

## PRE-TRONT REPORT AUGUST 2018

*Nei rā te mihi matakuikui ki a koutou kā uri o Kāti Māhaki ki Makaawhio. Tēnā koutou katoa*

*Ki a rātou kā mate huhua, ki a rātou kua roko te karaka o Matariki ki te haere atu ki tua o te arai, haere, haere, haere atu rā. Moe mai koutou i te rakimārie. Rātou ki a rātou, tātou ano ki a tātou, tēnā kouotu katoa.*

Te Rūnanga o Ngāi Tahu is due to meet on Saturday 18 August 2018. The following provides a brief overview of the decision papers being discussed at the hui and should be read in conjunction with the Agenda papers issued. I will be attending Te Here the day before and Form and Function on Thursday afternoon. A **Pre-TRONT Meeting will be held on Wednesday 15 August 2018 at 5.30pm via zoom** for those wishing to discuss my report, ask questions and to kōrero. Alternatively, flick me an e-mail or give me a call if you have anything you want to discuss. A further TRONT report will be sent out following the Hui that will bring you up to speed in regards to any outcomes, discussion points raised and where applicable next steps proposed. I am available to discuss this with members if there is an interest.

**REMINDER-if you have not already completed the Form & Function Survey yet, please do so, you have until the end of this month to contribute, here's the link <http://ngaitahu.iwi.nz/te-runanga-o-ngai-tahu/ngai-tahu-governance/form-and-function-review/>**

Our Hui will start with a RAUTAKI – Wānaka Strategy Session with a presentation from our Te Whakaariki (Strategy and Influence) Team, before we get into the meeting itself.

### HE PEPA WHAKATAUNGA (DECISION PAPERS)

KAUPAPA - Te Arotakenga me te Whakapakari (Form & Function)	Ngā Tohutanga (Recommendations)	Proposed Recommendation
<b>Reappointment to Committees</b>	That Te Rūnanga o Ngāi Tahu: 1. Receives the paper 2. Accepts the above recommendations in 3.2, 3.3, 3.4 and 3.5.	<b>Tautoko</b> – This represents the last step in the F&F WG review of the existing Governance Committee, with a more robust application and appointment process utilised. Areas of improvement have been identified, which along with any others raised will be considered by F&FWG. NB - the appointments to TRARC and REM will not be affected by the paper yet to be approved next (Te Whakaue/TRARC), if approved, they will replace the existing Charter and TOR for each, and, require Deputy Chairs to be appointed.
<b>Te Whakaue (REM) Charter, Chair and Deputy Chair Role Descriptions TRARC Terms of reference, Chair and Deputy Chair Role Descriptions</b>	That Te Rūnanga o Ngāi Tahu 1. Receive the paper 2. Accepts the Te Whakaue Charter 3. Accepts the Te Whakaue Chair Role Description 4. Accepts the Te Whakaue Deputy Chair Role Description 5. Accepts the TRARC Chair Role Description 6. Accepts the TRARC Deputy Chair Role Description	<b>Tautoko</b> – These papers have been reviewed by F&F WG and also the independent chairs of the committees. The TRARC TOR has been approved already in principle.

KAUPAPA – Te Whatitata me te tautukunga (Risk & Compliance)	Ngā Tohutanga (Recommendations)	Proposed Recommendation
Health and Safety Due Diligence Review	<p>That Te Rūnanga o Ngāi Tahu:</p> <ol style="list-style-type: none"> <li>Receive this paper</li> <li>Give feedback regarding the proposed implementation of the recommended “Leadership Opportunities”.</li> </ol>	<p><b>Tautoko receipt</b> – Paper identifies a number of opportunities for TRONT to improve its leadership although the majority are aimed at Operational Leadership level, the two I identified, should be implemented, 3b H&amp;S being first board agenda item and 3c, 1-2 representatives attend 1-2 meeting per year as guests to enable them to gauge level of H&amp;S discussion and to provide feedback in regards to H&amp;S performance from a Governors perspective (noting proposal had been to appoint 1-2 governors to the monthly TRoNT HS Steering committee).</p>
Te Rūnanga Representative/ Alternate/Committees Fee Review	<p>That Te Rūnanga:</p> <ol style="list-style-type: none"> <li>Receives the paper</li> <li>Adopt the policy of paying the Representatives a market median using turnover for the entire Te Rūnanga group and a holistic role review, and approve a new fee of \$50,000 effective as of 1 July 2018</li> <li>Adopt the policy that the alternate representative fee is 10% of the representative fee, and approve a new fee \$5000 effective as of 1 July 2018</li> <li>Adopt the policy that Te Here and Te Apārangi committee member fees are set at 25% of the Representative Fee, and approve a fee of \$12,500 effective 1 September 2018</li> <li>Adopt the policy for Te Here and Te Apārangi chairs of 2:1 x committee fee, and approve a new fee of \$25,000, effective 1 September 2018</li> <li>Adopt the policy for Te Here and Te Apārangi deputy chairs of 1.5:1 x committee fee, and approve a fee of \$18,750 effective 1 September 2018</li> <li>Adopt the policy that the independent chairs fee for TRAC and REM are set at Market Median</li> <li>Approve the TRARC Independent Chair fee of \$35,000, effective 1 September 2018</li> <li>Approve the REM Independent Chair fee of \$30,000, effective 1 September 2018</li> </ol>	<p><b>Tautoko receipt and establishing policies for fee payments going forward as proposed by the Remuneration Committee</b> – Te Rūnanga use Strategic Pay as their main contractor to provide fee information taking into market rates. As you will note, there has been detailed information provided, which has been reviewed by the Remuneration Committee.</p> <p>The proposal to establish and approve a set of policies that sets the fees and ratio to be paid to those picking up extra duties, such as Chair and Deputy, makes sense. Essentially the following would apply:</p> <ul style="list-style-type: none"> <li>- Reps fees set at Median Market value across the group</li> <li>- Alts fees set at 10% of the rep fees</li> <li>- Te Here and Te Apa committee members fees set at 25% of the rep fees</li> <li>- Te Here and Te Apa Chairs fees set at 2:1 x committee fee and Deputy at 1.5:1 x</li> <li>- Independent Chairs fees for REM and TRAR be set at Market median</li> <li>- TRARC and REM committee fees set at 80% of reps fees</li> <li>- And Deputy Chairs at 1.5:1 x committee fee</li> <li>- Policy for additional services</li> </ul>

	<p>j) Adopt the policy that TRAC and REM committee member fees are set at 80% of the Representative Fee, and approve a fee of \$10,000 effective 1 September 2018</p> <p>k) Adopt the policy for TRAC and REM deputy chairs fees of 1.5:1 x committee fee, and approve a fee of \$15,000 effective 1 September 2018</p> <p>l) Confirms the policy for additional duties for Representatives as follows: Prior approval from the Kaiwhakahaere must be sought before a Representative provides additional paid services above and beyond fees paid to them as Representative or Committee member. Actual fees paid for additional duties will be commensurate with the scope of work and a recommendation must be included in the application. The standard meeting fee of \$500 per full day (8hours) will apply.</p>	
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### HE PEPA MATAPAKI (DISCUSSION PAPERS)

KAUPAPA	Ngā Tohutanga (Recommendations)	<i>Proposed Recommendation</i>
Agenda Reform	<p>That Te Rūnanga o Ngāi Tahu:</p> <p>a) Receives this paper.</p> <p>b) Provides any feedback on this agenda reform paper and its appendices.</p>	<p><i>Tautoko receipt</i> - Although currently noted as an information paper the intention was that this be a Discussion Paper. The paper provides good guidance in regards to what we should be focussing on governance wise as Trustees and Representatives. There is further work required in building kotahitaka at the table and this needs to be considered as part of the potential implementation of what is being proposed. I think there are aspects in the paper that could provide good guidance also for TROM agenda papers, especially as we implement the Portfolio Management system.</p>
Te Waihora Co Governance		Paper not yet available.

## IN COMMITTEE

### HE PEPA WHAKATAUNGA (DECISION PAPERS)

- DEC: NTHC Directors' Fee Review
- DEC: NTHC Monitoring Report - Quarterly Report quarter end 30 June 2018
- DEC: NTHC Quarterly Report quarter end 30 June 2018 – Executive Summary
- DEC: NTHC Quarterly Report quarter end 30 June 2018
- External Organisation Representation – New Zealand Conservation Authority

### PEPA MATAPAKI (DISCUSSION PAPERS)

- TRARC – End of Year Audit

### HE PŪRONGO Ā-WAHA (VERBAL REPORTS)

- Te Here Report (verbal)
- Te Aparangi Report (verbal)

### WHAKATŪTURUTANGA O NGĀ MINITI (CONFIRMATION MINUTES)

#### IN COMMITTEE MINUTES

- Minutes of 16 June 2018
- Action Points/ Matters Arising

*Move out of In Committee*

#### MINUTES

- Minutes of 16 June 2018
- Action Points / Matters Arising

### HE TAKE NOA (GENERAL BUSINESS)

- Release of In Committee papers

### BOARD ONLY TIME

- DEC: CEO Performance Review

### HE PEPA WHAKAMĀRAMA (INFORMATION PAPERS) *Taken as read not discussed*

- Kaiwhakahaere Quarterly Report
- Common Seals
- TRARC Update
- Form and Function update
- Emergency Response Plan
- Monitoring Report – Quarter 4 – Whai Rawa
- Monitoring Report – Quarter 4 – Office
- Monitoring Report – Quarter 4 – Office NTFSL

## HE PEPA WHAKAMĀRAMA (INFORMATION PAPERS – TAKEN AS READ)

- External Issues Update
- Climate Change Strategy

As always, if you have any questions or issues you wish to discuss, please contact me.

Mauri ora ki a koutou

Susan Wallace - Makaawhio Representative for Te Rūnanga o Makaawhio

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