

# TE PUKENGA KOEKE O TE WHARE TAONGA O TE ARAWA POLICY

**Date adopted:** 18 April 2013

**Officer responsible:** Museum Director

## **Policy Purpose:**

Te Pukenga Koeke o Te Whare Taonga o Te Arawa (the Pukenga) has been established since 1993 as an essential point of contact and communication between the Rotorua Museum and the hapu and whanau of Te Arawa on matters relating to taonga Maori and tikanga Maori.

The purpose of this policy is to guide the composition, operation and scope of activity of Te Pukenga Koeke o Te Whare Taonga o Te Arawa.

## **Policy Purpose:**

### Outcomes

The Pukenga will meet with Rotorua Museum staff on a regular basis to provide advice, guidance and direction to the Museum on matters relating to taonga Maori and tikanga Maori.

The outcomes of this relationship include but are not limited:

- To ensure that the appropriate liaison processes between the Museum and Te Arawa are in place
- To strengthen the Museum's capability in tikanga Maori, taha wairua and taha Maori, in particular to enable the Museum to respond to the taha Maori needs of Te Arawa
- To safeguard the relationships between the Museum and the Trustees and descendants of taonga Maori in the care of the Museum
- To ensure that the processes for sharing information are open and formalised
- To advise on repatriation matters, including taonga repatriated to the Museum and repatriations requests made to the Museum
- To advise on proposed acquisitions of taonga Maori

### Decision making

Decisions made by the Pukenga require a quorum of at least 5 members.

All decisions made by the Pukenga will be minuted.

### Meeting schedule

The Pukenga will meet four times a year according to an agreed, publicised schedule.

Additional meetings of the Pukenga may be called from time to time to deal with urgent matters that may arise.

Members of the Pukenga will be paid to attend Pukenga meetings, at an agreed rate.

All costs associated with meetings of the Pukenga will be the responsibility of the Museum. This may include administration costs, travel expenses, koha, refreshments, etc.

Meetings of the Pukenga will be attended by the Rotorua District Council Director Kaupapa Maori and/or Rotorua District Council Maori Policy Analyst.

Meetings of the Pukenga will be attended by the Director and Deputy Director of Rotorua Museum, the Collection Manager (Maori) Rotorua Museum, and other Museum staff as appropriate.

Meeting minutes will be taken by Rotorua Museum staff and circulated to the Pukenga.

#### Composition of the Pukenga

The Pukenga should be broadly representative of all hapu of Te Arawa.

The Pukenga will consist of no more than ten (10) members.

The Chairperson of the Pukenga will be elected from the Pukenga members.

Rotorua District Councillors can attend Pukenga meetings with speaker rights, but do not have voting rights.

#### Mechanism for Filling Vacancies on the Pukenga

When vacancies arise the Pukenga will liaise with appropriate hapu of Te Arawa to identify suitable people to fill vacancies on the Pukenga, taking into consideration the issues of representation and ability to make a positive contribution to the work of the Pukenga

#### Additional activities of the Pukenga

From time to time Pukenga members may be asked to represent the Museum and accompany Museum staff when carrying out Museum activities relating to taonga Maori and tikanga Maori

Costs associated with these activities will be covered by the Rotorua Museum from a designated Pukenga budget.

When Pukenga members are required to travel in association with Museum activities appropriate transport and accommodation will be provided by the Museum.

#### Budget

The Rotorua Museum will cover costs associated with the activities of the Pukenga in its annual budget.

