

‘Friends of the Otaki River’

Terms of Reference

Origins

The Friends of the River (FOTR) group was established as the result of an invitation from the Wellington Regional Council to the Otaki community to participate in the development and implementation of the Otaki Floodplain Management Plan (OFMP). The resource consent for the long term routine operations and maintenance on the river, which was granted in October 1998, provided for the formal involvement of residents and interested parties (as represented by the FOTR) in monitoring the implementation of the plan and in preparing the annual works programme.

Purpose

The FOTR has been set up to represent the community in the management and development of the Otaki River and its environment and, in particular, to:

- act as a channel of communication between the community and the statutory bodies responsible for managing the river.
- monitor the achievement of the OFMP and the Otaki River Corridor Environmental Strategy.
- participate in the annual review of the OFMP and the preparation of the annual works programme.
- work closely with Ngati Raukawa, recognising the iwi’s special interest in the river.
- identify opportunities for enhancing the river environment.
- facilitate the involvement of the community and landowners in implementing specific projects.

Principles

The FOTR have agreed a set of principles which will underpin their approach to achieving their goals. It is based on the premise that the community has a unique opportunity to make a fresh start and go forward in a positive partnership with all those concerned with the future well-being of the river.

The principles which will guide the FOTR in assessing the work programmes and in making specific proposal are as follows:

- It is essential to encourage a sense of community pride in the river and its environment and to acknowledge the responsibility of sustaining its value for future generations of New Zealanders.

- The community has a particular interest in activities which will:
 - preserve and restore, wherever possible, the natural ecology.
 - enhance the visual character of the river and its environment.
- In promoting these community values and bearing in mind the powerful natural forces of the river, full support must be given to the requirements of the Floodplain Management Plan which is a fundamental document.
- The river and its environment are both a community asset and a major resource so that it is important to seek an acceptable balance between farming and commercial activities and the achievement of cultural, environmental and recreational objectives.

Membership

Membership of FOTR will be open to anyone who subscribes to the principles and values set down in these Terms of Reference.

Executive Committee

The activities of FOTR will be organised by an Executive Committee (the Committee) comprised of 18 members – 9 members elected from the community at large and 9 representing organisations with a particular interest in the river (see Annex A for a list of these organisations).

In addition to its administrative duties, the Executive Committee will be responsible for ensuring that the role and purpose of the FOTR is achieved and for drawing up appropriate plans and proposals for approval by the membership.

The community members of the Committee will be elected each year at the AGM.

The names of the ex-officio members will be notified each year to the AGM.

The Committee will elect its own chairperson, arrange its own meetings and decide its own procedure. It will produce a report each year, to be discussed at the AGM.

Meeting of the Friends of the River Group

The full membership will meet at least twice a year – once for the AGM (normally in October) and once (normally in March) to participate in the Wellington Regional Council's annual walkover of the river.

This will enable all members to be informed, to comment and to express concerns, and to make suggestions on a regular basis.

The Executive Committee may call other meetings of the full membership for specific purposes, should the need arise.

Liaison with Statutory Bodies

While the statutory bodies responsible for managing the river will be represented on the Executive Committee, it will be a particular responsibility of the Chairperson to ensure there is good communication with these organisations and that they provide sufficient information for FOTR to fulfil its obligation. The relationship with the Wellington Regional Council is defined in a formal Memorandum of Understanding which is agreed from time to time.

Community Participation

The Executive Committee will be responsible for managing the affairs of the organisation but, in making representations or undertaking particular tasks, it should seek to involve other members as appropriate.

Funding

As the FOTR has no guaranteed source of funds, its activities will be entirely voluntary. Initially, the Wellington Regional Council will provide administrative support but in due course FOTR may be expected to take over the running of its own affairs. At some point the Executive Committee may consider it necessary to propose a subscription for members. It may also wish to consider the possibility of sponsorship for particular proposals.

Review the Terms of Reference

These Terms of Reference may be reviewed by a majority of members present at the AGM.

Annex A

List of organisations to be represented on FOTR Executive Committee (1 member each):

- Wellington Regional Council
- Kapiti Coast District Council
- Ngati Raukawa
- Otaki Community Board
- Kapiti Environmental Action
- Royal Forest & Bird Protection Society of NZ
- Otaki Recreational Fishing Club
- Keep Otaki Beautiful
- Kapiti Wild Fowl Group

‘Friends of the Waikanae River’

Terms of Reference

Vision

That the Waikanae River and its environment is enhanced and maintained in optimum condition for all to enjoy.

Who are the Friends?

The Friends of the Waikanae River (the Friends) is an informal body whose members have a common interest in the achievement of the above Vision.

Members of the Friends come from a wide range of groups, organisations and individuals such as:

Tangata Whenua	Landowners
Community Groups	Local Government
Environmental Organisations	Recreationalists (groups or individuals)

Members are represented by a Working Group of approximately 15 people, elected from the membership (see Meetings of The Friends and Working Group below).

The Working Group has established links to the Wellington Regional Council, the Kapiti Coast District Council and the Tangata Whenua, each of which is represented on the Working Group.

Roles of the Friends

To act as a channel of communication between the community and the statutory bodies responsible for managing the river.

To work with the statutory bodies and other parties in the planning required to achieve the Vision. The relationship with the Wellington Regional Council is defined in a formal Memorandum of Understanding that is agreed from time to time.

In particular, to monitor the achievement of:

- The Waikanae Floodplain Management Plan. This includes the long-term resource consents for operations and maintenance, walkovers, the ecological strategy, etc.
- The Waikanae River Environmental Strategy

and to participate in their implementation.

To work closely with all interested parties in order that the river may be rehabilitated and repaired as a food source and a provider of spiritual sustenance for all to share.

To provide advocacy for educational opportunities so that people may respect and protect the river and its environment, and enjoy its natural values and amenities.

To encourage the recognition and protection of the cultural, historical and geological sites within the river environment.

To identify opportunities for rehabilitation of the river environment.

To encourage and facilitate the involvement of the community and the landowners who live adjacent to the river to participate in the achievement of the Vision.

Membership

Membership of the Friends is open to all who subscribe to the above Vision. Those interested should apply directly to the Working Group.

Meetings of the Friends

The full membership will meet at least twice a year – once for an AGM (normally in October) at which the Working Group will be elected, and once to participate in the Wellington Regional Council walkover of the river (normally in March).

This will enable all members to be informed, to comment and to express concerns, and to make suggestions on a regular basis.

The Working Group may call other meetings of the full membership for specific purposes should the need arise.

Working Group

The activities of the Friends are organised by a Working Group comprised of some 15 members elected annually at the AGM.

The Working Group elects its own Chairperson, arranges its own meetings and decides its own procedures. It produces a report each year, to be discussed at the AGM.

In addition to its administrative duties, the Working Group is responsible for ensuring that the above roles are undertaken and for drawing up appropriate plans and proposals for approval by the membership.

It may also, as appropriate, issue newsletters to inform members, and/or the community generally, about the activities of the Friends.

Whilst the statutory bodies responsible for managing the river are represented on the Working Group, it is a particular responsibility of the Chairperson to ensure there is good communication between the Friends and these organisations, and that they provide sufficient information for the Friends to fulfil its roles.

The Working Group may establish sub-groups to consider specific areas of interest and to make recommendations to the Working Group.

During the year, any necessary replacement Working Group members are endorsed by the Working Group.

Funding of the Friends

As the Friends has no guaranteed source of funds, its activities are entirely voluntary. Initially, the Wellington Regional Council is providing administrative support (primarily through its Flood Protection Department), but in due course the Friends may be expected to take over the running of its own affairs. At some point the Working Group may consider it necessary to propose a subscription for members. It may also wish to consider the possibility of sponsorship for particular proposals.

Review of Terms of Reference

These Terms of Reference may be amended by a majority of members present at an AGM.