

# Terms of Reference for Te Komiti Whakauru Māori

Policy	COM-MOR: Komiti Whakauru Māori Terms of Reference
Version	Version 3
Date in force	December 2015
Planned review	November 2021

## Constitution

Te Komiti Whakauru Māori ("Te Komiti") is a committee of Council with the specific delegated powers as set out in this Terms of Reference.

## Objectives

The purpose of Te Komiti is to support and enable constructive relationships between Council and the Māori Design Group (MDG), and to guide and assist InternetNZ to become a Te-Tiriti-o-Waitangi-honouring organisation.

## Membership

Te Komiti shall consist of three Councillors who have, between them, relevant skills and experience that include a depth in understanding of Te Ao Māori concepts including kaitiakitanga, manaakitanga and whanaungatanga.

In addition, Te Komiti seeks participation from senior management, including the Group Chief Executive, and the Tumuaki Māori (Chief Advisor, Māori), who will participate actively in Te Komiti 's work.

Council may decide to co-opt other Councillors or appoint external independent advisors to Te Komiti should it wish, to ensure necessary skills and expertise are represented to help deliver on the responsibilities of Te Komiti.

Council shall appoint members of Te Komiti and review these appointments annually at its first ordinary meeting after the Annual General Meeting of the Society. Te Komiti shall appoint its own Chair from among the members of Council on Te Komiti, who shall have a deliberative and a casting vote.

Members of Te Komiti :

- a. shall be Councillors with senior management in attendance and participating as outlined;
- b. are entitled to rely on kaimahi of the organisation and professional advisers where they reasonably believe that the kaimahi or adviser is reliable and competent and the reliance was made in good faith and after making an independent assessment of the information.

Any member who ceases to be a Councillor or Kaimahi ceases to be a member of Te Komiti.

Any policy of Council on conflicts of interest applies to Te Komiti. At its discretion, Te Komiti may exclude a member who, in Te Komiti view, has a conflict of interest with an item of business before Te Komiti.

## Attendance

The Principal Advisor, Māori Sector Relationships and Partnerships, will provide secretariat support for Te Komiti and/or other kaimahi in consultation with the Group Chief Executive.

Te Komiti Secretary shall normally attend and participate in the meetings of Te Komiti but shall not be a voting member of Te Komiti. Other kaimahi may be invited to attend meetings at the discretion of Te Komiti .

Councillors who are not members of Te Komiti shall have the right of attendance (except in the case of a conflict of interest, as determined by Te Komiti ).

## Meetings

Te Komiti shall meet as frequently as required to achieve its responsibilities. It is intended that Te Komiti will meet regularly on a monthly basis.

Meetings of Te Komiti shall be scheduled by agreement with the Chair and with due regard to the requirements of current work, the need for reasonable notice, the availability of Te Komiti members and kaimahi and so as to avoid unnecessary re-scheduling of meetings.

Any member of Te Komiti may request that a meeting of Te Komiti be convened.

A majority of Committee members, present in person or by using any technology, shall constitute a quorum.

Unless directed by the Chair, Te Komiti Secretary shall distribute an agenda and any related papers in advance of a meeting to members of Te Komiti.

## Minutes

Te Komiti Secretary shall prepare notes of meetings and have them approved by Te Komiti by email in between meetings.

Minutes of meetings shall be confirmed at the next meeting of Te Komiti.

## Responsibilities

Te Komiti supports and enables constructive relationships between Council and the Māori Design Group, and other key Māori stakeholders.

The duties of Te Komiti are to:

- Provide recommendations to Council on how to strengthen and build

cultural competency and understanding of Te Ao Māori at the Governance level.

- Support the onboarding process of the Māori Design Group, and cultivate constructive relationships between its members and the Council.
- Collaborate with the Tumuaki Māori and the Māori Design Group to develop recommendations on co-design, co-management and/or co-governance to help facilitate the organisational shift towards being a Te-Tiriti-o-Waitangi honouring organisation.
- Maintain a general overview of InternetNZ’s relationships with Māori and monitor/help mitigate relational and reputational risks.
- Support the implementation of He Pouwhenua, He Pou Tangata strategy, and develop recommendations on alignment with strategic thinking.
- Review this Terms of Reference annually prior to the Annual General Meeting and recommend any updates as/if required for Council to consider at its subsequent meeting.

## Other Matters

- Consider any other matters referred by Council.

## Authorities

Te Komiti ’s authority is limited to the approvals and recommendations set out below.

In general, and in summary, these are as follows:

Activity	Approvals / Recommendations
Nurture understanding of Te Ao Māori and its relevance to InternetNZ	Make recommendations to Council
Co-design, co-management and co-governance approaches.	Make recommendations to Council
Relationship management with MDG and other Māori stakeholders.	Make recommendations to Council
Support implementation He Pouwhenua, He Pou Tangata strategy.	Sponsor strategy at Governance level
Other Māori engagement processes.	Make recommendations to Council

In fulfilling its other responsibilities as set out above, it is an advisory body only.

Te Komiti must exercise the powers delegated to it in accordance with any directions of Council.

Te Komiti can invite other parties to attend meetings from time to time as circumstances require.

## Reporting

After each Committee meeting, the Chair shall report Te Komiti 's findings and recommendations to Council. Therefore, unless directed by the Chair, the notes of all Committee meetings shall be circulated to Councillors, the Chief Executive, and to such other persons as Te Komiti directs.

## Communication

Te Komiti shall maintain direct lines of communication with the members of Te Komiti and with kaimahi generally.

## Review

This Terms of Reference document and the performance of Te Komiti shall be subject to an annual review by Council.