

TE WHAKAMINENGA O KĀPITI – TERMS OF REFERENCE AND MEETING PROTOCOL

1	This document is a guide to the protocols around the operations of Te Whakaminenga o Kāpiti with regard to its key functions, membership provisions and the conduct of its meetings.	Purpose and scope of this document
2	This document will be reviewed at the beginning of every Triennium, or at the request of a majority of members. Any changes to the protocol require a majority vote.	Review of TOR
3	All members will abide by the terms of this protocol.	Members to abide by
4	<p>Te Whakaminenga o Kāpiti is the independent partnership forum between Tāngata Whenua and the Kāpiti Coast District Council and operates in accordance with the principles and objectives of the Memorandum of Partnership. The specific objectives are:</p> <ol style="list-style-type: none"> a) To provide a forum for the exchange of views on issues that impact on the social, environmental, economic and cultural wellbeing of the Tāngata Whenua; b) To assist iwi and hapū participation in resource management and other issues; c) To assist Council in understanding its responsibilities under the Treaty of Waitangi and legislation relating to Māori interests, values and Treaty settlements; d) To provide advice and assistance to Council with regard to tikanga Māori and kaitiakitanga; e) To facilitate Council contact with iwi, hapū and whānau as required; f) To facilitate education and information exchange between Tāngata Whenua and Council; g) For Tāngata Whenua to provide advice and/or recommendations to Council on policies and plans; h) For Council to provide advice and/or recommendations to Tāngata Whenua on policies and plans; i) To review the Memorandum of Partnership at least once every Triennium or as requested by a majority of members; j) To review the effectiveness of Council's plans and policies; k) To appoint and delegate appropriate powers to Working Parties to address specific work areas; l) To discuss, formulate, implement and evaluate the priorities within the Strategic Workplan of Te Whakaminenga o Kāpiti Strategic. 	Purpose and scope of Te Whakaminenga o Kāpiti
5	Te Whakaminenga o Kāpiti comprises representatives of Ngāti Toa Rangatira, Ngā Hapū o Ōtaki, and elected representatives of Council.	Membership

6	The iwi are Ngāti Toa Rangatira and Ngā Hapū o Ōtaki, and each iwi will be represented by two members each.	
7	The Kāpiti Coast District Council will be represented by the Mayor and a Councillor.	
8	Iwi will advise in writing their nominated representatives (including alternates) at the beginning of each Triennium. (This means three names per iwi will be required). Council will appoint its representatives at the beginning of each Triennium. The confirmed list of members will be found at Appendix 1 of this document and will be updated as required.	Appointment of members
9	Members will continue in their role for three years, i.e. one Triennium. If for any reason an iwi member cannot continue in the role, their iwi or hapū will advise of a replacement as soon as practicable. If an elected member cannot continue in the role for any reason Council shall appoint a new member at its next available meeting.	Duration of membership
10	Members have the following powers, duties and responsibilities: a) The right to attend meetings; b) The right to speak and vote at meetings; c) The right to propose additional items on the agenda; d) The right to nominate an alternate to attend meeting(s) if they are unable to attend; e) (For iwi) the duty to communicate the business of meetings back to their whānau and hapū groups as appropriate; f) (For Council) the duty to communicate the business of meetings back to Council as appropriate; g) The responsibility to approach the business of Te Whakaminenga o Kāpiti in a spirit of willing cooperation.	Members' role and responsibilities
11	Te Whakaminenga o Kāpiti will elect by majority vote one of its members as Chairperson at the beginning of each Triennium.	Chairmanship
12	In addition to the powers, duties and responsibilities listed above, the Chair has: a) The duty to preside over meetings of Te Whakaminenga o Kāpiti; b) The right to speak and vote at meetings (but no casting vote); c) The duty of helping draft the meeting agendas; d) The responsibility of managing the conduct of meetings with reference to this protocol, ensuring that the business of the meeting is undertaken efficiently, effectively and respectfully; e) The right to accept or refuse the requests of parties wishing to make a presentation to Te Whakaminenga o Kāpiti; f) The right to attend meetings of Council with speaking rights only.	Chair's role and responsibilities

13	On points of meeting protocol the Chair's ruling is final.	Chair's ruling final
14	On those occasions when the Chair is absent, members shall elect by majority vote, one of their number to fulfil the role of Chair for that meeting.	If Chair absent
15	<p>Meetings of Te Whakaminenga o Kāpiti will be held under the following protocols:</p> <p>a) Meetings will occur every six weeks, with members confirming the meeting dates for the following year. Meeting dates may be varied with the agreement of members, and provided a quorum (minimum number needed to conduct voting) is maintained.</p> <p>b) A quorum is at least one member of Council, together with one representative one of the iwi. No business can be transacted (ie decisions made) at a meeting unless a quorum is present and maintained.</p> <p>c) Additional meetings or workshops may be called at a request of any member in consultation with the Chair.</p> <p>d) Meetings are open to the public and will be publicly advertised in local newspapers. Tāngata Whenua, mātāwaka, other Elected Members, Council staff and members of the public are welcome to attend, but may only speak during Public Speaking Time or as permitted by the Chair.</p> <p>e) Each meeting will feature an agenda item called Public Speaking Time in which non-members may address the meeting on any issue for a period of 5 minutes each, or longer as permitted by the Chair.</p> <p>f) Members may go into a closed session at the end of any meeting, or at any other time, as required, during which no members of the public may remain.</p> <p>g) Meeting venues shall be at the Council Chambers in Rimu Road Paraparaumu unless otherwise advised. One meeting per year will be held at a marae as agreed by members.</p>	<p>Meetings</p> <p>Quorum</p> <p>Additional meetings</p> <p>Open to the public</p> <p>Closed sessions</p> <p>Venues</p> <p>Public speaking time</p>
16	The Council's Democracy Services staff in consultation with the Council Iwi Relationship Manager, will be responsible for notification of meetings, venue booking, collating and delivery of meeting agendas, minuting of meetings, and distribution of draft minutes to members.	Meeting agendas

17	Meeting agendas will be drafted in consultation with the Chair and input from members and will be circulated to members in either hard copy or by email one week ahead of the meeting date.	Drafting agendas
18	Agendas of public meetings will be publicly accessible on the Council's website ahead of the meeting.	Public accessible
19	An agenda will include a list of items to be discussed, the minutes of the previous meeting in draft form, and any supporting reports or documentation as required.	Format
20	Additional items may be added to the meeting agenda with the agreement of the Chair.	Additional items
21	Decisions made at meetings will be by majority vote.	Conduct of meetings
22	If an equal number of votes for and against is cast the status quo will be maintained.	Equality of votes = status quo
23	Voting will be managed by the Chair, by either voice or show of hands.	Voting
24	Any member may move a motion, provided another member agrees to second it. Once the motion is seconded it may be debated. The Chair will manage the order of speaking to the motion.	Motions
25	Any member may abstain from voting, and their abstention or vote recorded in the minutes at their request.	Abstentions
26	A record of each meeting shall be made and kept, detailing the time, date and place of the meeting, the name of the Chair, the names and titles of members, the list of public speakers and their topics, any additional agenda items, confirmation of the minutes of the previous meeting, a list of business considered and associated decisions made, any votes to be recorded, and the time the meeting finished.	Minutes of meetings
27	Any recommendations to Council will be communicated to the next available Council meeting via a formal report.	Recommendations to Council
28	Draft minutes will be circulated to the Chair and members for comment as to their correctness within one week of the meeting date. Once they are confirmed at the ensuing meeting they may be posted on the Council website.	Draft minutes
29	Iwi members shall communicate the business transacted at meetings in whatever way they see fit to their whānau and hapū groups.	Reporting

30	Once authenticated at the ensuing meeting the Chair will sign off the minutes.	Clearance
31	All minutes will be kept as legislation requires and maintained by the Democracy Services Team.	Records kept
32	Te Whakaminenga o Kāpiti is funded through the Council's Long Term Plan and this funding is administered through a prioritised annual Work Plan developed on a collaborative basis by members. Regular reports on budget-related expenditure are provided to meetings.	Resourcing
33	In addition to support offered by the Council's Iwi Relationships Manager and a senior manager will also be appointed by Council to support members and will attend meetings, along with the Council's Chief Executive.	
34	Secretariat support will be provided by the Council's Executive Secretary People and Partnerships Group.	Secretariat
35	Iwi members of Te Whakaminenga o Kāpiti will be paid for each meeting they attend and reimbursed for mileage incurred in respect of the meeting. Remuneration will be coordinated through the Democracy Services Team upon receipt of a completed proforma.	Iwi members' remuneration
36	Te Whakaminenga o Kāpiti may convene and discharge such Working Parties as it considers necessary to advance the aims of the Group.	Delegations to working parties
37	The Working Party shall be subject in all things to the control of Te Whakaminenga o Kāpiti and report its findings on a regular basis.	
38	Te Whakaminenga o Kāpiti may appoint to any Working Party any person who is not a member of Te Whakaminenga o Kāpiti if that person's knowledge, experience and skills can assist the work of the Working Party.	Membership
39	The minimum number of members of a Working Party will be two (2).	Minimum number
40	Te Whakaminenga o Kāpiti may appoint any member of a Working Party to be the Chair of that Working Party.	Chair of working party

MEMBERSHIP OF TE WHAKAMINENGA O KĀPITI

2007-2010 Triennium

Mr Te Waari Carkeek	Te Rūnanga o Raukawa (Chair)
Mr Rupene Waaka	Te Rūnanga o Raukawa
Ms Jennie Smeaton	Te Rūnanga o Toa Rangatira Inc
Mr Graham Hastilow	Te Rūnanga o Toa Rangatira Inc
Ms Carol Reihana	Ngāti Toa (Ngāti Haumia)
Mr Jack Rikihana	Te Rūnanga o Āti Awa ki Whakarongotai Inc
Mayor Jenny Rowan	Kāpiti Coast District Council
Councillor Hilary Wooding	Kāpiti Coast District Council

2010-2013 Triennium

Mr Te Waari Carkeek	Ngā Hapū o Ōtaki (Chair until June 2012)
Mr Rupene Waaka	Ngā Hapū o Ōtaki (Chair from June 2012)
Ms Jennie Smeaton	Te Rūnanga o Toa Rangatira Inc
Ms Carol Reihana	Ngāti Toa (Ngāti Haumia)
Mr Rawhiti Higgott	Te Āti Awa ki Whakarongotai Charitable Trust (until July 2013)
Ms Ann-Maree Bukholt	Te Āti Awa ki Whakarongotai Charitable Trust (from July 2013)
Mr Hemi Sundgren	Te Āti Awa ki Whakarongotai Charitable Trust (until September 2013)
Ms Cherie Seamark	Te Āti Awa ki Whakarongotai Charitable Trust (from September 2013)
Mayor Jenny Rowan	Kāpiti Coast District Council
Councillor Hilary Wooding	Kāpiti Coast District Council

2013-2016 Triennium

Mr Rupene Waaka	Ngā Hapū o Ōtaki (Chair)
Ms Mahinarangi Hakaraia	Ngā Hapū o Ōtaki (from January 2014)
Ms Reina Solomon	Te Rūnanga o Toa Rangatira (from March 2014)
Ms Jennie Smeaton	Te Rūnanga o Toa Rangatira Inc (alternate from March 2014)
Ms Carol Reihana	Ngāti Toa (Ngāti Haumia)
Ms Ann-Maree Bukholt	Te Āti Awa ki Whakarongotai Charitable Trust
Ms Cherie Seamark	Te Āti Awa ki Whakarongotai Charitable
Mayor Ross Church	Kāpiti Coast District Council
Councillor Janet Holborow	Kāpiti Coast District Council

2016-2019 Triennium

Mr Rupene Waaka	Ngā Hapū o Ōtaki (Chair)
Ms Mahinarangi Hakaraia	Ngā Hapū o Ōtaki
Ms Kirsten Hapeta	Ngā Hapū o Ōtaki
Ms Carol Reihana	Ngāti Toa Rangatira
Mr Hohepa Potini	Ngāti Toa Rangatira
Ms Natalia Repia	Ngāti Toa Rangatira (from January 2019)
Mr Chris Gerretzen	Āti Awa ki Whakarongotai Charitable Trust
Mr Andre Baker	Āti Awa ki Whakarongotai Charitable Trust
Ms Kara Kearney	Āti Awa ki Whakarongotai Charitable Trust (alternate)
Mayor K Gurnathan	Kāpiti Coast District Council
Councillor James Cootes	Kāpiti Coast District Council

2019-2022 Triennium

Mr Rupene Waaka	Ngā Hapū o Ōtaki (Chair)
Ms Kirsten Hapeta	Ngā Hapū o Ōtaki
Ms Denise Hapeta	Ngā Hapū o Ōtaki
Ms Kim Tahiwī	Ngā Hapū o Ōtaki
Ms Natalia Repia	Ngāti Toa Rangatira
Mayor K Gurnathan	Kāpiti Coast District Council
Councillor James Cootes	Kāpiti Coast District Council
Ms Naomi Salomon	Ngāti Toa Rangatira