

**Te Poari Whakaora Ngangahau O Aotearoa**  
(Occupational Therapy Board of New Zealand)

**Te Rōpū Tohutohu**

(Māori Advisory Komiti)

**Ngā Tikanga Tohutoro**

(Terms of Reference)

**Te Whakaturanga (Establishment)**

Te Rōpū Tohutohu (Māori Advisory Komiti) was established by the Occupational Therapy Board under clause 16, schedule 3 of the Health Practitioners Competence Assurance Act 2003.

Te Rōpū Tohutohu has been established to provide expert advice on Māori cultural matters that will guide the board in their strategies to ensure te umanga whakaora ngangahau in Aotearoa are practising culturally competently and safely.

**Definitions**

Advice – guidance or recommendations offered.

Advisory – having or consisting in the power to make recommendations but not to take action enforcing them.

**1. Kaupapa**

***Kaupapa of Te Rōpū Tohutohu is to:***

- 1.1 Support and provide Te Ao Māori perspective and advice to Te Poari Whakaora Ngangahau o Aotearoa Occupational Therapy Board of New Zealand (the Board/te Poari) and Secretariate on its Te Tiriti o Waitangi implementation project plan.
- 1.2 Provide advice and recommendations to te Poari as experts on Māori cultural matters.
  - i. Te Rōpū Tohutohu will be included on all matter of cultural safety, risk and tikanga
- 1.3 Provide advice and comment on the strategic plan of te Poari.
- 1.4 Reflect current principle and values<sup>1</sup> of te Poari.
- 1.5 Provide advice to te Poari and te Tari on incorporating the following mahi:
  - i. Provide comment and recommendations on polices, guidelines and standards of te Poari.
  - ii. Provide advice on communications and education strategy of te Poari.

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<sup>1</sup> Wai 2575 Principles appendix

- iii. Support and strengthen relationships and engagements between te Poari, key stakeholders (e.g., association and educational institutions), and practitioners (particularly Tangata Whenua practitioners).
- 1.6 To provide reports to te Poari on te Rōpū Tohutohu recommendations and mahi.
- 1.7 The Rōpū will meet with te Poari at least annually.
- 1.8 The Rōpū will present their recommendations to te Poari as required.
- 1.9 Te Rōpū meetings will be scheduled around the timetable of te Poari.
- 1.10 Te Poari and Te Rōpū will work pro-actively to progress open communications and kōrero based on unity to work towards common goals through effective communications

## **2. Ngā kawenga (Responsibilities)**

### ***Members are required to:***

- 2.1 Attend te Rōpū meetings which will be held at least four times a year and as required via internet (Zoom/Microsoft Teams/Skype) or kanoahi ki te kanoahi face-to-face
- 2.2 Gather information from the various networks of te Rōpū and bring issues and ideas to te Rōpū for discussion
- 2.3 Assist te Poari in engaging with Tangata Whenua practitioners to understand their views, challenges, and successes
- 2.4 To work collaboratively with Te Poari and te Tari
- 2.5 Te Heamana (Chairperson) o te Rōpū will attend regional/central hui with practitioners and Te Poari.
- 2.6 Te Heamana o te Rōpū and te Poari Co-Chairs will meet six times a year.
- 2.7 Te Rōpū will work within a consensus model rather than voting.

## **3. Te Mema (Membership)**

- 3.1 Te Rōpū will comprise of a maximum of eight members. Te Poari will appoint an interim Heamana for te Rōpū.
- 3.2 It is expected that the membership will provide broad representation, with consideration given to:
  - gender
  - Iwi/hapū
  - age
  - lived experience
  - geographical location
  - area of professional practice
  - good professional and ethical standing
  - understanding of professional practice and regulation
- 3.3 An expression of interests will be made to establish the membership of te Rōpū.

- 3.4 Expression of interests will be made to the Chief Executive and Registrar of te Poari. The Chief Executive and Registrar will discuss the expressions of interest with the co-Chairs of te Poari.
- 3.5 Those wishing to make an expression of interest must submit a curriculum vitae and a covering letter explaining why they wish to be considered as a member of te Rōpū.
- 3.6 Te Rōpū will consist of 5 members appointed by te Poari and ex officio members of te Tari
- At least three occupational therapists who identify as Tangata Whenua, who are registered with te Poari and hold a current practising certificate with no conditions or requirements on their scope of practice.
  - Two laypeople Tangata Whenua.
  - Ex officio member may be:
    - *OTBNZ Te Tiriti Implementation Project Lead.*
    - *OTBNZ Professional Advisor Tangata Whenua.*
    - *Te Rōpū allocated secretary*
- 3.7 Members will need to:
- Have practical experience and knowledge of Te Ao Māori practices tikanga and te reo
  - Have a working knowledge of te reo Māori
  - Work well in a team
  - Work towards consensus in decision making
  - Demonstrate leadership
  - Understand health practitioner regulation
  - Be proactive and committed
  - Support and advise te Poari and te Tari
  - Be committed to attending meetings regularly
  - Demonstrated commitment to Te Tiriti o Waitangi and te Poari strategic plan.
  - Support te Poari in its Te Tiriti implementation plan
- 3.8 Members of te Rōpū will be provided with a contract to be signed by te Rōpū member and Chief Executive and Registrar.
- 3.9 The role of Te Heamana o te Rōpū is to:
- Work with members of te Rōpū to compile an agenda for the meeting.
  - Manage conflicts of interest
  - Agree a calendar of annual meetings
  - Assume six meetings per year

- Run the meeting according to the set agenda
- Work with the OTBNZ Chief Executive and Registrar on identifying agenda items
- Liaise with the OTBNZ Executive Assistant and Board Secretary
- Let all members know of up-and-coming events and meetings
- Facilitate the development and implementation of the annual workplan of Te Rōpū
- Liaise with the OTBZ te Tiriti implementation project lead
- In the absence of Te Heamana, a Deputy Chair will manage the meeting. The Deputy Chair being appointed by members of Te Rōpū in collaboration with the co-Chairs of Te Poari.
- Be responsible for all communication for Te Rōpū

#### **4. Tangohanga mai i Te Rōpū (Removal from)**

- 4.1 If a Rōpū member misses more than two consecutive meetings without providing an apology or appropriate reason, their membership on the Rōpū will cease.
- 4.2 If a Rōpū member is subject to a notification or fails to maintain good standing, they will absent themselves from Te Rōpū while the matter is considered by the co-Chairs of Te Poari.

#### **5. Wā Whakatūnga (Term of Appointment)**

- 5.1 Any person appointed to te Rōpū shall be appointed for three years from the date of appointment.
- 5.2 If a Rōpū member resigns during the year, te Rōpū can co-opt new members for the remainder of the year. New co-opted members must be discussed with the co-Chairs of te Poari.

#### **6. Tautoko Hekeretari (Secretariate support)**

- 6.1 OTNZ secretariate will provide support to te Rōpū. This is usually done Te Heamana Te Heamana o te Rōpū and through liaison with the Chief Executive and Registrar. Other members of the secretariate may from time to time provide support to te Rōpū.

#### **7. Ngā utu me ngā whakapaunga (Fees and expenses)**

##### ***Te Poari will pay the following fees to the Rōpū:***

- 7.1 Te Heamana o te Rōpū will be paid a monthly honorarium of \$850 (ex gst).
- 7.2 The Deputy Chair will be paid the same honorarium rate when required to cover the Chairs absence.
- 7.3 Te Rōpū members will be paid a monthly honorarium of \$695 (ex gst)
- 7.4 Additional hours of mahi must be pre-approved by Te Heamana and the

CE. A claim form will need to be completed and submitted by the 10<sup>th</sup> of the month for payment by the 20<sup>th</sup> of the month.

- a. Claims must be made within the financial year (April – March) they occur.
- b. Claims over 3 months may be refused.

7.5 The honorarium will be paid on the 20<sup>th</sup> of each month.

7.6 The Executive Assistant and Board Secretary will make flight and accommodation bookings as required.

7.7 Te Rōpū members will be provided with taxi vouchers.

7.8 Incidentals such as refreshments while travelling to the meetings will be paid following a claim which must be supported with the relevant receipt. Alcohol will not be paid for.

7.9 Mileage will be paid at the current IRD rate.

## **8. Te whakamahi koha (Use of koha)**

8.1 Utilised in a ceremonial process of welcome and is placed on the floor to the to be retrieved by the Iwi Kāinga (or quietly handed to the paepae). Any other payments intended are donations.

8.2 Te Heamana o te Rōpū will be provided with a koha when for a stakeholder or engagement meeting/hui as required.

## **Mutungā (END)**

Maehe (March) 2022 - Arotake Maehe (Review March) 2023

## **Appendix**

The following principles, adapted from the WAI 2575 report:

- **The guarantee of tino rangatiratanga** which provides for Tāngata Whenua self-determination and mana motuhake in the design, delivery, and monitoring of healthcare services.
- **The principle of equity**, which require the Crown to commit to achieving health outcomes for Tāngata Whenua. In keeping with the overriding guarantee of mana motuhake, this means that these outcomes should be determined by Tāngata Whenua and ensure whānau thrive and live to their full health potential.
- **The principle of active protection**, which requires the Crown to act, to the fullest extent practicable, to achieve equitable health outcomes for Tāngata Whenua. This includes ensuring that its agents, and its Tiriti partners are well-informed on the extent and nature, of both tāngata whenua health outcomes and efforts to achieve Tāngata Whenua health equity.
- **The principle of options**, which requires the Crown to provide for and provide resource for kaupapa Tāngata Whenua health services. Furthermore, the Crown is obligated to ensure that all healthcare services are provided in culturally appropriate ways that recognise and support the expression of hauora Tāngata Whenua models of care.
- **The principle of partnership**, which requires the Crown and Tāngata Whenua to work in partnership in the governance, design, delivery, and monitoring of health services. Tāngata Whenua must be equitable co-designers, with the Crown, of health care services for Tāngata Whenua.