



COVERSHEET

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Title of Cabinet paper	Matariki Advisory Group: Establishment, Appointments and Terms of Reference	Date to be published	2 July 2021

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YES / NO [select one]

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[In Confidence]

Minister for Māori Crown Relations: Te Arawhiti

Minister for Workplace Relations and Safety

Chair, Cabinet

MATARIKI ADVISORY GROUP: ESTABLISHMENT, APPOINTMENTS AND TERMS OF REFERENCE

Proposal

- 1 This paper outlines our intention to establish a Matariki Advisory Group to decide when and how a Matariki public holiday should be celebrated in Aotearoa, New Zealand, and to appoint to this group, each for an eighteen month term from the date of commencement:
 - 1.1 Professor Dr Rangiānehu Mātāmua (Chair);
 - 1.2 Hoturoa Barclay-Kerr;
 - 1.3 Victoria Campbell;
 - 1.4 Dr Pauline Harris;
 - 1.5 Dr Ruakere Hond;
 - 1.6 Rereata Makiha;
 - 1.7 Jack Thatcher.

Background

- 2 The Government has committed to making Matariki a new public holiday that distinctly recognises and celebrates Te Ao Māori, commencing in 2022.
- 3 Matariki heralds the start of the Māori New Year and has now become a time of celebration, not just for Māori, but for many people across Aotearoa. Matariki is an abbreviation of 'Ngā Mata o te Ariki' – The Eyes of the God and refers to a cluster of nine stars also known as the Pleiades that rises in mid-winter. Traditionally, Matariki was used to identify the optimum time for fishing, seafood gathering, planting and harvest times.
- 4 Public holidays reflect the values that New Zealanders share and want to see represented in the calendar. Recognising the significance of Matariki through a public holiday will give Māori across the country a chance to share their traditions, history and stories with the rest of New Zealand. Te Ao Māori plays

a large part in defining who New Zealanders are as a nation and setting Aotearoa, New Zealand apart from the rest of the world. A Matariki public holiday will be celebratory and unique to Aotearoa and will further strengthen a shared sense of national identity.

- 5 Matariki is also an important time of the year for many indigenous Pacific peoples. In the Cook Islands, the constellation Pleiades is also known as Matariki. Around the Pacific, it is called Mataliki (Tokelau, Niue, Tuvalu, Tonga, 'Uvea and Futuna); Matali'i (Samoa), Matari'i (Tahiti) and Makali'i (Hawaii). Matariki was and is still of great significance for Pacific peoples for spiritual, environmental and cultural reasons.
- 6 The primary purpose of establishing a public holiday for Matariki is to celebrate Māori culture. This is appropriate recognition of Māori as Treaty of Waitangi partners and informs our approach to the Matariki Advisory Group. A secondary purpose is to acknowledge connections to Pacific peoples. The Group will be tasked with considering how best to recognise those connections in celebrating Matariki.

Establishing a Matariki Advisory Group

- 7 We intend to establish a Matariki Advisory Group (the Group) to advise Ministers on when and how a Matariki public holiday should be celebrated. This Group will operate independently of employers, workers, their representatives, the Government and other interested parties.
- 8 The purpose of the Group is to advise on:
 - 8.1 A date for a Matariki public holiday, and provide a forward annual calendar for this holiday for the next thirty years; and
 - 8.2 How best to celebrate Matariki by marking its importance in an appropriate manner.
- 9 Given the significance of Matariki to Māori, this as an important opportunity to give practical effect to the Treaty, in part by working in partnership with recognised experts in Te Ao Māori and by recognising Māori rangatiratanga over mātauranga Māori. The proposed membership and engagement activities of the Group will ensure mātauranga Māori is at the heart of decision-making about the day, and its celebrations support and promote greater awareness and appreciation of Te Ao Māori.
- 10 Determining the appropriate approach to the day also needs to ensure the dates work as a public holiday with all the attendant implications for schools, business, communities and all New Zealanders. That is the kāwanatanga role of the Crown.
- 11 Accordingly, the role of the Group is to make recommendations to the responsible Ministers on the preferred date and commemoration options for a new Matariki holiday, to be recognised on a single day each year on a forward calendar for the next thirty years to 2052.

- 12 While appointing an expert advisory group is an effective way of getting a te ao Māori perspective, the Crown still needs to engage with its Treaty partners and the wider community on such a culturally significant issue. The Group will determine the consultation approach and engagement process for the first part of the engagement on determining a date for the public holiday. Te Arawhiti will work with and support the group to ensure the Crown's engagement obligations under the Treaty of Waitangi are met.
- 13 The Group's date of commencement will be agreed following Cabinet's decision to establish the Group.
- 14 The Group will have up to eight members, including the Chair. All roles are currently vacant, and this paper proposes candidates to fill seven of the vacant roles. One role will be left vacant to enable additional expertise or skills to be added if required.
- 15 The Group will meet at least monthly until the end of the term of appointment. Meetings may occur more frequently as the Group sees fit, within budget constraints, in order to deliver on the agreed outcomes. Meetings may be required to meet on a 'virtual' basis to deliver to the expected timeframes or in certain COVID-19 status levels or due to other travel restrictions.
- 16 The Group will be established for eighteen months, with all members appointed from the date of commencement for the full term of the Group.
- 17 The Group will initially report back to responsible Ministers by 1 February 2021 recommending options for dates for the new Matariki public holiday. As part of this report back, the Group can advise on the benefits and risks associated with the various date options and the mitigation of those risks through wider engagement. The Government will then consider whether further consultation is required before dates are confirmed.
- 18 The Group will have an ongoing mandate up to the first celebration in 2022 to provide advice and guidance on:
 - 18.1 The most culturally appropriate ways to celebrate Matariki at a national level;
 - 18.2 Working with government agencies on materials and resources for the education on and celebration of Matariki;
 - 18.3 Acknowledging regional differences in Matariki celebration and traditions.

- 19 Members will be appointed based on ensuring the Group as a whole has the following competencies:
- 19.1 In-depth, specific cultural knowledge, expertise and understanding of Te Ao Māori and the pūrākau¹ and mātauranga Māori² associated with Matariki and Maramataka (the Māori calendar);
 - 19.2 The ability to consider regional variations in traditions;
 - 19.3 The ability to operate at a strategic level and in a collaborative manner;
 - 19.4 The ability to think about inter-cultural relationships where appropriate;
 - 19.5 The ability to take a broad perspective on issues;
 - 19.6 Effective stakeholder engagement, particularly with Māori and Pacific peoples, and include relationships with government, community, iwi, and representatives of other cultures; and,
 - 19.7 The ability to ensure that all relevant expectations and the Crown's treaty obligations under the Treaty of Waitangi are met.
- 20 A draft Terms of Reference for the Group is attached.

Appointing members of the Matariki Advisory Group

- 21 At the time of the Group's establishment, all eight roles will be vacant. The following seven candidates are proposed to be appointed to fill these roles for terms of eighteen months each.

Professor Dr Rangīānehu Mātāmua (Chair)

- 22 Dr Mātāmua (Ngāi Tūhoe), is an associate professor at the University of Waikato, and his research fields are Māori astronomy and star lore, Māori culture, and Māori language development, research and revitalisation. He has written widely on Matariki, identifying the nine stars that Māori perceived in the cluster, in contrast to the seven associated with the Pleiades in European tradition. Dr Mātāmua travels extensively throughout the country giving public lectures about Matariki and Māori astronomy.
- 23 In his Master's thesis, Dr Mātāmua focused on traditional Tūhoe weaponry, and his PhD examined the role of Māori radio in Māori language revitalisation. In addition, Dr Mātāmua has produced a number of publications in his specialist areas, and sits on a number of related boards including the Society for Māori Astronomy Research and Traditions (SMART).

¹ Ancient legends

² The body of knowledge originating from Māori ancestors, including the Māori world view and perspectives, Māori creativity and cultural practices.

- 24 Dr Mātāmua is a graduate of the Panekiretanga o te reo programme, and is a current student of the Te Mata Punenga course under the guidance of Professor Pou Temara and previously the late Professor Te Wharehuia Milroy.

Hoturoa Barclay-Kerr

- 25 Mr Barclay-Kerr (Tainui) is the kaihautū (leader) of the oceangoing waka Haunui. Mr Barclay-Kerr has been heavily involved in the revival of traditional waka voyaging and has more than thirty-five years' experience sailing the Pacific Ocean as a master voyager. Mr Barclay-Kerr was made a Companion of the New Zealand Order of Merit, for services to Māori and heritage commemoration, in the 2020 Queen's Birthday Honours.
- 26 He was educated at Onehunga High School and went on to study for a Bachelor of Arts at the University of Auckland, and a Masters at Waikato University. His Master's thesis investigated how the waka is a symbol of mana in the twenty-first century. He was a lecturer at Waikato University for over nineteen years. More recently he has specialised in education and leadership programmes that use the waka as a platform for learning and development.
- 27 Mr Barclay-Kerr is an orator on his marae at Kāwhia, the home of Haunui, and the ancient landing and settlement place of his ancestral waka, Tainui and his ancestor Hoturoa. He is a trustee on a number of trust boards and is currently the Chairman of Taharoa C Incorporation, which administers and oversees the mining of iron sands on tribal lands and of the Te Toki Voyaging Trust, which operates the Haunui. He is on the board of the SMART.
- 28 A Candidate CV Form for Mr Barclay-Kerr is attached.

Victoria Campbell

- 29 Ms Campbell (Ngāti Irakehu, Ngāi Tahu) works as project co-ordinator for the Te Runanga o Ngāi Tahu Kotahi Mano Kaika (KMK) team, a tribal te reo strategy aimed at reinvigorating the use of Māori. She enjoys working for KMK as it is a way to contribute to the growth and development of te reo me ōhona tikaka mō tātou. She enjoys meeting and working with whānau throughout the takiwā.
- 30 Ms Campbell has previously been involved in many te reo me ōhona tikaka initiatives and kaupapa. She has taught at Te Tumu, Otago Polytechnic and Te Wānanga o Aotearoa in the field of mātauraka Māori.
- 31 A Candidate CV Form for Ms Campbell is attached.

Dr Pauline Harris

- 32 Dr Harris (Rongomaiwahine, Ngāti Rakaipaka and Ngāti Kahungunu) is a lecturer in the Faculty of Science at Victoria University of Wellington, where she lectures in the Science and Society programme on science communication, science in everyday life and the importance of energy in society. Her background is in astrophysics, having completed a PhD and

Master's at Canterbury University investigating gamma ray bursts, high-energy neutrino production and inflationary cosmology.

- 33 Dr Harris' focus is now on mātauranga Māori associated with Māori astronomy and traditional Māori calendars (Maramataka). She has been involved in the revitalisation of Māori star lore for the past seven years, where she has given many talks on Māori astronomy and Matariki/Puanga all around New Zealand and overseas.
- 34 She is involved with Māori research in other areas such as the relationship between, science and mātauranga Māori, as well as more specialised areas such as ethics in biotechnology. Currently, Dr Harris is Chairperson of SMART.
- 35 A Candidate CV Form for Dr Harris is attached.

Dr Ruakere Hond

- 36 Dr Ruakere Hond (Taranaki Iwi, Ngāti Ruanui) is a kaumātua (elder) of Parihaka and a long-time kaiako (teacher) of Te Reo Māori and the Ataarangi approach to Māori language. He is a proponent of the revitalisation of the local form of Māori language in Taranaki, with the community group Te Reo o Taranaki. Dr Hond is a former board member of Te Taura Whiri i te Reo Māori (the Māori Language Commission) and is currently a board member of Te Mātāwai (the statutory Māori language leadership body).
- 37 Dr Hond was involved in the negotiation of the treaty settlement for Taranaki Iwi as well as the reconciliation process between the Crown and the Parihaka community. Dr Hond was appointed to the Waitangi Tribunal in 2018.
- 38 Dr Hond has a BSc in Biochemistry, a Master's degree in Māori Studies, through Te Wānanga o Awanuiārangi, and a PhD in Public Health from Massey University. His PhD focused on Māori health promotion and the role of Māori language in influencing positive Māori health outcomes.
- 39 A Candidate CV Form for Dr Hond is attached.

Rereata Makiha

- 40 Mr Makiha (Ngāti Whakaheke, Te Aupōuri, Te Arawa) studied Social Sciences at Victoria University Wellington and then completed a post-graduate degree in Māori Development at the University of Auckland Business school, where he was awarded the Dean's Prize.
- 41 Mr Makiha is a renowned Māori astrologer and a leading authority on the Maramataka. He is currently curating pathways to practice ancient traditions within Te Ao Māori. He shares his extensive knowledge as a cultural adviser, having held roles at the Auckland Council as a kaiārahi tikanga Māori and Kaumātua at the University of Auckland Business School.
- 42 Mr Makiha worked for fifteen years in government in the Departments of Labour and Māori Affairs before moving into broadcasting where he spent

more than four decades as a reporter, news editor, director and television presenter. He has held senior positions at TVNZ, including on the Te Karere and Marae programmes, and at Māori Television.

43 A Candidate CV Form for Mr Mahika is attached.

Jack Thatcher

44 Mr Thatcher (Ngāi Te Rangi, Ngāti Ranginui, Ngāti Porou and Te Aitanga-a-Hauiti) is self-employed and also manages the programmes of a small trust in Tauranga. As the trust's event manager, Jack supports events based on traditional Māori activities such as waka kaupapa, mau rākau, kapa haka and cultural experiences. His main interest is in Māori traditional activity.

45 Mr Thatcher was the chief navigator of the Waka Tapu – the waka hourua that sailed from Aotearoa to Rapanui (Easter Island) and back in August 2012. The Waka Tapu vessels (Te Aurere and Ngahiraka Mai Tawhiti) sailed from Auckland to Rapanui via Tubuai and Mangareva and then returned via Moorea and Rarotonga, arriving back in Doubtless Bay nine months later having covered over 10,000 nautical miles (18,500 km).

46 Mr Thatcher has navigated numerous waka journeys, gaining more than 35,000 nautical miles (65,000 km) of deep ocean and coastal voyaging experience. He was involved with the 1990 preparations for the waka pageant at Waitangi, as kaihautū of the Mātaatua waka from the Bay of Plenty. Through this involvement, he became aware of the first Te Aurere project to voyage to Rarotonga and was chosen as a crew member in 1992. Following the maiden voyage, waka builder Hekenukumai Busby (Pūhipi) asked him to train as a celestial navigator, which he agreed to do, a decision he considers as life changing. He has been with Te Aurere ever since. Mr Thatcher is on the board of SMART.

47 A Candidate CV Form for Jack Thatcher is attached.

Representativeness of appointments

48 I am satisfied that the appointments of Professor Dr Rangiānehu Mātāmua (Chair), Hoturoa Barclay-Kerr, Victoria Campbell, Dr Pauline Harris, Dr Ruakere Hond, Rereata Makiha, and Jack Thatcher will provide for a balanced Group in terms of gender, age and geographic representation and that they have an appropriate mix of skills and experience.

49 The Group's nominees are recognised experts in Te Ao Māori and the pūrākau and mātauranga Māori associated with Matariki and Maramataka. They are well-respected and will be able to lead discussions and manage consultation and engagement with Māori and other key stakeholders.

50 The appointments would result in a 29:71 per cent female to male gender mix for members of the Group.

Remuneration

- 51 The Group is classified as a Group 4, Level 1 body under the Cabinet Fees Framework. The fees are \$1,035.00 (plus GST if applicable) per day for the Chair and \$780.00 (plus GST if applicable) per day for members, which is consistent with the Fees Framework.

Appointment process and consultation

- 52 I can confirm that an appropriate process has been followed in selecting the proposed appointee, in terms of the Public Service Commission appointment guidelines. In summary, the Government has sought advice from experts and the Government's Māori caucus to identify the people who best provide a suitable mix of knowledge and understanding about the cultural aspects of Matariki.
- 53 This process was appropriate because of the specialised nature of the decisions and advice that the Group will be required to provide. The process was abridged due to:
- 53.1 the Government's intentions to deliver its policy priorities and commitments early in its term; and,
 - 53.2 the need to establish a date so that the legislative processes can get underway to enact this policy decision in time to celebrate Matariki in 2022.
- 54 Officials from the Ministry of Business, Innovation and Employment and Te Arawhiti, the Office for Māori Crown Relations have prepared this paper.
- 55 The following agencies have been consulted on this paper: Ministry of Education, Ministry for Culture and Heritage, Ministry for the Environment, Te Puni Kōkiri, Ministry of Pacific Peoples, Department of Internal Affairs, Treasury and the Department of the Prime Minister and Cabinet.
- 56 Celebration of Matariki as a public holiday is an opportunity to progress the broader Government priority of achieving improved social inclusion, specifically through promotion of the full range of diverse cultures and identities for whom Matariki is significant, alongside Māori. The Ministry for Pacific Peoples requested that Pacific representation be included on the Group, given the cultural significance of Matariki to Pacific peoples.

Conflicts of interest

- 57 I can confirm that appropriate enquiries concerning conflicts of interest for the six members have been carried out, in accordance with the Public Service Commission appointment guidelines, to identify any conflicts of interest that could be reasonably be identified, and no conflicts have been identified.
- 58 Information concerning conflicts of interest for Dr Mātāmua is still outstanding because of the need to have the Group appointed and convened prior to the

end of 2020 so that it can deliver its recommendations within the required timeframes.

- 59 This appointment will not be finalised before appropriate enquiries concerning conflicts of interest have been carried out in accordance with the Public Service Commission's appointment guidelines. We will report to Cabinet on the outcome of these enquiries should any issues arise.

Financial implications

- 60 We propose that costs for the Group are shared 50-50 between MBIE and Te Arawhiti. These costs will be met through re-prioritisation of existing baseline funding authorised through existing appropriations in Vote Justice (Māori Crown Relations) and Vote Labour Market (Workplace Relations and Safety). This may have resourcing implications for existing work programmes.
- 61 Cabinet should note that the estimated costs for the Group are \$0.40 million in 2020/21 and \$0.15 million in 2021/22 to fund members fees, engagement and consultation processes and to operate a Secretariat for the Group.

Related policy considerations

- 62 The Minister for the Environment has directed officials at the Ministry for the Environment to provide him with advice on shifting the sale period for retail fireworks to coincide with a Matariki public holiday. As stated, the role of the Group will be to advise responsible Ministers on how best to celebrate a Matariki public holiday, and as part of this, the Group will have a mandate to decide whether fireworks sales are an appropriate way to mark Matariki. The Ministry for the Environment will liaise with the agency responsible for supporting the Group to coordinate any work that may happen in this area.

Timing and publicity

- 63 We intend to issue a joint press statement prior to Christmas about the appointments once the appointment process has been completed. Appointees will be notified by letter prior to any announcements.

Recommendations

- 64 It is recommended that Cabinet:
1. **note** our intention to form a Matariki Advisory Group to determine a date for a Matariki public holiday, provide a forward annual calendar for this holiday for the next thirty years to 2052, and determine how best to celebrate Matariki by marking its importance in an appropriate manner;
 2. **note** the draft Terms of Reference for the Matariki Advisory Group;

3. **note** our intention to appoint Professor Dr Rangiānehu Mātāmua (Chair), Hoturoa Barclay-Kerr, Victoria Campbell, Dr Pauline Harris, Dr Ruakere Hond, Rereata Makiha and Jack Thatcher to the Matariki Advisory Group for terms of eighteen months each, from the date of commencement;
4. **agree** to the establishment of a Matariki Advisory Group;
5. **authorise** the Minister for Māori Crown Relations and Minister for Workplace Relations and Safety to make changes to the Group's membership as required to ensure it can achieve its purpose;
6. **note** that the costs for the Group will be met through re-prioritisation of existing baseline funding authorised through existing appropriations in Vote Justice (Māori Crown Relations) and Vote Labour Market (Workplace Relations and Safety).

Authorised for lodgement

Hon Kelvin Davis

Minister for Māori Crown Relations: Te Arawhiti

Hon Michael Wood

Minister for Workplace Relations and Safety

Annex One: Draft Terms of Reference for the Matariki Advisory Group

This draft Terms of Reference describes the purpose, role, functions, membership, systems and processes of the Matariki Advisory Group (the **Group**).

Once appointed, the Chair of the Group may wish to propose amendments to the draft Terms of Reference which will then be considered for approval by the joint responsible Ministers, subject to the priorities of the new Government.

Background

1. Te Ao Māori plays a large part in not just defining who New Zealanders are as a nation, but in setting Aotearoa New Zealand apart from the rest of the world.
2. Matariki heralds the start of the Māori New Year and has now become a time of celebration, not just for Māori, but for many people across Aotearoa. Matariki is an abbreviation of 'Ngā Mata o te Ariki' – The Eyes of the God and refers to a cluster of nine stars also known as the Pleiades that rises in mid-winter. Traditionally, Matariki was used to identify the optimum time for fishing, seafood gathering, planting and harvest times.
3. Matariki is also an important time of the year for many indigenous Pacific peoples. In the Cook Islands, the constellation Pleiades is also known as Matariki. Around the Pacific, it is called Mataliki (Tokelau, Niue, Tuvalu, Tonga, 'Uvea and Futuna); Matali'i (Samoa), Matari'i (Tahiti) and Makali'i (Hawaii). Matariki was and is still of great significance for Pacific peoples for spiritual, environmental and cultural reasons.
4. The Government has committed to making Matariki a public holiday that distinctly recognises and celebrates Te Ao Māori. This offers an opportunity for contributing to a shared sense of national identity. Ensuring that Matariki also supports the celebration of Pacific peoples' unique traditions, history and stories will support the Government's commitment towards an inclusive Aotearoa, which celebrates the cultural diversity of identities that make up New Zealand's citizenry.
5. This draft Terms of Reference sets out the parameters of the Group in determining when a Matariki public holiday should be celebrated and how its importance should be recognised. The Group would operate independently of employers, workers, their representatives, the Government and other interested parties.

Purpose of the Group

6. The purpose of the Group is to advise on:
 - A date for a Matariki public holiday, and provide a forward annual calendar for this holiday for the next thirty years; and
 - How best to celebrate Matariki by marking its importance in an appropriate manner.

Role of the Group

7. Given the significance of Matariki to Māori, this as an important opportunity to give practical effect to the Treaty, in part by working in partnership with recognised experts in Te Ao Māori and by recognising Māori rangatiratanga over mātauranga Māori. The proposed membership and engagement activities of the Group will ensure mātauranga Māori is at the heart of decision-making about the day, and its celebrations support and promote greater awareness and appreciation of Te Ao Māori.

8. Determining the appropriate approach to the day also needs to ensure the dates work as a public holiday with all the attendant implications for schools, business, communities and all New Zealanders.
9. Accordingly, the role of the Group is to make recommendations to the responsible Ministers on the preferred date and options for the commemoration of a new Matariki holiday, and to recommend a forward calendar for the holiday to the year 2052. This will include providing advice and guidance on the:
 - cultural implications of this decision;
 - education and community resources required to support recognition of Matariki; and
 - risks associated with the various date options and the mitigation of those risks through consultation.
10. The Group is an advisory body only. Its recommendations will not be binding on the Government. Cabinet and Parliament will make the final decisions on the date of and the appropriate celebrations for a new Matariki public holiday.
11. The Group will lead consultation with Māori, Pacific people and other interested parties on options for the date and how its importance should be recognised. The Group will determine the consultation approach and engagement process for the first part of the engagement on determining a date for the public holiday. Such consultation should be undertaken in a manner which meets all relevant expectations and the Crown's obligations under the Treaty of Waitangi. Te Arawhiti will work with the group to ensure the Crown's Treaty engagement responsibilities are met with reference to Cabinet's *Crown Engagement with Māori Framework and Guidelines*.

Responsible Ministers and ministerial consultation

12. The Ministers for Māori Crown Relations: Te Arawhiti and Workplace Relations and Safety are the joint responsible Ministers for the Group. Members of the Group are appointed by, and report to, the responsible Ministers.
13. The Minister for Māori Crown Relations: Te Arawhiti will lead on work in relation to engagement with the Group and the cultural celebrations.
14. The Minister for Workplace Relations and Safety will lead the associated policy work programme and legislative processes.
15. The Ministers for Arts, Culture and Heritage; Economic and Regional Development; Small Business; Māori Development; Pacific Peoples and of Education and Tourism will be consulted by the responsible Ministers in regards to changes to the Group's membership, role or functions; and its advice and recommendations.

Functions of the Group

16. The Group will:
 - establish its own work programme and determine the engagement approach, In consultation with the Minister for Māori Crown Relations and Te Arawhiti, as required to meet its Terms of Reference;
 - work with government agencies and other groups where relevant, particularly Māori, Pacific and representatives of other cultures, on any matters that are of importance regarding recognising and celebrating Matariki as a national holiday for New Zealanders; and

- commission specialist research and analysis to support its activities (such as hosting or participating in workshops and regularly meeting interested parties, other agencies or cultural representatives).

Operation of the Group

Roles and operations

17. The Group can determine how it meets its Terms of Reference, including its work programme and engagement approach.
18. The Group will receive a budget to undertake its work and have performance measures set by the responsible Ministers.
19. The Group is accountable to the responsible Ministers, and will provide regular reporting on delivery of its policy development, performance measures and work programme. The Group will also be required to engage with an officials' Steering Group, which will be responsible for ensuring the associated policy work and legislative programme is delivered to the required timeframes.
20. The Steering Group will be made up of officials from: the Ministry of Business Innovation and Employment (MBIE); Te Arawhiti; the Ministry of Education, and the Ministry for Culture and Heritage.

Role of the Chair

21. The Chair of the Group is responsible for:
 - chairing meetings and other stakeholder forums;
 - setting the agenda, in consultation with Group members and the Secretariat;
 - determining and managing what action is appropriate if a member has a potential conflict of interest;
 - ensuring the Group operates in a manner that enables it to meet its Terms of Reference;
 - overseeing the development and the delivery of a work programme for the Group;
 - providing subject matter expertise on the work undertaken by the Group;
 - liaising with the secretariat on all matters relating to the role of the Group;
 - acting as the spokesperson for the Group;
 - maintaining close and effective relationships with all relevant stakeholders; and,
 - reporting to Ministers on the work and recommendations of the Group.
22. The Chair will advise the Government directly of his/her intention to make public comments subject to the Chair's discretion.
23. The Group may appoint an alternative Chair in the event of illness or unavailability of the appointed Chair.

Membership

24. The Ministers for Māori Crown Relations: Te Arawhiti and Workplace Relations and Safety jointly may appoint, by written notice to the Group's nominees, up to eight Group members, including a Chair, and must be satisfied that any persons appointed have the necessary expertise and experience to participate in the functions of the Group. Any such appointment shall be effective from the time and date specified in the notice.

25. The responsible Ministers may, at any time and at their discretion, terminate an appointment by written notice sent to the member, copied to the Secretariat. A member may, at any time, resign membership of the Group by providing written notice to the responsible Ministers.

Attributes of Members

26. Members will be appointed based on ensuring the Group as a whole has the following competencies:
- In-depth, specific cultural knowledge, expertise and understanding of Te Ao Māori and the pūrākau and mātauranga Māori associated with Matariki and Maramataka (the Māori lunar calendar);
 - The ability to consider regional variations in traditions;
 - The ability to operate at a strategic level and in a collaborative manner;
 - The ability to think about inter-cultural relationships where appropriate;
 - The ability to take a broad perspective on issues;
 - Effective stakeholder engagement, particularly with Māori and Pacific peoples, and include relationships with government, community, iwi, and representatives of other cultures, and
 - The ability to ensure that all relevant expectations and the Crown's obligations under the Treaty of Waitangi are met.
27. Members are appointed to the Group in a personal capacity and for their particular skillset.

Secretariat

28. MBIE and Te Arawhiti will provide the Group with a joint Secretariat. The Secretariat will be accountable to the officials Steering Group for ensuring the Group has the support and administrative services it needs to meet Ministers' expectations, including delivery timeframes. The Secretariat will be given direction by the Group on its work.
29. The Secretariat will support the Group to undertake and progress the work-programme, but will not take part in decision-making, ensuring the independence of the Group members.

Expectations of Members

30. The members of the Group will support the Chair to undertake the Group work-programme with support from the Secretariat. Members are expected to:
- attend meetings, unless extenuating circumstances provide otherwise;
 - prepare adequately prior to each meeting by reading all papers provided to them;
 - ensure that matters of significance are brought to the attention of the Group;
 - bring and contribute to the Group perspectives based on their personal experiences and interests, and the experiences and interests of their communities and iwi;
 - take a whole system view to the policy development and not regard themselves as representatives or advocates for particular sectors or interests;
 - base their advice on understanding of broader issues in society and the economy;
 - work with the Secretariat to write reports and submissions or material that progress the work programme and the Group's role and functions;
 - comment on reports or submissions or other material from the public, advocacy groups and government; and
 - meet relevant expectations and the Crown's obligations under the Treaty of Waitangi.

Responding to proposals from the public, advocacy groups and government

31. In considering and providing advice or recommendations in response to any of the proposals the Group may:
- confer with any groups that represent businesses, other employers, workers, Māori, Pacific peoples and representatives of other cultures, including seeking any additional necessary information; and
 - seek any other relevant external advice, including that of global best practice.

Working in a transparent manner

32. The Group will document systems and processes it will use to operate, including:
- the procedures for providing advice or recommendations as may be sought by decision-makers;
 - how its meetings are conducted and the procedures for when the Chair is absent;
 - how information is to be treated, secured and returned where a person is no longer a member of the Group;
 - a conflict of interest policy that complies with Public Service Commission guidance, including procedures for where members of the Group are conflicted and the maintenance of a conflict of interest register; and
 - its working relationship with stakeholders.

Meetings

33. The Group will meet at least monthly until the end of the term of appointment.
34. Meetings may occur more frequently as the Group sees fit, within budget constraints, in order to deliver on the agreed outcomes. Additional meetings may be called when needed on particularly urgent or important issues. Where such issues arise between scheduled meetings, the Secretariat may contact the group by email, teleconference or virtual meetings to seek their views.
35. The Group may be required to meet on a 'virtual' basis in certain COVID-19 status levels or due to other travel restrictions. All meetings will be coordinated by the Secretariat, whether in-situ or virtual.
36. Attendance of a minimum of 75 per cent of the named members will constitute a quorum. Any absent members will receive the opportunity to provide their opinion through written or verbal advice, information and feedback either directly to the Chair, or by written advice through the Group's Secretariat.
37. An agenda will be circulated to members prior to each meeting. Pre-reading will be made available where this will be useful for discussions. Where members cannot attend a meeting, they can provide written or verbal feedback on proposals to the Chair and vote, in absentia, on Group decisions. No alternates are permitted, unless otherwise agreed with the MBIE.

Work programme

38. The Group will initially report back to responsible Ministers by 1 February 2021 recommending options for dates for the new Matariki public holiday. As part of this report back, the Group can advise on the benefits and risks associated with the various date options and the mitigation of those risks through consultation. The Government will then consider whether further consultation is required before they are confirmed.

39. The Group will have an ongoing mandate up to the first celebration in 2022 to provide advice and guidance on:
- The most culturally appropriate way to celebrate Matariki at a national level;
 - Working with government agencies on materials and resources for the education on and celebration of Matariki;
 - Acknowledging regional differences in Matariki celebration e.g. Puanga in Northland.
40. The Group will have its own work programme, which may include a communications strategy to ensure effective engagement with the public and specific stakeholders.
41. The Secretariat will work with the Group to develop the work programme. The Group will have decision-making authority and final approval of the work programme.

Amending the Terms of Reference

42. The Group through the Chair and via the Secretariat can advise the responsible Ministers if it wishes to amend the Terms of Reference.
43. The Chair will require the unanimous support of all Group members to bring a proposal to amend the Terms of Reference. Once this is established the Secretariat will draft this proposal along with the new Terms of Reference for the Group.
44. This proposal to amend will be subject to the discretion of the responsible Ministers.

Conditions of Appointment

45. The appointments to the Group are subject to the following conditions:
- appointed for a term of 18 months from the date of the notice of appointment (following Cabinet's decision to establish the Group), which is through until the first celebration of Matariki in 2022;
 - any such appointment shall be effective from the time and date specified in the notice;
 - a member may, at any time, resign membership of the Group by providing written notice to the responsible Ministers;
 - any member of the Group may at any time be removed from office by the responsible Ministers, for inability to perform the functions of Group, bankruptcy, neglect of duty, or misconduct, proved to the satisfaction of the Ministers; and
 - any reappointments are made for a duration that is at the discretion of the responsible Ministers.

Confidentiality

46. The Group may:
- From time to time report its findings on any matter to the responsible Ministers through the Chair. Any such report will be provided in draft format initially to allow input from Ministers;
 - Publish finalised reports with the agreement of the responsible Ministers. Published reports will not contain information supplied to the Group that has a confidential status; and,
 - Not publish the advice it gives to the Government. However, the Government may, from time to time, agree to publish any papers produced by the Group.
47. The Group will need to be able to offer free and frank advice to the Government while maintaining discretion about that advice in wider circles.

48. The Group will maintain the confidentiality of material submitted to it or obtained in carrying out, or incidental to, its functions
49. Group members will make public comments only after advising of the Chair of their intention to do so and gaining his/her approval. The Chairperson (if appointed) will advise the Minister directly of his/her or other Group members' intentions to make public comments. This injunction will apply whether the members agree or disagree with the Government's actions on which they are commenting.
50. The responsible Ministers and the Group will operate on a 'no surprises' basis.

Fees framework

51. The Group is classified as a Group 4, Level 1 body under the Cabinet Fees Framework.¹ Members are responsible for paying all Inland Revenue payments, other taxes and Accident Compensation Corporation levies in respect of remuneration and disbursements.
52. The daily remuneration for all members of the Group will be claimed in accordance with Cabinet Office instructions. Given the significance of this work to all New Zealanders, the likely public interest and scrutiny of the Group's decisions, the fees are set at the upper end of the range (90 per cent of the top figure).
53. The fees payable under this framework are \$1035.00 (plus GST if applicable) per day for the Chair and \$780.00 (plus GST if applicable) per day for members.
54. The Secretariat will seek financial delegation from MBIE and Te Arawhiti. Travel, accommodation and meals will be organised and paid by the Secretariat where practicable. Disbursements will be agreed with the Secretariat. Where travel, accommodation and meals cannot be organised by the Secretariat then actual and reasonable costs will be reimbursed in accordance with relevant policies.

Obligations of the Group

55. The Group members will:
 - act in good faith, and show honesty, integrity, openness and accountability in their dealings with each other and all other stakeholders;
 - comply with legal requirements;
 - act consistently with the State Sector Standards of Integrity and Conduct;
 - meet all relevant expectations and the Crown's obligations under the Treaty of Waitangi;
 - provide free and frank advice in relation to matters before the Group; and
 - consult and gain approval from the Chair before making public statements on any aspect of the Group.

Provision of additional input if required

56. The Group may seek input from additional subject matter experts to undertake its work programme. All contracting responsibility for engaging additional experts will be held with the Secretariat. This would include any person or persons whose qualifications or experience are likely, in the opinion of the Group, to be of assistance to the Group in dealing with a particular matter which relates to the Group's work programme. Subject matter experts, while not a

¹ Cabinet Office Guidance CO(19)1, 17 June 2019, <https://dpmc.govt.nz/publications/co-19-1-fees-framework-members-appointed-bodies-which-crown-has-interest-html#section-6>

member, will be subject to the same obligations of the Group members and will be paid at a market rate that is deemed appropriate. Administration of experts will be conducted by the Secretariat.

Official Information Act 1982

57. The Official Information Act 1982 applies to the records of the Group.