

Terms of Reference Wairarapa Moana Wetlands Project Governance Group

1. Wairarapa Moana Wetlands Project Governance Group – Terms of Reference

The Wairarapa Moana Wetlands Project (the Project) is a multi-agency, collaborative project established to protect and restore Lake Wairarapa, Lake Onoke, Onoke Spit and the surrounding wetlands. An agreement to work collaboratively was signed by the partner organisations in 2010 at Kohunui Marae.

2. Status

The Governance Group is the overarching body of the Project governance structure, established by the partner organisations.

3. Purpose and responsibilities

The purpose of the Wairarapa Moana Wetlands Project Governance Group is to oversee the Wairarapa Moana Wetlands Project to direct effort towards achieving the Project's objectives.

The Governance Group is responsible for:

- Developing the vision, mission and goals of the Project and ensuring that they are maintained.
- Approve the development of the annual work programme in line with the vision, mission and goals of the Project.
- Receive reports, via the Management Team, on activities that relate to implementation of the Project work programme.
- Direct or request the development of issue-related decision papers.

4. Membership

The committee is comprised of representatives appointed from each of the partner organisations.

- Greater Wellington Regional Council (2 – Councillors)
- Department of Conservation (1 – Director, Operations)
- South Wairarapa District Council (1 – Mayor)
- Kahungunu ki Wairarapa (2)
- Rangitane o Wairarapa (2)
- Wairarapa Moana Hapu (1)

Senior officials from all partner organisations may attend as advisory members.

Chairperson

The chairperson is a member of the committee agreed to by members of the committee

Quorum

At least five members of the Governance Group shall be present to form a quorum.

Frequency of meetings

The Governance Group will meet six-monthly, with additional meetings or workshops, if required.

Servicing of meetings

Documentation and logistical support for the Governance Group meetings is coordinated by staff from GWRC.

Draft minutes of the Governance Group meetings will be recorded and circulated to the Governance Group members for correctness following a meeting. Minutes will be confirmed at the following meeting. Points noted as approved for action are to be forwarded to relevant people for following up in the interim between meetings.

A draft agenda will be prepared by the Wairarapa Moana Management Team. This will be approved by the Chair of the Governance Group. The approved agenda, minutes of the previous meeting and relevant order papers are distributed no later than five working days prior to a meeting.

Remuneration

Iwi and hapu representatives will receive remuneration for their participation at Governance Group meetings from GWRC.

Terms of Reference Wairarapa Moana Wetlands Project Management Team

1. Wairarapa Moana Wetlands Project Management Team – Terms of Reference

The Wairarapa Moana Wetlands Project (the Project) is a multi-agency, collaborative project established to protect and restore Lake Wairarapa, Lake Onoke, Onoke Spit and the surrounding wetlands.

2. Status

The Management Team reports to the Wairarapa Moana Governance Group and manages the Project's work streams.

3. Purpose and responsibilities

The purpose of the Wairarapa Moana Wetlands Project Management Team is to facilitate the operational aspects of the Wairarapa Moana Wetlands Project to support achieving the vision, mission and goals of the Project.

The Management Team functions to provide appropriate communication and interagency leadership at a management level. It ensures that activities that form part of the approved work programme are appropriately resourced and implemented.

The responsibilities of the Management Team are to:

- Prepare the annual work programme for consideration and approval by the Governance Group.
- Evaluate and make recommendations on proposed strategies, plans, activities and agreements, subject to approval by the Governance Group.
- Sign off on project plans and activities proposed by the Implementation Team
- Provide advice and make recommendations on applications for funding that may support implementation of the Project goals.
- Provide advice to the Governance Group and direct any implementation teams to ensure that plans, activities and agreements are in compliance with local, regional and national legislative requirements.
- Receive and approve quarterly reports and issue papers from the Implementation Team(s) on activities of the work programme.
- Prepare an annual report for the Governance Group, to inform them on progress of the goals of the Project.
- Prepare issue-based decision papers and reports for submission to the Governance Group.
- Prepare, manage and account for budget as approved by the Governance Group.

4. Membership

The Management Team is comprised of department/services managers (number of representatives in brackets) who are representatives from:

- Greater Wellington Regional Council (1) – Manager, Biodiversity department
- Department of Conservation (1) – Operations Manager, Masterton office
- South Wairarapa District Council (1) – Manager, Planning and Environment
- Kahungunu ki Wairarapa (1)
- Rangitane o Wairarapa (1)

Representatives are chosen by their own organisation and hold appropriate delegation over the budget and planning of the project to meaningfully contribute to the Management Team's direction to any implementation teams.

Also present may be a representative of Fish and Game as an observer and the convenor of the Implementation Team.

Staff from partner organisations may be invited to present a recommended activity or report that they have prepared.

Chairperson

The chairperson is a member of the committee delegated by the Chairperson of the Governance Group.

Quorum

No less than three of the appointed members of the Management Team shall be present to form a quorum.

Frequency of meetings

The Management Team meets quarterly. A meeting will be held prior to each of the two Governance Group meetings. Additional meetings or workshops may be held if required.

Servicing of meetings

Documentation and logistical support for Management Team meetings is coordinated and prepared by staff from GWRC.

Draft minutes of the Management Team meetings will be circulated after the meeting to check for correctness. Minutes will be confirmed at the following meeting.

The draft minutes will be distributed, along with an agenda and relevant documentation, at least five working days in advance of an upcoming meeting.

Remuneration

Iwi and hapu representatives will receive remuneration for their participation at Management Team meetings.