



Te Kawa o Te Komiti Whakahonohono Validation Committee Terms of Reference	Version	2.0
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1. PURPOSE

- 1.1 Te Komiti Whakahonohono (the Komiti) is established under the authority of the Ngāti Hinemanu, Ngāi Te Upokoiri me ona Piringa Hapū Authority Trust (the Trust). Its purpose is to oversee and manage the validation process of Hapū/Marae and Ahikaa membership applications.
- 1.2 The Komiti plays a critical role in ensuring that the Trust's registration process is fair, transparent, and aligns with the Trust's core principles of tika, pono, and manaakitanga.
- 1.3 The Komiti is charged with:
 - 1.3.1 Validating Hapū and Ahikaa membership applications through a careful assessment of whakapapa or living status;
 - 1.3.2 Upholding the integrity of the Trust's registration process by ensuring accuracy and fairness in all applications;
 - 1.3.3 Operating in alignment with the Trust's broader objectives to support unity, transparency, and community engagement; and
 - 1.3.4 This Terms of Reference (hereafter known as ToR) outlines the Komiti's key roles, responsibilities, processes, and the guiding principles under which it operates.

2. SCOPE

- 2.1 The ToR applies to the Komiti responsible for validating applications for Hapū /Marae and Ahikaa registration. It covers the entire validation process from the receipt of applications to the approval or rejection of applications based on whakapapa or living status eligibility.
- 2.2 The Komiti is tasked with:
 - 2.2.1 Reviewing applications from kaitono seeking Hapū and Ahikaa registration.
 - 2.2.2 Ensuring that at least two members of the Komiti sign off on each application.
 - 2.2.3 Collaborating with the Trust Board to ensure processes are carried out in accordance with the Trust Deed and the Hapū Registrations Policy.

- 2.3 In addition to the validation of applications, the Komiti is also responsible for the protection of personal data, ensuring all processes comply with the Trust's Data and Privacy Policy, and operating in alignment with the principles and values of the Trust.

3. GUIDING PRINCIPLES

The Validations Komiti operates under the following principles, which guide all its decisions and actions:

- Manaakitanga: Respect and generosity toward all applicants, ensuring their whakapapa and identity are treated with dignity.
- Whanaungatanga: Fostering kinship and a sense of belonging within the community.
- Kotahitanga: Promoting unity and cohesion within the hapū by upholding fair and transparent processes.
- Tika and Pono: Ensuring that all validation procedures are carried out with integrity and fairness, adhering to the highest ethical standards.

4. CRITERIA FOR KOMITI MEMBERSHIP

4.1 Members of the Komiti must meet the following criteria, as established by the Trust Deed:

- 4.1.2 All Komiti members must be formally endorsed by the Trust Board to ensure their suitability for the role and alignment with the Trust's governance and registration processes.
- 4.1.3 Komiti members must be recognised as taumata or experts in whakapapa specific to Ngāi Te Upokoiri, Ngāti Hinemanu, Ngāti Honomōkai, and Ngāti Māhuika hapū or the living status of Ahikaa members in the Omahu, Te Awhina or Rūnanga community. This expertise ensures the Komiti can accurately verify kaitono and maintain the integrity of the registration process.
- 4.1.4 All Komiti members must be registered members of the Trust and they cannot validate themselves.

5. ROLES AND RESPONSIBILITIES

The Komiti's key responsibilities include:

5.1 Validation of Applications:

- 5.1.1 Upon receiving applications, the Komiti will verify and validate each kaitono in accordance with the Hapū Registrations Policy.
- 5.1.2 All applications must be signed off by at least two Komiti members before they are validated.
- 5.1.3 The Komiti may request additional documentation or clarification from kaitono if needed.
- 5.1.4 The validation process must be completed within 20 working days from the receipt of the application.

5.2 Decision-Making:

- 5.2.1 The Komiti has the authority to approve or reject applications based on the information provided.

- 5.2.2 In cases where additional research is needed to verify the information of the kaitono, the Komiti is empowered to investigate further before making a final decision.
- 5.2.3 The Komiti will ensure decisions are made fairly and consistently in accordance with the principles of tika and pono.
- 5.3 Dispute Resolution
 - Notification of Unsuccessful Validation
 - 5.3.1 If a registration validation is unsuccessful, the kaitono has the right to be informed of the reasons for the decision.
 - 5.3.2 The Komiti will provide the kaitono with an explanation in writing, outlining the specific reasons for the unsuccessful validation.
- 5.4. Right to Challenge the Decision
 - 5.4.1 The kaitono has the right to challenge the decision made by the Komiti.
 - 5.4.2 To initiate a dispute, the kaitono must submit a formal reason why they dispute the decision in writing and provide any additional information or documentation to the Komiti to support their claim.
 - 5.4.3 The Komiti will review the newly provided information and may conduct further inquiries as necessary to ensure a fair reassessment of the application.
- 5.5 Komiti Review and Recommendations
 - 5.5.1 Upon receiving a challenge, the Komiti will reassess the application and make recommendations to the Trust Board, taking into account all relevant information provided by the applicant.
 - 5.5.2 The Komiti may seek further advice from other taumata or experts if needed to ensure an informed recommendation.
- 5.6 Final Decision by the Board
 - 5.6.1 The Trust Board will review the recommendations provided by the Komiti along with the additional information submitted by the applicant.
 - 5.6.2 The Trust Board, based on the information at hand, will make the final decision regarding the disputed validation.
 - 5.6.3 At their discretion, the Trust Board may consult with other taumata or experts to assist in making an informed decision.
 - 5.6.4 The kaitono has the discretion to be present at the review and may also present their reasons in person.
- 5.7 Notification of the Final Decision
 - 5.7.1 Once the Trust Board has reached a decision, the kaitono will be notified in writing of the outcome if their challenge is successful or not.
 - 5.7.2 If the validation remains unsuccessful, the kaitono will be notified in writing with the rationale behind the decision.
 - 5.7.3 If the validation is successful, the kaitono will be notified in writing.
 - 5.7.4 The decision made by the Trust Board is final and binding.

6. MEETING PROCEDURES

- 6.1 The Komiti's meeting schedule will vary depending on the phase of the registration process.

- 6.2 First Phase (Initial 3 months)
 - 6.2.1 During the first phase, the Komiti will meet on a weekly basis to process the initial applications.
 - 6.2.2 The Komiti may hold additional hui or change the frequency of hui during this period if necessary, depending on the volume of applications.
- 6.3 Second Phase (Ongoing)
 - 6.3.1 Following the initial 3-month phase, the Komiti will move to a more flexible schedule, meeting monthly.
 - 6.3.2 They are authorised to schedule more hui if there are a high volume of applications.
- 6.4 Notice of Meetings
 - 6.4.1 The Trust's administration team will be responsible for notifying Komiti members of upcoming hui.
 - 6.4.2 Notices will be sent at least seven (7) days prior to the scheduled meeting.
 - 6.4.3 If no applications are received for validation, the Komiti will be informed, and the hui will be cancelled for that month.
- 6.5 Procedures
 - 6.5.1 Meetings will be chaired by a designated Komiti member who the Komiti will elect and will be responsible for ensuring that the agenda is followed and decisions are made efficiently.
 - 6.5.2 Minutes of each hui will be recorded by the administration team and distributed to Komiti members within 7 days after the meeting.
 - 6.5.3 To protect applicants personal information initials will be used in the minutes and no other personal information will be recorded unless there is a dispute in accordance with 6.5.4.
 - 6.5.4 In cases where disputes arise, the Komiti can document the details of the dispute. All necessary steps will be taken to ensure that the kaitono's personal information is protected and securely stored throughout the process.

7. RENUMERATION

- 7.1 The Trust acknowledges the valuable contribution of Komiti members and provides a payment as a gesture of appreciation for their service
 - 7.1.2 First Phase Payment (Initial first month):
 - Each Komiti member will receive \$1,000 NZD to reflect the time and effort required to process a large volume of applications during the first phase. This amount is based on an estimated four validation hui, each lasting approximately 2-3 hours.
 - 7.1.3 Second Phase Payment (Ongoing)
 - After the initial phase, Komiti members will receive a payment of \$150 per hui during the ongoing validation process, which will involve a reduced number of applications.
 - 7.1.4 The amount will be reviewed periodically by the Trust Board to ensure they remain appropriate based on the Komiti's workload.
- 7.2 Payments

- 7.2.1 First Phase: The \$1,000 payment will be distributed based on the number of scheduled hui in the month. For example, if there are four hui in a month, members will receive \$250 for each hui, with payments made within ten working days. For any unscheduled or additional hui, Komiti members will receive an additional payment of \$150 per extra hui.
- 7.2.2 Komiti members who do not attend a hui will not receive a payment for that missed hui.

8. DATA PROTECTION AND CONFIDENTIALITY

- 8.1 The Validations Komiti is entrusted with handling sensitive personal data and must ensure that all information is treated with the utmost confidentiality:
- 8.2 All personal information submitted as part of the registration process will be securely stored. Physical forms will be kept in a locked safe, and electronic data will be stored in secure, encrypted databases.
- 8.3 All Komiti members must sign Non-Disclosure Agreements (NDAs) to ensure the confidentiality of all data they handle during the validation process.

9. REPORTING AND ACCOUNTABILITY

- 9.1 The Validations Komiti is accountable to the Trust Board and must provide regular reports on its activities. These reports should include:
- The number of applications reviewed, validated, and rejected;
 - Details of any disputes raised and the outcomes; or
 - Recommendations for any changes to the registration process to improve efficiency or fairness.
- 9.2 The Komiti may also propose amendments to this ToR or the Hapū Registrations Policy to reflect evolving needs and processes.

10. REVIEW OF TERMS OF REFERENCE

This Terms of Reference will be reviewed annually by the Komiti and the Trust Board to ensure it remains relevant and effective. Any amendments to the Terms of Reference must be approved by the Trust Board.