

# Terms of Reference for 2019-2022 Triennium

## Ara Tahī (An advisory body to Council)

### 1 Purpose

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

### 2 Specific responsibilities

- 2.1 Develop an Ara Tahī Strategic Plan and work programme.
- 2.2 Monitor the progress and achievements of the Ara Tahī work programme.
- 2.3 Review the Ara Tahī Strategic Plan every three years.
- 2.4 Maintain an overview of the review of the Memorandum of Partnership every three years.
- 2.5 Provide a forum for collective discussions and action on matters of strategic importance to the region.
- 2.6 Oversee matters pertaining to the partnership between mana whenua and Council.
- 2.7 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 obligations<sup>1</sup>.
- 2.8 Enable separate mana whenua caucus opportunities at the end of planned meetings, as required.

### 3 Members

- 3.1 Up to 12 non-Councillor members, being a maximum of two members nominated and mandated by each iwi signatory to the Memorandum of Partnership.
- 3.2 Two Councillors, appointed by Council, and the Chief Executive.

### 4 Chair

- 4.1 At the commencement of each triennium, Ara Tahī elects a Chair from its members.
- 4.2 The Chair serves for the duration of the triennium, unless:
  - a The Chair resigns

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<sup>1</sup> *Memorandum of Partnership 2013, page 4.*

- b A new Chair is elected, following a demand for an election signed in writing by Ara Tahi members from at least four of the mana whenua partner organisations represented on Ara Tahi.
- 4.2 Nominations for the Chair:
- a Are submitted and endorsed by a partner to the Memorandum of Partnership<sup>2</sup>
  - b Include the name/s of the individual nominating the candidate and the nominee (if these are different, as members can nominate themselves), and a brief profile statement
  - c Are submitted to Te Pou Whakarae by email or post by 5pm Friday, three weeks prior to the first Ara Tahi planned meeting after the triennial elections.
- 4.3 Te Hunga Whiriwhiri will distribute nominee information to members at least one week prior to the first Ara Tahi planned meeting.
- 4.4 Members will:
- a Vote for the Chair at the first Ara Tahi planned meeting
  - b 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 Councillor vote cast. No proxy votes are allowed
  - c 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.
- 4.5 If a secret ballot is used, one of the Councillor members will receive and tally the votes and announce the results.
- 4.6 If no nominations are received for Chair, the previous Chair will be invited to continue in the role.
- 4.7 The Chair:
- a Starts the term effective immediately
  - b Presides at all meetings of Ara Tahi
  - c Is supported by Te Hunga Whiriwhiri
  - d Is eligible to an annual honorarium as determined and approved by Council.
- 4.8 If the Chair is unable to attend a meeting, the members will appoint a presiding member from amongst the members present.

## 5 Quorum

Representatives from at least four mana whenua entities, plus one Councillor member.

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<sup>2</sup> *Memorandum of Partnership 2013. For a list of mana whenua partners, refer to page 2*

## **6 Decision making and voting entitlement**

- 6.1 Decision making is by consensus.
- 6.2 If a vote is required, decisions are made by majority.
- 6.3 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 Councillor vote cast. No proxy votes are allowed.
- 6.4 The Chair does not have a casting vote.

## **7 Remuneration**

The non-Councillor members are each eligible to claim a meeting fee of \$400 (inclusive of travel and preparation time).

## **8 Meeting frequency and life of Ara Tahi**

- 8.1 Ara Tahi:
  - a Meets at least quarterly according to the agenda demands, and more often as negotiated and agreed
  - b Continues as long as it achieves its purpose.
- 8.2 Council may disestablish Ara Tahi, on the unanimous recommendation 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 improvement or refinement.