

APPENDIX 1: MĀORI STANDING COMMITTEE TERMS OF REFERENCE

1. STATUS

The Māori Standing Committee is a committee of Council under clause 30(1)(a) and (2) of Schedule 7 of the Local Government Act 2002.

2. PURPOSE

The purpose of the Māori Standing Committee is to:

- Advocate on behalf of tangata whenua to local, regional and national bodies as appropriate
- Consider governance issues relating to Council obligations to tangata whenua
- Investigate and report to the Council on any issues that the Māori Standing Committee considers necessary that may have an implication for tangata whenua.

3. MEMBERSHIP

Māori Standing Committee members' term of office shall expire at the end of the year in which the triennial local body elections are held.

Independent members of the Māori Standing Committee shall be determined at a series of district-wide hui of hapū/marae within each takiwā, held after the triennial elections, whereby those present will endorse representatives to the Committee.

Eight (8) takiwā representatives – one (1) representative per takiwā, The takiwā is defined by Council).

One (1) Wairoa Whānui representative to represent Māori who whakapapa back to hapū/iwi outside of Wairoa

The Māori Standing Committee shall consist of:

- nine (9) independent members (with a minimum of seven (7) members)
- His/Her Worship the Mayor as ex-officio
- two (2) Councillors – to be nominated by the Māori Standing Committee and confirmed by Council.

If a takiwā position is not filled during the initial selection process or becomes vacant during the term of office then the Committee will run another selection process for that particular takiwā in order for the takiwā to decide who they would like to fill the seat.

The Chairperson and Deputy Chairperson of the committee will be chosen via one of two methods:

- appointment by the Mayor using the powers under the Local Government Act;
- or,
- selection in accordance with standing orders at the inaugural meeting.

4. RESPONSIBILITIES

The Māori Standing Committee shall nominate two (2) members, of whom one will be Chair, to attend every scheduled ordinary, and extraordinary public meeting of full Council. These representatives will have speaking rights.

The Māori Standing Committee shall nominate members as representatives at committees as indicated in the terms of reference of these committees.

There is an expectation that members will make every effort to attend all Māori Standing Committee meetings.

The unconfirmed/confirmed minutes and all recommendations made by the Committee will be included in the next ordinary Council meeting agenda.

The Māori Standing Committee has full responsibility to make decisions regarding the expenditure of its budget.

5. DELEGATED AUTHORITIES

The Māori Standing Committee has the authority to:

- delegate to any subcommittee of the Māori Standing Committee any authorities that have been delegated by Council to the committee and to appoint members
- make recommendations to Council on all governance issues relating to the statutory functions, powers and duties within its terms of reference
- make recommendations to the CEO on professional development opportunities which will enable members of the Māori Standing Committee to better contribute to its decision-making processes. The CEO will sign off on these in accordance with budget provisions.

- review and determine how the steps that Council will take to develop Māori capacity to contribute to decision-making processes should be described, planned and monitored in the draft and final Council Long-term Plan
- make submissions on Māori-related matters in conjunction with Council.

6. MEETINGS

The Māori Standing Committee shall hold all meetings at such frequency, times and place(s) as agreed for the performance of the functions, duties and powers delegated under the Terms of Reference.

7. QUORUM

As per Standing Order 10.2:

- (a) A Council sets the quorum for its committees and subcommittees, either by resolution or by stating the quorum in the terms of reference.

In accordance with Standing Order 10.2, the quorum for the Māori Standing Committee will be six (6) members, of which five (5) must be independent members (takiwā or Wairoa Whānui representatives) and at least one (1) must be an elected WDC member.

8. ELECTION YEAR TRANSITION

In a local government election year, the Māori Standing Committee shall schedule district-wide hui for the selection process to decide the membership of the next Māori Standing Committee by the end of November.

The incoming Māori Standing Committee members shall be confirmed by the newly elected Council at its next available ordinary meeting.

The incumbent Māori Standing Committee shall remain in office until the succeeding Māori Standing Committee are confirmed by the newly elected Council.

A robust induction process will be in place for all incoming members of the Wairoa District Council's Māori Standing Committee.

9. BUDGET

The Māori Standing Committee shall be responsible for its own budget as set through the Annual Plan process.

Members of the Committee are allocated a budget for the financial year ending 30 June – the budget shall cover the following items:

- fair remuneration for Committee duties undertaken on behalf of the Council
- travel allowance for members attending Committee meetings
- the commission of expertise for advice, training and workshops
- administration expenses including (but not limited to): materials, venue hire, catering.

10. SERVICING

The Māori Relationships Manager will be the primary contact for the Māori Standing Committee.