



Te Ao Mārama Aotearoa

Titoko **Realising our** **contractual obligations**

THE ROLE OF POU IN COMMUNITY
ENGAGEMENT AND BUDGET MANAGEMENT



INTRODUCTION

Welcome Nau mai haere mai

Welcome: Greetings to all attendees. Thank you for dedicating time to understand and participate in this initiative.

Objectives: Our primary purpose today is to clarify your roles as Pou, discuss the budget management process, and ensure you are equipped to serve and engage with your communities effectively.

Overview: TAMA has an agreement with Te Aka Whai Ora, focusing on the strategic goals for community health and engagement.

TABLE OF

CONTENTS

| | |
|---|----|
| Titoki ki te ao Mārama can be described in two phases | 1 |
| The Purpose of the “Pou” | 2 |
| Role of the Pou | 4 |
| Regional Pou | 5 |
| Budget Overview | 6 |
| Project Budget Template | 7 |
| Creating an Events Plan and Budget | 8 |
| Supplier Management | 9 |
| Contractual Considerations | 10 |
| Reimbursement Policy | 11 |
| Accessing Funds | 12 |
| Values Expected of Suppliers | 14 |
| Notes | 16 |



TĪTOKO ki te ao Mārama can be described in two phases:

Whakamārama (Phase 1)

Kia Auahatia (Phase 1) is about establishing the mechanisms within TAMA to engage with widespread, diverse, and invisibilised Tangata Whaikaha Māori.

In addition, this phase invests in the growth and support of a network of ‘Pou Tangata Whaikaha Māori’ (communities and rōpū of Tangata Whaikaha Māori me o rātou whānau) through:

- whare wānanga,
- developing internal capability (including recruiting a small team involving Tangata Whaikaha Māori paid interns) for the next stage and
- developing training for Tangata Whaikaha Māori wānanga facilitators.

Whakamārama (Phase 2)

Whakamārama (Phase 2) is about supporting the eight regions to become ‘Pou Tāngata Whaikaha Māori’ through our whare wānanga process, which brings together and amplifies our collective voices in preparation for a constitutional kōrero led by, with, and for Tangata Whaikaha Māori across Aotearoa.

TAMA will support each Regional Pou in designing and running a series of wānanga to reflect on collective aspirations, priorities, and needs, identify strengths and areas for development from a te ao Māori perspective (including identifying and using their own tikanga and mātauranga Māori), and build collective capacity and capability to participate in collaborative decision-making alongside other Tangata Whaikaha Māori.

The Purpose of the “Pou”



The purpose of the "Pou" within your contract with Te Aka Whai Ora involves key responsibilities geared towards enhancing community health and engagement. Here are the primary roles and activities they are expected to fulfil.

Community Liaison and Engagement:

The Pou act as bridge-builders between Te Aka Whai Ora, Te Ao Marama Aotearoa Trust, and the communities they serve. This role involves communicating and implementing the trust's health and welfare programs within local communities. They ensure that the services provided are culturally appropriate and meet the specific needs of the community members.

Event Planning and Management:

Their responsibility includes organising and managing community events promoting health and wellness. These events could range from educational workshops and health screenings to cultural activities that engage and inform the community about health practices, preventive care, and wellness strategies.

Budget and Resource Management:

Each Pou manages a specific budget for community activities (\$12,500). They are responsible for planning and overseeing the budget to ensure funds are used effectively to meet the community's health and engagement goals. They need to create detailed event plans and budgets, which must be submitted for approval to ensure alignment with overall objectives.

Monitoring and Compliance: The Pou is tasked with ensuring that all activities and engagements comply with the standards and requirements outlined in the contract. They must also keep accurate records and provide reports on their activities and the use of funds, maintaining transparency and accountability.

Supplier Coordination: For events and activities requiring external suppliers, the Pou will recommend and coordinate with these suppliers. However, TAMA manages the payment and formal approval processes to ensure adherence to quality and financial guidelines.

Community Feedback and Improvement:

They are expected to gather feedback from the community about the health services and events provided. This feedback is crucial for assessing the impact of their work and identifying areas for improvement or adjustment in future programs.

The role of the Pou is integral to the success of community health initiatives, acting as the operational and cultural link between the funding and governing bodies and the local populations they aim to serve. They ensure that the objectives of the health programs are realised in a manner that is respectful, effective, and tailored to the needs of the community.

Community Engagement:

- As Pou, your primary role involves bridging TAMA and your communities, ensuring that the services and resources provided align with community needs.

Event Organisation:

- You will organise and facilitate community events promoting health, wellness, and education. These events should reflect the community's unique cultural and social dynamics.

Contractual Alignment:

- We will ensure that all activities comply with the terms and goals of our contract with Te Aka Whai Ora, fostering an environment of trust and mutual benefit.



Regional Pou



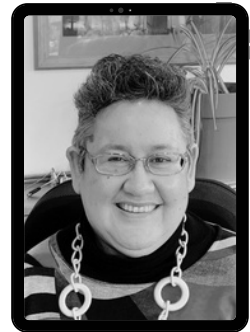
Marama Tuuta
Wairarapa



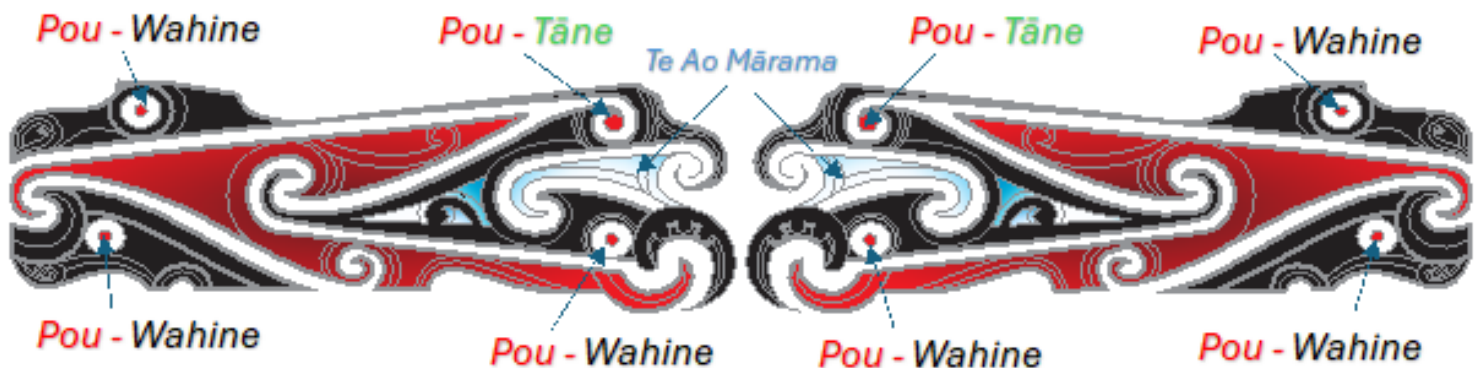
Dion Ponga
Manawatū
Horowhenua



Waata Houia
Te Puku o te ika



Ruth Jones
Te Waipounamu



Karen Pointon
Whanganui-a-tara

Hūhana Hickey
Tāmaki-makau-rau

Patti Poa
Te Taitokerau

Helena Tuteao
Waikato



Budget Overview

There are some key things to consider when developing a budget for your TITOKO community projects:

Project Scope and Goals:

Clearly define your project: What are you trying to achieve? This will determine the resources you'll need and the overall cost.

Break down project components: List the activities, materials, personnel, and services required to complete the project.

Cost Estimation:

Research costs: Get quotes or estimates for each project component. Consider factors like venue rentals, equipment rentals, materials needed, volunteer vs. paid labour costs, permits or licenses, and insurance requirements.

Budget Allocation:

Each Pou has a designated budget of \$12,500 for community activities.

Accountability:

TAMA holds the accountability for these funds, ensuring they are used effectively and transparently.

Purpose:

These funds are intended to support the planning and execution of community hui and related activities.



Project Budget Template

| INCOME | | |
|--|--|-----------|
| Confirmed and 'in-kind' funding | | |
| Source | Project allocation | Amount \$ |
| From our general operations budget | (Examples might include project management, evaluation, etc) | |
| From 'X' funder | | |
| Other partnering organisations' support | (Might include evaluation, use of their resources or infrastructure etc) | |
| SUBTOTAL | | |
| EXPENCES | | |
| Provide detailed complete project delivery costs under the following or similar headings | | |
| Expense item | Unit price / quantity required | Amount \$ |
| People (what levels and how many?) | (ie Project Manager 20 hours per week x \$100 per hour x 20 weeks) | |
| | (ie project officer provided by our organisation - 10% of Admin Manager FTE) | |
| Consumables / software | | |
| Evaluation (by whom?) | | |
| Marketing / communications | | |
| Venue hire / catering | | |
| Other (specify) | | |
| TOTAL EXPENSES | | |



Creating an Events Plan and Budget

Event Planning:

Identify key community needs and plan events that cater to these areas. This could include health screenings, educational workshops, and cultural events.

Budget Planning:

Develop a detailed budget for each event. Include costs for resources, personnel, venue, and any other necessities.

Approval Process:

Submit your events plan and budget to TAMA for approval. Ensure you adhere to the guidelines provided to facilitate smooth processing.



Supplier Management

Supplier Selection:

Choose suppliers that meet our values, quality, and service standards and align with contractual obligations.

Documentation:

TAMA need you to keep a thorough record of all supplier dealings for accountability and transparency.

Payment Process:

TAMA will handle payments directly to suppliers. To help us, TAMA would like you to provide information about the suppliers and cost estimates for approval.



Contractual Considerations

Compliance:

Adhere to the quality standards and reporting requirements outlined in the contract. This includes regular updates on community engagement activities and outcomes.

Documentation:

TAMA needs you to record all activities, participants, and outcomes accurately. This documentation will be essential for ongoing funding and evaluation.

Non-compliance Implications:

Understand the consequences of failing to meet contractual obligations, which can include funding cuts or contract termination.



Reimbursement Policy

Expense Incurring:

Please follow the guidelines when you incur expenses related to your activities.

Expense Reporting:

Submit detailed reports of expenses incurred for activities. These reports should be timely and align with the events' approved budgets.

Reimbursement Timeline:

Understand the timeline for reimbursements and plan your activities accordingly to ensure smooth financial operations.

Accessing Funds



Budget Approval Process for Pou-Supported Events

1. Budget Planning and Development

- **Event Planning:** Each Pou should begin by outlining the event's objectives and activities. This includes determining the target audience, expected outcomes, and logistical needs.
- **Draft Budget:** Using the event plan, the Pou drafts a detailed budget that includes all expected income sources (such as funding allocations from TAMA and any external sponsorships) and anticipated expenses (venue, catering, materials, speakers, transportation, etc.).
- **Documentation:** Alongside the budget, the Pou should provide a narrative explaining the rationale behind each budget item and how each expense supports the event's objectives.

2. Preliminary Review

- **Internal Review:** Before submission to TAMA, the budget undergoes a preliminary review by a designated Pou team officer. This review checks for completeness, accuracy, and compliance with the project's scope and TAMA's financial guidelines.
- **Corrections and Adjustments:** Any necessary corrections or adjustments are made to ensure the budget is robust and justifiable.

3. Submission to TAMA

- **Formal Submission:** The finalized budget, event plan, and supporting documentation are submitted to TAMA's designated financial oversight committee or the relevant department.
- **Documentation Required:** Submissions typically include the budget spreadsheet, narrative justification, expected outcomes, and any risk assessment or compliance checks required.

4. TAMA Review Process

- **Initial Assessment:** TAMA reviews the submitted documents to ensure alignment with strategic goals, financial sustainability, and compliance with funding conditions.
- **Queries and Clarifications:** If necessary, TAMA may return the budget to the Pou with questions or requests for clarification. This might include asking for more details on specific line items or suggesting budget reallocations.



5. Approval

- **Conditional Approval:** TAMA may give conditional approval, specifying any changes needed before final approval.
- **Final Approval:** Once all conditions are met, TAMA issues final approval. This is usually communicated in writing and includes any terms and conditions related to the funding.

6. Post-Approval

- **Agreement and Release of Funds:** A formal agreement detailing the terms of funding may be signed, and funds may be released according to the agreed-upon schedule.
- **Monitoring and Reporting:** The Pou must provide regular updates and financial reports. These reports track progress against the event's objectives and budget utilization, ensuring accountability.

7. Audit and Review

- **Event Audit:** After the event, an audit may be conducted to assess how the funds were used and to evaluate the event's impact. This helps in learning and improving future budget planning.
- **Feedback Incorporation:** Feedback from the audit and TAMA's review are used to improve the planning and approval process for future events.

This structured approval process helps ensure Pou-support events are well-planned, financially viable, and aligned with Pou's and TAMA's strategic goals. It also ensures proper oversight and efficient use of funds, fostering transparency and trust between all parties involved.

Policy updated: April 2024 - Subject to review by TAMA Board.

Values Expected of Suppliers

Integrity and Transparency:

- Conducting business honestly and ethically.
- Providing full disclosure of product and service capabilities, limitations, and costs.

Cultural Competency:

- Respecting and integrating Māori cultural values and practices.
- Ensuring services are culturally appropriate and promote inclusivity.

Collaboration and Partnership:

- Engaging in cooperative interactions with the trust and community.
- Working towards shared goals for community health outcomes.

Sustainability:

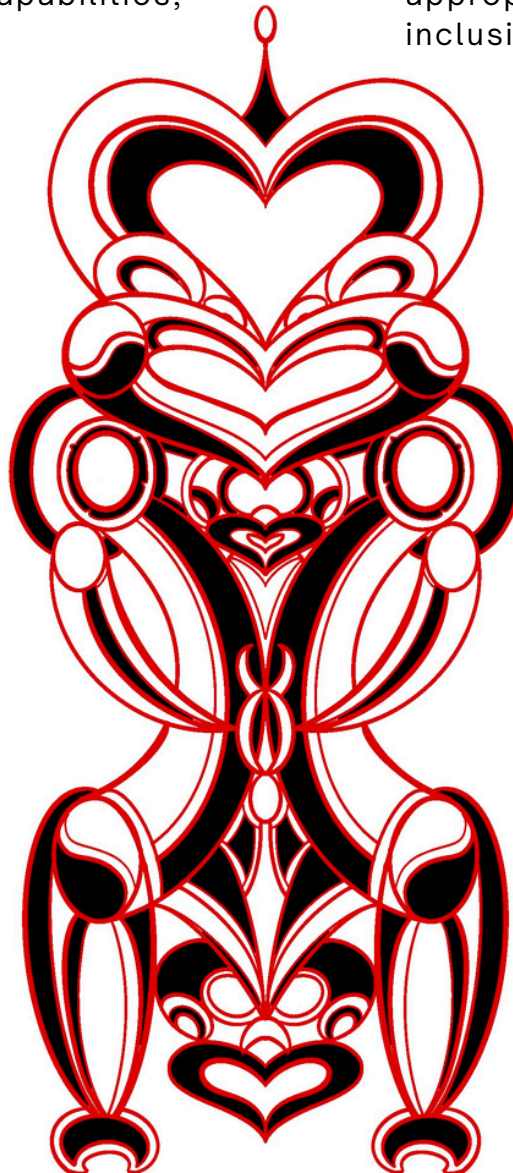
- Implementing environmentally responsible practices.
- Supporting sustainable community development through responsible business practices.

Accountability:

- Taking responsibility for delivering on commitments and rectifying issues promptly.
- Measurable outcomes that demonstrate adherence to agreed objectives.

Quality Standards

- Compliance with Health and Disability Standards (NZS 8134:2021):
- Adhering to national standards for health and disability services.



By setting these high standards for values, quality, and service, TAMA ensures that its suppliers contribute positively to community health outcomes and are aligned with the overarching goals of the contract and the values of the involved organisations. This alignment is critical for achieving the desired impact on the communities served.

Values Expected of Suppliers

CONTINUED

Quality Standards

1.Compliance with Health and Disability Standards (NZS 8134:2021):

- Adhering to national standards for health and disability services.
- Implementing continuous quality improvement processes.

2.Provider Quality Specifications (PQS):

- Meeting or exceeding the quality specifications set out in the contract.
- Delivering services that are safe, effective, and aligned with best practice guidelines.

3.Service Specific Quality Specifications (SSQS):

- Tailoring service delivery to meet specific contractual quality standards and expectations.



Service Standards

Timeliness:

- Delivering products and services within the stipulated timeframes.
- Addressing any delays or issues promptly and effectively.

Reliability and Consistency:

- Providing services that are dependable and consistent in quality.
- Ensuring minimal disruption to service delivery.

Customer Service and Support:

- Offering comprehensive support and clear communication channels.
- Resolving complaints and feedback constructively and efficiently.

Monitoring and Reporting:

- Regular reporting on service delivery status, challenges, and achievements.
- Implementing robust monitoring systems to oversee and improve service provision.

Adaptability and Innovation:

- Ability to adapt services and operations in response to changing needs or challenges.
- Incorporating innovative approaches to enhance service effectiveness and efficiency.



Notes:



Notes:

