



Wairarapa Water Use Project Governance Group

Terms of Reference

Purpose and function

The purpose of the Wairarapa Water Use Project (**WWUP**) Governance Group (**the Group**) is to provide governance oversight of the day-to-day activities and work programme of the Wairarapa Water Use Project and to provide recommendations to Greater Wellington Regional Council on future aspects of the project.

Status of the Wairarapa Water Use Project Governance Group

The Group is an advisory body established by Greater Wellington Regional Council. The Group is not a subordinate decision-making body of the Council and is not a committee under the Local Government Act 2002.

Specific responsibilities

1. Oversee the day-to-day activities of the Wairarapa Water Use Project, including monitoring of the delivery of the annual project work programme.
2. Source funding for and initiate full feasibility investigations on selected sites.
3. Recommend to Council any matters relating to the Wairarapa Water Use Project that should be included in the Council's Long Term Plan or Annual Plan.
4. Recommend to Council proposals for the future direction and stages of the project.

Reporting to Council and Council consideration of Governance Group recommendations

The Strategy and Policy Committee is the Council committee tasked with oversight of the WWUP within Greater Wellington Regional Council. It is expected that an update on the progress of the WWUP will be reported to each meeting of the Strategy and Policy Committee (the Committee meets on an approximately six week cycle).

Recommendations from the Group which require a Greater Wellington Regional Council decision will be considered by the Strategy and Policy Committee, and depending on the matters which are the subject of the recommendations, will either be determined by the Committee or referred to the full Council for decision.

If the Committee or Council has a concern with any particular recommendation of the Group the matter will be referred back to the Group for further consideration.

WWUP Governance Group membership and operation

WWUP Governance Group membership

The Group shall comprise up to five members appointed by Council with one member being an elected member of the Greater Wellington Regional Council and up to four members appointed on the basis of their relevant skills and experience.

The Group may recommend to Council the appointment of additional persons to the Group, on the basis of their skills and experience relevant to the purpose of the Group.

Chairperson

The Group Chairperson will be appointed by the Council from the non-Councillor appointees.

Quorum

A majority of the membership of the Group shall be present to form a quorum at meetings.

Alternate members

No alternates/proxies shall take the place of the Group members.

Governance Group meetings

The Group will generally meet approximately every four weeks, with workshops and additional meetings as required.

Meetings will be held at Shed 39, Harbour Quays, Wellington, unless members are notified otherwise.

Consensus

The Group will strive to decide upon the matters by consensus. In the circumstance that a consensus cannot be achieved on a particular matter, each member has a deliberate vote and the Chair does not have a casting vote.

Remuneration

All members of the Group, who are not otherwise being remunerated for their attendance at the Group meetings and workshops, will be eligible to receive standard meeting fees, mileage allowances or reimbursement of travel expenses as determined by Council.

In addition, the Chairperson shall be eligible to receive a taxable annual honorarium of \$5,000.

Duration of the Wairarapa Water Use Project Governance Group

The Group shall cease to exist when GWRC's financial contribution to the WWUP project concludes.

Management

Greater Wellington Regional Council staff will provide administrative and other support for the Governance group.

Greater Wellington Regional Council staff led by the Project Director will manage the project. Other Greater Wellington Regional Council support will be provided through the General Manager Environment Management group including financial advice, media assistance, science, planning and regulatory advice.

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