

Ara Tahi Partnership Forum Terms of Reference

1. Purpose

To influence and guide Council decision making and uphold the Memorandum of Partnership.

2. Specific responsibilities

Ara Tahi will:

- develop an Ara Tahi Strategic Plan and work programme
- monitor the progress and achievements of the Ara Tahi work programme
- review the Ara Tahi Strategic Plan every three years
- maintain an overview of the review of the Memorandum of Partnership every three years
- provide a forum for collective discussions and action on matters of strategic importance to the region
- oversee matters pertaining to the partnership between mana whenua and Council
- by invitation from Council, nominate persons on the basis of their skills and experience, for appointment by Council to Council committees, as one means of providing opportunities for Māori to contribute to Council's decision-making processes and provide advice to Council on the delivery of Council's recognition and respect of the Crown's Treaty obligations¹
- enable separate mana whenua caucus opportunities at the end of planned meetings as required.

3. Membership

Up to 12 non-Councillor members, being a maximum of two members nominated and mandated by each iwi signatory to the Memorandum of Partnership.

Two Council members appointed by Council and the Chief Executive.

4. Chairperson

At the commencement of each triennium, Ara Tahi members will elect a Chair from among its members. The Chair will serve for the duration of the Council triennium unless they resign or a fresh election is held as a result of a demand for an election signed in writing by an Ara Tahi member from at least four of the mana whenua partner organisations represented on Ara Tahi.

¹ Memorandum of Partnership 2013, p4

Nominations for the Chair will:

- be submitted and endorsed by a partner to the Memorandum of Partnership²
- include the name of the individual nominating the candidate and the nominee (if they are different as members can nominate themselves), and a brief profile statement
- be submitted to Te Pou Whakarae by email or post by 5.00pm Friday, three weeks prior to the first Ara Tahī planned meeting after the triennial elections.

Te Hunga Whiriwhiri will distribute nominee information to members at least one week prior to the first Ara Tahī planned meeting.

Members will:

- vote for the Chair at the first Ara Tahī planned meeting
- cast a single vote on behalf of the agency or entity that nominated them or that they represent. For the avoidance of doubt, this means there will be a total of six mana whenua votes and one Greater Wellington Regional Council vote cast. No proxy votes will be allowed.
- vote either by a show of hands or a secret ballot. The request by one member for a secret ballot is sufficient to instigate this method.

If a secret ballot is used, one of the Council representatives will receive and tally the votes and announce the results.

If no nominations are received for the Chair's position the incumbent will be invited to continue in the role.

The Chair:

- will start the term effective immediately
- shall preside at all meetings of Ara Tahī
- will be supported by Te Hunga Whiriwhiri
- will be eligible to receive an annual honorarium as determined and approved by the Council.

If the Chair is unable to attend a meeting, members present will appoint presiding member from among their own members.

5. Quorum

The quorum for each meeting will be representatives from at least four mana whenua entities present plus one Council representative.

² *Memorandum of Partnership* 2013, For a list of mana whenua partners refer to p2

6. Decision making and voting entitlement

Decision making will be by consensus.

Should a vote be required, decisions will be by a majority.

Members will cast a single vote on behalf of the agency or entity that nominated them or that they represent. For the avoidance of doubt, this means there will be a total of six mana whenua votes and one Greater Wellington Regional Council vote cast. No proxy votes will be allowed.

The Ara Tahi Chair does not have a casting vote.

7. Remuneration

The non-Councillor appointees to Ara Tahi are each eligible to claim a meeting fee of \$400 inclusive of travel and preparation time.

8. Meeting frequency and life of the Ara Tahi

Ara Tahi will:

- meet at least quarterly according to the agenda demands and more often as negotiated and agreed
- continue as long as it achieves the purpose for which it was established. Ara Tahi may be disestablished by Council on the unanimous vote of Ara Tahi.

9. Review/evaluation

Ara Tahi supports a process of continuous improvement and will undertake a self-review every second year to identify any areas of improvements or refinements.