

Te Ohu Whakatika - Terms of Reference

24 November 2018

Purpose

The purpose of this document is to outline the role, responsibilities and expectations of Te Ohu Whakatika. Te Ohu Whakatika was established following Hāpaitia Te Oranga Tangata - Criminal Justice Summit 2018 and mandated to lead, design, develop and action the Hui Māori for the reformation of the Criminal Justice System in accordance with Tikanga Māori.

Background (Whakapapa)

The Criminal Justice Summit took place in Pōneke in August 2018. The summit was attended by over 600 people. Of those attendees, 200 were Māori. A call was made from Māori who attended this hui to meet to discuss a Māori response to the reformation of the Criminal Justice System.

As a result, representatives from 11 rohe over Aotearoa were selected by those who attended the summit. Those representatives met at Te Paea Memorial Marae on 6 September 2018.

On 6 September 2018, Te Ohu Whakatika was established and mandated by those representatives. The group was tasked to work with the Ministry of Justice and convene a Hui Māori in April 2019.

Objectives of the group

The key objective of Te Ohu Whakatika is to design a Hui Māori to inform the Crown's Criminal Justice Reform.

Accountabilities

Te Ohu Whakatika is accountable to Māori Caucus established from the summit, Māori, Hapū and Iwi. Further, the Ministry of Justice is responsible to Te Ohu Whakatika for delivery of the hui.

Membership

Each member of Te Ohu Whakatika was appointed and mandated as a result of the hui on the 6 September, 2018 at Te Paea Memorial Marae. This is a volunteer appointment.

Members will have:

- a diverse range of views and experiences
- an understanding of, and respect for, tikanga Māori
- technical knowledge, expertise and influence with whānau, hapū, iwi and Māori communities
- extensive networks and regional coverage.

Terms of appointment

The term of appointment will be from 6 September 2018 until 30 April 2019.

Convenor

The convenor has a primary role to facilitate high quality and meaningful discussions between key stakeholders, the roopu and the Ministry of Justice.

Fees and expenses

It is agreed that there are no fees for this roopu as this is a volunteer working group. All other expenses are the responsibility of the Ministry of Justice, with prior agreement and in accordance with their expense framework. Such expenses include travel, accommodation, kai and associated hui costs.

Amendments to Terms of Reference

These terms of reference may be updated or amended at any time by the roopu and endorsed by all members. A current copy of the Terms of Reference will be retained by the convenor.

Te Ohu Whakatika

Purpose

This section outlines the membership of Te Ohu Whakatika and basic operating procedures. Te Ohu Whakatika may develop further procedures to facilitate effective and efficient communication and decision making.

Membership

The current membership of the Te Ohu Whakatika is listed below.

- Katie Murray
- Marcus Akuhata-Brown(Convenor)
- Tane Puru
- Jamie-Lee Tuuta
- Anne Waapu
- Te Mauri Kingi
- Marise Lant
- Hurimoana Dennis
- Eugene Ryder
- Billy Macfarlane
- Dee-Ann Wolferstan

Meetings

Frequency and attendance of meetings

Meeting frequency and scheduling will be determined by the Convenor in consultation with members. The intention is to hold regular Zoom, teleconference and Kanohi ki te Kanohi meetings. A Zoom Hui will be held every second Monday at 6pm.

Secretariat support

The Ministry of Justice will provide secretariat support for Te Ohu Whakatika. This support includes administrative services such as minute taking, collation and distribution of group packs and co-ordination of travel arrangements. Minutes will be taken at all hui and shall be circulated as soon as possible after each hui for approval by members. In the event that any services are not available through the Ministry of Justice, Te Ohu Whakatika will have the option to elect their own secretariat for that purpose. This will be funded by the Ministry of Justice, with prior agreement and in accordance with its policies.

Decision-making

Decisions will be agreed on a consensus basis. Where a consensus is not reached, it is the responsibility of the Convenor to endeavour to achieve consensus. If consensus cannot be reached, the Convenor will broker a resolution.

Conflicts of Interest

Members must disclose any relevant conflicts of interest to the roopu. It is recognised and respect that each member may hold more than one potae, professionally and personally.

Information Management

Any information relating to Te Ohu Whakatika remains the property of the roopu. All information will be stored and hosted by the convenor using “Base Camp Document Storage”.

Travel and Expenses

Flight costs for members who need to travel to attend meetings will be met by Ministry of Justice, with prior approval and in accordance with its policies. Members are able to claim reimbursement of actual and reasonable expenses, such as taxi travel, kai and accommodation where needed when carrying out Te Ohu Whakatika mahi.

Meals :

- breakfasts up to the value of \$24.00
- lunches up to the value of \$16.00
- dinners up to the value of \$45.00

Note: claims cannot include alcohol.

Managing issues and concerns

Where issues or concerns are raised by Te Ohu Whakatika (individually or collectively) and are unable to be resolved, a discussion will be held with the convenor in the first instance.

Te Ohu Whakatika

Purpose

The following protocols aim to guide the functions and practices of Te Ohu Whakatika and its meetings. The protocols are grounded in Tikanga Māori and the overarching principles include; mana, tapu, tika and pono. The purpose for establishing written protocols is to ensure that all engagement between Te Ohu Whakatika, Ministry of Justice staff, and other Crown agencies are culturally appropriate, respectful and transparent.

These protocols:

- Acknowledge the mana and mandate of Te Ohu Whakatika members.
- Respect the relationship between Māori and the Crown.
- Acknowledge the commitment that is given by the members for their time, commitment, expectations and expertise.
- Promote the obligations, relationship and responsibilities of Ministry of Justice to collaborate through co-design with Māori to achieve better outcomes for Māori.
- Appropriate planning, time, support and coordination is provided to Te Ohu Whakatika to enable robust, meaningful discussions to ensure appropriate input and decisions.
- Promote the participation and involvement of Te Ohu Whakatika in all meetings.

A Communication plan and strategy will be developed by Te Ohu Whakatika and will sit alongside this protocol.