

Memorandum of Understanding

Partners:

Ngāti Tama Manawhenua Ki Te Tau Ihu Trust; Ngāti Koata No Rangitoto Trust; Te Atiawa Ki Te Tau Ihu Trust; Ngāti Rārua Iwi Trust; Ngāti Toa Rangatira Manawhenua Ki Te Tau Ihu; Te Runanga O Ngāti Kuia Trust and Tasman Bays Heritage Trust.

Tasman Bays Heritage Trust was established as a Council Controlled Organisation in 2000, by way of Memorandum of Understanding and by the enactment of a Trust Deed between Nelson City Council and Tasman District Council.

Te Tai Ao Komiti, Tasman Bays Heritage Trust

SECTION A - NAME AND PURPOSE

A.1 The official name of this body shall be Te Tai Ao Komiti, Tasman Bays Heritage Trust

A.2 The Komiti exists as a partnership between the Tangata Whenua of Te Tai Tapu - Aorere rohe, and Tasman Bays Heritage Trust and is coordinated through the office of the Chief Executive, Tasman Bays Heritage Trust

A.3 The purpose of the Komiti relates primarily to Kaitiakitanga (caretakership) and tikanga Māori (customs, protocols, life principles) of/for all taonga Māori (treasures and ancestors) cared for by Tasman Bays Heritage Trust.

A.4 The Komiti will advise, liaise and monitor the implementation of policies and practices relating to the acquisition, care, purpose, protection and utilization of taonga Māori by Tasman Bays Heritage Trust as related to Te Ao Māori (the Māori world). This role also includes matters relating to employment and training of museum staff and volunteers.

TERMS OF REFERENCE

The Komiti will represent at all times the long-term interests of the Tangata Whenua of Te Tau Ihu and Tasman Bays Heritage Trust, as reflected in the Tasman Bays Heritage Trust Deed.

The Komiti will:

- Assist in identification of desirable policy outcomes for Tasman Bays Heritage Trust;
- Help assess Iwi requirements;
- Provide perspectives on the establishment and maintenance of realistic and practical creative professional programmes;

- Participate in development of long-range programme and policy goals for Tasman Bays Heritage Trust;
- Assist in the achievement of long-range programme and policy goals for Tasman Bays Heritage Trust;
- Contribute to/participate in special museum related project requests that pertain to Tangata Whenua;
- Assist in the maintenance of “best practice” standards;
- Provide information on new developments which may require changes in programme/tikanga;
- Aid provision of information and orientation to staff with regard to appropriate tikanga.

SECTION B - MEMBERSHIP

B.1 The committee shall be made up of one Iwi trust appointed member and/or their proxy, and the Chief Executive Officer, Tasman Bays Heritage Trust or the CEO’s nominee.

B.2 All komiti and proxy representatives are to be appointed by resolution of the applicable Iwi Trust Board. Written confirmation of the appointment of the Iwi Komiti representative and the Proxy Iwi Komiti Representative must be submitted to the Chief Executive Officer, Tasman Bays Heritage Trust by the Secretary of the Iwi Trust Board within 21 days of appointment.

B.3 The following Iwi are to be represented.

- Ngāti Tama
- Ngāti Koata
- Te Atiawa
- Ngāti Rārua
- Ngāti Toa Rangatira
- Ngāti Kuia

B.4 Notification of appointments to the Komiti shall be confirmed in writing by the appropriate Iwi Trust authority by 1 July every second year.

B.5 The term of appointment to the Komiti will be two years, with a right to further terms, until such time as the member either resigns, is removed by iwi, or is subject to clause B.6, or is not reappointed by the appropriate Iwi Trust authority.

B.6 Any member who absents themselves from three consecutive meetings, without just cause, will be deemed to have resigned from same and the appropriate Iwi Trust Authority will be notified of the same, requiring an alternate representative to be appointed.

B.7 The term of a new Komiti member shall begin on the month of confirmed appointment by the appropriate Iwi Trust authority.

B.8 The Komiti may from time to time second such persons with expertise to provide additional advice to the Komiti.

SECTION C - PROCEDURAL REQUIREMENTS

C.1 The officer shall be the Chairperson, which will rotate.

C.2 The Chairperson shall be appointed at the beginning of each meeting by a majority vote of the attending Komiti members.

C.3 Standard Chairperson's duties shall be:

- * To preside at the meetings of the Komiti.
- * To assist in the development of the following meetings' agenda prior to that meeting.
- * To appoint special committees, with the prior approval of the Komiti, which may include persons other than Komiti members.

C.4 Tasman Bays Heritage Trust shall supply a Minute Secretary, as required. All records will be maintained by the office of the Chief Executive Officer, Tasman Bays Heritage Trust.

Their duties shall be:

- * Keep records of the attendance of members at meetings.
- * Keep a record of discussion, recommendations and motions.
- * Maintain a permanent record/file of Komiti activities.
- * Distribute minutes and agenda of Komiti meetings and copies of other Komiti documents to Komiti members.
- * Distribute copies of the minutes of the Komiti meetings to Trustees, Tasman Bays Heritage Trust

SECTION D - MEETINGS

D.1 The Komiti will meet regularly, a minimum of four times per annum.

D.2 Meeting dates should be set at the first meeting of the year; but the Komiti may call special meetings, as required, with not less than seven days notice.

D.3 Written notices and agendas of Komiti meetings shall be mailed, faxed, telephoned or e-mailed to all Komiti members at least seven days prior to each meeting.

D.4 Costs for meetings will usually be borne by Tasman Bays Heritage Trust.

D.6 A quorum will consist of four members.

SECTION E - ANNUAL PROGRAMME

E.1 Annually the Komiti will have the opportunity to formally comment on the Annual Plan and Statement of Corporate Intent of Tasman Bays Heritage Trust.

E.2 The Komiti will have the opportunity to comment on policy planning and draft policy statements of Tasman Bays Heritage Trust.

E.3 The Tikanga policy and practices of Tasman Bays Heritage Trust and its divisions will be reviewed and formally commented on by the Komiti.

E.4. The Komiti will submit an annual summary to be included in the Annual Report of Tasman Bays Heritage Trust, which will be presented to stakeholders.

SECTION F - SUB-COMMITTEES

F.1 As the need for standing and special committees arise, such committees may be appointed by the Komiti.

F.2 Sub-committees shall report regularly to the Komiti either in writing or in person

F.3 A sub-committee will automatically be discharged upon accomplishing the task(s) for which it was established.

SECTION 6 - AMENDMENTS

G.1 This constitution, articles, and rules may be amended. The following steps must be followed to complete the process:

- The Komiti and Chief Executive will consider the recommendations for amendments.
- The CEO and delegated Komiti representative will consider the legality and any implications of the amendment.
- If the proposed amendment does not cause legal or significant programme implications the amendment will be confirmed by the Komiti as a whole at the next regularly scheduled meeting.
- If however, the proposed amendment does cause a legal or significant programme implication, then a special meeting may be called with not less than seven days notice by a member of the Komiti, through the office of the Chief Executive
- A two-thirds majority vote of the total membership will be needed to pass the amendment at the meeting.

Review of Agreement

The memorandum of understanding will be reviewed every three years

Signed at Wakatu Marae on the 14 day of April 2007 for, and on behalf of,

Ngāti Tama Manawhenua Ki Te Tau Ihu Trust

Ngāti Tama Manawhenua Ki Te Tau Ihu Trust
Mairangi Reiher, Representative, Iwi Komiti

Ngāti Koata No Rangitoto Trust

Ngāti Koata No Rangitoto Trust
Celia Hawea, Representative, Iwi Komiti

Te Atiawa Manawhenua Ki Te Tau Ihu Trust

Te Atiawa Manawhenua Ki Te Tau Ihu Trust
Jane du Feu, Representative, Iwi Komiti

Ngāti Rārua Iwi Trust

Ngāti Rārua Iwi Trust
Marama Takao, Representative, Iwi Komiti

Ngāti Toa Rangatira Manawhenua Ki Te Tau Ihu

Ngāti Toa Rangatira Manawhenua Ki Te Tau Ihu
Tui Hammond, Representative, Iwi Komiti

Te Runanga O Ngāti Kuia Trust

Te Runanga O Ngāti Kuia Trust
Chris Hemi, Representative, Iwi Komiti

Tasman Bays Heritage Trust
Cr. Pat O'Shea
Chairperson

Tasman Bays Heritage Trust
Wayne Peter Marriott
Chief Executive