

CULTURAL SELF REVIEW TOOLKIT

Endorsed by REAPANZ National Executive 26th March 2014

STATEMENT

The members of Hauhake have developed the following Cultural Self Review Toolkit to assist the 13 REAPs and REAPANZ meet our commitment to Maori and the requirements of our current contracts.

Hauhake acknowledge the work of Tairawhiti and Far North REAP members who prepared the initial document for Hauhake to develop further.

THE CULTURAL SELF REVIEW TOOLKIT

This toolkit contains the following sections:

1. Organisational Cultural Self Review Checklist
2. Action Plan template

GLOSSARY

Iwi/Maori: refers to individual Maori and Iwi/Maori structures which may include whanau, Hapu, and marae.

REAPs' should note that Iwi who hold the mana of the whenua should be the first point of call for the tikanga purposes (i.e. Local Iwi practices). However, there will also be other Iwi groups and organisations who are not mana whenua (do not originate from that specific region) but will be very active in the community, who must also be consulted with respect to planning, delivery and accountability purposes.

HAUHAKE CONTACTS

If you have a query or wish to discuss any part of the Cultural Self Review Toolkit please contact the REAPANZ Hauhake Staff rep - Sonny Harrison on (09) 408-1380 www.sonnyh@farnorthreap.org.nz or the REAPANZ Hauhake Governance rep yet to be appointed.

CULTURAL SELF REVIEW TOOLKIT

Endorsed by REAPANZ National Executive 26th March 2014

1. Organisational Cultural Self Review Checklist

Measures	Yes	No	In Progress
<p>1. REAP and Hauhake Relationship</p> <p>Has your REAP:</p> <ul style="list-style-type: none"> a) Discussed at the governance and the operational level your organisation's commitment/membership of Hauhake, and b) Allocated appropriate resource to support your organisation's participation in and engagement with, Hauhake? c) Written information about Hauhake is provided to all governors, staff, and volunteers during their respective induction? d) Has your organisation any tools in place to ensure it can evidence the above points are implemented. 			
<p>2. Information Database</p> <p>Has your REAP a succinct profile of the Iwi/Maori communities within the regions included in the Moe/TEC/MSD contracts, with a plan outlining how these communities will be serviced?</p> <ul style="list-style-type: none"> a) Evidence that there is a strategy in place for consultation with Iwi/Maori with respect to the programmes delivered to your communities b) Identified barriers that might prevent Maori accessing learning opportunities, and c) Evidence of what steps have been taken to overcome the barriers? 			
<p>3. Policies & Procedures - Development and Implementation</p> <p>Has your REAP:</p> <ul style="list-style-type: none"> a) Reviewed existing policies and procedures to ensure they consider and reflect the diversity of your population? b) Sought input from key stakeholders in the development or review of your policies and/or procedures pertaining to Iwi/Māori? c) Established terms of reference for those boards and committees tasked with development and implementation of policies and procedures pertaining to Iwi/Māori? 			

CULTURAL SELF REVIEW TOOLKIT

Endorsed by REAPANZ National Executive 26th March 2014

Measures	Yes	No	In Progress
<p>4. Planning & Development - Service Delivery</p> <p>Has your REAP:</p> <ul style="list-style-type: none"> a) Undertaken an analysis to identify the service delivery requirements of Iwi/Māori, and provided a range of strategies which are culturally responsive to the needs of their communities? b) Ensured that cultural context is prioritised when negotiating contracts on behalf of Iwi/Māori. 			
<p>5. Human Resources</p> <p>Does your REAP Include an educational statement pertaining to Te Tiriti o Waitangi in your strategic documents?</p> <ul style="list-style-type: none"> a) Staff and board composition reflect your community? b) Have a recruitment policy/procedure that includes tangata whenua and takes account of the tikanga of mana whenua. This includes inclusion of tangata whenua (this can include staff, governors and Hauhake) on all selection panels. <p>Operate a process that ensures tangata whenua are included throughout the recruitment/appointment process (development of position description and selection criteria, shortlisting, composition of appointment panel and appointment).</p>			
<p>6. Planning and Evaluation</p> <p>Has your REAP evidence that its Integrated Investment Plan (IIP) and annual review includes a process for collection of qualitative and quantitative data about Māori learners and the wider Maori/Iwi communities serviced by REAP?</p>			
<p>7. Communication</p> <p>Can your REAP:</p> <ul style="list-style-type: none"> a) Provide evidence that there is an effective internal communications strategy in place for Maori staff and governors? b) Provide evidence that there is an effective external communications strategy in place to ensure Iwi/Maori in the community are well informed of the organisation and of its role and responsibilities? c) Involved Iwi/Maori in the development of the external communication strategy when and where appropriate? 			

CULTURAL SELF REVIEW TOOLKIT

Endorsed by REAPANZ National Executive 26th March 2014

2. Action Plan Template

The following tables provide a template for individual REAP to report against each section contained in the Cultural Self Review Toolkit.

1. REAP and Hauhake Relationship

GOAL	ACTION	OUTCOME	TIMELINE	RESPONSIBILITY

2. Information Database

GOAL	ACTION	OUTCOME	TIMELINE	RESPONSIBILITY

3. Policies & Procedures - Development & Implementation

GOAL	ACTION	OUTCOME	TIMELINE	RESPONSIBILITY

4. Planning and Development - Service Delivery

GOAL	ACTION	OUTCOME	TIMELINE	RESPONSIBILITY

CULTURAL SELF REVIEW TOOLKIT

Endorsed by REAPANZ National Executive 26th March 2014

5. Human Resources

GOAL	ACTION	OUTCOME	TIMELINE	RESPONSIBILITY

6. Planning and Evaluation

GOAL	ACTION	OUTCOME	TIMELINE	RESPONSIBILITY

7. Communication

GOAL	ACTION	OUTCOME	TIMELINE	RESPONSIBILITY