

Upskill in Employment Law



Our staff are our greatest assets. They are the people that breathe the life into our projects and they are often the face of our service. Our staff can determine the success or failure of our organisations. As Managers and Coordinators of community organisations we have a dual responsibility to protect our staff and to protect our organisation. So what do we do when the relationship between manager and staff member become strained, or even worse, completely breaks down?

While it is essential for managers to support their staff and protect their wellbeing in the workplace, this must be balanced with the role of protecting the organisation. Each group has a vision and a mission, and most of us rely on donations and grants to deliver on this mission. If an employee is not performing or their behaviour brings disrepute upon the organisation, we put at risk not only our reputation, but the financial contributions that we have been charged with using for community impact.

Balancing the needs of our staff and the needs of our organisation is the responsibility of the Manager and the Board. But navigating employment law can be a daunting prospect for even the most seasoned manager. It is crucial to understand what constitutes performance

management and what behaviour oversteps the parameters of performance management. This can make staff feel under-appreciated or potentially bullied and is counter-productive to achieving a positive outcome for staff and for the organisation.

Employment law is based on process. It is essential to get those processes right, in order to protect your staff and protect your organisation. But where can you go to get the information you need to get this right? There are some great resources online at Employment New Zealand (<https://employment.govt.nz/>) where you can access information on minimum rights, leave entitlements and starting and ending the employment relationship.

Added to this, Community Waikato and Community Law have been discussing how we can best inform our sector about a wide range of employment law topics. We are running workshops for those who want to learn more about employment law. For the details, check out our training calendar at the end of this Kumara Vine. Protecting our organisations is an essential role of the Manager and the Board but this must be balanced with safeguarding the wellbeing of our staff. When we get this right, everybody wins.

CE Update



Community Waikato are always keen to hear what you would like to see us offering. If you feel there is a need in our sector, let us know, and we will look into what we can offer to fill this need.

For example, it was reported recently that around 41% of registered charities audited by Charities Services failed to comply with the new financial reporting standards. This places those charities at risk of losing charitable status. Charities Services only audits around 2000 charities registered on their database so even if you have not been informed that your return was not compliant with the new standards, it is possible that it is not. Last year Community Waikato invited Charity Services to the Waikato to talk about what is required in order to comply with the standards. They have produced an excellent resource which is available online from charities.govt.nz/new-reporting-standards. Community Waikato staff are also available to talk to your group about the new requirements should you still have questions.

Please contact us if there are more topics you need us to cover. We can develop resources, provide training and facilitate networks. Make sure you are registered to receive our weekly bulletin to stay updated on what we have coming up, and remember, we are always open to requests and topics for new learning!

Congratulations to the 2017 Tindall Rural Community Event Fund recipients

A range of community events received funding, involving family fun and togetherness, celebrating children's day, waka ama racing, Maui Dolphin day, planting days, BBQs, swimming, performances and community.

Successful Organisations

Mahamudra Centre for Universal Unity
Whitianga Community Services Trust
Colville Social Service Collective Charitable Trust
CAPS Hauraki Inc (Thames)
Stragglers Rod and Kustom
Te Awanui A Rua
Mangakino Family Services Incorporated
Taupiri Youth Group Charitable Trust
The Whaingaroa Environment Centre
Te Kauwhata and Districts Information and Support



Community Waikato Conference: Thriving in the 21st Century 2-3 August 2017

Our sector is operating in a challenging environment, both socially and financially. We need to work smarter and more efficiently to achieve positive outcomes for those we serve while remaining viable and true to our values. The increasing pressure on the community sector to achieve more with less requires us to challenge the way we have done things in the past.

The aim of this conference is to reignite our passions and motivate us to think and act differently. We need to acknowledge what we are doing well and challenge our pre-conceived ideas to think outside the square to ensure we thrive moving forward in the 21st century.

The Dragons Den – Expressions of Interest

As part of our conference, we are pleased to be able to once again offer the Dragons Den, with a total prize pool donated by Len Reynolds Trust of \$20,000. If you are a Waikato social service organisation with charitable status, it is time to start working on your presentation.

We are calling for expressions of interest from those who would like to compete in the Dragons Den.

Visit www.communitywaikato.org.nz for details

Criteria:

- Waikato social service organisations with charitable status
- Project focus which may include wages
- All age, demographic and Waikato region groups qualify
- Project must be completed and accounted for by July 2018

Presentation:

- 5 minutes presentation
- 5 minutes questions from the funder panel
- Fun, interactive & unique

A Treaty Perspective

By Community Waikato Kaiwhakarite, Gary Thompson



In 23 years New Zealanders will reflect on 200 years of coexistence and relationships under Te Tiriti o Waitangi. The 1990 Commission was charged with promoting and coordinating activities of the sesquicentenary commemorations of the signing of the Treaty. The New Year opened with a dawn ceremony in Te Tairāwhiti, Gisborne. A re-enactment marking the arrival of the Endeavour and Captain, James Cook was the highlight of the event. The square rig ships were met by a flotilla of waka taua or traditional war canoe from iwi across New Zealand.

By the 1st February these same canoe were joined by many more at Waitangi. Descendants of the 540 chiefs who signed Te Tiriti o Waitangi converged to commemorate and celebrate the aspirations of their ancestors. I was among the estimated 15,000 people participating in 6 days of celebrations. The atmosphere was hugely festive, entertaining and joyous. Among the waka paddlers and their supporters there was an enormous spirit of unity, bonding and common purpose.

So it was disappointing that New Zealand's media chose to focus their lens and pens on a handful of protesters. And who could blame anyone watching or reading those reports from feeling aggrieved. The coverage was relentless, dramatic and on every media platform available. Fast forward to 2017 and there continues to be an air of unease in the lead up to Waitangi Day. New Zealand's Prime Minister described the feeling as the "cringe factor".

By contrast, it was personally heartening to watch TV One Breakfast and their guests debate the merit of compulsory Te Reo in schools. Their knowledge, understanding and appreciation of the topic was exceptional. What was more surprising was the debate continued through the most part of the show. Which I took as an indication that programme executives were happy to continue the discussion. The heartening factor was that I didn't realise that we had moved on so far. Sure the negative and culturally bias comments were still there but the voice of tolerance and acceptance came through strong.

It is said that language is the key to the history and traditions of a people and of a nation. Understand the language and you begin to understand the people, their values and beliefs and how they view the world. As I reflect on the brief for this article, "walking the talk, what does it look like to honour the treaty in the workplace" I can't help but think that improving the use and proficiency of Te Reo is a great place to start. The Treaty my ancestors signed up to and committed to was written in Te Reo. Therefore their true commitment can only be understood by understanding their language. Creating workplaces where learning and speaking Te Reo is normal practice is one of the first steps. That begins the process to understand and appreciate the spirit and essence of the ancestor's commitment to the Treaty.

Dr Timoti Karetu once said in the Dominion Post "In time, the progress of the Māori language will not only be an indicator of a renewal of the Māori culture, it will also serve as a litmus test of Pakeha commitment to a pluralistic society". The TV One Breakfast Show host knowledge and understanding proves that we are indeed heading in the right direction.

On 6th February 2040, almost 10 generations of New Zealanders will have bathed in the glory and graciousness of Te Tiriti O Waitangi. The enlightenment that can be achieved through understanding Te Reo will hopefully allow us to reflect on the next 200 years free of cringe.

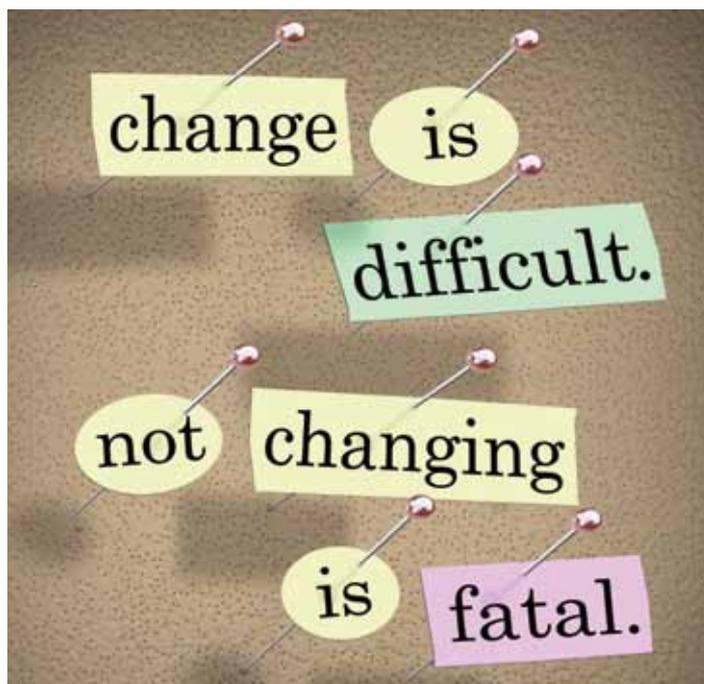
Let the voice of tolerance and acceptance grow even stronger.

*Ma te rongō ka mohio ma te mohio ka
matau ma te matau ka marama,
ma te marama ka ora*

*Through communication and
listening comes understanding,
from understanding comes knowledge,
from knowledge comes enlightenment,
from enlightenment comes well being*



Rejuvenating and Refreshing tired organisations



“Small steps over time can transform an organisation until the metamorphosis is complete”

Increasingly many of the organisations we work with at Volunteering Waikato are facing a very real challenge – governance boards – and sometimes volunteer teams – are aging and no-one is sure where the next generation of people is coming from. A very typical situation is an organisation where many of its members have been involved for many years (sometimes decades) and are now wanting to pull back on their involvement. This group of dedicated people has invested a lot of time, energy and passion and want to know they can hand over the organisation to others who will champion and safeguard it in the same way they have.

So what can be done? Firstly it is essential that the current board assesses whether the need for the organisation still exists. If the organisation stopped offering services who would notice and who would be affected? Are there other organisations providing the same services and would a merge be possible?

Secondly - the issue of attracting new members. There is a very real trend in volunteering that shows people wish to volunteer for shorter periods of time, for projects and events – what we would term “micro-volunteering”. This trend is driven by changes in our society around work, study and leisure and provides challenges to most organisations that aren’t able to respond to this new dynamic.

In order to refresh your membership you need to think carefully about what a younger person might want to do for your organisation – run your social media, update your website, co-ordinate an event, undertake research, run focus groups, facilitate email groups, design a

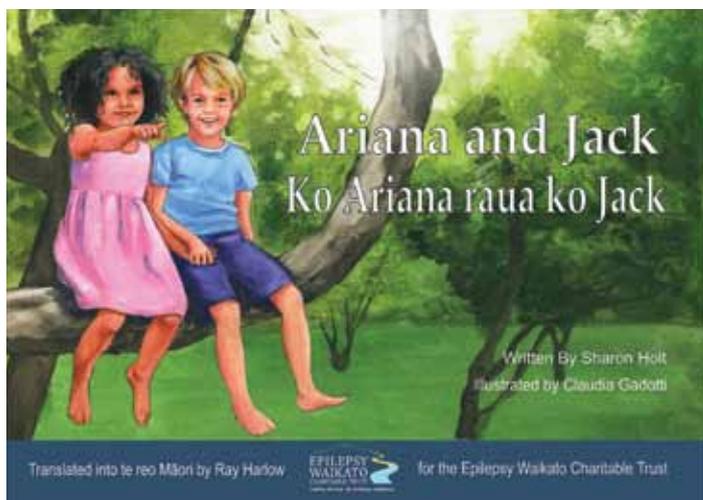
campaign, develop a newsletter... By starting to involve people in one-off events and smaller niche roles you are broadening your reach into your community – you start to develop a database of helpers that you can call on when needed. Some of these people may have such an enjoyable experience that they offer to help on a more enduring basis. (If this happens don’t overwhelm them with volumes of responsibility too soon. It’s not unheard of for existing committee members to exit an organisation very soon after a few new ones arrive – and suddenly the foundation becomes rocky).

The trickiest thing about this new way of working is that it requires organisations to change – change their mind set, their habits and their structure – and that doesn’t always come easy. Small steps over time can transform an organisation until the metamorphosis is complete – but leadership is needed to drive the change. Be prepared and open to new ideas and ways of doing things - be prepared to hand over some of the responsibility to someone else.

Finding and connecting with that new person is easy – Facebook and your Neighbourly network can be very effective. Volunteering Waikato has great success at advertising roles and matching volunteers to them. The renewal process can be tough, requiring all members to invest in the process with enthusiasm – expect speedbumps along the way but stay focused on the destination.

*Chris Atkinson
Regional Co-ordinator, Volunteering Waikato*

Community Spotlight: Children's book breaks down barriers about epilepsy



Approximately 1 in 100 people have epilepsy. It tends to be a hidden condition, and can contribute to a lack of confidence, especially for children.

Epilepsy Waikato Charitable Trust (EWCT) works to improve the quality of life for people who have epilepsy by providing support and advice to them and their families.

In March 2017, EWCT is launching a new children's book called 'Ariana and Jack.' This book complements EWCT's first epilepsy book, 'Ben's Buddies', published in 2014.

'Ben's Buddies' was reviewed by Epilepsy Society UK: "This book is short, sweet and beautifully illustrated for children. It opens with a gentle introduction to epilepsy. It is written to help de-mystify epilepsy and break down barriers, which it does in an entirely appropriate manner for children. It is also a useful resource for teachers".

'Ariana and Jack' will appeal to children and families in just the same way, as the book is well written in a sensitive and supportive way. In addition, the book contains key information for parents and caregivers. 'Ariana and Jack' will be given freely to those families who are members of EWCT, and to libraries, hospitals and community groups where there is a need to have such a children's epilepsy book.

"Ben's Buddies was well received and we are confident that this new book will be equally as popular. 'Ariana and Jack' is not only important, but necessary if we are to improve the quality of life for children living with epilepsy" says Maria Lowe, the epilepsy advisor for EWCT.

EWCT books have been written by Sharon Holt, who is an award-winning author. EWCT was recently approached by a New Zealand literary agent and she is taking both books to a prestigious book fair in Bologna, Italy, in April to show world-wide publishers how books, such as these, can be translated into other languages.

The EWCT books are written in both English and te reo Maori, the latter being contributed by Dr Ray Harlow, former professor of linguistics at the University of Waikato. 'Ariana and Jack' has been beautifully illustrated by an internationally recognised illustrator, Claudia Gadotti, who is currently living in Auckland.

Based in Hamilton, EWCT offers services mainly in the Waikato region ranging from social activities and in-service training to educational fact sheets and Skype consultations. Maria provides support, advice and information to people with epilepsy, their families and whanau, school community and professional groups.

For more information about epilepsy and the support that is available, visit www.ewct.org.nz.



Left to Right: Writer Sharon Holt with epilepsy advisor Maria Lowe

The Catholic Church shows increased care for the environment and social justice issues

The recent Caritas State of The Environment Report for Oceania 2016 documents how environmental impacts are severely affecting people's access to safe food and drinking water in our region. Sister Julianne Olokwaio from the Solomon Islands commented how reef fish are not as many as before and not as big. The main food in the Solomon Islands is fish.

Parishioners throughout the Hamilton Catholic Diocese are being called on to answer Pope Francis's call for action on social justice.

Bishop Steve Lowe has appointed Alex Bailey as the Social Justice Animator – a new position within the diocese aimed at galvanising parishioners into action. In framing his task ahead, he quotes Pope Francis, who said: "We may well be leaving, to coming generations, debris, desolation, and filth".

Alex says it is not only the poor of tomorrow but also the poor of today that we must listen to.

"We are all called to take personal responsibility for the earth," Alex says.

Alex says Environmental care is one of the areas he looks forward to working in as the newly appointed Social Justice Animator.

"However, in New Zealand many social issues appear to be addressed separately from the environment; such as, affordable and decent housing, the euthanasia debate, poverty, and the care of refugees and migrants."

Pope Francis' encyclical *Laudato Si* promotes an integral ecology where care for the earth and care for the poor are inseparably linked.

"Each issue is not isolated from the other - earth care is connected to care for refugees" says Alex.

Alex has developed the broad mission of the Social Justice Office (SJO).

The extent of the mission the SJO is undertaking will see it promote Catholic Social Teaching to all people of good will including parishes, schools, youth groups, chaplaincies, and the wider community. Catholic Social Teaching is the Church's teaching on social organisation and includes the subjects of work, family, poverty, the economy, and the role of the state, just to name a few. The mission of the SJO is threefold:

1. to educate people in Catholic Social Teaching and raise the awareness of important social issues.
2. to live in accord with Catholic Social Teaching and encourage others to do the same, recognising the vital role of prayer and work.
3. to inform local and national bodies of important social issues and encourage others to do the same.

This mission involves establishing two volunteer issue committees: The Committee for Care for our Common Home, and the Committee for Care of Refugees and Migrants. Other issue committees will be established later. Recognising the diversity of the diocese, the SJO will also seek to establish local committees in collegial areas and in parishes.

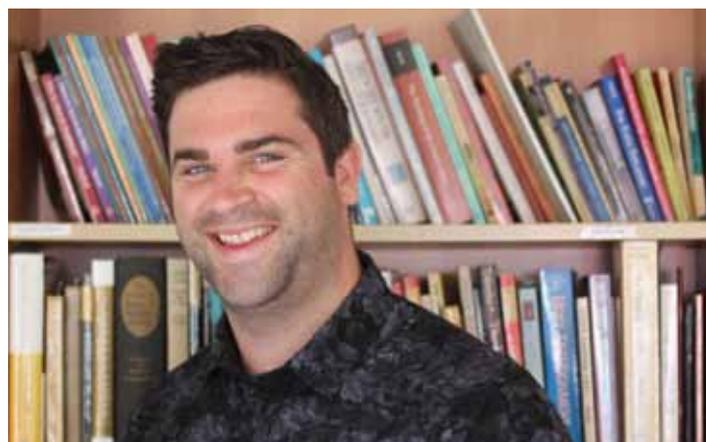
"Local Committees will work to remedy local social issues. Exciting opportunities await," Alex says.

The Committee for Care for Our Common Home will work for an inhabitable planet for future generations. This committee will focus on projects and advocacy that promotes the responsible tilling and keeping of the earth.

"It is time to work, with a merciful heart, towards leaving future generations a healthy environment and a society that is directed towards the complete development of every person and the entire person," Alex says.

If you are passionate about the environment, or other social issues, and are interested in joining the Committee for Care for our Common Home, or the Committee for Care of Refugees and Migrants, or a local committee?

Visit proudtobecatholic.org.nz/sjo to register your interest.



Alex Bailey

March-June 2017 Training Calendar with Community Waikato

20 and 28 March
@ Wintec Thames
9am to 3 pm
\$180

**A collaboration between
Community Waikato and
Community Law Waikato**

**Thames
Employment Law
Series**

Acting in Good Faith – Performance Management and Discipline.

This workshop series has been designed to support participants to gain an understanding of best practice and a sense of confidence when it comes to dealing with employee performance and discipline.

27 April, 4 and 11 May 2017
@ Community Waikato
Three half days,
9 am to 12.30 pm
\$180

**A collaboration between
Community Waikato and
Community Law Waikato**

**Hamilton
Employment Law
Series**

Acting in Good Faith – Performance Management and Discipline.

This workshop series has been designed to support participants to gain an understanding of best practice and a sense of confidence when it comes to dealing with employee performance and discipline.

Wednesday 7 June 2017
@ Community Waikato
9.30am to 12pm
\$60

**Facebook:
Making it work
for you**

Presented by Kim Cable from MarketHub, in this workshop you'll learn how to use Facebook more effectively to maintain relationships and engage your communities

Wednesday 14 June 2017
@ Community Waikato
9.30am to 12 pm
\$60

**Preparing your
Organisational
Budget and Reading
and Understanding
your Financials**

Presented by Anne Douglas from Community Waikato Preparing and understanding a Budget and Understanding your financial documents are essential parts of good governance and management. Come to this workshop and find out what you need to know.

Wednesday 21 June 2017
@ Community Waikato
9.30 am to 1 pm
\$60

**Dealing with
Challenging
Situations**

Presented by Karen Stockmann and Aroha Waetford from Community Waikato this workshop will provide a range of strategies to pre-empt or deal with challenging situations in the workplace.

Visit www.communitywaikato.org.nz to register for training



**COMMUNITY
WAIKATO**

"Supporting strong communities"

Hei tautoko kia tuu pakari ai ngaa haapori

Editor: Kim Cable
Email: kim@communitywaikato.org.nz
www.communitywaikato.org.nz
Community Waikato, PO Box 1367,
Hamilton 3240
Charities Commission # CC24579