

Document Approval

Date	Amendment	Sign
11 July 2018	Updated to include alignment with areas of focus as specified in the Long Term Plan 2018 – 2028	Jonathan Gibbard
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Ngā Kupu Pānga | Terms of Reference

Te Taitokerau Māori-Kaunihera Rōpū Mahi Tahī | Te Taitokerau Māori and Council Working Party



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1. Kupu whakataki | Background

There are specific legislative obligations for Local Government to:

- Take appropriate account of the principles of the Treaty of Waitangi and;
- To maintain and improve opportunities for Māori to contribute to local government decision making processes.

Recognising this, in the 2016 – 2019 triennium, council sought to establish a formal working party of council as one means to achieve this.

This Terms of Reference recognises that this agreement is not intended to be a legally binding document, but rather a document that encourages and supports a long-term relationship between Northland Regional Council and Māori of Taitokerau.

It also recognises that although two distinct partners, each bringing their own particular perspective to the table, that Māori and council may share some common aspirations in regards to the environmental, social, cultural and economic future of our shared region.

This agreement also appreciates that it will be through goodwill and cooperation that trust will develop and therefore a relationship based on mutual respect.

2. Ngā rōpū | The Parties

This agreement is between Māori of Taitokerau and Northland Regional Council.

Taitokerau Māori

Northland Māori are extremely passionate about their heritage and give regard to Te Tiriti o Waitangi as the founding document of this country and recognises a partnership between Māori and the Crown, for Māori, further cementing the intent of He Whakaputanga o Te Rangatiratanga o Nū Tīreni (1835 Declaration of Independence).

The statement of intent in regards to these for Māori is:

He Whakaputanga o Te Rangatiratanga o Nū Tīreni (Declaration of Independence) and Te Tiriti o Waitangi provide the foundation doctrines of authority and partnership that are being sought by hapū in Government, including Local Government.

Northland Regional Council

The Northland Regional Council (council) is the regional authority with responsibilities defined in the Local Government Act 2002, which provide for its obligations to Māori under the Treaty of Waitangi.

3. Te Kaupapa | Mission Statement

He tumu herenga waka | The anchorage of canoes

This whakatauki is a metaphor that represents a:

- Forum that emphasises and advocates the Māori world view
- Means by which to integrate the Māori perspective into processes and policy
- Stable platform for whānau, hapū and iwi to connect and communicate with
- Safe haven for open and forthright discussion

- Provides strong leadership in consultation with Māori communities.

4. Te Pae Tawhiti | Vision Statement

He waka hourua, eke noa | A re-adzed voyaging canoe upon which everyone may embark

This whakatauki is a metaphor that represents:

- Partnership
- A challenging journey requiring determination and collaboration
- The application of Te Ao Māori in our journey eg. the wairua dimension
- Understanding, caring for and adapting to our natural environment
- Self-reliance and a sustainable economy.

5. Ngā tikanga | Values

The following engagement principles will guide the committee in the pursuit of its purpose:

- He kanohi Māori – Application of the Māori World View.
- Mahi tahi – Increased collaboration.
- Me whakatau mā roto i te kōrero – a willingness to talk things through.
- Kaitiakitanga – Dedicated stewardship.
- Ngākau pono - Being true to the cause.

6. Ngā whainga | Purpose

To advance a model of Māori engagement that supports environmental and economic priorities across the region:

- Monitor and advise on council's compliance to its obligations to Māori under the Local Government Act 2002 and the Resource Management Act 1991 (assurance and compliance function)
- Provide advice to council on topics referred to it by council
- To develop pathways (and processes) that will achieve lasting and meaningful relationships between Māori and council
- To ensure the views of Māori are taken into account in the exercise of council functions.

Te Taitokerau Māori and Council Working Party members can provide advice based only on information presented. Council acknowledges that iwi and hapū representative members' advice does not usurp the mana of iwi and hapū of Taitokerau to make decisions and representations to council on issues of importance to them.

7. Ngā tāngata | Membership

The working party will comprise up to 30 members in total consisting of:

- Five elected members, and
- Twenty five non-elected members from Taitokerau Māori.

The twenty four non-elected members, as a priority, are to be made up from:

- One member from each of the 9 Mandated Iwi Authorities¹,
- One member from each of the hapū Treaty settlement entities², and
- One member from each of the following Taitokerau tangata whenua groupings*:

Ngāti Hine,	Te Whakapiko,
Ngāti Manu	Te Waiariki, Ngāti Kororā, Ngāti Takapari
Hokianga O Ngā Hapū	Ngāti Kuta, Patukeha
Ngāti Rēhia	
Te Parawhau	Te Hiku o Te Ika Marae

**(These tangata whenua groupings have shown a commitment to the kaupapa from the initial conception of the working party and represent a broad cross section of Northland Māori and will remain in place.)*

It is to be noted that these terms of reference, as they pertain to membership, are subject to change as the working party evolves.

Nominations received from iwi or hapū not currently represented on the working party will be presented to council for ratification following consultation with the working party co-chairs. Such nominations must be accompanied with documentation, to the satisfaction of the co-chairs, that the nominee has formally been mandated by iwi or hapū to represent them on the working party.

The following procedure will be followed once working party membership reaches 30 and a nomination is received from iwi or hapū not currently represented on the working party:

1. Priority will be provided for one member from each group as indicated above.
2. The working party will seek to achieve as wide and even representation as possible.
3. Those groups with two representatives on the working party will need to reduce their representation to one.
4. Once full representation is achieved from all priority groups listed above, then new membership is only available by attrition.

Tangata whenua can provide an alternate nomination to act on behalf of absent members.

8. Hurahia me whakapi | Removal and replacement of members

Each respective entity (as noted in section 7) will undertake its own selection and mandating process to identify representatives for the working party.

When selecting its members, entities are encouraged to consider gender equality, and the range of skills and experience required for the group to adequately perform their role.

Changes to member representation needs to be formally notified to council. As the entity already has a position on the working party, a change in personal does not require endorsement as required in section 7. For clarity, section 7 relates to new entities seeking to join the working party.

Membership of the group shall cease if a member:

- Resigns, or

¹ Ngāti Kuri Trust Board, Te Rūnanga Nui o Te Aupōuri, Te Rūnanga o Ngāi Takoto, Te Rūnanga-a-Iwi O Ngāti Kahu, Te Rūnanga o Te Rarawa, Te Rūnanga O Whaingaroa, Te Rūnanga A Iwi O Ngāpuhi, Ngātiwai Trust Board and Te Rūnanga o Ngāti Whātua.

² Te Uri o Hau, and Ngāti Manuhiri Settlement Trusts.

- Fails to attend at least three consecutive meetings over the period of one year without tabling an apology or request for leave of absence.

A member can be removed from the working party by council, following receipt of a recommendation passed by 75% of members of the working party present and voting, under exceptional circumstances where the behaviour of the member is considered detrimental to the effective operation of the group.

If a member resigns or is removed from the group, the working party will work to fill any vacancies as soon as possible.

9. Ngā heamana | Co-chair's

Provision has been made for this working party to have a co-chair arrangement. The following process will be undertaken to fill the position of co-chairs:

Council will appointment one elected member (and proxy) as their representative to act as co-chair. The non-elected members of the working party will appoint a co-chair (and proxy), from the non-elected members. Both recommendations are to be endorsed by council.

At least one co-chair must be present at the formal meetings and marae based hui of the working party.

Besides chairing meetings, the co-chairs (or proxy) will be responsible for:

- Attending agenda preview meetings and reviewing working party actions prior to circulation
- Be available to vet prospective applications for membership onto the working party
- Assist in mediation if and when required, in the first instance.

10. Te wahanga | Term of appointment

The standard term of appointment will be three years – consistent with the term of local and territorial authorities – in this case, the 2016-2019 local body triennium. The term of appointment can be less than three years if a member:

- Resigns
- Misses three consecutive meetings, or
- The working party is disbanded.

A member can be appointed for a second term should their representative group re-endorse their selection and nomination.

11. Whakamahinga | Operation

Council's Chief Executive Officer (CEO) is the senior manager responsible for this working party and shall attend all meetings and hui in this capacity.

The CEO or such person as he may from time to time appoint and other council staff designated by him will be responsible for the maintenance and servicing (provision of venue, minute-taking, catering) of the group.

Support of the committee extends to council's controlled organisation, NorthlandInc through the CEO and staff.

12. Arataki tangata | Member induction

All new members joining the working party will receive an induction pack which will include the Terms of Reference, relevant policies and procedures and information outlining the council's function and processes.

13. Papā o te pānga | Conflict of interest

Members will be asked to complete a conflict of interest form at the beginning of each year they sit on the group. A conflict of interest log will be maintained by the officer responsible for liaising with the group.

14. Hokohitanga o ngā hui | Frequency of meetings

The working party will meet up to a maximum of 10 times a year. These will alternate between a formal meeting of the working party which will be held at the council's office in Whangārei and workshops at marae focusing on local issues (i.e. up to five formal meeting and five marae based workshops.)

While any working party member is welcome to attend the marae based workshops, these workshops will not constitute a formal working party meeting and therefore no working party actions can be agreed. Working party members hosting regional hui are eligible for meeting fee allowances.

When the full working party meets at the Whangārei office of the regional council a meeting room will be made available before or after the meeting of the working party in order for the Māori members of the working party to meet.

15. Kotangitanga | Quorum

The following quorum will apply:

- At least a third of the elected members (councillors), and
- At least a third of non-elected members.

This ratio will apply to those seats that are currently filled and not include vacant positions.

16. Utunga | Payment

Payments for non-elected members of the working party (tangata whenua) for meeting attendance and mileage will be in accordance with the councils 'Appointed Members Allowance Policy' and in accordance with this Terms of Reference.

Payments include

- Meeting allowance for formal meetings of the Working Party
- Mileage (one claim for vehicle)
- Attendance at regional hui for those of the regional hui rohe, and
- Delegated sub-working parties endorsed by council.

17. Whakapai ngā tautohe | Conflict resolution

Should conflict occur, the co-chairs and the group will be responsible for working together to resolve the conflict in the first instance. If the conflict persists, the council will only intervene at the request of the majority of the working party members.

18. Pūrongorongo | Reporting - accountability

The working party, through the co-chairs will provide a summary report to the council following each meeting.

Committee members are expected to report back to and liaise regularly with their respective communities – providing information to their constituents and seeking their feedback.

Officers of council will be responsible for promoting the working party and any initiatives developed (once considered and approved by council), to the wider public through a range of media including print and radio promotion, the council's website and social media.

19. Arotakenga | Review

The Terms of Reference will subsequently be reviewed as required. All changes to the Terms of Reference will be subject to the approval of Northland Regional Council through a recommendation made by the working party.

20. Tuku mana | Delegations

The working part has no delegated authority from council.

21. Alignment with areas of focus (Long Term Plan 2018 – 2028)

- Enduring relationships with tangata whenua.

Northland REGIONAL COUNCIL

The logo for Northland Regional Council features a stylized 'N' shape composed of three curved segments in blue, red, and green, set against a white background.

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