



Wairarapa Catchment Collective Incorporated

Committee Terms of Reference

Purpose and objective of the Committee

The Wairarapa Catchment Collective Incorporated committee oversees the delivery of the programmes of work as defined in the agreements signed with partnering organisations, including the Catchment Extension Services Funding Agreement between Ministry of Primary Industries (MPI) and Wairarapa Catchment Collective Inc.

Background

The Wairarapa Catchment Collective has been formed to build capability and coordination of the platform of catchment needs for groups in Wairarapa. The collective will build on the existing relationships, projects and plans in catchment community groups across Wairarapa.

The Wairarapa Catchment Collective Inc has financial support under an agreement with MPI from 2023/24 to 2027/28. Greater Wellington Regional Council (GWRC) and Mountains to Sea Wellington (M2S) are partner organisations to the collective providing in kind support.

The Wairarapa Catchment Collective Inc is structured as a general committee, and as an Incorporated Society.

The programme of work to be delivered over the term of the project includes, but is not limited to, the following key deliverables:

1. Supporting existing catchment groups and catchment group leaders in Wairarapa
2. Supporting the development of new catchment groups in Wairarapa
3. Supporting stakeholder engagement and partnerships with the collective and its member catchment groups in Wairarapa, particularly Tangata Whenua, Industry good organisations, NGO's and Local Government

4. Developing a Catchment Planning pathway for catchment groups in Wairarapa and the support they can receive along the way
5. Delivering catchment action plans with catchment groups that connect catchment priorities, community and tangata whenua values to goals and actions, including but not limited to freshwater monitoring and enhancement, and pest and weed control
6. Supporting any other environmental, social wellbeing, economic, or cultural programmes that the catchment groups would like to undertake and can be supported financially through this project.

The intended outcomes are:

- I) Clearer plans and decisions made by the farmers involved that lead to improved adaptability to changes
- II) Sustained/improved profit and wellbeing, and reduced environmental impact for the farmers involved
- III) Improved environmental sustainability within target catchments.

Committee Membership

Terms of appointment

Membership of the Committee is for a 12 month term, and committee members are voted on to the committee at the Annual General Meeting.

The Chair will be elected by committee through an Ordinary Resolution. The Secretary and Treasurer will be elected at the first meeting following the previous Annual General Meeting. There is no limit to the number of committee members.

Quorum

No committee meeting may be held unless a quorum of the lesser of four committee members or 51% of committee members attend.

Meetings

Meetings may be online or in person. An annual meeting schedule will be set at the first committee meeting following the annual general meeting.

Decision Making and delegated powers

Decisions can be made by email with a minimum of 51% of committee responses required. Decisions made by email will be minuted formally at the next scheduled meeting. A standing agenda item “decisions by email” will be included on the meeting agenda.

Decisions are by consensus. Should there be no consensus the Chair will have the casting vote.

The committee will:

- Approve annual budgets and work plans
- Review monthly progress reports

- Approve Funder milestone reports prior to delivery to Funder
- Approve organizational policies and procedures
- Resolve and/or mediate day to day issues should they arise
- Act as the “eyes and ears” of the Wairarapa Catchment Collective on all aspects relating to delivery of the project
- Lead recruitment appointment process for new staff or contractors if/as required.
- Declare any conflicts of interest
- Delegate financial authority to 4 members of the committee to approve payments on behalf of Wairarapa Catchment Collective, as per the Finance Policy (Delegations).

Limitation of Powers

The Committee does not have authority to:

- Commit Wairarapa Catchment Collective to any expenditure outside of budget
- Direct staff or contractors to undertake tasks outside of their Services Agreement without written agreement

Reporting

The Committee will:

- Minute committee meetings.
- Report to funders as per funding agreements

General principles

The committee will operate in accordance with the Rules of Wairarapa Catchment Collective Incorporated and their policies and procedures. In addition they will observe the following principles:

- Give effect to the vision and objectives of the Wairarapa Catchment Collective
- Act professionally at all times and have a duty to uphold confidential information
- To seek consensus in all decision making
- To be culturally sensitive, and observe tikanga Māori
- To work in a collaborative and co-operative manner to reach solutions that take account of the interests of all Wairarapa Catchment Collective members

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| Adopted on: | 25 July 2024 |
| Review date: | 1 August 2026 or as required |