorum is available.
- (b) Only Members are entitled to vote on the business and decision(s) of the Appointment Committee.

7.2 Meeting Venues

The Appointment Committee may convene a meeting (whether by physical location, video conference, telephone conference or by whatever other means is agreed by) at times and places as may be determined from time to time. The Appointment Committee will have regard for the wishes of the members of [Te Hapū o Ngāti Wheke (Rāpaki)] when determining meeting venues.

7.3 Meeting Dates

Times will be agreed in advance by the Appointment Committee at their previous meeting(s) or by other such means as may be determined by the Chair.

7.4 Notice of Ordinary Meeting

At least six (6) days' prior notice must be given for ordinary meetings.

7.5 Notice of Special Meetings

May be called by the Chair, or if there is no Chair, then the Chair of the last ordinary meeting (the "Chair designate"), within two (2) days so long as a Quorum is available and in attendance.

7.6 Minutes

Simple minutes identifying important information and decisions will be maintained by the Appointment Committee.

7.7 Decision-Making

- (a) Shall be arrived at by consensus, where possible. The Chair and any single Member may request a vote to determine a decision. In the absence of a consensus a decision becomes accepted provided a minimum of four (4) members approve.
- (b) Notwithstanding clause 7.7(a), the Appointment Committee may make decisions via circular resolution by email, facsimile or any other electronic medium deemed appropriate by the Appointment Committee. Circular resolution(s) may be approved in counterparts. For the avoidance of doubt and by way of an example, Members may vote for or against a circular resolution via separate email and or facsimile but subject to clause 7.1.
- (c) Decisions will be binding on the Appointment Committee within the bounds of statutory, ethical and legal obligations and the rules contained herein.

7.8 Confidentiality

All Appointment Committee information, papers, emails, electronic documents, discussion, reports, curriculum vitas, letter and decisions (including appointments and rejections) must be treated and kept confidential by Members. Information, including Confidential Information, must be approved for release either by the Appointment Committee or the Chair. All decisions are to be recorded as a resolution and require a mover and a seconder.

8. REMOVAL OF APPOINTMENT COMMITTEE MEMBER(S)

8.1 Member(s) may cease to hold office where he or she:

- (a) Formerly notifies the Appointment Committee in writing of their decision to retire as a Member;
- (b) Becomes physically unavailable; and

- (c) After election, becomes subject to any restrictions or requirements in the Act.

8.2 Removal of a properly elected Appointment Committee Member requires:

- (a) Notification in writing by any 10 eligible members of [Te Hapū o Ngāti Wheke (Rāpaki)] made to the Te Rūnanga Electoral Officer, that an Appointment Committee Member may be in breach of their eligibility to be an Appointment Committee Member.
- (b) Removal of an elected Appointment Committee Member for the purposes of this clause 8.2 can only be contested on the grounds of breach of eligibility of election.
- (c) Immediate notification in writing to the Appointment Committee, the Member, TRONT, and to [Te Hapū o Ngāti Wheke (Rāpaki)], that an inquiry is underway including a copy of the notice referred to above.
- (d) The ability of the Appointment Committee Member to be able to make representations to the Te Rūnanga Electoral Officer throughout the course of the inquiry.
- (e) Proper application of natural justice and fairness in conducting any inquiry, including making available to the Appointment Committee all written and verbal information that the Te Rūnanga Electoral Officer:
 - (i) Receives regarding the inquiry; and
 - (ii) Refers to in determining the inquiry.
- (f) Proper notification to the Member and the Appointment Committee of the TRONT Electoral Officer's findings and decision, including whether or not the Appointment Committee Member will be removed.
- (g) The application of a period of one (1) month from notification of removal during which the Appointment Committee Member may appeal to TRONT the decision made by the Te Rūnanga Electoral Officer, with the provision that the Rūnanga Representative appointed by the Appointment Committee in question shall not be involved in the hearing of any appeal.
- (h) The incumbent Appointment Committee member can only be removed by the Rūnanga Electoral Officer after the appeal period has expired.
- (i) Should removal be required, proper notification of the removal and full reasons for that removal will be notified in writing by the Te Rūnanga Electoral Officer to the Te Rūnanga o [Te Hapū o Ngāti Wheke (Rāpaki)] Electoral Officer, the Member, the Chair of the Appointment Committee, Te Rūnanga o [Te Hapū o Ngāti Wheke (Rāpaki)] and TRONT

9. APPOINTMENT COMMITTEE MEMBER(S) NOT BE REPRESENTATIVE(S) OR ALTERNATE(S)

9.1 The Appointment Committee shall not appoint its Member(s) as either a Rūnanga Representative, Alternate or proxy to TRONT.

9.2 If a Member resigns, is removed, or retires from the Appointment Committee (the "former member") then the Appointment Committee cannot consider or appoint this former member as a Rūnanga Representative, Alternate or proxy to TRONT until such time as a one (1) month stand down period has passed from the date of finishing from being a Member of the Appointment Committee.

10. AMENDMENTS TO THE RULES

10.1 Subject to clause 10.2 and the requirements of the Act, the Appointment Committee

may from time to time amend, delete, or add to the rules of the Appointment Committee.

- 10.2 Amendments, deletions or additions to the rules must be approved by five (5) or more members of the panel.

RŪNANGA REPRESENTATIVE AND ALTERNATE

11. TIMEFRAMES FOR APPOINTMENTS

- 11.1 The Appointment Committee shall appoint a Rūnanga Representative and Alternate

within six (6) months of the convening of the first meeting after its election.

- 11.2 Within three (3) months of a Rūnanga Representative or Alternate vacating their position, for whatever reason, the Appointment Committee must appoint a replacement.

12. GENERAL APPOINTMENT CRITERIA

- 12.1 In determining an appropriate person to be the Rūnanga Representative and/or Alternate, the Appointment Committee cannot appoint a person who is:

- (a) Not eligible under the Act, or the Te Rūnanga o Ngāi Tahu Charter;
- (b) Not registered as a member of [Te Hapū o Ngāti Wheke (Rāpaki)];
- (c) A prohibited person under sections 382, 383 or 385 of the Companies Act 1993;
- (d) A prohibited person under section 16(2)(c) of the Charities Act;
- (e) An un-discharged bankrupt;
- (f) A person for whom a compulsory treatment order is in force under the Mental Health (Compulsory Assessment and Treatment) Act 1992;
- (g) A person for whom a property order or personal order is in force under the Protection of Personal Property Rights Act 1988;
- (h) A Member of the Appointment Committee in accordance with clause 9 of the rules.

- 12.2 The Appointment Committee must take into account the candidates (being the Rūnanga Representative and Alternates):

- (a) Ability to represent and/or advocate and influence decisions at TRONT meetings and forums for the benefit of:
 - (i) Te Rūnanga o [Te Hapū o Ngāti Wheke (Rāpaki)] and its members;
 - (ii) Te Rūnanga o [Te Hapū o Ngāti Wheke (Rāpaki)] hapū and whānau;
 - (iii) Ngāi Tahu whānui; and
 - (iv) Where deemed appropriate, other key stakeholders as may be required.
- (b) Knowledge of [Te Hapū o Ngāti Wheke (Rāpaki)];
- (c) Knowledge of Ngāi Tahu;
- (d) Knowledge and previous/current governance experience;
- (e) Commercial knowledge and/or business acumen;
- (f) Appreciation of tikanga and Te Reo Māori;

- 12.3 In addition to the above attributes, the Appointment Committee may consider and develop other attributes and qualities it considers appropriate in determining the selection of the best candidates for the Rūnanga Representative and Alternate.

13. APPOINTMENT OF A PROXY

- 13.1 When the Rūnanga Representative and Alternate is not available:

- (a) A proxy will be submitted to TRONT by the Appointment Committee so long as that proxy is not inconsistent with clauses 9 and 12 of the rules.
- (b) The Appointment Committee may consider the following proxy candidates:
 - (i) Who have previously applied for the position of Rūnanga Representative or Alternate;
 - (ii) Executives from [Te Hapū o Ngāti Wheke (Rāpaki)];
 - (iii) Past [Te Hapū o Ngāti Wheke (Rāpaki)] Rūnanga Representatives or Alternates; and/or
 - (iv) Members of [Te Hapū o Ngāti Wheke (Rāpaki)].
- (c) Time being of the essence regarding the appointment of a proxy, and if the Appointment Committee is unable to practically meet and appoint a proxy at its next scheduled meeting, the Chair (or Chair designate) may act and have the authority to appoint a proxy as he or she sees fit. The Chair shall, where practical, consult with some or all of the Members prior to the appointment of the proxy.
- (d) Appointment of the proxy shall be temporary until such time as the Rūnanga Representative or Alternate becomes available.

14. TERM OF RŪNANGA REPRESENTATIVE AND ALTERNATE

- 14.1 This clause 14 shall apply to both the Rūnanga Representative and Alternate (the “representative(s)”) but excludes any proxy appointment.
- 14.2 The Appointment Committee shall appoint a representative for a term of its choosing so long as that term is no longer than three (3) years.
- 14.3 On or about the time that a representative’s term expires then the Appointment Committee may at its discretion, and without giving reason:
- (a) Not reappoint the incumbent and seek candidates from [Te Hapū o Ngāti Wheke (Rāpaki)] Rūnanga members for appointment by the Appointment Committee; or
 - (b) Re-appoint the incumbent representative for a term to be decided by the Appointment Committee.
- 14.4 In considering whether to re-appoint a representative consideration will be given to their contribution having been satisfactory and their skill being relevant to TRONT.

15. PROCESS TO APPOINT A RŪNANGA REPRESENTATIVE AND ALTERNATE

- 15.1 The general process to appoint a Rūnanga Representative and Alternate is set out in Schedule 1 of the rules.
- 15.2 The Appointment Committee may change the appointment process if five members of the committee agree to such changes.
- 15.3 The Appointment Committee shall have in place an appointment process(es), criteria

and frameworks for the appointment of the Rūnanga Representative and Alternate.

16. RETIREMENT, RESIGNATION OR DEATH OF RŪNANGA REPRESENTATIVE AND ALTERNATE

16.1 This section applies if the Appointment Committee:

- (a) Receives notice of the resignation or death of a Rūnanga Representative and/or Alternate; or
- (b) Becomes aware that a Rūnanga Representative and / or Alternate:
 - (i) Has become incapable under any Policy or the rules of holding office for which the Rūnanga Representative and / or Alternate was appointed for; or
 - (ii) Was not validly appointed; or
 - (iii) Was not qualified to be appointed as a Rūnanga Representative and/or Alternate.

16.2 The Appointment Committee shall give notice of the retirement, death, incapacity, or the invalid nomination or appointment of the Rūnanga Representative and/or Alternate to [Te Hapū o Ngāti Wheke (Rāpaki)] and TRONT.

16.3 The Appointment Committee shall then appoint a new Rūnanga Representative or Alternate.

17. REMOVAL OF RŪNANGA REPRESENTATIVE AND ALTERNATE

17.1 Subject to natural justice removal of a properly appointed Rūnanga Representative and/or Alternate may occur when the Appointment Committee is satisfied that the Rūnanga Representative and / or Alternate has:

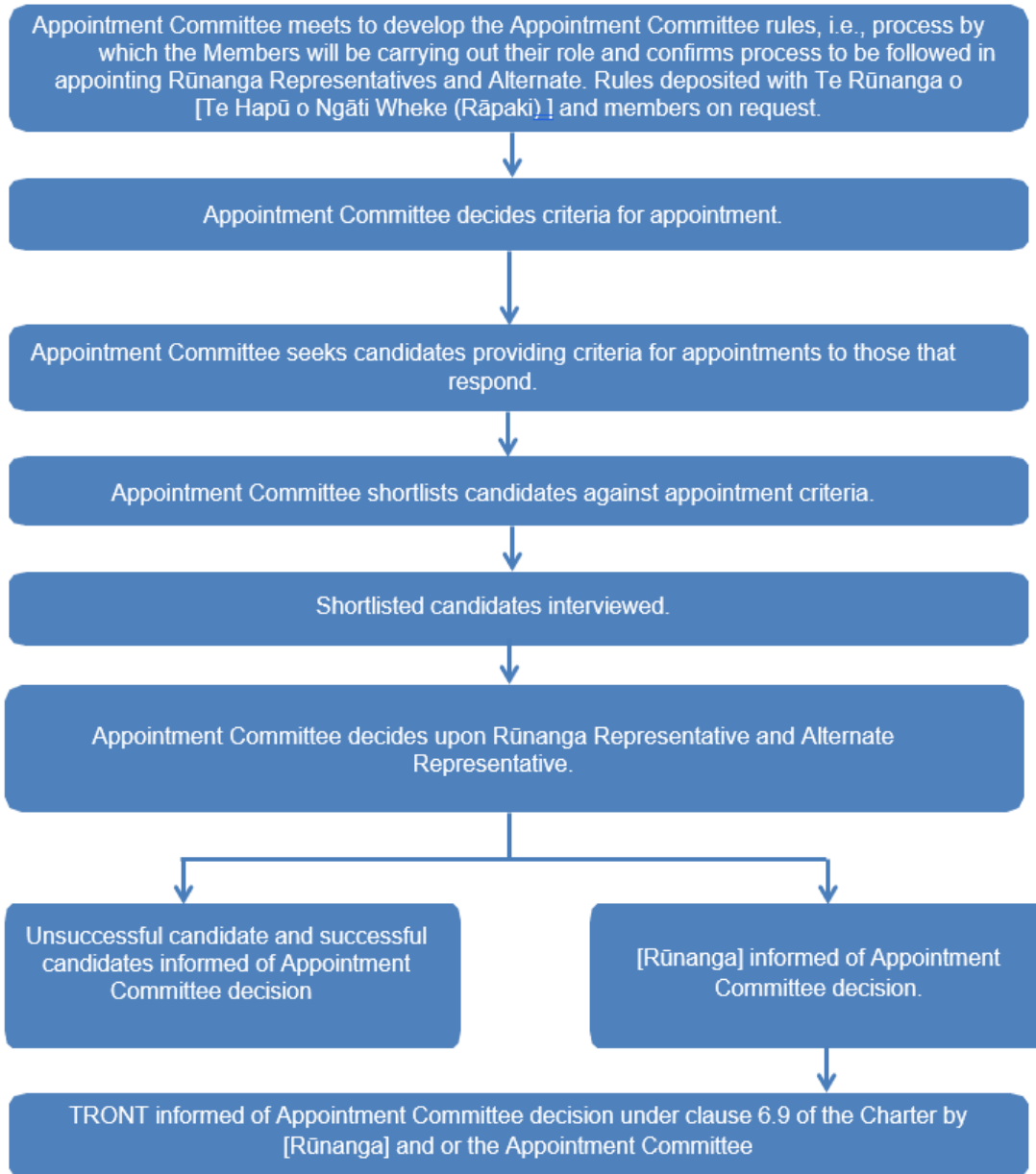
- (a) Become a prohibited person under sections 382, 383 or 385 of the Companies Act 1993;
- (b) Become a prohibited person under section 16(2)(c) of the Charities Act 2005;
- (c) Become an un-discharged bankrupt;
- (d) Become a person for whom a compulsory treatment order is in force under the Mental Health (Compulsory Assessment and Treatment) Act 1992;
- (e) Become a person for whom a property order or person order is in force under the Protection of Personal Property Rights Act 1998;
- (f) Being convicted of a serious criminal offence;
- (g) Being found by a Court to have engaged in dishonest conduct in the common law sense;
- (h) Being found by a Court to have breached their duties under the Charter or the Act;
- (i) Breach the rules of the Appointment Committee;
- (j) Not achieve minimum performance requirements:
 - (i) As can be reasonably expected for the position the Rūnanga Representative or Alternate are appointed; and/or
 - (ii) As may be set by the Appointment Committee from time to time.
- (k) Brings Te Rūnanga o [Te Hapū o Ngāti Wheke (Rāpaki)], the Appointment Committee, Ngāi Tahu whānui or TRONT into disrepute but not withstanding the right for the Rūnanga Representative and Alternate to speak freely, openly and candidly.

- (l) Fails to discharge their fiduciary, governance and tikanga Māori responsibilities required for the position.
- 17.2 Before meeting to consider the removal of the Rūnanga Representative and/or Alternate, the Appointment Committee must:
- (a) Provide 10 working days' notice to the Rūnanga Representative and/or Alternate of the time, date and place of the meeting to consider removal and the reasons for removal;
 - (b) Notify the [Te Hapū o Ngāti Wheke (Rāpaki)] Chair that a meeting to consider removal, but in the interests of privacy must not notify them of the reasons for removal;
 - (c) Make available at least 10 working days prior to the Rūnanga Representative and/or Alternate all information, written or verbal, that the Appointment Committee will refer to in determining the inquiry.
- 17.3 At a meeting of the Appointment Committee to consider removal of a Rūnanga Representative and/or Alternate, the Appointment Committee must:
- (a) Allow the Rūnanga Representative and/or Alternate and his or her legal advisor to observe the entire proceedings;
 - (b) Allow the Rūnanga Representative and/or Alternate and his or her legal advisor to make submissions.
- 17.4 If removal is required, having been agreed to by Members of the Appointment Committee, written notification of that removal of that Rūnanga Representative and / or Alternate and reasons for that removal will be notified in writing to the Rūnanga Representative and [Te Hapū o Ngāti Wheke (Rāpaki)] Rūnanga. Notice in writing shall also be provided to TRONT. The notice must be signed by all voting Members of the Appointment Committee other than any dissenting vote(s).
- 17.5 A Rūnanga Representative and/or Alternate shall be removed from office on TRONT immediately upon TRONT receiving the requisite notice from the Appointment Committee.
- 17.6 The Appointment Committee shall then convene to appoint a new Rūnanga Representative and/or Alternate to TRONT.

SCHEDULES TO THE RULES

18. SCHEDULE 1: GENERAL APPOINTMENTS PROCESS

Appointment Committee’s Appointment Process



Te Runanga o Ngai Tahu Representative Report

JUNE 2022

Tena koutou Tena koutou Tena koutou katoa. It has been a sad time within the Iwi over the past month or so and I want to acknowledge all those who have passed during this time, and the many whanau who have experienced the lost of a loved one. Arohanui to you all.

TRoNT workplan for June revolves around the planning stages for the next financial year (July – June 2023) and the Q3 Quarterly Reports which are submitted by the office and NT Holdings which give us a closer look into how our June 2022 year end are looking.

There are a number of Decision Papers which are of interest being:

- Regional Investment Fund – Enhanced Funding Option: RIF is the fund which is used to assist PR in their Haea Te Awa aspirations around investment within their own Takiwa, across business opportunities, social and environmental outcomes, land footprint, employment and housing opportunities. This paper seeks to increase the putea available to this fund, as more PR find real opportunities to create outcomes for themselves, rather than via the centre. It is likely that an additional \$50M will be allocated to the fund, as this amount was ringfenced a number of years ago for that use, however due to Covid impacts did not take place in previous years.
- Office (TRoNT) & Whai Rawa – Statement of Corporate Intent: These are statements from the office and Whai Rawa about what they will achieve in the next one to three years, they include priorities, programs and budgets, further detail from each SCI below.
- Relativity Mechanism: This refers to a clause in NT Settlement Act which allows NT to go back to the Govt to get a “Top-up” on our settlement, when other Iwi settlements past a threshold \$\$\$, NT and Tainui are the only Iwi to have this clause, being the first to settle with the crown, in their agreements. NT is able to trigger this mechanism every 5 years, we are able to do that this year and are looking at approx. \$80Million from the Crown in this round, some of this amount will likely be used for Haea Te Awa investments etc.
- Health and Safety Report: H&S continues to be an important focus for the table and office of NT, making sure people are safe, supported and well in their work space is a concept that stills solidly within our values. The H&S strategy for the office sets out the priority work area for this financial year that will enable us to make progress towards our vision of “Kia hoki ora atu Tatou katoa ke te kaika” Everyone home safe and well every day. The three key pou of the strategy include – Operational Excellence, Wellbeing Culture and Visible Leadership.
- Directors and Representative Fees: These fees are reviewed each year, either with a full review using external companies or in discussion with the board, due to a couple of lower income years and COVID, fees have not been reviewed or changed since 2019. The Whakaue committee (REM) has carried out a full review of fees for consideration. See further detail below.

See following pages for more detail from each item.

Mo Tatou, a, mo ka uri a muri ake nei – for us and our children after us.

Please contact me if you have any questions or would like to speak about any matters regarding Ngai Tahu. My email address is gail.gordon@ngaitahu.iwi.nz

EXCERPTS FROM JUNE TRONT PAPERS

OFFICE SCI FY23

3.7. Expenditure

3.7.1. Budget setting from FY23 onwards has been positively impacted by the return to normal distribution levels, i.e. \$75.4M in FY23 which is an increase from FY22 of \$13.4M.

3.7.2. The guiding principles and priority expectations set out above are provided for in the SCI. Additionally, the annual distribution has also been allocated to other strategic priorities that the Office will continue to support including the following:

- a) Implementing Te Reo Māori revitalisation programmes and a range of cultural and community-based initiatives
- b) Enhancing, protecting and increasing access to Ngāi Tahu's tribal knowledge
- c) Providing hauora and housing support
- d) Assisting Ngāi Tahu businesses and continuing to support the iwi's saving scheme
- e) Enhancing education and career pathways for whānau
- f) Contributing to the environmental priorities of Ngāi Tahu and Papatipu Rūnanga
- g) An annual direct distribution to Papatipu Rūnanga
- h) Ensuring the iwi's settlement is protected and future iwi matters are managed appropriately
- i) The administration, executive and governance functions of TRoNT

3.7.5. Commentary of cost by Pou comparing FY23 with FY22:

- a) Ngāi Tahutanga increases \$1.4M – a return to pre-Covid grant funding for the Ngāi Tahu Fund and an increase in activity in the Archives Team
- b) Oranga increases \$4.0M – a return to pre-Covid distribution for Whai Rawa and an increase in resource for the Whānau & Emergency Response Team
- c) Mātauranga increase \$2.0M – funding for Ngāi Tahu 2050, reinstating the School Starter Packs and increasing education grants to match the trend in increasing demand.
- d) Te Ao Tūroa increase \$2.2M – increased funding for REEs, regional planning, mahinga kai parks and conservation.
- e) Te Whakaariki increase \$2.1M – relates mainly to an increase in staff resource to manage the higher workload.
- f) Regional Development excluding the \$50M capital injection decreases \$0.8M – attributable to a decrease in the annual capital fund contribution.
- g) Te Kura Taka Pini increases \$0.2M
- h) Exec & Governance increase \$2.0M – relates mainly to Executive Operations and additional governance committee costs and rep related costs.
- i) Te Uru Kahikatea increase \$0.9M – relates mainly to an increase in Tahu FM and evaluation, data & technology related projects.

3.7.6. Covid-19 will have an ongoing impact as we work through FY23. More specifically Covid-19 has meant the Ngāi Tahu group looking at its overall business resilience and how we respond to such events. For the purposes of this budget, it has been assumed that no material restrictions will be in place in FY23.



Key Initiative Statement

Issues with data movement, system compatibility and the need for enhanced cyber security continue to generate more manual workstreams for the team. In addition, growing regulatory demands and the desire to increase engagement with Ngāi Tahu whānui means that advancements in our systems, workflows and other digital improvements are essential.

Improvements will allow Whai Rawa operations to continue meeting the compliance requirements and ensure members and non-members are aware of the benefits of the scheme.

Planned Improvements include:

- Improved data analytics and reporting functionality
- Email marketing software
- CRM functionality to improve efficiencies
- Enhanced data interface and repository with financial administrator
- Risk Tool deployed on the Whai Rawa website
- Enhanced compliance reporting
- Website chat service



REPRESENTATIVES FEES

Te Rūnanga Representatives, Governance and Committees

Role	1 July 2019	New Proposed Fees 1 July 2022	Policy
NTHC Chairman	\$130,000	\$136,500	Pay 2:1 of Director Fee
NTHC Director	\$65,000	\$68,250	Market Median and Upper Quartile Midpoint
NTHC Audit and Finance (AFRC) Committee Chair	\$32,500	\$34,124	2:1 Ratio of NTHC AFRC Committee Member
NTHC Audit and Finance (AFRC) Committee Member	\$16,250	\$17,062	25% of NTHC Director Fee
NTHC Remuneration and Nominating Committee Chair	\$8,125	\$8,530	2:1 Ratio of NTHC Committee Member
NTHC Remuneration and Nominating Committee Member	\$4,062	\$4,265	6.25% of NTHC Director Fee

TABLE 2: Te Rūnanga o Ngāi Tahu Representative and Committee Fees

Role	1 September 2018	Proposed 1 July 2022	Recommended Policy
Representatives	\$50,000	\$56,500	Market Median of the Directors survey using total Group turnover comparator and a holistic role review
Alternates	\$5,000	\$5,650	10% of Representative Fee
Kaiwhakahaere	\$200,000	\$226,000	1+1+2 (1=Rep Fee)
Deputy Kaiwhakahaere	\$125,000	\$141,250	1+0.5+1 (1=Rep Fee)
Te Here and Te Apārangi Committee members	\$12,500	\$14,125	25% of Representative Fee
Te Here and Te Apārangi Chairs	\$25,000	\$28,250	2:1 x Committee Fee
Te Here and Te Apārangi Deputy Chairs	\$18,750	\$21,187	1.5:1 x Committee Fees
TRARC Chair	\$35,000	\$39,550	Independent Review
TRARC Committee members	\$12,500	\$14,125	25% of Representative Fee
TRARC Deputy Chair	\$18,750	\$21,187	1.5:1 x Committee Fees
Te Whakaue Chair	\$30,000	\$33,900	Independent Review
Te Whakaue Committee member	\$12,500	\$14,125	25% of Representative Fee
Te Whakaue Deputy Chair	\$18,750	\$21,187	1.5:1 x Committee Fees

Te Hapū o Ngāti Wheke Incorporated

FINANCE REPORT

For the ten months ended 31 May 2022

For the financial year ending 30 June 2022

INTRODUCTION

In response to the requests at recent Rūnanga meetings for more user friendly financial reports we have begun working on a redesign of the reports that will continue over the next few months with a view to making any financial system changes that might be required to coincide with the new financial year (1 July 2022).

In addition to these summarised reports the full set of financial reports as previously provided are available on request. We encourage questions being raised prior to Rūnanga with the Finance committee as it means we can always provide a response in time for the Rūnanga meeting. Please direct your questions to penny.mercer@ngaitahu.iwi.nz by 9am the Thursday before the Rūnanga meeting.

We look forward to your feedback and further suggested improvements.

Please refer to the financial summaries included in this report for the ten months ended 31 May 2022. All supplier bills received have been recorded, but as this report has been prepared on 2 June 2022, not all expenses have been recorded. However, they do a good indication of the financial performance and position of the Inc.

OPERATING INCOME

Funding is available from Te Poho o Tamatea (TPoT) to support the day-to-day operating expenses. The Service Level agreement provides funding up to \$504,000 for the year ending 30 June 2022. This funding is the biggest source of income and can be drawn down in monthly instalments. Any funds not drawn down are held by TPoT for distribution to the Rūnanga once required. Any income received in advance, for example, deposits paid for marae hire have been journalled to income received in advance.

Marae income and expenses are consistent with the previous 10 months of trading, in that it has typically ran at a loss of \$6,000. It should be mentioned this loss would have been greater has it not been for support payments received from Inland Revenue over the past 10 months for the amount of \$34,609. All other income is in line with prior months.

The ongoing impact of Covid and the need to close the marae for a time to allow completion will continue to impact on marae income for the rest of the financial year. Fortunately, we have other sources of income that can help us meet some of our overheads and along with the pūtea whakamahi will help minimise any operating loss.

OPERATING EXPENSES

Other than Fringe benefit tax was paid in May, all other costs are in line with prior months.

INCOME & EXPENDITURE												Year to date
	May 22	Apr 22	Mar 22	Feb 22	Jan 22	Dec 21	Nov 21	Oct 21	Sep 21	Aug 21	Jul 21	
OPERATING CASH INCOME & EXPENSES												
Income												
Charitable grants	0	30,069	0	35,727	0	374	0	0	0	0	0	66,170
Church Income	50	0	0	20	0	0	0	26	0	0	0	96
External operating funding	600	807	207	207	207	207	207	-5,822	12,472	6,236	0	15,328
Marae Income	2,896	10,565	7,426	1,043	557	6,348	6,087	3,391	0	14,998	8,026	61,338
Other (interest, koha)	971	1,135	1,145	689	2,081	168	185	111	105	23,669	1,233	31,490
Pūtea whakamahi	42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000	462,000
Total Income	46,517	84,576	50,778	79,687	44,844	49,097	48,479	39,706	54,577	86,903	51,259	636,422
Less operating expenses												
Administration & Office	8,033	7,024	5,996	5,038	5,193	6,415	6,596	3,519	4,490	15,736	2,076	70,116
Charitable donations paid	0	30,069	0	0	0	374	0	35,727	0	0	0	66,170
Church	314	152	156	152	191	291	152	2,991	303	143	158	5,001
Koha	0	428	0	0	0	61	0	0	0	500	0	989
Marae	8,895	8,650	7,071	6,608	8,213	12,270	12,570	7,493	13,778	21,678	14,421	121,647
Motor Vehicle Expenses	231	295	0	0	1,187	1,635	1,189	24	0	292	1,501	6,353
Personnel & Staff	17,527	18,091	42,386	20,299	20,851	31,662	18,139	16,696	14,612	22,059	-17,350	204,971
Reserve Maintenance	1,551	1,541	2,580	1,259	468	1,348	2,176	757	1,690	2,225	834	16,430
Reserve trustees	0	0	0	0	0	0	0	0	52	0	0	52
Total Operating Expenses	36,550	66,249	58,189	33,355	36,104	54,056	40,821	67,207	34,925	62,632	1,641	491,729
Net Profit/(Loss)	9,966	18,327	-7,411	46,331	8,741	-4,960	7,658	-27,501	19,652	24,271	49,619	144,693
NON-CASH OPERATING EXPENSES												
Depreciation	16,712	16,712	16,712	16,711	16,711	15,693	15,693	15,693	15,569	15,569	15,569	177,344
Total NON-CASH	16,712	16,712	16,712	16,711	16,711	15,693	15,693	15,693	15,569	15,569	15,569	177,344
TOTAL OPERATING PROFIT/LOSS	-6,745	1,615	-24,122	29,620	-7,971	-20,652	-8,035	-43,194	4,083	8,702	34,050	-32,651

OPERATING PERFORMANCE (Profit/Loss)

The above operating income and expenses show an overall operating loss of \$6,745 for the month ending 31 May 2022. This is likely to change once all the operating bills have been received, and the marae hire and accommodation have been invoiced. As the nature of reporting is to prepare the operating performance prior to receiving all the bills, the summary includes the prior month's finalised profit/loss, and the YTD totals.

Summary	May 22	Apr 22	Year to date
Cash operating profit/(loss)	9,966	18,327	144,693
Depreciation	16,712	16,712	177,344
Operating profit/(loss)	-6,745	1,615	-32,651

PORTFOLIOS AND PROJECTS

As part of the governance review the role of the portfolios in relation to projects and to other parts of the organisation is being looked at. This could affect how projects and portfolios are reflected in the financial reports.

Regularity of reporting is under consideration for portfolios. As previously noted, to make workloads more manageable, portfolios are now only required to provide written reports quarterly unless there are items that need Rūnanga input or otherwise need to be brought to the Rūnanga because of their importance (eg significant new funding or significant cost overruns). To align with this financial Reporting on portfolios and projects could similarly move to a quarterly basis again subject to an expectation of reporting between times if there are matters that should be brought to the attention of the Rūnanga.

Timing of reporting also needs to be considered. To produce accurate reports that all relevant parties understand takes time and it may be we are better to move to reporting monthly in arrears for all our financial reports as Te Rūnanga does. This would mean financial reports to the end of April would go to the June Rūnanga meeting.

Individual tailored reports can be designed for each portfolio based on their needs. Portfolio leads should liaise with Penny Mercer (penny.mercer@ngaitahu.iwi.nz).

Further feedback would be appreciated on the sorts of financial information whānau would like to see. For example, may include the funder, name of the project and the start date of the project.

FINANCIAL POSITION

	31 May
Assets	22
Bank	1,210,044
Current Assets	
Accounts Receivable	686,234
Business Credit cards	760
Inland Revenue	0
Prepayments	3,741
Total Current Assets	690,736
Fixed Assets	5,948,939
Total Assets	7,849,719
Liabilities	
Current Liabilities	
Accounts Payable	296,848
Business Credit cards	0
Inland Revenue	60,855
Income in advance & Unspent Grants	3,111
Total Liabilities	360,814
Net Assets	7,488,904
Equity	
Accumulated Funds	5,961,738
Current Year Earnings	1,527,166
Total Equity	7,488,904

Funds held in the bank as of 31 May 2022 were \$1,120,044. These funds include externally funded project monies received to date. This is an increase on April, mainly due to receiving monies towards further marae development from the NZ Lottery Grants Board for \$267,683. The majority of assets of the Inc Soc are land and building. There were no asset purchases for the month ending 31 May 2022.

The accounts receivable balance is mainly made up of outstanding invoices which are current.

CASH FLOW POSITION

The cash position is a positive of \$117,510 (Apr: \$28,699), broken down as follows:

		May 22
Bank		1,210,044
Owed to THoNW	Accounts Receivable	686,234
	Prepayments	3,741
Owed by THoNW	Accounts payable	-296,848
	Provisions	-3,111
	Portfolios	-417,187
	Projects	-1,065,363
Net Cashflow Profit/(Loss)		117,510

EXTERNALLY FUNDED PROJECTS

The following are a list of projects managed internally within the office with support from whanau.

For the month ended 31 May 2022

Account	Budget	Income	Expense	Balance
Whenua/Papakāinga Development				
Whakaraupō Interpretation signs	10,000	10,000	0	10,000
Total Whenua/Papakāinga Development	10,000	10,000	0	10,000
Property/Marae Development				
18 Rapaki Drive	55,000	54,701	64,027	-9,326
Fibre Installation	100,000	40,000	0	40,000
Future Marae Development	340,000	577,685	135,989	441,696
Naval Point	19,145	60,245	47,735	12,510
NZ Lottery Small Capital Funding	25,000	25,000	8,618	16,382
Otamahua shed	0	0	0	0
School House Development	292,000	0	0	0
Waharoa	51,000	51,000	0	51,000
Total Property/Marae Development	882,145	808,631	256,370	552,261
Special events				
CHCHNZ Sail GP	15,000	15,000	4,300	10,700
Total Special events	15,000	15,000	4,300	10,700
Thriving Whanau				
Education & Cultural				
Governance, training & development	15,234	15,234	0	15,234
Kā Mauka Teitei ki Whakaraupō	2,166	2,166	1,023	1,143
Kaumātua Digital Story Project	450	450	0	450
Lyttelton Timeball	0	2,500	2,000	500
Piiki Kids	1,400	1,400	0	1,400
Rangatahi wānanga	3,300	3,557	6,138	-2,581
Rāpaki School 75yr anniversary since closure	12,000	12,000	0	12,000
Stand Children's service	22,500	28,125	19,319	8,806

Tourism ki Whakaraupo	20,345	20,345	20,345	0
Taonga Tuturu Digital Project	44,450	44,450	27,233	17,217
TPK Community Coordinator	15,000	22,500	421	22,079
TPK Sorted Kainga Ora	24,500	52,000	27,000	25,000
TPK Rapaki community development				
TPK funding	0	199,590	34,923	164,667
TPK Portfolio funding	18,000	0	0	0
Contribution to Whaka Raupo Carving Centre	10,000	0	0	0
DOC Concession Plan	3,000	0	0	0
Education TPK	0	0	23,343	-23,343
Events Parihaka, Waitangi Day ANZAC Day	5,000	0	0	0
Hui a Iwi participation	0	0	17	-17
Karanga Workshops	6,000	0	0	0
Merchandising	10,000	0	103	-103
Nursery Feasible Study	5,000	0	0	0
Other wānanga	15,000	0	0	0
Playground design	5,000	0	2,500	-2,500
Rangatahi noho - cultural	25,000	0	108	-108
Sail GP	10,000	350	8,351	-8,001
Summer Cadetship	79,000	59,000	104,885	-45,885
Te Hau Tāhengihengi Mural Project	5,000	0	2,649	-2,649
Tourism ki Whakaraupo	0	0	8,345	-8,345
Waka registration	10,000	0	0	0
Waka Hourua	0	0	1,250	-1,250
Website development	25,000	0	22,010	-22,010
Whanau Waka Research	0	0	9,546	-9,546
Total TPK Rapaki community development	231,000	258,940	218,031	40,909
Tūmahana	0	299	0	299
Waitangi Day	0	0	0	0
Waka Research	100,000	112,500	112,500	0
Total Education & Cultural	492,345	576,466	434,010	142,456
Total Thriving Whanau	492,345	576,466	434,010	142,456
Partnerships				
Manawhenua Advisory Group	0	4,500	4,750	-250
Total Partnerships	0	4,500	4,750	-250
Natural Resources				
DOC Kaitiaki Ranger	22,350	21,975	21,975	0
Fish Passage Project	10,000	5,600	600	5,000
Head of the Harbour Stream Restoration	61,311	113,058	78,828	34,230
Kaimahi for Nature	1,500,000	1,600,600	1,325,990	274,610
Rapaki Nursery Project	10,000	50,000	5,782	44,218
Tuia	2,400	2,406	10,268	-7,862
Total Natural Resources	1,606,061	1,793,639	1,443,443	350,196
	3,005,551	3,208,236	2,142,873	1,065,363

TE HAPŪ O NGĀTI WHEKE INCORPORATED
RŪNANGA MEETING, RĀPAKI MARAE
SUNDAY 15 MAY 2022, COMMENCING AT 9.00AM

Commencing at 9am

PRESENT: Roy Tikao, Gail Gordan, Mischele Radford, Karen Timihou, Huia Guthrie, Lynne Veal, Ripeka Paraone, June Swindells, Herewini Banks, Dave Banks, Lynette Cotterill, Elaine Dell, Puawai Swindells, Paula Hutana, Wene Hepi, Māui Stuart, Ashley Warnes, Nuk Korako, Manaia Rehu, Catherine Stuart, Isaac Fahey, Makere Fahey, Dean Couch, Rewi Couch, Mariata Laffey, Amber Moke, Michael Parata

KARAKIA: Roy Tikao

REPORTS:

CHAIRPERSON REPORT

The Chair spoke to the reports and the following was noted:

Health Reform Response

Recommendation: That Te Hapū o Ngāti Wheke (Rāpaki) Rūnanga form an Iwi-Māori Health Authority Locality with the five Horomaka Runanga.

June/ Māui
CARRIED

- Wene Hepi expressed interest to be nominated to this Committee.

Possible Constitutional changes

Through the Governance training, it has been identified that the THoNW Constitution requires some change to reflect the work we are undertaking.

Recommendation: That a Set Task Committee be established with the purposes outlined below:

- 1) Drafting possible constitutional changes and reporting back to Executive monthly and to the Rūnanga at least twice in the next three months with the aim of having possible changes to the constitution considered at an SGM no later than August 2022; and
- 2) Assisting with the longer-term rule change project required by the legislative change. update.

Elaine/ June
CARRIED

Next Rūnanga Meeting June 19th

Due to tangi, there was no April Rūnanga General meeting, therefore it is proposed to hold a rūnanga meeting on 19 June 2022. The purpose of an additional meeting is to allow some whānau to have attended four rūnanga meetings post AGM, to qualify for voting rights. There are significant appointments to be confirmed at the August AGM.

Recommendation: That the next Rūnanga meeting be confirmed for 19th June 2022.

June/ Gail
CARRIED

Recent Policy Approvals

A suite of updated policies were noted, and copies are available from the office.

Rescheduling of Open Day

Due to COVID restrictions the open day in January was cancelled. In the spirit of whanaungatanga, whānau are invited to attend the THoNW August AGM hui, followed by kai and an afternoon of Whanaungatanga would be the focus rather than invite external presenters as had been previously proposed.

Rāpaki Capital Projects Masterplan

Report was taken as read, any feedback is welcomed.

Land Succession Project

A Scott spoke to the project, clarifying that the project team (Kenny Rakena, Mike Quinn and Rireana Kirkwood) will assist owners (initially of 1A2B and 1C) with land succession support. Whānau were encouraged to contact the office if they want further information.

TRONT Rep and Alternate Election

THoNW are seeking candidates to the Appointment Committee to elect the THoNW Rūnanga Representative and Rūnanga Alternate. An advert in The Press, seeking expressions of interest for nomination, due 3 June 2022. There was discussion around succession planning.

Reserve Trustee Vacancies

Pat Hutana and Matea Gillies have signalled that they will be standing down at the next election. An election process will take place accordingly.

Lyttelton West School

The Lyttelton West site has been offered to THoNW as part of the RFR process. There is an opportunity to work with NTHC to access Haea Te Awa funding. THoNW would like to establish a footprint within the community and will commit to purchasing the site. There was discussion around what can be developed on the site, affordable housing, social housing, health hub, other ideas will be considered.

Film Project

Piki Films (led by Taika Waititi) will be filming at Ōtamahua. Puawai Swindells offered her support.

Takutai Moana/Marine Area Coastal Authority (MACA) Research

A Scott spoke to this kaupapa noting the MACA legislation replaced the Seabed and Foreshore Act and is focused on continuous use of customary marine and coastal area rights. Te Rūnanga are offering financial support to Rūnanga to research history and confirm continued use of foreshore. No action from whānau is required, however there will be an opportunity for whānau to get involved with the research.

Quarterly Office Update

A Scott spoke to the report. As part of the THoNW strategic plan, the streamlined process is now in place, however feedback is welcomed around management and relevant committees reporting.

Committees and External Appointments

The Chair spoke to the report. It was acknowledged whānau representing Rapaki are on multiple committees. Through the Governance training, gaps were identified, particularly around support and training.

It was noted that succession planning will be discussed at the next Governance training session.

Te Runanga o Ngai Tahu Representative Report

The Report was taken as read. G Gordon spoke to the report with no questions.

PORTFOLIO REPORTS:

Education

A verbal update by C Stuart and L Cotterill

- The online Te Reo Māori program - Education Perfect is underway. There has been positive feedback from whānau. There are some spots available if whānau want to sign up.
- WE-AP Team. Eli Pohio is based in the office supporting Rangatahi initiatives is leaving in July to continue his studies.
- Bush Farm Education (outdoor skills based) based in Orten Bradley Park. Whānau are interested in enrolling their tamariki, however travel distance and fuel costs are a factor, there was discussion of carpooling including use of the marae van.
- Koia te Mātauraka: Rangitahi noho, still awaiting confirmation and looking at other ways of rangitahi engaging/ networking in the interim.

Rapaki Tangata Tiaki

Isaac Fahey spoke to the report by Henry Couch noting:

- The Mātaitai expansion is proceeding
- Work with harbour master to restrict power boats between the wharf to Pony Point (beach area) for the safety of whānau, and protection of the pipi and cockle beds.
- two trees have been bought down and will be turned into firewood for whānau. The carpark will remain closed until the logs are cleared. For health and safety purposes, whānau are encouraged not to take their own chain saws down there.
- Rāpaki Tangata Tiaki Marital Arts Dojo: N Korako gave a brief overview. Renata Saddler is the tutor. The program currently includes 8 rangatahi but will be available to all whānau.

Hauora Portfolio

The report was taken as read:

- Pae Ora Horomaka Locality Mahi: Whānau interested on providing feedback on the Localities questions on page 22 are to notify the office.

Mahaanui Kurataiao

G Gordon spoke to the report.

- G Gordon is the Chair of the MTK Shareholder Board.
- G Gordon and Kakati Royal have attended meetings, along with representatives from Ōnuku, Wairewa, Ngāi Tūāhuriri, and Koukourāata.
- MKT will be engaging with Papatipu Rūnanga with a view of better engagement.
- N Korako, spoke to the support he received from MKT around Papa Kainga developments.

Kaimahi for Nature

The report by John Kottier was taken as read.

Banks Peninsula Zone Committee Report May 2022

The report by Aurora Smith was taken as read.

Rāpaki Naming Committee

Māui Stuart gave a verbal update.

The committee were approached by the Lyttleton Recreation Centre (LYC), to help provide a Māori name. Two options have been presented, however due to availability, the committee have not met to discuss the options. It was suggested to advise the kahui kaumātua for discussion. It is hoped the naming committee can meet with the LYC before Matariki to confirm an appropriate name.

The committee are inundated with naming requests. There was discussion of a fee structure for this advice.

THoNW Charities Funding Committee

J Swindells gave a verbal report on behalf of the Rāpaki Charitable funding committee.

- Due to the demand of funding, in the last funding round, the distributions exceed by \$5k. The next funding round will be restricted to \$25k to make up the deficit.
- Some applications were declined, based on funding criteria and incomplete applications.
- There was discussion around tech support, which will now include a capped amount for mobile phones.
- Question - are visual presentations as an application acceptable? An application can be visual; however the application form requires the applicant still needs to provide bank details and the application authorised by a kaumātua. Contact the office if you wish to present to the committee.

Te Waihora Joint Management Plan

Te Waihora Mahinga Kai Park: An action to nominate two rūnanga representatives willing to work with the Te Rūnanga staff to ensure there is a good understanding of mana whenua aspiration in this area.

Maui Stuart, Herewini Banks and Michael Parata-Peiffer were nominated to work with Te Rūnanga around the Te Wāihora Mahinga Kai Park aspirations.

June/ Ata
CARRIED

Sail GP

N Korako gave a verbal update. The Sail GP event has been confirmed for March 2023. At the next meeting, there will be further discussion around re-establishing the SailGP task committee.

Church Report

Maui Stuart noted concern that his report was not included in the agenda. It was clarified the report was not received within the timeframe. Reiterated that portfolio reports are due 2 weeks prior Rūnanga meeting.

Noted the Church Committee needs to meet for the report to be prepared for the agenda.

MOVED that all portfolio reports be accepted.

Elaine/Maui
CARRIED

FINANCIAL REPORT

The Financial Report was taken as read. A new reporting method has been introduced. The Finance committee are working with Te Rūnanga, J Goldsmith to interpret financial reporting.

MOVED that the Financial reported be accept

Herewini/ Gail
CARRIED

MINUTES OF THE MEETING HELD SUNDAY 13 MARCH 2022

Confirmation of minutes of meeting held 13 March 2022 was recorded as a true and correct record with the following amendments:

1. In attendance: Add Amber Moke, Huia Matthews and Mishel Radford (noted in apologies)
2. **Ngā Mate** – Correction: Tony Howse

Elaine/ Puawai
CARRIED

Kaumātua flats: J Swindells noted letter from the previous Chair affected the funding status of Te Korowai Trustee for TPK funding.

The Chair advised that:

- the previous Chair was mandated by the Rūnanga to send the letter to Te Korowai Trustees, as per the motion at the October 2021 meeting.
- The rūnanga appointed subcommittee includes three whānau members (A Warnes, R Paraone, P Zaitsev) to work with three Te Korowai Trustees to come to a resolution.
- The whānau members were mandated the ability to take legal action on behalf of THoNW if there is no recourse.

June advised Te Korowai Trustees have obtained legal advice from Young Hunter for the purpose of obtaining resource consent.

A Warnes advised the Rūnanga subcommittee will meet to discuss an appropriate response to the letters received 28 April 2022, and 19 May 2022.

GENERAL BUSINESS

R Paraone:

- Weekend 29 April – 1 May the Keith Clan whānau celebration. Seventy whānau attended including Tangi, Hine (via zoom) Reihana (Doe) and Tui. Sister Rachel (Topsy) was in contact throughout the event. Neil Struthers from Lyttleton performed the bag pipes. Ripeka encouraged whānau to connect with whānau especially whilst we have our kaumātua.
- Hemi Paraone has been selected to do a Sesame Street clip.
- 24 June is Matariki, a public holiday. Funding is available through TPK for Matariki celebrations.
- Ripeka was appointed to lead Pa Matariki Event. Supported by G Gordon and L Cotterill. Suggestions for the event included a Twilight event – movie.

A Warnes

- Felt the speakers within the wharenuī are offensive. Considering you cannot hang photos in the wharenuī. Smaller/ portable speakers would be preferred.

- There was discussion around the install of the speaker system, it was agreed to remove the speakers within the whareniui.
- Contractors/ Tradesmen onsite. It was noted a site manager has tested COVID, he was onsite potentially infectious, but was wearing a mask throughout his brief visit. There was discussion whether all contractors should be tested before coming onto the Marae. It was clarified that they do not have to be, however are required to follow COVID regulations.

A Laffey

- Agreed to remove the speakers
- Mihi to the education committee, her daughter Pania is enjoying participating in EP Te Reo Learning Course from Australia.

J Swindells

- Queried ownership of section 19. It was noted this is with the courts.
- Suggested it would be good to review all the land blocks within Rāpaki, which falls under the Land Succession Project managed by Kenny Rakena.

I Fahey

- Noted there is a vacancy on the LPC Manawhenua advisory Group. The new appointee will need to be on the Whaka-Ora Advisory group.
- To ensure we have the right person and the tools to support the rep, THoNW will not appoint a candidate until after the Governance training process.

A Moke

- Discussed possible Kura Kaupapa site proposal for the Lyttleton West Site.
- A mihi to L Cotterill for finding a placement for her son Theo on Bush Farm course. It is a great alternative learning opportunity.

W Hepi

- To make whānau aware that there are limited whānau plots in the urupā, concerned for future generations.
- Expressed that the resignation of M Rehu (previous Chair), should have been raised at kahui kaumātua. Through the governance process, she would like to see him put into another role.
- In response it was noted that:
 - the COVID restrictions were put in place to protect our whānau. M Rehu was given an opportunity to retract his resignation to no avail.
 - The interim chair appointment was in accordance with the constitution.

E Dell

- The May kaumātua meeting was cancelled due to a positive COVID case on the Marae. She would like to organise a mid-winter xmas for the kaumātua offsite.
- COVID packs from Te Putahitanga were distributed to Kaumātua and there are some packs available to whānau at the office.

M Radford (interim Chair)

- The Karanga Wānanga is to be held 27/28 May, facilitated by Liz Kereru. Kaumātua have been requested to support.
- Encourage whānau to come to rūnanga meetings.

Karakia Whakamutuka: Roy Tikao
Meeting ended at 12.30pm