

TE RŌPŪ AHI KĀ

Te Anga Whakahaere

(for Members of Te Rōpū Ahi Kā Komiti)



RANGITĪKEI
DISTRICT COUNCIL

making this place home

Introduction – Kupu Whakataki

This Framework – Te Anga Whakahaere establishes a single, coherent document for the governance, operation, relationship, and conduct of the Komiti,

Te Rōpū Ahi Kā. It brings together three key governance components, the Terms of Reference (ToR), the Memorandum of Understanding (MoU), and the Code of Conduct into one aligned framework.

- **Tūtohunga - Memorandum of Understanding (MoU):**
Establishes how the two parties agree to work together.
- **Tūtohunga - Terms of Reference (ToR):**
Sets out what the komiti is authorised to do and how.
- **Tikanga Whakahaere - Code of Conduct:**
Sets out the behavioural standards expected of members.

This Framework is guided by our shared values, which inform decision-making, relationships, and behaviour across all parts of the Framework.

Contents

Section One	Te Anga Whakahaere - sets out the Framework Values and outcomes, and the makeup of the framework.
Section three	Tūtohunga – Memorandum of Understanding - Establishes how the two parties agree to work together.
Section Two	Tūtohunga – Terms of Reference - Sets out what the komiti is authorised to do and how.
Section four	Tikanga Whakahaere – Code of Conduct - Sets out the behavioural standards expected of members.

Values – Ngā Uara



Manaakitanga embodies behaviour that is mana-enhancing of those around us. Manaakitanga inspires us to demonstrate generosity, fairness, appreciation, respect, and consideration for others in a way that we perform our roles and responsibilities.



Rangatiratanga exemplifies the attributes commonly associated with Rangatira, responsibility, integrity, generosity, and the ability to unite people. We are expected to demonstrate and foster these qualities as we determine our collective aspirations and design strategies for their achievements.



Kotahitanga flourishes when commitment to a shared vision is built and sustained. It expresses strength and cooperation. Kotahitanga is evident when we pool our talents and energy, working together to realise common goals.



Whanaungatanga reminds us that our accomplishments are typically the results of collaborative effort, made possible by developing and maintaining strong relationships. Whanaungatanga creates opportunities for each of us to make our unique contribution, enabling shared objectives to be advanced and reinforcing our whānau, hapū, iwi, community and other associations.



Whakapono is the steadfast belief in our identity, values, and traditions. It guides our actions with integrity, and nurtures trust within our whānau, hapū, iwi and wider associations.



Aroha is more than love; it encompasses compassion, empathy, respect, and a deep sense of connection. It reflects the core of whanaungatanga, binding people together through genuine care and understanding. Aroha is expressed through actions that uplift others and show kindness in our words.

Outcomes – Ngā Putanga

Te Rōpū Ahi Kā aims to achieve the following outcomes aligned to these values.

Manaakitanga	<ul style="list-style-type: none"> • Mana enhancing engagements. • The wellbeing of iwi/hapū/marae and communities is prioritised in all decisions.
Rangatiratanga	<ul style="list-style-type: none"> • Recognition of leadership, expertise, and authority of all members. • Empowered participation in decision-making.
Kotahitanga	<ul style="list-style-type: none"> • Collective agreement on priorities and initiatives. • Shared understanding of roles and responsibilities.
Whanaungatanga	<ul style="list-style-type: none"> • Strong, trusting relationships among members and partners. • Active collaboration and connection.
Whakapono	<ul style="list-style-type: none"> • Honest, open, and trustworthy communication. • Constructive and transparent resolution of issues.
Aroha	<ul style="list-style-type: none"> • Decision-making that reflects care and kindness. • Supporting wellbeing and positive relationships in all interactions is important.

RANGITĪKEI DISTRICT COUNCIL

MEMORANDUM OF UNDERSTANDING

TŪTOHINGA

Between: Rangitikei District Council

And: Te Tangata Whenua o Rangitikei

Ngāti Parewahawaha

Ngā Wairiki - Ngāti Apa:

- Ngā Ariki
- Ngāti Kauae/ Taurira
- Ngā Wairiki Ki Uta Kauangaroa (withdrew 2023)*
- Whangaehu (withdrew 2023)*

Rātana Community

Ngāti Hauiti

Ngāti Hinemanu/ Ngāti Paki

Ngāti Tamakōpiri

Ngāti Whitikaupeka

Ngāti Te Ohuake

Ngāti Rangituhia

**New or withdrawn members (for example from Kauangaroa and Whangaehu) may be accepted at any time*

Represented on Council by: Te Rōpū Ahi Kā

Version Control

- Agreed to by Te Rōpū Ahi Kā on 10 October 2006
Agreed to by Council on 26 October 2006
- Amended under review by Te Rōpū Ahi Kā on 14 August 2012 (12/IWI/019). Confirmed by Council 30 August 2012 (12/RDC/151)
- Draft v2
- Amended by Te Rōpū Ahi Kā on 17 December 2019. Final Document approved and confirmed 17 December 2019
- Amended by Te Rōpū Ahi Kā on 11 June 2024

Introduction – Kupu Whakataki

This Memorandum of Understanding has been put together on the basis of:

- Both parties have entered into the Memorandum of Understanding - Tūtohunga in good faith and with a view to making the partnership work.
- Both parties recognise that there may be constraints from time to time in respect of resources.
- Both parties can see mutual benefits being derived from the establishment of the Memorandum of Understanding - Tūtohunga.
- Both parties express the wish that their partnership will develop and become stronger over time.

Tūtohunga

MEMORANDUM OF UNDERSTANDING

1. Introduction

- 1.1. The Rangitikei District Council and iwi of the District wish to enter into a number of protocols, which are intended to reflect the basis on which they will conduct their affairs of common interest.
- 1.2. For the purposes of this Memorandum, the iwi of the District are the Tangata Whenua that hold Mana Whenua in relation to a particular area of the District. The Tangata Whenua of the District comprise the hapū and iwi, which are represented on Te Rōpū Ahi Kā, a standing committee of Council.
- 1.3. Hapū and iwi acknowledge each other's tino rangatiratanga, arising from their Mana Whenua, when speaking for their area.
- 1.4. Hapū and iwi put forward delegates to Te Rōpū Ahi Kā to represent issues and consider Council policy, making resolutions and representations to Council. This clause does not preclude iwi, hapū or individual interaction with Council on issues that concern them directly.
- 1.5. Te Tiriti o Waitangi is the starting point for determining the relationship with hapu, iwi and the Rangitikei District Council.
- 1.6. Within the Rangitikei District, the Māori community of Rātana Pā is recognised as being integral to decision-making on Māori issues and therefore, the Rātana Pā Community, through their nominated representative, have membership on Te Rōpū Ahi Kā.
- 1.7. The Council's procedures are governed by statute and must comply with all relevant legislation, including Te Tiriti o Waitangi.
- 1.8. The Council and iwi of the District agree to the protocols set out in Section 2 below. They are intended to be exercised in the utmost good faith to ensure that the needs of both Māori and the wider community be met.

2. Protocols

- 2.1. These protocols constitute policy of the Rangitikei District Council and can be reviewed from time to time, in consultation with Te Tangata Whenua o Rangitikei.
- 2.2. If agreement of any changes cannot be reached the Memorandum of Understanding may lapse, but only in relation to those matters on which agreement cannot be reached.
- 2.3. If further protocol(s) are agreed they can be added to the Memorandum of Understanding by way of amendment.
- 2.4. Te Rōpū Ahi Kā, as a Standing Committee of the Rangitikei District Council, may recommend to the Council, any changes to the representation of hapū and/or iwi on Te Rōpū Ahi Kā, within three months of each triennial election, and at other times, if appropriate.
- 2.5. The Council's total financial liability pursuant to these protocols shall be determined by the Council following consultation with Te Rōpū Ahi Kā annually as part of the Council's annual planning process.
 - (i) In undertaking any consultation, both parties will ensure that the timeframes otherwise specified in any relevant legislation are complied with.
 - (ii) Where the Council requires Te Rōpū Ahi Kā to undertake any work, which is not otherwise identified in the Memorandum of Understanding, that work will be specified in a separate consultancy agreement.
- 2.6. Te Rōpū Ahi Kā will regularly review its Terms of Reference, ideally at the first meeting of each triennium following the Local Authority elections.
- 2.7. The Council will otherwise be responsible as follows:
 - (i) To ensure that consultation takes place prior to and during the preparation of Council's Policies, Bylaws, Long Term Plan, Annual Plan and other activity plans. This will normally mean prior to the adoption by the Council of the draft documents and before the documents are put out for initial public consultation. The Council will ensure that sufficient information and time is made available to Te Rōpū Ahi Kā to determine what issues, if any, require further investigation and/or consultation.
 - (ii) To define any issues of concern to iwi of the District, to identify any reports that may be required to address such issues and to otherwise determine the methodology and resources (financial or otherwise) necessary to properly achieve Protocols 2.9 (i) and (ii), and such consultation will otherwise be conducted in a manner defined by the 'Consultation Process Plan', see Appendix 1.
 - (iii) To develop in consultation with Te Rōpū Ahi Kā, steps to build Māori capacity for contributing to its decision-making processes including representation of the komiti on Council — standing committees, working parties and reference groups.
 - (iv) To ensure that Te Rōpū Ahi Kā is kept informed of all progress in relation to the preparation of the District Plan and any reviews or variation after that plan becomes operative.
 - (v) To ensure, like hapū/iwi, that the following values are considered in all operational undertakings with the operational focuses and outcomes detailed in the 'Māori Responsiveness Framework':
 - a. **Manaakitanga:** Council will at all times endeavour to listen with an open mind, act with fairness and equity, engage in a transparent manner and be accountable to the people of the Rangitikei for its behaviours, choices and outcomes.
 - b. **Rangatiratanga:** As steward of the district, Council takes its responsibilities seriously, understanding that it operates in the best interests of all people, acknowledging the diversity of wants and needs within iwi/hapū throughout the rohe. Council acknowledges its role in building capability and capacity within whānau/hapū/iwi focusing on self-determination, increasing access to economic opportunities and sustainability. Council's behaviours will reflect this rangatiratanga at all times. Everyone who works for the Council will conduct themselves in a manner that enhances the reputation of hapū/iwi. Everyone who works for Council is committed to collaborating, maximising productivity and creating maximum value in this partnership.
 - c. **Ūkaipōtanga:** Council acknowledges this value for hapū/iwi in revitalising their kōrero tuku iho — the transferring of knowledge within whānau and hapū. Council will show recognition and acknowledgement to hapū and iwi to their whenua. Council will support opportunities for hapū and iwi members to live on tupuna lands (ie. Papakainga). It is a value/outcome that will continue to be set within the 'Māori Responsiveness Framework'.

- d. **Whanaungatanga:** Council will at all times endeavour to support whanau, hapū and iwi in the development of collective approaches for education and wellbeing. Council will act and behave in a manner that reflects tika and pono (in good faith), and demonstrates partnership with iwi/hapū and their kaupapa; creating positive relationships internally and externally.
- e. **Kaitiakitanga:** Council is not only responsible for the infrastructure vital to our district's economy but is also responsible for the environmental and cultural wealth of the district. Council will work with other organisations and sectors of our community to work together to create a sustainable environment within which whānau and hapū and communities in general can flourish. Council will demonstrate responsible and sustainable development in its projects.
Me whakatipu i ngā pakihi, ōtira me tiaki i te whenua, ngā awa, ngā maunga me te taiao. (Grow business opportunities but always consider the health and well-being of the land, the rivers, the mountains and the environment)
- f. **Wairuatanga:** Council acknowledges the spiritual connections of Mana Whenua and Tangata Whenua and seeks to appropriately incorporate these traditions into both the governance and operational areas of Council.
- g. **Kotahitanga:** Council as a physical place and as a community structure, aims to be a safe place to have difficult conversations. Council aims to treat everyone with respect and use the connectedness of hapū/iwi to everyone's advantage generating harmony and opportunity from any differences. Council will show a commitment to work together.
- h. **Whakapapa:** Council acknowledges the whakapapa connections of hapū/iwi, and endeavours to support the telling of these stories through traditional and contemporary communication channels.
- i. **Te Reo me ōna Tikanga:** Council acknowledges the fundamental/essential/critical importance of Te Reo Māori to all things Māori. Te Reo Māori will be encouraged through Council practices and behaviours.

3. Indemnity

- 3.1. At no time will the Council bear responsibility or liability in respect of any unlawful action arising out of the conduct of Te Rōpū Ahi Kā or its agents.

4. Dispute

- 4.1. If any disputes arise concerning the interpretation or application of these protocols, the parties will mutually agree the appointment of an independent mediator, with a view to the parties reaching agreement by way of mediation concerning that dispute.
- 4.2. If no such agreement can be reached following mediation, any disaffected party must thereafter be free to pursue any legal remedy that may otherwise be available to it, should it choose to do so.

5. Vires

- 5.1. The application of these protocols must at all times be subject to the provisions of the Local Government Act 2002 (and any amendments or re-enactment thereof), the Resource Management Act 1991 (and any amendments or re-enactments thereof) and/or any other legislation applicable to the process being undertaken pursuant to these protocols from time to time.
- 5.2. The Rangitikei District Council and Te Rōpū Ahi Kā hereby both acknowledge that the interpretation, application and operation of these protocols is at all times subject to the relevant empowering legislation.

6. Review

- 6.1. The Memorandum of Understanding: Tūtohunga will be reviewed prior to the Council's Representation Review, usually undertaken every six years.

APPENDIX 1: CONSULTATION PROCESS PLAN

1. Membership of Te Roopuu Ahi Kaa is defined by Tangata Whenua of Rangitikei and represent hapū, iwi, and marae within the Rangitikei District:

- Ngāti Parewahawaha – one representative
- Ngā Wairiki - Ngāti Apa – four representatives:
 - Ngā Ariki
 - Ngāti Kauae/ Taurira
 - Ngā Wairiki Ki Uta Kauangaroa (withdrew 2023)*
 - Whangaehu (withdrew 2023)*
- Rātana Community – one representative
- Ngāti Hauiti – one representative
- Ngāti Hinemanu/ Ngāti Paki – one representative
- Ngāti Tamakōpiri – one representative
- Ngāti Whitikaupeka – one representative
- Ngāti Te Ohuake – one representative
- Ngāti Rangituhia – one representative

*New or withdrawn members (for example from Kauangaroa and Whangaehu) may be accepted at any time

2. If Council propose to do work or make decisions on the following, Council must seek engagement from the appropriate iwi / hapū

- Rivers, Streams, Creeks, Lakes, Ponds, 3 waters
- Environment, Land, Sub-divisions
- Significant Sites, Wāhi Tapu, Marae
- Roothing, Infrastructure
- Community, Well-Being

3. Step by step process to effective iwi / hapū engagement

Step 1: Council staff to make contact and organise a meeting with the Council's Strategic Advisor for Mana Whenua to identify the following:

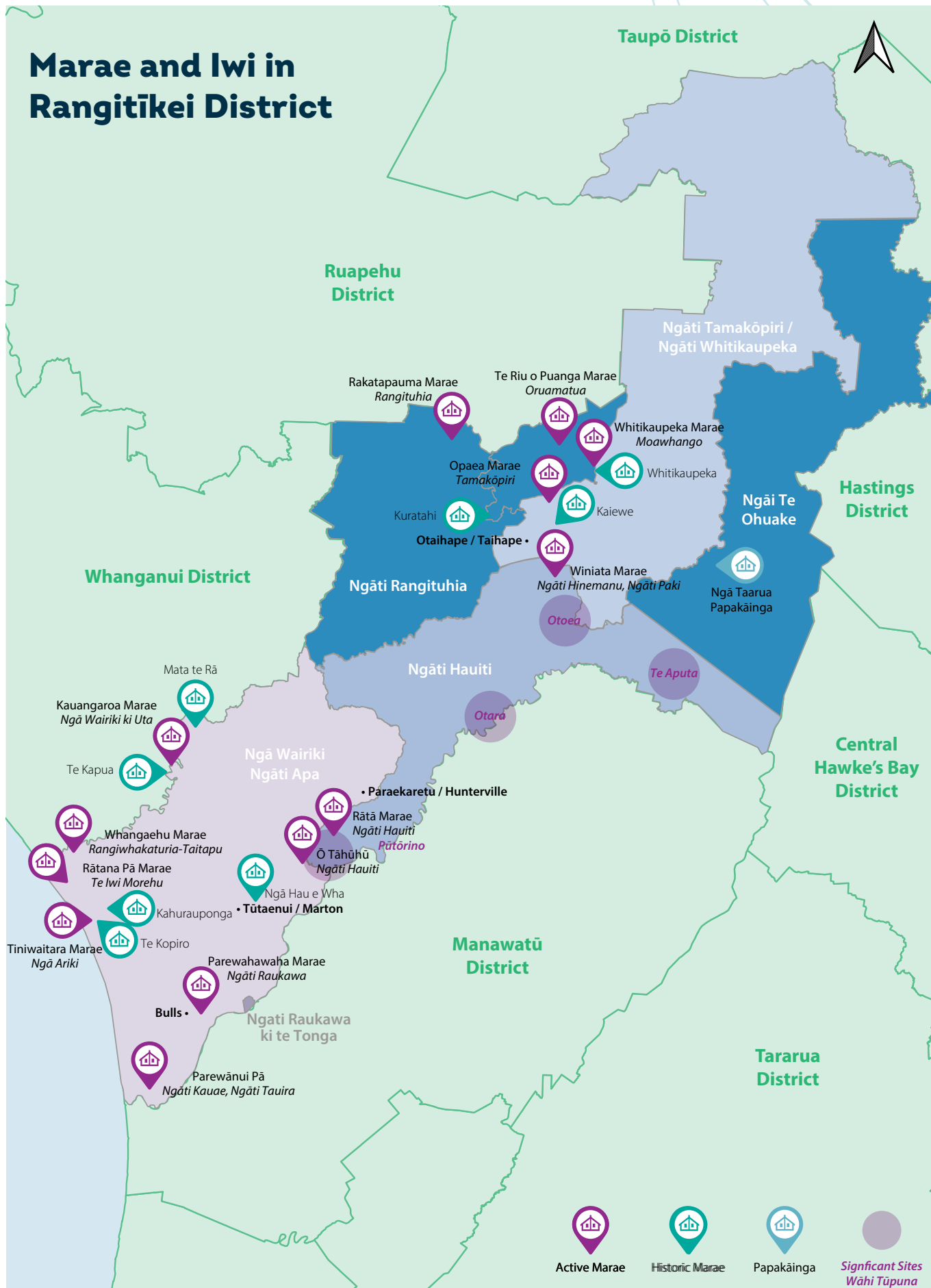
- What work or decisions that Council want to undertake and make
- Which Iwi / Hapū (could be multiple) need to be consulted with

Step 2: Strategic Advisor to organise a meeting with the appropriate iwi / hapū. Expected timeframe to have meeting confirmed is 5 – 10 working days. Note: At this step we will know if, and what, consultation or engagement is needed and necessary.

Step 3: Council staff, Strategic Advisor and relevant iwi / hapū to meet for consultation and engagement process. This may involve site visits and 1 – 3 meetings. Expected timeframe to have this step completed is 10 – 15 working days.

Step 4: Council staff to supply Strategic Advisor and iwi / hapū with regular updates. This could either be monthly or on a case by case basis.

APPENDIX 2: MAP OF IWI BOUNDARIES



Terms of Reference



As at April 2024

Purpose

The purpose of the Te Rōpū Ahi Kā Komiti is:

- to develop and maintain a partnership with Tangata Whenua;
- to develop and maintain a partnership with the Rangitikei District Council;
- provide an opportunity to strengthen relationships between Tangata Whenua;
- to be kept informed of issues of concern to Tangata Whenua and the Rātana Community;
- to keep Council updated on any relevant matters relating to Tangata Whenua and the Rātana Community;
- facilitate resolution in the best interests of the residents, ratepayers, and Tangata Whenua of the Rangitikei District; and
- to receive issues for discussion.

Objectives

The Komiti and Council:

- will work together to ensure that both Māori and the Council are aware of all relevant issues and that Tangata Whenua are able to participate in relevant decision making;
- will ensure that the protocols contained within the Memorandum of Understanding – Tūtohunga, are exercised in the utmost good faith to ensure that the needs of both Māori and the wider community are met; and
- will review the relevant processes of Council and make recommendations on steps to be taken to assist Council in carrying out its functions and responsibilities taking into account Te Tiriti o Waitangi.

Representation

There are several ways that Māori are represented in the Rangitikei District - through the Te Rōpū Ahi Kā Komiti; by Maori Ward councillors; enabling Tangata Whenua and the Ratana Community to make direct approach to the Rangitikei District Council.

Membership of Te Rōpū Ahi Kā is defined by Tangata Whenua of Rangitikei and represent hapū, iwi, and marae within the Rangitikei District:

- Ngāti Parewahawaha – one representative
- Ngā Wairiki - Ngāti Apa – four representatives:
 - Ngā Ariki
 - Ngāti Kauae/ Tauira
 - Kauangaroa (withdrew 2023)*
 - Whangaehu (withdrew 2023)*
- Rātana Community – one representative
- Ngāti Hauiti – one representative
- Ngāti Hinemanu/ Ngāti Paki – one representative
- Ngāti Tamakōpiri – one representative
- Ngāti Whitikaupeka – one representative
- Ngāti Te Ohuake – one representative
- Ngāti Rangituhia – one representative
- Rangitikei District Council Māori ward councillors that represent:
 - Tiikeitia ki Tai (Coastal) Ward (1 member)
 - Tiikeitia ki Uta (Inland) Ward (1 member)
- two elected members of the Rangitikei District Council.

**New or withdrawn members (for example from Kauangaroa and Whangaehu) may be accepted at any time*

Terms of Reference

Committee members are recommended to the Council from the various hapū and marae groups within the District and they represent iwi, hapū and marae within the Rangitikei as well as a representative from the Rātana community, identified as a special interest group within the rohe.

These Terms of Reference will be reviewed after every triennium, any change in membership will be updated in Appendix 1.

Terms of Committee

- Schedule 7, s. 31 (4) of the Local Government Act 2002 requires that at least one member of the Committee must be an elected member.
- Schedule 7, s. 30 (7) of the Local Government Act 2002 allows Council discretionary powers in relation to not discharging committees after each triennial election. In light of this, Council has resolved that Te Rōpū Ahi Kā will not be discharged after each election and that it must recommend to Council, within three months of an election, members to the Committee. Schedule 7, s. 31 (5) does however allow, that if the Committee is not discharged under s.30 (7) Council may, after the next triennial general election of members, replace members of the Committee.

Appendix 1 -

Current Membership – as at March 2024

Representing	Name	Authorising Body
Ngāti Parewahawaha	Ms Kim Savage	Ngāti Parewahawaha
Ngā Wairiki - Ngāti Apa: <ul style="list-style-type: none"> • Ngā Ariki • Ngāti Kauae/ Tauria • Kauangaroa (withdrew 2023)* • Whangaehu (withdrew 2023)* 	Ms Leanne Hiroti Dr Mike Paki	Te Runanga o Ngā Ariki
Rātana Community	Ms Grace Taiaroa	Rātana Community Board
Ngāti Hauiti	Dr Heather Gifford	Te Rūnanga o Ngāti Hauiti
Ngāti Hinemanu/ Ngāti Paki	Mr Jordan Winiata-Haines	Ngāti Hinemanu me Ngāti Paki
Ngāti Tamakōpiri	Ms Moira Raukawa	Te Runanga o Ngāti Tamakōpiri
Ngāti Whitikaupeka	Ms Piki Te Ora Hiroa	Te Runanga o Ngāti Whitikaupeka
Ngāti Te Ohuake	Ms Marj Heeney	Te Runanga o Ngāti Te Ohuake
Ngāti Rangituhia	Dr Katarina Gray-Sharp	Raketapauma marae
Rangitikei District Council Māori ward councillors that represent: <ul style="list-style-type: none"> • Tiikeitia ki Tai (Coastal) Ward (1 member) • Tiikeitia ki Uta (Inland) Ward (1 member) 	Cr Coral Raukawa Cr Piki Te Ora Hiroa	Elected by constituents of the two Māori wards
Two elected members of the Rangitikei District Council.	His Worship the Mayor Andy Watson Cr Alan Buckendahl	Appointed by the Rangitikei District Council

*New or withdrawn members (for example from Kauangaroa and Whangaehu) may be accepted at any time

Tikanga Whakahaere – Code of Conduct

1. Introduction – Kupu Whakataki

This Code of Conduct sets out the standards of behaviour expected of all members of Te Rōpū Ahi Kā Komiti in the exercise of their duties.

The Code exists to strengthen partnership, support meaningful participation, and uphold the mana, safety and effectiveness of Te Rōpū Ahi Kā governance practice.

2. Scope – Te Hōkaitanga

This Code applies to all members of Te Rōpū Ahi Kā Komiti.

This Code applies when members are:

- Participating in Komiti meetings, workshops and related gatherings;
- undertaking Komiti business outside of meetings;
- communicating verbally, in writing or digitally about Komiti matters; and
- representing Te Rōpū Ahi Kā publicly or in any other forum.

3. Roles & Responsibilities - Ngā Haepapa

Good governance requires clear roles and responsibilities, with members representing their iwi/hapū/marae or community, contributing actively and reporting back.

3.1. Representation

- Members represent the views, interests, and aspirations of their respective iwi/hapū/marae or community.
- Members will act in good faith and in a manner that upholds the mana of those they represent.

3.2. Reporting Back

- Members will report back to their iwi/hapū/marae or community on key discussions, decisions, and outcomes of the komiti.
- Members will ensure relevant and timely feedback is provided to those they represent.
- Members will support two-way communications bringing forward whakaaro of their people to inform the mahi of the komiti.

3.3. Participation and Contribution

- Members will attend scheduled hui and workshops, be prepared, and actively participate or provide timely apologies and notice when unable to do so.
- Members will declare any conflict of interest and manage these transparently.

Tikanga Whakahaere – Code of Conduct

4. Relationships - Whanaungatanga

Members of Te Rōpū Ahi Kā are expected to maintain relationships that reflect the values outlined in Section 1.

This includes:

Manaakitanga

- Listening openly and allowing space for others to speak.
- Engaging with others in a way that uplift mana, strengthens relationships, and promotes wellbeing.

Rangatiratanga

- Exercising leadership that empowers others and supports collective decision making.
- Provide timely feedback on matters discussed in komiti hui.
- Acting in ways that strengthen partnership and shared responsibility.

Whanaungatanga

- Building and protecting relationships through trust and reciprocity.
- Communicating clearly and respectfully.
- Supporting constructive engagement between tangata whenua and Council.
- Focusing on long-term relationship strength.

Kotahitanga

- Working collaboratively with unity of purpose.
- Creating safe spaces for robust kōrero.
- Addressing differences constructively.
- Seeking resolution rather than escalation.

Whakapono

- Acting honestly and transparently.
- Ensuring consistency between commitments and actions.
- Upholding the mana of Te Rōpū Ahi Kā.

Aroha

- Acting with compassion and humility.
- Engaging in ways that enhance wellbeing and safety.
- Responding to others with compassion, humility, and understanding.

Tikanga Whakahaere – Code of Conduct

5. Information (Confidentiality) – He Kōrero Muna

Members will treat information appropriately and in line with agreed confidentiality expectations.

Members will:

- Not disclose confidential information without authority.
- Not use information gained through Komiti involvement for improper or personal advantage.
- Ensure communications about Komiti business are accurate and not misleading.
- Seek clarification from the Chair or Secretariat if unsure whether information is confidential

Where confidentiality applies, members will uphold this to protect:

- The integrity of governance processes.
- The safety and dignity of participants.
- Partnership trust.
- Council processes and obligations.
- Tangata whenua interests and tikanga considerations.

6. Conflicts Of Interest – He Pānga Taupatupatu

Members will maintain a clear separation between their personal interests and their duty as a member to ensure that they are free from bias.

To this end, members must familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 (LAMIA).

It is the responsibility of each member to declare any conflicts of interest.

There are three distinct types of conflict of interest:

1. A pecuniary interest: Involving financial gain/loss directly or indirectly for the member, their family or business interests.
2. A non-pecuniary interest: non-financial interests that arise out of the member's employment, membership of community organisation, or relationship with private individuals.
3. A demonstrated bias: Where a firm commitment to a particular view has been indicated (in words or through actions) before a komiti motion has been debated. Members have a duty to approach decision-making on any matter with an open mind.

Members will not participate in any komiti discussions or vote on any matter in which they have a pecuniary interest (beyond that of a regular member of the public), aside from being available to answer questions during a meeting. If a member is in any doubt as to whether a particular course of action (including a decision to take no action) raises a conflict of interest, then the member should seek immediate guidance as to whether they have a pecuniary interest, and if so, may seek an exemption to allow that member to participate on a particular issue in which the

Tikanga Whakahaere – Code of Conduct

interest is relevant. The latter must be done before the discussion.

7. Members Remuneration – He Taiutu

Members are entitled to the following remuneration for attendance and participation:

- Annual remuneration and mileage payment as approved by Council.

Remuneration is provided to recognise the time, preparation, and commitment required to fulfil membership responsibilities.

8. Breaches Of The Code – Ngā Takahanga

A breach of this Code occurs when a member's behaviour fails to uphold the values in Section 1, and undermines the mana, safety or effectiveness of Te Rōpū Ahi Kā.

8.1. Examples of breaches aligned to Values

Manaakitanga breaches

- Bullying, intimidation, harassment, discrimination, or threats.
- Belittling or dismissive behaviour.
- Undermining the mana of another member, staff person or participant.

Rangatiratanga breaches

- Preventing meaningful participation.
- Using position or influence to dominate decision-making.
- Undermining shared leadership arrangements.

Whanaungatanga breaches

- Damaging relationships through hostility, personal attacks, or disrespect.
- Publicly undermining or misrepresenting other members.
- Refusing to engage constructively when issues arise.

Kotahitanga breaches

- Repeated disruptive behaviour that prevents effective governance.
- Escalating conflict rather than working toward resolution.
- Behaviour that makes the Komiti unsafe for robust kōrero.

Whakapono breaches

- Dishonesty or misleading conduct.
- Misuse of confidential information.
- Failure to declare conflicts of interest.

Aroha breaches

- Conduct that causes harm to others' wellbeing.
- Lack of compassion in engagement where circumstances require care.

Tikanga Whakahaere – Code of Conduct

8.2. Raising Concerns

Concerns should be raised as early as possible and where appropriate resolved informally through respectful discussion, or through the Chair.

Concerns will be addressed kanohi ki te kanohi to encourage respectful discussions, accountability, and restoration of relationships.

Where informal resolution is not appropriate or does not resolve the issue, a concern may be raised formally through:

- The Chair (or Deputy Chair if the complaint relates to the Chair).

8.3. 8.3 Outcomes

Outcomes may include (depending on seriousness and frequency):

- **Manaakitanga** – The person is supported to restore mana through facilitated kōrero, acknowledging harm caused and agreeing to actions that rebuild respect and safety.
- **Rangatiratanga** – The person takes responsibility for their actions, including participating in a reflective process and demonstrating accountable leadership moving forward.
- **Whanaungatanga** – Relationships affected by the breach are repaired through hui, mediation, or reconciliation processes that strengthen trust and connection.
- **Kotahitanga** – A collective resolution is sought, focusing on restoring unity and reaffirming shared values and expectations of behaviour.
- **Whakapono** – Trust is rebuilt through clear commitments, transparency, and follow-through on agreed actions.
- **Aroha** – The response is guided by compassion and care for all involved, ensuring wellbeing is prioritised.

All processes will be conducted with fairness, manaakitanga, proportionality, and respect for the integrity of the Komiti.

