

**MANA WHENUA STEERING GROUP: TERMS OF REFERENCE**

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## OVERVIEW

The Mana Whenua Steering Group is a forum in which the interests, aspirations, concerns, and cultural responsibilities of iwi mana whenua (Taranaki Whānui ki te Upoko o te Ika and Ngāti Toa Rangatira) can be voiced and heard throughout the design and delivery of significant infrastructure projects within Te Whanganui a Tara, and the Wellington Region more broadly.

The Mana Whenua Steering Group facilitates a collaborative approach to enable opportunities that reflect and provide for the aspirations of mana whenua. The Mana Whenua Steering Group seeks to ensure that the development and delivery of significant infrastructure projects sets a new benchmark for mana whenua and Crown Treaty partnership in that it provides meaningful opportunities for co-design, capability building and positive social, cultural, economic and environmental outcomes.

At present, the Mana Whenua Steering Group provide services to the Te Ara Tupua Ngā Ūranga ki Pito-One Shared Pathway, Tupua Horo Nuku (Eastern Bays) Shared Pathway, and RiverLink projects. Collectively, **Ngā Ara Tupua projects**. This Terms of Reference enables the scope of services provided by the Mana Whenua Steering Group to be applied to additional projects that may require partnership with iwi mana whenua in the future, as appropriate and as an addendum to the Schedules.

## PURPOSE AND OBJECTIVES

### The purpose of Mana Whenua Steering Group is

The purpose of the Mana Whenua Steering Group is to ensure that significant Crown projects within Te Whanganui a Tara and Wellington Region are collaboratively designed and delivered to maximise the number of realised positive outcomes for the land, mana whenua, and the environment.

### The role of the Mana Whenua Steering Group is to

- Exceed Best Practice - The Mana Whenua Steering Group will be an exemplar for an authentic Treaty partnership, that is mana enhancing and delivers on the relevant Crown strategies that provide for Mana Whenua interests, including improved economic, social and cultural outcomes for Mana Whenua and Māori within the region.
- Identify Opportunities - The Mana Whenua Steering Group will identify opportunities to influence and provide for positive outcomes throughout consenting, design, delivery of significant Crown led projects which reflect the interests and aspirations of Mana Whenua.
- Connect people - The Mana Whenua Steering Group is the primary connection between the Crown, Councils and the wider mana whenua communities, marae, trusts and the representative entities which appoint them.
- Realise outcomes and aspirations - Having identified opportunities and connecting people, the Mana Whenua Steering Group are tasked with supporting and guiding the outcomes which are being sought.

- Fulfil statutory requirements - The Mana Whenua Steering Group will work with the Crown and Councils (as appropriate) to achieve compliance with relevant consent conditions for subject projects.

**The responsibilities of the Mana Whenua Steering Group include (but are not limited to)**

- Provide cultural leadership and guidance to ensure that tikanga and kawa is being applied in the consenting, design and delivery phases of significant Crown led projects;
- Maximising opportunities for mana whenua to provide input into and to guide the design, delivery, and development of significant Crown led infrastructure projects, including by incorporating cultural narratives, principles, and designs throughout key components (and any relevant processes);
- Provide direction and guidance on how engagement with mana whenua communities, marae, and iwi representative entities may be conducted; and
- Assist project teams to navigate obstacles and challenges to ensure mana whenua tikanga and values are adhered to and provided for.

## MEMBERSHIP

The Mana Whenua Steering Group will comprise of the following members:

- Taranaki Whānui: up to **three** appointed representatives and **one** intern observer;
- Ngāti Toa Rangatira: up to **three** appointed representatives and **one** intern observer;
- Waka Kotahi New Zealand Transport Agency: up to **two** appointed representatives.

In response to project requirements, the Mana Whenua Steering Group may agree to invite other organisations and technical specialists to contribute to the meetings and conversations, including:

- Alliance partners
- Greater Wellington Regional Council
- Hutt City Council
- Wellington City Council
- KiwiRail
- Department of Conservation
- Others as identified

## SUPPORT ROLES

The Mana Whenua Steering Group will have access to at least one Partner Integration Manager whose roles will include, but will not be limited to:

- Provide cultural and technical advice and leadership;
- Facilitate scheduled meetings, including preparing agendas and meeting materials;
- Co-ordinate deliverables / outputs from the Mana Whenua Steering Group, and provide preliminary review and comment on material being delivered to the Mana Whenua Steering Group; and



- Be the primary point of contact between the Mana Whenua Steering Group, other mana whenua team members brought into the projects, and wider project teams as and when required.

The number and scale of support roles that the Mana Whenua Steering Group require is expected to vary depending on the number of projects that services are provided to, and the stage at which these projects are at (i.e., consenting, detailed design, or delivery).

The Mana Whenua Steering Group Chairperson will be directly involved in the recruitment and appointment of the Mana Whenua Steering Group support personnel, including developing the scope and breadth of proposed services. These roles will be discussed and agreed by the Mana Whenua Steering Group and relevant Project Director/Project Manager.

Support staff will be required to establish their own contractual arrangements with one of the relevant partner organisations, as appropriate to the project that they are working on.

## MEETING FREQUENCY AND FORMAT

- The Mana Whenua Steering Group shall meet monthly, or such other frequency as is agreed and as required by the nature of the work being completed.
- The Mana Whenua Steering Group is a closed meeting for nominated members and invited manuhiri only.
- The Mana Whenua Steering Group through mutual agreement may invite other groups, community representatives, or members of specific project teams to attend meetings.
- The Mana Whenua Steering Group will be chaired by a Taranaki Whānui representative.
- The Mana Whenua Partner Integration Manager will be responsible for ensuring the taking of minutes.
- Members are encouraged to attend all meetings. If they are unable to make a meeting, they should inform the chair in advance and nominate someone to attend in their place where appropriate.

## TERM

This Terms of Reference is effective from **1 October 2021** and continues until **six months** after completion of any project the services are being provided for, or at an alternative date agreed by all partners.

## CONDUCT PRINCIPLES

- Members must conduct themselves in a professional and respectful manner
- All views will be received and respected in all forums
- Members are responsible for sharing agreed outcomes and discussion from the meetings with their relevant organisations / groups
- Confidential material and information may be shared with members before it can be shared with wider stakeholders. If this is the case, members must respect the confidentiality policies of the respective parties.

- If members are found to contradict conduct principles, they will be asked to terminate their membership from the Mana Whenua Steering Group.

## REMUNERATION

The iwi appointed members of the Mana Whenua Steering Group, the Partnership Integration Manager, and any other support staff will be remunerated according to the Waka Kotahi New Zealand Transport Agency's *Koha and Payments for Advice and Cultural Services Policy Version 1 – August 2019*. These remuneration rates are to be applied to each project that the Mana Whenua Steering Group provide services to throughout the duration of the Mana Whenua Steering Group.

All costs associated with the delivery of the services by the Mana Whenua Steering Group will be invoiced to Waka Kotahi New Zealand Transport Agency. Where appropriate, separate invoices will be issued for time spent delivering the services on individual projects. Any project specific remuneration and payment information will be provided as per services set out in the Schedules to this Terms of Reference.

Steering Group members may negotiate with the relevant Project Director a contract to be agreed between both parties for service and work that is outside of the role and responsibilities Mana Whenua Steering Group.

### Mana Whenua Steering Group Appointees

#### Meeting attendance and preparation

- [REDACTED] per monthly Mana Whenua Steering Group meeting (or any other meeting required of the group) that lasts up to four hours;
- [REDACTED] per monthly Mana Whenua Steering Group meeting (or any other meeting required of the group) that lasts over four hours;
- [REDACTED] an hour for pre-reading of monthly Mana Whenua Steering Group meeting material (capped at four hours)

#### Other services provided

- A minimum of [REDACTED] and a maximum of [REDACTED] per hour for services provided outside of the Mana Whenua Steering Group meetings (as discussed and by prior agreement of the Mana Whenua Partnership Integration Manager, Project Director, and / or Project Manager)
- The scope of other services provided will be largely dependent on the stage at which the subject project is (i.e., consenting, procurement, construction and delivery). Further details of anticipated scope of works for specific projects are provided as **Schedules to this Terms of Reference**.

#### Disbursements

- [REDACTED] per appointed member, per project, per annum for disbursements

### Mana Whenua Steering Group Intern Observers

[REDACTED] per hour for all services provided to the Mana Whenua Steering Group (as discussed and by prior agreement of the Mana Whenua Partnership Integration Manager, Project Director, and / or Project Manager). Services are expected to include:

- Attendance at monthly Mana Whenua Steering Group meetings (capped at four hours)
- Pre-reading Mana Whenua Steering Group meeting material (capped at two hours)
- Attendance at other meetings, iwi engagements, site engagements as appropriate and as discussed and by prior agreement of the Mana Whenua Partnership Integration Manager, Project Director, and / or Project Manager
- Hours for Intern Observers will be capped at 20 hours per month

Representatives from Waka Kotahi or partner organisations will not be separately remunerated for Mana Whenua Steering Group meeting attendance.

## AGREEMENT

The following members will sign this agreement to show that they accept the terms of their membership on the Mana Whenua Steering Group:

<p>Name: [Redacted]</p> <p>Date: 21/10/21</p> <p>Signature: [Redacted]</p>
<p>Name: [Redacted]</p> <p>Date: 21/10/21</p> <p>Signature: [Redacted]</p>
<p>Name: [Redacted]</p> <p>Date: [Redacted]</p> <p>Signature: [Redacted]</p>
<p>Name: [Redacted]</p> <p>Date: 21/10/21</p> <p>Signature: [Redacted]</p>
<p>Name: [Redacted]</p> <p>Date: 21 Oct 2021</p> <p>Signature: [Redacted]</p>

s 9(2)(a)

Name: [Redacted]

Date: 2 [Redacted]

Signature [Redacted]



## SCHEDULES

Schedules have been developed for each of the partner projects to outline the anticipated focus areas and effort required of the Mana Whenua Steering Group for the next six-month period. These items are anticipated to constitute the scope of the 'other services' outlined in the body of this Terms of Reference.

### SCHEDULE1 – TE ARA TUPUA NGĀ ŪRANGA KI PITO-ONE AND TUPUA HORO NUKU EASTERN BAYS SHARED PATHWAYS

Out of Scope



Out of Scope



## SCHEDULE 2 – RIVERLINK

### Focus areas of the Mana Whenua Steering Group for the period 1 October 2021 to 31 March 2022

- **RiverLink Project Board**

- The Chair of the Mana Whenua Steering Group and the Ngāti Toa representative on the Mana Whenua Steering Group will be members of the RiverLink Project Board;
- The Mana Whenua Steering Group will meet with the Project Board to develop a mana-enhancing partnership with all partners and provide guidance to the RiverLink project team to navigate obstacles and challenges to ensure mana whenua tikanga and values are adhered to and provided for.

9(2)(b)(ii)



- **Mana Whenua Values Plan**

- The Mana Whenua Steering Group will play a critical role in the development of the RiverLink Mana Whenua Values Plan which is anticipated to take place between **October 2021 and March 2022**.
- The Mana Whenua Steering Group will be required to provide guidance, review, and endorsement throughout the development of the Mana Whenua Values Plan. This is expected to include, but is not limited to
  - Refining proposed approaches to the development of the plan
  - Engaging subject matter experts in cultural tikanga and design
  - Planning and facilitating iwi engagement sessions
  - Review and endorsement of the plan



- **Communications**

- The Mana Whenua Steering Group will play a critical role in the development of RiverLink communications material throughout the procurement and construction phases of the project.
- The Mana Whenua Steering Group will be required to provide guidance, review, and endorsement of communications and engagement material. This is expected to include, but is not limited to
  - Media releases and external project update
  - Internal communications
  - Attendance at project events (e.g., project open days, iwi engagement hui and updates)
  - Development and implementation of an iwi engagement and communications strategy