

# Ngā Tikanga - Te Pātukurea Implementation Reference group Terms of Reference

## Whakataki / Background

The Implementation Reference group (**Steering Group**) is a key element for the successful implementation of Te Pātukurea. The Reference group ensures that the community's needs, values, and priorities are represented throughout the implementation of the plan. It fosters shared ownership and transparency in delivering the plan.

The reference group consists of members from various backgrounds, including but not limited to Community Board representatives, Hapū representatives, Kerikeri-Waipapa community organisations and rangatahi (local young people).

## Ngā Kaupapa - Purpose of the Steering Group

The Reference group serves in **an advisory role**, assisting with the monitoring and evaluation of Te Pātukurea and the implementation of related projects. The Reference group offers guidance and suggestions; however, it **does not possess decision-making authority** regarding the project. The Implementation Reference group provides a critical community voice to key projects required to deliver Te Pātukurea.

The Reference group will initially convene for a period of 12 months, after which time its function and membership will be reviewed.

Its purposes are to:

- Provide an inclusive community forum, grounded in both tikanga Pākehā and tikanga Māori, for the deliberation of Te Pātukurea's implementation.
- Ensure alignment of implementation projects with the overall vision, values, and strategic objectives of Te Pātukurea and community aspirations.
- Review and provide advice on the quality and alignment of project outputs and deliverables before they are finalised or presented to decision-makers.
- Review project direction and offer feedback for ongoing improvement.
- Act as a platform for discussing ideas. Encourage the exchange of information to promote effective practices and new developments.
- Participate in implementation project workshops as necessary.
- Offer guidance on strategies to enhance engagement and champion community engagement.

- Serve as a sounding board for new ideas and proposals, providing constructive feedback and diverse perspectives to support innovation and continuous improvement.
- Where relevant, advocate for necessary resources and support to ensure successful project delivery.
- Identify and help manage risks and interdependencies early, supporting mitigation strategies for critical issues.
- Champion transparent reporting to Council and the community on progress, challenges, and achievements.
- Advocate for and participate in constructive, respectful community deliberation.

## Ngā Tāngata - Membership

The Reference group will include representatives from:

- Community board representatives.
- Hāpū Rōpū.
- Community group members.
- Healthy Families Far North.
- Rangatahi representative/s.
- Business association representative/s for Kerikeri and Waipapa.

These members ensure diverse perspectives within the group.

## Ngā Tikanga - Core Principles

The reference group must commit to the following principles in their ongoing work together:

- Tika, pono, me te aroha – Good faith participation; trust, openness, honesty and integrity
- Mana tangata - Show mutual respect to all members.
- Whaiwhakaaro - Take a constructive and solutions-focused approach in discussions and decision-making.
- Mahitahi - Foster a collaborative environment.
- Kia areare te whakarongo - Listen actively to one another.
- Ko te hāpori whānui te take - Strive for solutions that benefit the wider community.

- Kia tinitini ngā kōrero - Commit to equity and inclusion, ensuring all voices are valued.
- Whakamana tikanga, whakamana Te Tiriti - Uphold tikanga Māori and working in partnership with mana whenua.
- Kia matatapu te kōrero - Maintain confidentiality where appropriate.
- Kia manawaroa - Embrace constructive challenge and continuous learning.

## Ngā Mahi - Relevant Projects

The Reference group provides advice across a range of projects which deliver Te Pātukurea. These include:

- Monitoring and evaluation framework.
- Waipapa Structure Plan.
- Kerikeri Urban Design Framework.
- Kerikeri-Waipapa Long-term wastewater treatment and discharge strategy.

Additional projects may be included in the future.

## Ngā Hui - Meetings and Operations

The Reference group operates through regular, structured meetings to ensure effective engagement and coordination across various projects. The operational framework includes:

### Tikanga

The Reference group will follow normal tikanga in relation to meetings and workshops. Mana whenua will advise the facilitators, chair and group members of the appropriate tikanga.

### Meeting Frequency and Attendance

Meetings occur as required at Council offices, with remote access via MS Teams. If unavailable, members must send a **delegate** to ensure continuity. A Community Board representative chairs the meetings. **Special meetings** may be called for urgent issues with Council request and Chair approval.

### Meeting Duration

Meetings are scheduled for a **minimum of one hour**, with flexibility to extend as needed based on the agenda.

## **Agenda Setting**

Council is responsible for preparing and distributing the agenda **at least two working days prior** to each meeting.

## **Meeting Records**

The Council is also responsible for recording and distributing meeting minutes, ensuring clear documentation of discussions, decisions, and action points.

## **Conflict of Interest**

All members must declare any conflicts of interest at the start of each meeting. Where a conflict exists, the member may be asked to withdraw from related discussions or decisions.

## **Respectful Conduct**

All members are expected to always treat each other and Council staff with respect. Abuse, harassment, or any form of inappropriate behaviour will not be tolerated and may result in removal from the Steering Group.

## **Decision-Making**

If decisions are required, the Reference group will endeavour to reach agreement through consensus. If consensus is not attainable, matters will be resolved by majority vote.

## **Remuneration**

This is a voluntary role. Reference group members are unpaid unless otherwise agreed.

## **Review of Terms of Reference**

The Terms of Reference will be reviewed annually, or as required in response to significant changes in project scope, governance, or organizational priorities.