



Ngātiwai Trust Board

Terms of Reference

Negotiators Interview Panel

PURPOSE

1. This Terms of Reference provides the role, functions and parameters for the Ngātiwai Trust Board (“NTB”) Negotiations Interview Panel (“NIP”).

ROLE AND FUNCTIONS

2. The role of the NIP is to screen applicants and make recommendations to the NTB on its preferred applicants for two Negotiators to the Ngātiwai Negotiations Team in accordance with the Process in these Terms of Reference.
3. In carrying out its role the NIP will:
 - a. act in accordance with Deed of Mandate (“DoM”) agreed or mandated by Te Iwi o Ngātiwai;
 - b. act in accordance with the provisions set out in this Terms of Reference;
 - c. act within agreed plans and budgets approved by the NTB;
 - d. maintain the confidentiality of confidential material in carrying out, or incidental to, its functions; and
 - e. comply with legal requirements.

ESTABLISHMENT

4. The Interview Panel is established pursuant to clause 28 of the Ngātiwai Deed of Mandate dated 8 July 2014, amended 7 August 2015.
5. The Interview Panel shall be established and operate in accordance with and be subject to these Terms of Reference and shall be authorised to exercise all necessary powers, authorities and discretions.
6. The Ngātiwai Trust Board (NTB) can review and make changes to these Terms of Reference at their discretion.

MEMBERSHIP

7. The Interview Panel will consist of no more than 4 persons including Ngātiwai kaumātua, hapū, Marae and Ngātiwai Trust Board operations.

8. NTB is entitled to remove a Panel member at their discretion and reappoint another member.
9. Any member may, at any time, resign as a Panel member by providing written notice to the NTB.

SUPPORT

10. The Interview Panel shall be supported by a recruitment agency, appointed by the NTB to assist and facilitate in the Interview Panel's Negotiator screening and recommendations process.

NEGOTIATOR APPOINTMENT PROCESS

11. The Interview Panel with the assistance of a recruitment agency will:
 - a. Advertise the position description in major daily news media and online;
 - b. Short list, interview and prioritise applicants in order of preference against the following criteria:
 - i) An understanding and knowledge of Ngātiwai history;
 - ii) An understanding and knowledge of Ngātiwai Claim issues;
 - iii) An understanding and knowledge of Crown Treaty Settlement policy and process;
 - iv) Negotiation and strategy;
 - v) Critical and strategic analysis;
 - vi) Governance;
 - vii) Commercial and financial acumen;
 - viii) Communications;
 - ix) Relationships and networks; and
 - x) Te Reo Māori me ona tikanga.

DECISION MAKING

12. The Interview Panel will present its final recommendations to the NTB.
13. The NTB will consider all recommendations and make any final decisions.

ADMINISTRATION AND MEETINGS

14. The NIP shall meet on the instruction of the NTB for the Purpose set out in these Terms of Reference.
15. The NIP will meet as a collective and by way of personal attendance and/or phone conference.
16. Reasonable notice of meetings shall be provided.
17. Minutes shall be recorded in a meeting book and provided to the Interview Panel members and NTB by the NTB Operations Staff appointed to the panel.

REMUNERATION

18. The Remuneration rates of the individual Panel members are as follows:

Remuneration (incl. GST)	Time included	Disbursements included
\$ 60.00 per half day \$ 120.00 per full day	Approximately 5-7 days	Travel allowance @ \$0.70 per km

19. The remuneration will cover costs and time for:
 - a. Meetings preparation and attendance;
 - b. Reporting to NTB on the outcomes of the meeting; and
 - c. Minor incidentals.
20. All Panel members will be responsible for paying Inland Revenue payments and all other taxes relating to their remuneration.
21. All Panel member will be responsible for organising their own travel and completing their own travel allowance application.
22. Meals will be organised and paid for by NTB.
23. The NTB Operations Staff appointed to the Panel will keep a record of meeting attendance and provide this information to NTB.
24. Payment of remuneration will be made to the Panel members by direct credit at least monthly or more regularly if required.

EXECUTION

Agreed and signed on 17 March 2016 by:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned above a solid horizontal line.

Ngātiwai Trust Board Chairperson