

# **'Te Tipuria'**

## **WellSouth Pūtea Mahi Whakaahu Guidance Notes 2018**



***Ko tou rourou, ko taku rourou,  
ka ora ai te Iwi***

**With your resources and our resources,  
our people will prosper**

## About 'Te Tipuria' Pūtea Mahi Whakaahu:

WellSouth's 'Te Tipuria' Pūtea Mahi Whakaahu is for Māori rōpū running kai and hauora related mahi in low-income and/or high-needs areas in Otago and Southland, and who are wanting to build and strengthen the existing ability of their rōpū to better serve the communities they work in.

Your tono needs to show how pūtea mahi whakaahu will be used to build matauranga Māori, skills and expertise of tūao, kaimahi and management/board members, and how planned mahi whakaahu will make a positive difference to the kai and hauora related mahi undertaken by your rōpū.

WellSouth welcomes tono from two or more rōpū wanting to run mahi whakaahu activities together. A maximum of \$1000 is available for each tono, to be spent by **the end of May 2019**. Each successful rōpū will be expected to provide feedback about how the pūtea mahi whakaahu has been used. WellSouth will contact you in mid-2019 to find out what difference being awarded pūtea mahi whakaahu has made to your rōpū.

WellSouth would also like all applicants to see if any pūtea is available from other rōpū for your planned mahi whakaahu. For example, some wāngana or local government bodies may be able to assist with course costs so this pūtea mahi whakaahu would not be needed and could be put towards another activity.

**Tono closing date:** 5pm Monday 17 September 2018.

### Rōpū are able to apply if:

1. A local marae, rūnaka or iwi rōpū.

**OR** a Māori community-based rōpū, voluntary organisation, or social enterprise.

2. **AND** working with tāngata whenua in a low-income, or high-needs community. The term 'community' can mean working with people with a common interest (such as people with hinengaro-related issues or affected by homelessness) or those living or working in the same geographic area.

3. **AND** already running kai and hauora related mahi **at the time of applying**. For example, access to mahinga kai, kāmuri hapori, tunu kai classes, food co-ops, growing huarākau or huawhenua, providing paramanawa or kai, healthy kai sessions, a huarākau/huawhenua stall or a food delivery scheme.

**NOTE:** Individuals, private companies, or statutory sector agencies (local authorities or health boards) **AND/OR** rōpū not running kai and hauora related mahi at the time of applying, are not able to apply.

### 'Te Tipuria' Pūtea Mahi Whakaahu can be used for:

All or part costs of taking part in external or in-house mahi whakaahu for your kaimahi, tūao or management/board members, such as:

- Certified/accredited training courses, or other training courses.
- A conference, workshop, learning event or study visit.
- Costs associated with taking part in mahi whakaahu: e.g. travel costs for tūao; childcare costs for tūao or kaimahi attending a course/event out of normal mahi hours; essential kaimahi cover costs.

Your planned mahi whakaahu may be formal or informal in delivery and can be drawn from a variety of kaupapa including:

- **Helping kaimahi/tūao working with community members to understand current and evidence-based nutrition messages so they are confident to promote these.**  
E.g. Part funding kaimahi to complete a short course or paper in nutrition at an approved wāngana; funding to enrol in Toi Tangata Nutrition courses and/or Pacific Nutrition courses recommended by the Heart Foundation.
- **Ensuring kai and hauora related mahi is meeting the needs of low-income and/or high-needs communities.**  
E.g. Tautoko for kaimahi, tūao and/or management to develop their health promotion programme knowledge.
- **Support for rōpū to take part in training to improve the delivery of their mahi to their community.**  
E.g. Running customer care training for kaimahi and/or tūao working at huarākau/huawhenau stalls or kāmuri hapori; providing workshops for tūao at marae, kāmuri hapori or tunu kai classes around showing manaakitanga through healthy meal choices; running training sessions on increasing sales of fresh produce for kaimahi and/or tūao operating huarākau/huawhenau stalls.
- **Improving management of rōpū resources.**  
E.g. Tautoko for a manager to take part in finance training; part-funding managers to take part in leadership training; part-funding kaimahi to do a social media training course.
- **Planning for the future.**  
E.g. Taking part in social enterprise training, running business planning workshops for board members, or kaimahi and/or tūao learning about huawhenau planting cycles and growth requirements.

### **'Te Tipuria' Pūtea Mahi Whakaahu is NOT for:**

- **The delivery of kai hygiene courses.**  
Although kai safety is essential for all mahi related to kai preparation, we do not consider this to be a main way to build and strengthen rōpū ability.
- **People in the communities you work with.**  
We can only provide pūtea for enhancing the ability of the rōpū undertaking kai and hauora related mahi in low-income and/or high-needs communities.
- **Purchasing equipment or resources to run kai and hauora related mahi.**  
However, pūtea may go towards essential items needed to complete a relevant training course, such as text books.

## Information your tono needs to include:

- What the planned mahi whakaahu is, who will be delivering it, when and how it will be delivered and what the costs will be.
- Is the mahi whakaahu for takitahi or rōpū? Are they paid or unpaid kaimahi, tūao, or management/board members?
- For mahi whakaahu to be run with another rōpū, which rōpū is this and who from this rōpū will be taking part.
- How your rōpū knows it needs to do this mahi whakaahu to better serve communities you tautoko.
- How new knowledge, learning and skills will be used, and how it will benefit your rōpū.
- How your rōpū will measure the impact of using new learning in day-to-day practice.
- If your rōpū is seeking this pūtea to part-cover costs, where is the remaining pūtea coming from, and has this additional pūtea already been confirmed.
- The completed and signed **pūtea acceptance form** (last section of the tono titled Application for New Supplier Account Status: WellSouth Primary Health Network) showing your rōpū agrees to our pūtea mahi whakaahu conditions. If your tono is successful, pūtea will be paid into the nominated and verified bank account provided.

## How to apply:

Tono are available to be downloaded from the WellSouth website. Please contact WellSouth if you would like a tono printed and sent to you.

Completed tono can be emailed to: [health.promotion@wellsouth.org.nz](mailto:health.promotion@wellsouth.org.nz)

or posted to: Health Promotion Team,  
WellSouth Primary Health Network,  
Level 1, 333 Princes Street,  
Dunedin 9054.

## What happens next?

The closing date for tono is **17 September 2018**, after which only tono meeting all criteria in these guidance notes will be considered. WellSouth may need to contact your rōpū if we require more information to make a decision, or if pūtea can only be provided for some of the planned mahi whakaahu outlined in your tono. We will let each rōpū know the outcome of their tono as quickly as we can, with each successful rōpū to have received their pūtea mahi whakaahu by **the end of October 2018**.

Unsuccessful rōpū are welcome to contact WellSouth for further feedback. If pūtea is still available, your rōpū is also welcome to re-apply. This may be with an amended tono for your original mahi whakaahu, or with a new tono for different mahi whakaahu.

## Tono Pūtea Mahi Whakaahu checklist:

Before submitting your tono, please check you have:

- Completed all the sections as fully as you can, including the pūtea acceptance form (titled Application for New Supplier Account Status: WellSouth Primary Health Network).
- Included as much information as possible about how your rōpū will spend the pūtea mahi whakaahu awarded.
- Included contact details for someone in your rōpū who can answer any further pātai we may have, and confirm they are happy for your rōpū to be submitted on behalf of the rōpū.

## Useful Information.

Details of rōpū offering training or learning opportunities:

### Nutrition training

The New Zealand Nutrition Foundation includes details of institutions which offer short courses and papers in nutrition [here](#).

The Heart Foundation delivers courses on Pacific Nutrition. Find them here: <https://www.heartfoundation.org.nz/your-heart/pacific-heartbeat/nutrition-courses>

Toi Tangata Nutrition courses - contact [erina@toitangata.co.nz](mailto:erina@toitangata.co.nz).

### Kai production training

Otago Organics runs training courses around organic growing. Find out more [here](#).

### Training courses for voluntary organisation

Volunteering New Zealand offers support and training for voluntary organisations and community groups - <http://www.volunteeringnz.org.nz/>

Volunteering Otago provides training, advice, advocacy, resources and recognition for people and community groups involved in volunteering - <http://www.volunteeringotago.org.nz/>

### Social enterprise and business development training courses

Ākina Growing Social Enterprise - <http://akina.org.nz/programmes/our-services-2/workshops/>

Otago Chamber of Commerce - <https://www.otagochamber.co.nz/whats-on/training/>

Southland Chamber of Commerce - <https://commercesouth.com/training>

Dunedin City Council, help for start-up business - <http://www.dunedin.govt.nz/services/business-support/help-for-start-up-business>

The Otago and Southland Employers Association - <http://www.osea.org.nz/trainingcalendar.php>

### Workshops about evaluation and self-evaluation

Massey's University's Easy Evaluation courses: <https://shoreandwhariki.ac.nz/workshops/>

### Universities in New Zealand

Most colleges and universities run part-time and short courses on a wide range of topics.

A list of New Zealand universities can be found here: <http://www.universitiesnz.ac.nz/universities>

### Information and courses about health inequalities

Determinants of Health online workshop run by NZ's Health Promotion Forum can be found [here](#).