

Horizons Regional Council
Improving resilience in the Ōroua and Pohangina catchments
Deed Number 26516

**Governance Group
Terms of Reference**

Version 03

Document Control

Document Information

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|-----------------|--|
| Document Name: | Improving resilience in the Ōroua and Pohangina catchments |
| Contact Person: | Logan Brown |
| Status: | Version 03 |

Document History

| Author | Description of Change | Date | Version |
|--------------|---|--------------------------------|---------|
| Logan Brown | Draft version for second Governance Group meeting | 21 st February 2024 | Draft 1 |
| Logan Brown | Changes after GG feedback | 25 th March 2024 | Draft 2 |
| Ruby Stevens | Changes after GG feedback | 1 st August 2024 | Final 1 |
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Associated Documents

| Document Name | Date of Issue | Version |
|-----------------|---------------|---------|
| Deed of Funding | | 1 |
| | | |
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Document Approval

Governance Group

Project Executive/ Project Manager

| Signatory | Signature | Date |
|---------------------------------|-----------|------|
| Logan Brown – Project Manager | | |
| Jon Roygard – Project Executive | | |

Purpose

This document describes the terms of reference for the Improving resilience in the Ōroua and Pohangina catchments Governance Group. It documents the expectations on each member and describes the processes of Governance Group meetings.

This governance group shall operate in accordance with Te Tiriti o Waitangi and honour and apply Mātauranga Māori and Te Mana o Te Wai in its mahi, deliberations and outcomes.

Project Purpose

To improve understanding of the Ōroua and Pohangina River corridors and floodplains and the most effective river and Mātauranga Māori management practices through a study exploring the concept of mobility corridors in the context of the mainstem Ōroua and Pohangina Rivers.

Role of the Governance Group

The primary function of a project Governance Group is to ensure the project is successfully delivered according to objectives, scope, time, quality, with expected benefits on track for realisation. This includes monitoring and reviewing project progress against the Project Plan, providing advice to the project/project team when required, resolving project conflicts and having ultimate responsibility for ensuring appropriate risk management processes are applied.

The role of the Governance Group is to direct and support the project by fulfilling the following functions:

- (A) providing overall guidance and direction to the Project;
 - (B) making recommendations to project team to support any decision that will have a material impact on the Project;
 - (C) providing assistance or information to the Parties in relation to Ministerial and Parliamentary questions and requests under the Official Information Act 1982 and Local Government Official Information and Meetings Act 1987 as required;
 - (D) acting as a key professional forum to communicate appropriate Project information back to key stakeholders within or relevant to their own organisation;
 - (E) managing high level risks; and
 - (F) ensuring Te Tiriti, Mātauranga Māori, Te Mana o Te Wai, and iwi management plans are honoured.
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Chair

The Chair is Alan Taylor. The Chair shall convene the Improving resilience in the Ōroua and Pohangina catchments Governance Group meetings.

If the Chair is not available, then Te Kenehi Teira will act as Chair for the meeting. The Acting Chair is responsible for informing the Chair as to the salient points/decisions raised or agreed to at that meeting.

The Chair will ask members to declare any actual or perceived conflict of interests at the start of each meeting.

Membership

Governance Group Members are listed in the table below:

| Name | Position Title / Organisation | Specific Responsibility | Date From | Date To |
|-----------------|---|--|---------------|----------------|
| Alan Taylor | Horizons | Voting member of the Governance Group and Chair | Commencement* | End of project |
| Te Kenehi Teira | Horizons | Voting member of the Governance Group and Vice-Chair | Commencement* | End of project |
| Alana Nuku | Te Ao Turoa Environmental Centre, Rangitaane o Manawatū | Voting member of the Governance Group | Commencement* | End of project |
| Anaru Himiona | Ngā Kaitiaki o Ngāti Kauwhata | Voting member of the Governance Group | Commencement* | End of project |
| Danielle Harris | Rangitaane o Manawatū | Voting member of the Governance Group | Commencement* | End of project |
| Hamish Waugh | Manawatū District Council | Voting member of the Governance Group | Commencement* | End of project |
| Ian Strahan | Manawatū-Rangitikei Federated Farmers | Voting member of the Governance Group | Commencement* | End of project |
| Jason Griffin | Beef + Lamb | Voting member of the Governance Group | Commencement* | End of project |
| Kathy Dever-Tod | Palmerston North City Council | Voting member of the Governance Group | Commencement* | End of project |
| Lucretia Mason | Rangitāne o Tamaki nui-ā-Rua | Voting member of the Governance Group | Commencement* | End of project |
| Manahi Paewai | Rangitāne o Tamaki nui-ā-Rua | Voting member of the Governance Group | Commencement* | End of project |
| Mariah Petera | Rangitāne o Tamaki nui-ā-Rua | Voting member of the Governance Group | Commencement* | End of project |
| Matthew Carroll | Pohangina Catchment Care Group | Voting member of the Governance Group | Commencement* | End of project |
| Michael Taylor | Rate Payer (Pohangina) | Voting member of the Governance Group | Commencement* | End of project |
| Phil Teal | Fish and Game | Voting member of the Governance Group | Commencement* | End of project |
| Robert Martin | Ngāti Hauiti | Voting member of the Governance Group | Commencement* | End of project |
| Sara Bell | Department of Conservation | Voting member of the Governance Group | Commencement* | End of project |
| Shane Carroll | Landowner | Voting member of the Governance Group | Commencement* | End of project |
| Stewart Harrex | Environment Sector | Voting member of the Governance Group | Commencement* | End of project |
| Tony Iwikau | Ngā Kaitiaki o Ngāti Kauwhata | Voting member of the Governance Group | Commencement* | End of project |
| Utiku Potaka | Ngati Tumokai, Ngati Hauiti | Voting member of the Governance Group | Commencement* | End of project |
| William Silk | Tarata Farming | Voting member of the Governance Group | Commencement* | End of project |

*Commencement – project initiated 19 July 2023, first Governance Group meeting 24 November 2023.

Governance Group Membership expectations

Each member:

- is able to provide constructive input and advice to the project
- is aware of any project management processes and standards specifically agreed for this project
- is able to actively assist with issue resolution however, it is acknowledged that from time to time members reserve their right to exercise their tino rangatiratanga in accordance with their Mātauranga Māori
- is committed to the project and understands the importance of their personal contribution to the project's success
- is committed to prepare for and attend Governance Group meetings for the duration of the project lifecycle
- if unable to attend a meeting, can delegate her/his responsibilities and the conditions of this Terms of Reference to an appropriate person (a nominate delegate) for the meeting
- is deemed to have accepted this Terms of Reference by attending in person or having a nominated delegate attend the Governance Group meetings (regardless of her/his duration of attendance).

Members are required to declare any actual or perceived interests regarding the delivery of the project to all members of the Governance Group.

Frequency of Meetings

The Improving resilience in the Ōroua and Pohangina catchments Governance Group shall meet at Horizons Regional Council for an initial meeting on the 24th November 2023 followed by quarterly meetings to approve reports and provide direction. Dates will be determined by the Chair or their delegate (e.g. the Project Executive or Project Manager) in consultation with the Governance Group. The expectation is that members will always attend the Governance Group meetings.

Meetings will be held as follows:

Monthly project updates to be circulated via email and placed on the portal to the group.

Option to attend meetings via Zoom/Teams.

| Date | Time | Venue |
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Agenda Items and Meeting Packs

All Improving resilience in the Ōroua and Pohangina catchments Governance Group agenda items must be forwarded to the Project Manager by C.O.B. 10 working days prior to the next scheduled meeting.

The Project Team will endeavour to distribute the Improving resilience in the Ōroua and Pohangina catchments Governance Group agenda, with attached meeting papers at least five working days prior to the next scheduled meeting. The project team will do all it can to ensure late papers are not tabled for discussion or approval at the meeting.

A standard agenda will include the following items:

- Conflicts of interest
- Confirmation of the previous minutes
- Update of work programme, timeframes, milestones, budget and audit
- Health and safety update
- Communication and relationships
- Other business.

Minutes

The Project Manager is responsible for formally recording discussions and decisions and distributing minutes to Governance Group voting members within 15 working days after the completion of the meeting.

The Minutes of each Improving resilience in the Ōroua and Pohangina catchments Governance Group meeting will be maintained by Horizons Regional Council as a complete record.

Quorum Requirements

A minimum of one more member than half of the Improving resilience in the Ōroua and Pohangina catchments Governance Group voting members (13) is required for the meeting to be recognised as an authorised meeting for any significant recommendations or resolutions to be valid. Governance Group members attending via video conference are considered part of the quorum.

Out of Cycle Meetings/Escalations

If it is necessary to have an out of cycle meeting to escalate urgent issues, the Project Manager/Project Executive will contact the Chairperson to request the out of cycle meeting. The Chairperson or their delegate will issue an out of cycle meeting request to all Governance Group members and will schedule the meeting.

An out of cycle meeting will require a minimum of five working days' notice, with Teams/Zoom as an option.