

# WAIRARAPA MOANA STATUTORY BOARD



## **BOARD MEETING**

Friday 7 June 2024

10:00am start

**Wellington Regional Council Office  
Committee Room, 34 Chapel St, Masterton**

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Karakia Whakatuwheratanga

Housekeeping

### Order Of Business

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6.	Update on progress of action Items 22 March 2024 meeting Attachment—Forward work programme	Report 2024. 10	13
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	<b>Public Excluded Business</b>	Not applicable	
10.	Meeting Close		

Karakia Whakamutunga



Please note these minutes remain unconfirmed until the Wairarapa Moana Statutory Board meeting on 7 June 2024.

Report 2024.9

## Public minutes of the Wairarapa Moana Statutory Board meeting on Friday 22 March 2024

Office of Ngāti Kahungunu ki Wairarapa Tāmaki Nui-ā-Rua Settlement Trust and the Ngāti Kahungunu ki Wairarapa Iwi Development Trust

Level 4, Departmental Building, 35-37 Chapel Street, Masterton, meeting started at 10.10am

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### Members Present

Haami Te Whaiti (Chair)  
Shannon Bently,  
Jo Breese  
Dr E Dijkstra  
Daran Ponter (from 10.15am and until 11.52am, and from 12.04pm)  
Sonya Rimene  
Adrienne Staples  
Marama Tuuta  
Ani Te Whaiti

### Karakia timatanga

Te Whakapono Waikare opened the meeting with a karakia.

**Mihimihi:** Haami Te Whaiti.

Daran Ponter arrived at the meeting at 10.15am during the mihimihi.

## **Public Business**

### **1 Appointment of Chairperson – Report 2024.1**

Moved: Sonya Rimene / Adrienne Staples

That the Board:

- 1 Appoints Hammi Te Whaiti as the Chairperson of the Wairarapa Moana Statutory Board.
- 2 Appoints the Chairperson to a three-year term.

The motion was **carried**.

### **2 Public participation**

There was no public participation at this inaugural meeting of the Wairarapa Moana Statutory Board.

The Board requested that a public participation process be established for future meetings.

### **3 Apologies**

Moved: Marama Tuuta / Dr Esther Dijkstra

That the Board accepts the apologies for from Martin Connelly and Melissa Sadler-Futter and the apology for lateness from Daran Ponter.

The motion was **carried**.

### **4 Declarations of conflicts of interest**

There were no declarations of conflicts of interest.

The Board requested that the secretariat develop a process for the declaration of personal conflicts of interest and distribute it to Board members to complete before the 7 June 2024 meeting.

### **5 Confirmation of appointees as members of Wairarapa Moana Statutory Board – Report 2024.2**

Pauline Hill, Principal Advisor Māori and Pikitia Tuuta, Pou Whakahaere, spoke to the report.

The Board discussed Martin Connelly's leave of absence as Mayor of South Wairarapa District Council and agreed his appointment would be accepted as there are no rules that nominees must be elected members and was advised by the Rangitāne Tū Mai Rā Trust representative's that their term would change from a two-year, to a three-year term.

Moved: Daran Ponter / Sonya Rimene

That the Board:

- 1 Agrees to confirm the following appointees and alternatives as the Wairarapa Moana Board members:
  - a Haami Te Whaiti, Marama Tuuta, Shannon Bently and Ani Te Whaiti, as appointed members for Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust which includes Marama Tuuta representing the hapū of Pāpāwai Marae, and Ani Te Whiti representing the hapū of Kohunui Marae, and Rawiri Smith as the alternative for all Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust appointment members.
  - b Sonya Rimene as the appointed member for the Rangitāne Tū Mai Rā Trust and Piri Te Tau as the alternative member.
  - c Daran Ponter and Adrienne Staples as the appointed members for Wellington Regional Council and Hikitia Ropata and Penny Gaylor as alternative members.
  - d Jo Breese and Dr Esther Dijkstra as appointees of the Minister of Conservation.
  - e Martin Connelly for South Wairarapa District Council and Melissa Sadler-Futter as the alternative member.

The motion was **carried**.

## **6 Approval of Meeting Format and Meeting Schedule for 2024/2025 – Report 2024.3**

Pauline Hill, Principal Advisor, spoke to the report.

The Board discussed the secretariat recommendations and made the following changes prior to the motion being moved:

- Amend Recommendation 3b: The date is amended from ‘16 August’ to read ‘9 August.’
- Amended Recommendation 6: The text is amended with the following addition ‘and timed for 3.00pm to 5.00pm’
- Amend Recommendation 7: The text is amended from ‘workshops will be held online’ to read ‘workshops will be optional and either held online or in person as negotiated and agreed.’
- Amend Recommendation 10: The text is amended from ‘. . .Board wānanga, workshops and meetings to read ‘Board wānanga, workshops and meetings so as to provide flexibility and avoid clashes and support availability of marae whānau.’

The Board requested that a wānanga be arranged and the agenda is to include:

- Local Government Official Information and Meetings Act 1987 grounds for public exclusion, including for commercial sensitive information and the protection of culturally sensitive information.
- Rostered hosting responsibilities and meeting venue processes for appointers.

Moved: Adrienne Staples / Jo Breese

That the Board:

- 1 Agrees that the Wairarapa Moana Statutory Board will have planned meetings on a quarterly basis.
- 2 Agrees that the Wairarapa Moana Statutory Board planned meetings may include public excluded parts to these meetings.
- 3 Agrees that the schedule of planned Wairarapa Moana Statutory Board meetings from 1 June 2024 to 30 June 2025 are:
  - a Quarter 4: Friday 7 June 2024
  - b Annual planning meeting: Friday 9 August 2024
  - c Quarter 1: Friday 13 September 2024
  - d Quarter 2: Friday 13 December 2024
  - e Quarter 3: Friday 14 March 2025
  - f Quarter 4: Friday 13 June 2025.
- 4 Agrees that each appointer agency will host the planned meetings on a rostered basis.
- 5 Agrees that the Wairarapa Moana Statutory Board will have planned workshops on a quarterly basis.
- 6 Agrees that the schedule of planned Wairarapa Moana Statutory Board workshop dates would be flexible from 1 June 2024 to 30 June 2025, and timed for 3.00pm to 5.00pm:
  - a Quarter 4: Friday 24 May 2024
  - b Quarter 1: Friday 30 August 2024
  - c Quarter 2: Friday 29 November 2024
  - d Quarter 3: Friday 28 February 2025
  - e Quarter 4: Friday 30 May 2025.
- 7 Agrees that planned workshops will be optional and either held online or in person as negotiated and agreed.
- 8 Agrees that wānanga will be held when required.
- 9 Agrees that wānanga will be marae based.
- 10 Agrees that Friday is the preferred day for Wairarapa Moana Statutory Board wānanga, workshops and meetings so as to provide flexibility and avoid clashes and support availability of marae whānau.

The motion was **carried**.

## **7 Legal Advice and Indemnity Insurance – Report 2024.4**

Pauline Hill, Principal Advisor, spoke to the report.

The Board discussed the secretariat recommendations and made the following changes prior to the motion being moved:

- Amend Recommendation 1: The text is amended: from ‘Agrees to commission independent legal advice services’ to ‘Agrees in principle to commission independent legal advice services if the Board approves the need for it’.
- Amend Recommendation 3: Delete this recommendation.

The Board requested that:

- The secretariat shows fiscal prudence when engaging legal services to support Board decision making.
- Motions 1 and 2 be put forward for a decision.

Moved: Ani Te Whaiti / Shannon Bently

That the Board:

- 1 Agrees in principle to commission independent legal advice services if the Board approves the need for it.
- 2 Agrees to commission initial independent legal advice on whether:
  - a Any conflict exists between the liability provisions and what, if any, action should be taken to mitigate the risks.
  - b Indemnity insurance is required for Wairarapa Moana Statutory Board as a collective.

The motion was **carried**.

## **8 Confirmation Set Up of Bank Account, Financial Year and Independent Auditor – Report 2024.5**

Pauline Hill, Principal Advisor and Pou Whakahaere, Pikitia Tuuta spoke to the report.

The Board was advised that:

- Wellington Regional Council agreed to transfer its Crown funding of \$632,000 for the purpose that the Crown provided the funds.
- Masterton District Council received \$175,000 to participate in the Natural Resources Plan Committee which includes meeting fees, travel costs, plan changes.
- Carterton District Council and South Wairarapa District Council have not shared their intent as regards their Crown funding.

Moved: Jo Breese / Shannon Bently

That the Board:

- 1 Agrees to open a bank account for the Wairarapa Moana Statutory Board to receive funds to support the development and implementation of the Wairarapa Moana document.
- 2 Agrees that the Department of Conservation, Rangitāne Tū Mai Rā Trust, and Ngāti Kahungunu ki Wairarapa Tāmaki nui-ā-Rua Settlement Trust are the authorising bodies for payments.
- 3 Agrees that the Wairarapa Moana Statutory Board's financial year is 1 July to 30 June.
- 4 Agrees that an independent auditor be appointed for a term of three years, at which time a new auditor will be appointed.

The motion was **carried**.

The Board requested that:

- The secretariat clarifies the annual audit process.
- The Chair write to each appointer to the Committee for natural resources to clarify what is their intent as regards their respective Crown funding to enable financial forecasting.

## **9 Wairarapa Moana Document – Report 24.6**

Pauline Hill, Principal Advisor, spoke to the report.

The Board was advised that the values associated with the kawa and tikanga statements could inform the development of the three separate aspects of the Wairarapa Moana document.

The Board discussed the secretariat recommendations and made the following changes prior to the motion being moved:

Amend Recommendation 1a: The text is amended from '...a project manager to develop... ' to read '...a project manager to develop an indicative plan for the Board's consideration to work with Board members and hapū of redress iwi... '.

Moved: Sonya Rimene / Jo Breese

That the Board:

- 1 Agrees that the preferred approach to prepare and approve the overarching vision, and statement of desired outcomes for Wairarapa Moana is to:
  - a commission a project manager to develop an indicative plan for the Board's consideration to work with Board members and hapū of redress iwi in developing the draft overarching vision, and statement of desired outcomes, for Wairarapa Moana.



- b Organise a series of wānanga on the overarching vision, and statement of desired outcomes.
- 2 Notes that kawa and tikanga developed by Ngāti Kahungunu ki Wairarapa Tāmaki Nui-ā-Rua Settlement Trust and Rangitāne Tū Mai Rā Trust are included in the Rules of Procedure and Terms of Reference documents.

The motion was **carried**.

The Board requested that:

- The secretariat report on the progress of commissioning a project manager at the May workshop.
- Board members are involved in the appointment of the project manager.
- The secretariat checks the information presented in para 50 on the reserves text ‘those partly owned by the joint redress trustees and the Crown’.

## **10 Adoption of Rules of Procedure for Wairarapa Moana Statutory Board – Report 2024.7**

Principal Advisor Pauline Hill and Pou Whakahaere Pikitia Tuuta spoke to the Report.

The Board was advised:

- Wellington Regional Council provides secretariat support under the Te Rohe o Rongokako Joint Redress Act 2022 provisions and will uphold its responsibilities until a Board decision is made to transfer the function elsewhere.
- The Rules of Procedure is a living document, and the Board can make changes at any time.
- There is a need to consider if it is feasible to separate the Board’s Reserves Act functions which are subject to LGOIMA.

The Board discussed the secretariat recommendations and made the following changes prior to the motion being moved:

- Amend Recommendation 3: The text is amended following the term ‘(LGOIMA)’ to read ‘. . . (LGOIMA) due to the Board’s role as the administrator of the Wairarapa Moana Reserves.’

The Board discussed the draft Rules of Procedure document and requested the following changes:

- Make the language plain English and less bureaucratic.
- New text is to be developed by Ngāti Kahungunu ki Wairarapa Tāmaki Nui-ā-Rua Settlement Trust Board and Rangitāne Tū Mai Rā Trust to support the kawa and tikanga slides.
- Remove all acronyms used for iwi names.
- Extend the timeframe from 2 to 5 working days in advance of Board meetings to arrange interpreters if members of the public want to use te reo Māori or sign language during the public participation processes.

Moved: Marama Tuuta / Seconded: Adrienne Staples

That the Wairarapa Moana Statutory Board:

- 1 Adopts the Rules of Procedure (Attachment One).
- 2 Notes that kawa and tikanga developed by Ngāti Kahungunu ki Wairarapa Tāmaki nui-ā-Rua Settlement Trust and Rangitāne Tū Mai Rā Trust are included in the Rules of Procedure.
- 3 Recognises that it is subject to the Local Government Official Information and Meetings Act 1987 (LGOIMA) due to the Board’s role as the administrator of the Wairarapa Moana Reserves.
- 4 Agrees that in the event that an appointing body to the Board under section 47 of the Te Rohe o Rongokako Joint Redress Act 2022 receives a request for official information that relates to the Board, and that appointing body is subject to the Official Information Act 1982 or the Local Government Official Information and Meetings Act 1987, that body shall consult with the other appointing bodies in order to determine which body should respond to the request for information.
- 5 Agrees that appointer agencies advise their respective LGOIMA functions of the Wairarapa Moana Statutory Board’s preference for managing any requests associated with the Wairarapa Moana Statutory Board.
- 6 Agrees that guidelines be developed that support WMSB members to participate at WMSB meetings where business is conducted in more than one language (eg te reo Māori, NZ sign language).
- 7 Authorises the secretariat to make minor grammatical and formatting changes to the Rules of Procedure if required prior to publication.
- 8 Agrees to review the Rules of Procedure every three years to ensure it remains fit for purpose.

The motion was **carried**.

Daran Ponter left the meeting at 11.52am during the above item.

## **11 Adoption of Terms of Reference – Report 2024.8**

Principal Advisor Pauline Hill spoke to the Report.

The Board was advised:

- The kawa and tikanga slides are to be inserted in the document as they were omitted in error. The new text developed by Ngāti Kahungunu ki Wairarapa Tāmaki Nui-ā-Rua Settlement Trust Board and Rangitāne Tū Mai Rā Trust is to be inserted when it is completed.
- The Terms of Reference is a living document, and the Board can make changes at any time.

The Board discussed the secretariat recommendations and made the following change prior to the motion being moved:

- Amend Recommendation 2: Include new text after ‘Rules of Procedure. . . and is inserted in these Terms of Reference.’
- Amend Recommendation 3: Delete the term ‘bespoke’.

The Board discussed the draft Terms of Reference document and requested the following changes:

- move the existing Background section to be the new Attachment one.
- relabel the existing Attachment One as Attachment Two.
- Insert the intent to seek third party funding beyond the appointee agencies and reference the Board Functions {j} which confirms the ‘ability of the Board to do any other function required to achieve the WMSB’s purpose’.

Moved: Jo Breese | Seconded: Dr Esther Dijkstra

That Board:

- 1 Adopts the Terms of Reference (Attachment).
- 2 Notes that kawa and tikanga developed by Ngāti Kahungunu ki Wairarapa Tāmaki nui a Rua Settlement Trust and Rangitāne Tū Mai Rā Trust are included in the Rules of Procedure and is inserted in these Terms of Reference.
- 3 Agrees to commission a logo for the Wairarapa Moana Statutory Board.
- 4 Agrees that Ngāti Kahungunu ki Wairarapa Tāmaki nui a Rua Settlement Trust and Rangitāne Tū Mai Rā Trust will lead the commissioning of the logo.
- 5 Agrees to align the Wairarapa Moana Statutory Board’s annual planning processes as much as possible with the appointer agencies planning cycles.
- 6 Authorises the secretariat to make minor grammatical and formatting changes to the Terms of Reference if required prior to release.
- 7 Agrees to review the Terms of Reference every three years to ensure it remains fit for purpose.

The motion was **carried**.

Daran Ponter returned to the meeting at 12:04 pm during the above item and was present for the vote.

### **Workshop May 24 or wānanga agenda items**

The Board requested that the following topics be put on the agenda at future workshops:

1. Local Government Official Information and Meetings Act 1987 LGOIMA grounds for public exclusion, including for commercial sensitive information and the protection of culturally sensitive information.
2. Rostered hosting responsibilities and meeting venue processes for appointers.

3. Ngāti Kahungunu ki Wairarapa Tāmaki Nui-ā-Rua Settlement Trust Board members are to design new Kawa and tikanga text at a wānanga to replace the existing slides.
4. Secretariat support options for the Board.
5. Update of the Project Manager Appointment processes.
6. Discuss the due diligence required in commissioning independent legal services.
7. Process and reporting system to consider operational requests and activities eg geese culling.
8. Flora and fauna information paper to inform decision making.
9. GWRC Barrage Gates Consent – Context paper - not a decision paper.
10. Crown funding to the Board.
11. Wairarapa Moana Wetlands project presentation and handover of administration

## **Karakia whakamutunga**

Te Whakapono Waikare closed the meeting with a karakia.

The public meeting closed at 12.15pm.

Haami Te Whaiti.

**Chair**

Date:

# WAIRARAPA MOANA STATUTORY BOARD



## Board Meeting

7 June 2024

## Report 2024.10

## For Information

### UPDATE ON PROGRESS OF ACTION ITEMS

#### Te take mō te pūrongo

##### Purpose

1. To update the Wairarapa Moana Statutory Board on the progress of action items arising from the 22 March 2024 Board meeting.

#### Te horopaki

##### Context

2. The items raised at Wairarapa Moana Statutory Board meeting on 22 March 2024 that require actions from the secretariat and appointer representatives are listed in Attachment 1: Table of Action items.
3. All action items include an outline of the current status and a brief comment.

#### Ngā hua ahumoni

##### Financial implications

4. There are no financial implications from this report, but there may be implications arising from the actions listed.

#### Ngā tūāoma e whai ake nei

##### Next steps

5. Completed items will be removed from the action items table for the next report. Items not completed will be added to the table following this Wairarapa Moana Statutory Board meeting.

**Ngā kaiwaitohu  
Signatories**

Writers	Pauline Hill – Aporei Māori   Principal Advisor, Māori, Wellington Regional Council Interim Secretariat Support
Peer reviewers	Brett Cockeram – Director Māori Outcomes, Wellington Regional Council
Approvers	Haami Te Whaiti – Chairperson Wairarapa Moana Statutory Board

**Attachment 1: Table of Action items for Board meeting 22 March 2024**

Action item	Status and comment	Responsible	Due by:
<p>1. <b>Clarify annual audit responsibilities.</b></p>	<p><b>Status:</b> Pending a Board decision to commission legal advice.</p> <p><b>Comment:</b> Clarify the Board’s annual audit responsibilities for discussion at the 24 May Board workshop and a Decision Report at the Board meeting on 7 June.</p> <p>Te Arawhiti has confirmed the annual audit settlement redress provisions need clarification.</p> <p>The Reserves Act 1977 section 88 outlines some financial obligations for the Board, but section 107 of Te Rohe o Rongokako Joint Redress Act 2022 notes that this does not apply.</p> <p>The secretariat recommends the Board commissions its own legal and/or accounting advice on this issue.</p>	Secretariat	30 Apr 2024
<p>2. <b>Declaration of conflicts of interest process</b> and Local Authority (Members’ Interests) Act 1968 (LAMIA) status</p>	<p><b>Status:</b> Draft document developed pending a Board decision to commission legal advice.</p> <p><b>Comment:</b> Develop a declaration of conflicts of interest process for distribution to Board members for discussion at workshop on 24 May.</p> <p>Clarify the Local Authority (Members’ Interests) Act 1968 (LAMIA) status.</p> <p>DoC has confirmed that the Wairarapa Moana Statutory Board is the administering body of the Wairarapa Moana reserves under s103 of the Te Rohe o Rongokako Joint Redress Act 2022.</p> <p>Administering bodies under the Reserves Act 1977 are listed in Schedule 1 (part 1) of the Local Authority (Members’ Interests) Act 1968. This Schedule lists classes of bodies to which LAMIA applies.</p>	Secretariat	30 Apr 2024

	The secretariat recommends the Board commissions its own legal advice on whether LAMIA.		
<b>3. Secretariat support options</b>	<p><b>Status:</b> Completed Board Report but deferred until the December 2024 meeting and a review.</p> <p><b>Comment:</b> Develop secretariat support options for discussion at the 24 May Board workshop and a Decision Report at the Board meeting on 7 June.</p>	Secretariat	30 Apr 2024
<b>4. Roster of hosting agencies</b>	<p><b>Status:</b> Completed, to be tabled 7 June Statutory Board meeting for a decision.</p> <p><b>Comment:</b> The draft roster of appointers' hosting responsibilities has been developed. This provides an annual template which enables planning certainty and includes flexibility to negotiate changes if required.</p>	Ngāti Kahungunu ki Wairarapa Tāmaki Nui a Rua, DoC, SWDC, GW	30 Apr 2024
<b>5. Develop a paper on funding priorities</b>	<p><b>Status:</b> Paper completed on the interim income and expenditure priorities in the context of the need for a five-year strategic plan. To be tabled at Statutory Board meeting on 7 June.</p> <p>Letters delayed to appointers on their intentions re the Committee for natural to follow Board consideration 7 Jun on Board funding decisions.</p> <p><b>Comment:</b> Develop a paper on the purpose and use of WMSB's funding noting that under the TRoRJR, the WMSB must hold a planning meeting each year. At each planning meeting—</p> <p>a) The WMSB must determine its annual and multi-year priorities; and</p>	Secretariat	



	<p>b) the ongoing role of the appointers of the WMSB members in the WMSB’s annual planning processes—</p> <ul style="list-style-type: none"> <li>(i) The WMSB must agree with the appointers of the WMSB’s members to a programme for the operational management of the Wairarapa Moana reserves and Wairarapa Moana marginal strips for the following year (the annual operational management programme); and</li> <li>(ii) The WMSB, and the appointers of the WMSB’s members, must report to each other on the implementation of their respective responsibilities under the annual operational management programme for the previous year; and</li> <li>(iii) the appointers of the WMSB’s members must agree on the administrative and technical support they will provide to the WMSB.<sup>1</sup></li> </ul> <p>Write a letter for Chair’s sign off to each appointer of the Committee for natural resources to seek clarification on what is their intent regarding Crown funding to enable financial forecasting.</p>		
<p><b>6. Develop a paper on the process to commission a Project Manager</b></p>	<p><b>Status:</b> Completed, to be tabled 7 June Statutory Board meeting for a decision.</p> <p><b>Comment:</b> Develop the processes to commission a project manager to develop and implement a plan to work with Board members and redress hapū in developing the overarching vision, and statement of desired outcomes, for Wairarapa Moana.</p>	<p>Secretariat</p>	<p>30 Apr 2024</p>

<sup>1</sup> [Section 118 Te Rohe o Rongokako Joint Redress Act 2022 No 76, Public Act 118 Annual planning meeting of Statutory Board – New Zealand Legislation](#)

	Organise a series of wānanga on the overarching vision, and statement of desired outcomes.		
7. <b>Public forum participation processes</b>	<p><b>Status:</b> Completed. Discussion by Statutory Board members at workshop on 24 May. Refer to Rules of Procedure for detail.</p> <p><b>Comment:</b> Develop public forum participation processes for Board meetings for discussion at the 24 May Board workshop.</p>	Secretariat	
8. <b>Administering reserves vested (or partly vested) in the Crown</b>	<p><b>Status:</b> Completed. Correct text recorded here.</p> <p><b>Comment:</b> Check the wording of the 22 March Report 2024 Wairarapa Moana Document, Paragraph 50.</p> <p>The wording presented is different from the Te Rohe o Rongokako Joint Redress Act 2022, Section 104 section Administering reserves vested (or partly vested) in the Crown which states:</p> <p>This section applies to a Wairarapa Moana reserve—</p> <p style="padding-left: 40px;">(a) all of which is vested in the Crown; or (b) part of which is vested in the Crown and part of which is owned by any joint redress trustees.<sup>2</sup></p>	Secretariat	14 Apr 2024
9. <b>Media release</b>	<p><b>Status:</b> Delayed pending confirmation of SWDC's new member at the Statutory Board's 7 June meeting.</p> <p><b>Comment:</b> Develop media release on chairperson and members. Information to go to appointee agencies for their websites if they wish.</p>	Ngāti Kahungunu ki Wairarapa Tāmaki Nui a Rua	

<sup>22</sup> Section 104 (1)(a)(b) [Te Rohe o Rongokako Joint Redress Act 2022 No 76, Public Act 104 Administering reserves vested \(or partly vested\) in the Crown – New Zealand Legislation](#)

<b>10. Open a Bank Account</b>	<p><b>Status:</b> Pending waiting on update from appointers.</p> <p><b>Comment:</b> Open a WMSB Bank Account with the approved authorising bodies Ngāti Kahungunu ki Wairarapa Tāmaki Nui a Rua, Rangitāne Tū Mai Rā Trust, DoC. Develop financial delegation and monitoring and reporting policies and systems.</p>	Ngāti Kahungunu ki Wairarapa Tāmaki Nui a Rua, Rangitāne Tū Mai Rā Trust, DoC	
<b>11. Legal services</b>	<p><b>Status:</b> Pending</p> <p><b>Comment:</b> Draft due diligence requirements and commission legal services to provide advice:</p> <ul style="list-style-type: none"> <li>• Annual audit status</li> <li>• Board liabilities.</li> <li>• LAMIA implications</li> </ul>		
<b>12. Accountancy services</b>	<p><b>Status:</b> Pending</p> <p><b>Comment:</b> Draft due diligence requirements and commission accountancy services to provide advice on Annual audit status.</p>		
<b>13. Rules of Procedure</b>	<p><b>Status:</b> Pending</p> <p><b>Comment:</b> Make Board approved changes:</p> <ul style="list-style-type: none"> <li>• timeframe to request interpretation support for te reo Māori/NZ sign language to be <u>5 working days</u>;</li> <li>• insert kawa and tikanga slides.</li> </ul> <p>Publish the <b>Rules of Procedure</b> on the appointer’s websites.</p>	Secretariat	30 Apr 2024
<b>14. LGOIMA processes and protection of culturally sensitive information</b>	<p><b>Status:</b> Under development, to be discussed at Statutory Board July wānanga 10am – 3pm at a marae TBC.</p> <p><b>Comment:</b> Local Government Official Information and Meetings Act 1987 LGOIMA grounds for public exclusion, including for commercial</p>	Secretariat	8 May 2024

	sensitive information and desire to protection of culturally sensitive information.		
<b>15. LGOIMA requests</b>	<p><b>Status:</b> Pending</p> <p><b>Comment:</b></p> <p>Letter for sign off by the Chair to advise appointers' on the preferred processes in <b>managing LGOIMA requests</b> associated with the WMSB</p>	Secretariat	30 Apr 2024
<b>16. Terms of Reference</b>	<p><b>Status:</b> Pending</p> <p><b>Comment:</b></p> <p>Restructure Terms of Reference Insert purpose and functions at the front of the Terms of Reference. Insert a background section.</p> <p>Publish links to the Terms of Reference on appointers' websites.</p>	Secretariat	30 Apr 2024
<b>17. Develop guidelines on te reo Māori, NZ sign language use</b>	<p><b>Status:</b> Pending</p> <p><b>Comment:</b></p> <p>Guidelines are needed to support Statutory Board members to participate at meetings where business is conducted in more than one language (eg te reo Māori, NZ sign language).</p>	Secretariat	
<b>18. New kawa and tikanga text</b>	<p><b>Status:</b> Pending</p> <p><b>Comment:</b></p> <p>Ngāti Kahungunu ki Wairarapa Tāmaki Nui-ā-Rua Settlement Trust Board and Rangitāne Tū Mai Rā Trust members and staff to design new Kawa and tikanga text for this document</p>	Ngāti Kahungunu ki Wairarapa Tāmaki nui a Rua Settlement Trust and Rangitāne Tū Mai Rā Trust	
<b>19. Commissioning logo</b>	<p><b>Status:</b> Deferred to September</p> <p><b>Comment:</b></p> <p>Support <b>commissioning of logo</b> project led by Ngāti Kahungunu ki Wairarapa Tāmaki nui a</p>	Ngāti Kahungunu ki Wairarapa Tāmaki nui a	30 Sep 2024

	Rua Settlement Trust and Rangitāne Tū Mai Rā Trust	Rua Settlement Trust and Rangitāne Tū Mai Rā Trust	
<b>20. Develop a process and reporting system to consider operational requests</b>	<p><b>Status:</b> Under development, to be discussed at Statutory Board July wānanga 10am – 3pm at a marae TBC</p> <p><b>Comment:</b> Develop a paper on the administrative requirements in the context of the WMSB processes and reporting systems to consider operational requests and deliver services eg geese culling.</p>	Ngāti Kahungunu ki Wairarapa Tāmaki nui a Rua Settlement Trust, DoC	
<b>21. Develop a Barrage Gates Consent context paper.</b>	<p><b>Status:</b> Completed to be discussed at Statutory Board July wānanga 10am – 3pm at a marae TBC</p> <p><b>Comment:</b> GW to develop a Barrage Gates Consent context paper.</p>	Secretariat	30 Apr 2024
<b>22. Wairarapa Moana Wetlands project</b>	<p><b>Status:</b> Under development, to be discussed at Statutory Board July wānanga 10am – 3pm at a marae TBC</p> <p><b>Comment:</b> GW to develop a Wairarapa Moana Wetlands project presentation and handover of administration.</p>	Secretariat	30 Apr 2024
<b>23. Develop a Flora and fauna information paper</b>	<p><b>Status:</b> Under development, to be discussed at Statutory Board July wānanga 10am – 3pm at a marae TBC</p> <p><b>Comment:</b> Develop a paper on the flora and fauna information paper to inform decision making.</p>		

**ATTACHMENT TO REPORT 2024.10 WAIRARAPA MOANA STATUTORY BOARD FORWARD WORK  
PROGRAMME 2024**

Date	Meeting or Workshop	Location	Item	For Decision or Information (for meeting items)	Responsible Agency	Author (for reports)	Presenter	Other Information - Comments/external presenter/ supplementary pre-reading
<b>For July 2024 wānanga - What is the current state of health of Wairarapa Moana and the Ruamāhanga Catchment?</b>								
19-Jul-24	Wānanga	Marae TBC	<b>Flora and fauna</b> Board Overview and responsibilities to inform decision making	Information	TBC	TBC	TBC	
19-Jul-24	Wānanga	Marae TBC	LGOIMA processes and <b>protection of culturally sensitive information</b>	Information	TBC	TBC	TBC	
19-Jul-24	Wānanga	Marae TBC	<b>Ruamāhanga Whaitua Implementation Plan</b> Overview to inform decision making	Information	TBC	TBC	TBC	
19-Jul-24	Wānanga	Marae TBC	<b>Ngāti Kahungunu and Rangitāne</b> projects	Information	TBC	TBC	TBC	
19-Jul-24	Wānanga	Marae TBC	Examples of other <b>community projects</b>	Information	TBC	TBC	TBC	
<b>For July 2024 wānanga - What is each agency currently doing to improve the broad wellbeing outcomes of the wai, whenua and people?</b>								

19-Jul-24	Wānanga	Marae TBC	<b>Wairarapa Moana Wetlands project</b> overview and planned handover of administration	Information	TBC	TBC	TBC	
19-Jul-24	Wānanga	Marae TBC	<b>DoC overview</b> processes, services and reporting systems to consider operational requests eg geese culling	Information	TBC	TBC	K Houkamau Operations Manager Wairarapa   Pou Matarautaki Masterton Office / Whakaoriori	
19-Jul-24	Wānanga	Marae TBC	<b>Barrage Gates</b> consent context Report	Information	TBC	TBC	P Huggins Catchment Manager, Ruamāhanga, GW	
19-Jul-24	Wānanga	Marae TBC	<b>Ngāti Kahungunu and Rangitāne</b> projects	Information	TBC	TBC	TBC	
19-Jul-24	Wānanga	Marae TBC	Examples of other <b>community projects</b>	Information	TBC	TBC	TBC	
<b>For July 2024 wānanga - What are the gaps and the proposed options and solutions?</b>								
19-Jul-24	Wānanga	Marae TBC	<b>Open discussion</b>	Discussion	TBC	TBC	TBC	

# WAIRARAPA MOANA STATUTORY BOARD



Board Meeting  
7 June 2024  
Report 2024.11

## For Decision

### PROCESS TO COMMISSION PROJECT MANAGER TO DELIVER THE VISION AND STATEMENT OF DESIRED OUTCOMES DOCUMENT

#### Te take mō te pūrongo Purpose

1. To seek agreement on the process to commission a Project Manager to work with the Wairarapa Moana Statutory Board (Statutory Board) and hapū of joint redress iwi to develop the overarching vision and statement of desired outcomes document (overarching vision document).

#### He tūtohu Recommendations

That the Wairarapa Moana Statutory Board:

- a. **Establishes** a Project Manager Committee to manage the search for, and design of the process to commission a preferred supplier to deliver the Project Manager's role;
- b. **Agrees** the Project Manager Committee will have at least three Chief Executives of the appointers;
- c. **Delegates** to the Project Manager Committee the management of the Statutory Board's approved tender process to search for suppliers for the Project Manager's role;
- d. **Agrees** to appoint the preferred supplier for the Project Manager's role based on the recommendation of the Project Manager Committee.
- e. **Agrees** the Project Manager is to have proven experience of:
  - i. successful Project Management delivery of projects within the required performance standards of delivering a quality product on time and within budget;
  - ii. working successfully with iwi and multi-agencies in developing approved and signed off strategic visions or plans.
  - iii. Has the required expertise and experience of leading their own structures and systems to enter into a contract with the Statutory Board.



- f. **Notes** there are two tender options:
  - i. Option One: Semi-Open tender process;
  - ii. Option Two: Closed process with pre-selected suppliers;
- g. **Agrees** that the preferred Option is \_\_\_\_\_
- h. **Agrees** that the public notification process will involve a hearing for the draft overarching vision and statement of desired outcomes document if the hapū of joint redress iwi support this;
- i. **Agrees** that the Project Manager Committee manages and leads all parts of the project and contract for services processes:
  - Part A:** which includes Stage One: Delivery of the indicative project specification plan; and Stage Two: Delivery of the draft overarching vision document for public notification; and
  - Part B:** which includes Stage Three: Management of the public notification process; and Stage Four: Development of the final document for Board approval; and.
- j. **Agrees** to review the delivery of Part A milestones and outcomes before determining if the supplier's contract will be extended to deliver the PART B requirements.

## **Te tāhū kōrero**

### **Background**

2. Under the Te Rohe o Rongokako Joint redress Act 2022, the Statutory Board must prepare a draft overarching vision document. In preparing the draft document, the Statutory Board must facilitate an inclusive approach that encourages the participation of—
  - a) the hapū of the joint redress iwi; and
  - b) any other persons and organisations as the Statutory Board considers appropriate.<sup>1</sup>
3. At its inaugural meeting on 22 March 2024, the Statutory Board agreed to commission a Project Manager to develop an indicative project specification plan on how they would develop the draft overarching vision document for public notification.
4. At its workshop on 8 March 2024, Statutory Board members shared their desire to be involved in developing the draft overarching vision document for Wairarapa Moana. This approach enables members to lead the hard work required in developing a clear vision to deliver the expected outcomes.

<sup>1</sup> Section 81(1, 2) [Te Rohe o Rongokako Joint Redress Act 2022 No 76, Public Act 81 Preparation and approval of overarching vision and desired outcomes document – New Zealand Legislation](#)

## **Te tātaritanga Analysis**

5. It is proposed that the Statutory Board:
  - a) establishes a **Project Manager Committee** (PM Committee) to manage the search for, and design of the process to commission a preferred supplier to deliver the Project Manager's role
  - b) calls for at least three Chief Executives of the appointers to form the PM Committee;
  - c) delegates to the PM Committee the responsibility to manage the development and implementation of the Statutory Board's approved tender process;
  - d) confirms the appointment of the preferred supplier on the recommendation on the PM Committee.

### **Project Manager expertise**

6. It is proposed that the primary experience required for the Project Manager's role includes:
  - a) Proven experience of:
    - i. successful Project Management delivery of projects within the required performance standards of delivering a quality product on time and within budget;
    - ii. having worked successfully with iwi in developing approved and signed off strategic visions or plans;
    - iii. having worked with multi-agencies to develop strategic visions and plans;
  - b) Has the required expertise and experience of leading their own structures and systems to enter into a contract with the Statutory Board.
7. Due to the nature of the required work (notably it being borne from Te Rohe o Rongokako Joint redress Act 2022), it is expected that the suppliers will have knowledge, experience and expertise in te ao Māori and Rangitāne o Wairarapa and Ngāti Kahungunu ki Wairarapa whakapapa.

### **Method to search for suppliers**

8. It is proposed that the Statutory Board identifies the preferred method to search for potential suppliers for the Project Manager's role. There are two options for the Board to consider:
  - a) Option One: Semi-open tender process;
  - b) Option Two: Closed process with pre-selected suppliers.
9. **Option One: Semi-open tender process.** This process involves the PM Committee managing the process of advertising for interested parties to offer bids for the work. The invitation is open to all eligible and qualified suppliers who have knowledge, experience and expertise in te ao Māori and Rangitāne o Wairarapa and Ngāti Kahungunu ki Wairarapa whakapapa.

10. The advantages of this option include:
  - a) a priority focus on fairness and transparency; and
  - b) providing an equal opportunity to suppliers to submit a response in the hope of achieving an optimal price.
11. The disadvantages of this option include:
  - a) The increased costs in terms of time, people and budget in shortlisting the likely large number of proposals and the potential need for extra help to sort through applicants;
  - b) Lengthy time delays in completing the procurement actions and shortlisting processes if there is a significant amount of interest.
12. **Option Two: Closed process with pre-selected suppliers.** This option involves the PM Committee contacting a small number of potential suppliers who are known to, and recommended by, appointers to gauge their interest in the role. The suppliers will have knowledge, experience and expertise in te ao Māori and Rangitāne o Wairarapa and Ngāti Kahungunu ki Wairarapa whakapapa.
13. If the suppliers are interested, the PM Committee will invite them to develop an indicative project specification plan and present this at an interview and in written form. Only those suppliers invited to do so may submit a tender.
14. The advantages of this option include:
  - a) This is a simple cost effective and optimal option as pre-selecting a small number of high-quality suppliers removes the need to shortlist;
  - b) The targeted and streamlined process mitigates time constraint risks while supporting some competitive tension among a small number of potential suppliers.
15. The disadvantages of this option include:
  - a) the elimination of new suppliers who are starting to establish their profiles in the market to participate in this process;
  - b) potential concerns of supporting a model that has access barriers.

#### **Public notification hearing process**

16. At its inaugural meeting on 22 March 2024 the Statutory Board was advised of the statutory requirement for a written submissions process and its discretion on whether to use a hearing for the draft overarching vision document.<sup>2</sup>
17. For planning certainty, it is proposed that the Statutory Board makes a decision on whether to support a dual hearing and written submission process after discussions with the hapū of joint redress iwi on whether they support the approach.

<sup>2</sup> Section 83(2)(a)(b) [Te Rohe o Ronqokako Joint Redress Act 2022 No 76, Public Act 83 Submissions on draft overarching vision and desired outcomes document – New Zealand Legislation](#)

## Resourcing

18. Commissioning Project Managers is expensive. The proposals will vary, and each should be carefully unpacked during the shortlist process. The hourly rates can be as high as \$250 per hour for an experienced principal supplier. However, it is unlikely that they will do any administrative tasks including booking marae and sending pānui to participants. It's essential to understand if there is a support team and how the work and costs are allocated among the team members.

## The Project

19. It is proposed that the PM Committee manages and leads all parts of the project and contract for services processes:
  - a) Part A has two key deliverables:
    - i. Stage One: Delivery of the indicative project specification plan;
    - ii. Stage Two: Delivery of the draft overarching vision document for public notification;
  - b) Part B also has two key deliverables:
    - i. Stage Three: Management of the public notification process;
    - ii. Stage Four: Development of the final document for Board approval involves two stages.

### **PART A, Stage One: Delivery of the indicative project specification plan**

20. In this stage, the PM Committee will implement the Statutory Board's preferred tender process and the following list will apply subject to the preferred option:
  - a) call for registration of interest in the project by suppliers as determined by the preferred tender process;
  - b) consider the expressions of interest;
  - c) shortlist the proposals to determine which suppliers have the required expertise and experience to deliver the requirements;
  - d) invite shortlisted suppliers to an interview and to submit an indicative project specification plan which describes how they would develop a draft overarching vision document for public notification which includes;
    - i. overview plan for series of wānanga dates, venues and outcomes,
    - ii. overview of how they'll work with Statutory Board members and the hapū of joint redress iwi in developing the draft version;
    - iii. the projected budget and contingencies for each of the four stages of the project and the potential risks and mitigation actions;
    - iv. the requirement to provide regular reports on progress of milestone deliverables.
  - e) Make a recommendation to the Statutory Board for a decision on the preferred supplier to develop the final Statutory Board project specification plan.

21. In addition, the PM committee will lead the contract requirements and:
  - a) develop a draft contract for a decision by the Statutory Board to commission the preferred supplier to deliver the final project specification plan. The contract will include the delivery of PART A requirements and PART B requirements subject to a favourable review of the outcomes achieved in delivering PART A outcomes;
  - b) negotiate the draft contract with the preferred supplier;
  - c) seek approval of the Statutory Board of the final contract to deliver the project specification plan;
  - d) Manage the contract signatures by the Chairperson of the Statutory Board and the approved supplier.
22. The PM committee will also:
  - a) receive a copy of the final Statutory Board project specification plan to deliver within the required performance standards of delivering a quality product on time and within budget;
  - b) make a recommendation to the Statutory Board to approve the final Statutory Board project specification plan for implementation.

**PART A, Stage Two: Delivery of the draft overarching vision document for public notification**

23. In this stage the contracted Project Manager will deliver the requirements of the Statutory Board approved project specification plan and:
  - a) work with Statutory Board members and hapū of joint redress iwi through the agreed series of wānanga and any other contact plan requirements to help design the draft version of the overarching vision document for public notification;
  - b) deliver the draft version of the document for peer review by the Statutory Board;
  - c) make amendments to the draft version;
  - d) deliver the final version of the document for approval by the Statutory Board within the required performance standards of delivering a quality product on time and within budget.
24. The Project Manager will deliver a Report to the Statutory Board with recommendations seeking approval of the draft overarching vision document for Wairarapa Moana for public notification.
25. The Statutory Board will review the delivery of Part A Stage One and Stage Two milestone deliverables and outcomes and determine if the supplier will complete the Part B stages of the project.

**Part B, Stage Three: Management of the public notification process**

26. In this stage the Project Manager will:
  - a) Manage the public notification written submissions.
  - b) Analyse the written submissions and make recommendations on any amendments for a Statutory Board decision.

- c) Make amendments to initial documents.
- d) Manage the public notification hearing process subject to the Statutory Board requiring this process which includes:
  - i. Supporting the process to appoint the hearing panel.
  - ii. Supporting the hearing panel processes.

**Part B, Stage Four: Develop the final document for Board approval**

27. This stage requires the Project Manager to:
- a) Provide advice on the hearing panel’s recommendations for a decision by the Statutory Board.
  - b) Make the final Statutory Board approved changes;
  - c) Submit the final overarching vision document to the Statutory Board within the required performance standards of delivering a quality product on time and within budget.

**Ngā Whakaarohanga  
Considerations**

**Ngā hua ahumoni  
Financial implications**

2. The financial implications will be determined by the choice of tender.

**Ngā Mōrea me Ngā Whakangāwaritanga  
Risks and Mitigations**

3. There are no risks with this paper.

**Te huritao ki te huringa o te āhuarangi  
Consideration of climate change**

4. There are no climate change implications arising from this report.

**Te whakatūtakitaki  
Engagement**

5. External engagement is not considered necessary for this report.

**Ngā tūāoma e whai ake nei  
Next steps**

6. The next steps are to establish the PM Committee.

**Ngā kaiwaitohu  
Signatories**

<b>Writers</b>	Pauline Hill—Aporei Māori   Principal Advisor, Māori, Wellington Regional Council Interim Secretariat Support
<b>Peer reviewers</b>	Brett Cockeram—Director Māori Outcomes, Wellington Regional Council
<b>Approvers</b>	Haami Te Whaiti—Chairperson, Wairarapa Moana Statutory Board



## WAIRARAPA MOANA STATUTORY BOARD

Board Meeting  
7 June 2024  
Report 2024.12

For Decision

### GUIDELINES FOR ROSTERED APPOINTER'S HOSTING RESPONSIBILITIES

**Te take mō te pūrongo**

**Purpose**

1. To seek approval of the guidelines and annual roster framework for appointer's hosting responsibilities.

**He tūtohu**

**Recommendation/s**

That the Wairarapa Moana Statutory Board:

- a. **Approves** the guidelines for rostered appointer's hosting responsibilities.
- b. **Approves** the following annual roster for appointers to host Statutory Board meetings; and the proposed dates for the 2024-2025 financial year:

Annual Date	Meeting	Host agency
Mid-August, 9 August 2024	Annual planning meeting with appointers	Department of Conservation
Mid-September, 13 September 2024	Quarter One Board meeting	South Wairarapa District Council
Mid December, 13 December 2024	Quarter Two Board meeting	Rangitāne Tū Mai Rā Trust
Mid-March, 14 March 2025	Quarter Three Board meeting	Ngāti Kahungunu ki Wairarapa Tāmaki Nui a Rua
Mid-June, 13 June 2025	Quarter Four Board meeting	Wellington Regional Council

**Te tāhū kōrero**

**Background**

2. At the 22 March 2024 inaugural meeting, the Wairarapa Moana Statutory Board (Statutory Board) agreed that each appointer's would host one planned meeting on an annual rostered basis.



3. This report responds to the requests of appointers for clarification on the scope of their responsibilities in hosting the planned quarterly meetings relative to those of the secretariat.

## **Te tātaritanga**

### **Analysis**

4. The intent of the shared hosting arrangement is to enable each appointer to share the load with others through a modest investment of time and resources in hosting one planned meeting each year.
5. The rolling changed venues enable the Statutory Board to have a visible presence in various parts of the region that the overarching vision and statement of desired outcomes impact on directly or indirectly. It provides some relief to, and prevents the same whānau, hapū and the wider community from having to travel into town.
6. This approach also demonstrates the multi-agency arrangement and shared values of the Statutory Board in their commitment to achieving the best outcomes for Wairarapa Moana and the Ruamāhanga catchment.
7. It enables whānau, hapū and the wider community to experience first-hand the consistent way that hosting agencies, the Statutory Board and the secretariat operate together at public meetings to get the work done.

### **Host agency responsibilities**

8. An overview of hosting agency responsibilities for Statutory Board quarterly meetings are:
  - a) General administration in advance:
    - i Book a room for the Statutory Board meeting.
    - ii Set up the room with separate seats for Statutory Board members; a media table and seats for whānau, hapū and members of the public.
    - iii Check with secretariat if there are any special diets for Statutory Board members; book catering and set up an area for kai.
    - iv Provide microphones for public participation processes if required.
    - v Provide IT systems for PowerPoint presentations if required.
  - b) For visitors:
    - i Ensure visitors know where to go when they arrive at the venue through signage on the street and/or in lifts.
    - ii Make visitors feel welcome when they arrive at signing in and show them to the room and where to sit.
  - c) For the Chair:
    - i Present the house keeping key messages on locations of toilets, actions in case of fire, earthquake, tsunami or bomb alert.
  - d) Tidy up:

- i Reset the room.
9. Finally, it is proposed that if they wish, hosting agencies may seek reimbursement from the Statutory Board for actual and reasonable costs against GST receipts.

### **Secretariat support responsibilities**

10. The informal survey describes a number of functions that have been built on and clustered together in general themes:

a) General administration in advance of meetings:

- i Public Notice manage the process in relevant newspapers within the required timeframe for each quarterly meeting. This includes the preference of 5 days notice if whānau, hapū and members of the public wish to use Te Reo or NZ sign language during the public participation session and need to confirm if they are bringing their own interpreters or provide a translated English version of their presentation if the Chairperson orders it.
- ii Develop and distribute slides to Board members 4 days in advance of workshops and wānanga.
- iii Develop and distribute Statutory Board Order papers to Board members 5 business days in advance of Board meetings and planning.
- iv Prepare and share electronic copies of the Statutory Board Order papers with Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and Rangitāne Tū Mai Rā Trust and GW to place on their websites and make the Statutory Board Order papers available in hard copy for whānau, hapū and members of the public to read at the same offices at least 2 days before Board meetings.

b) For the Chairperson:

- i Work with the Chairperson to lead the design, development and delivery of the agenda and reports so meetings deliver the expected outcomes.
- ii Support the Chairperson during the public participation session sessions. Ring the bell after 3 minutes and advise the Chairperson of 1 minute sum up period. Remind the Chairperson to call time after that.
- iii Develop and present papers as required.
- iv Support other presenters as required and ensure Power Point presentations are submitted in advance and ready to run.
- v Take the minutes.

c) For visitors:

- i Public participation: Manage the process. Check in visitors who want to present in the public participation session, record their topics and submit this information to the Chairperson. Remind visitors after 3 minutes of speaking a bell will ring and they will have one minute to sum up. Support presenters who wish to speak in te reo or NZ sign language and have their own interpreters with them and collect translated versions in English if the Chairperson has ordered it.

d) Tidy up:

- i Help reset the venue.

**Annual roster**

- 11. The proposed annual roster sets out how the hosting commitment would work for agencies which enables planning certainty well in advance.
- 12. However, there is an expectation that the system will be flexible and enable agencies to negotiate swaps of planned dates with others if competing demands require it.

<b>Annual Date</b>	<b>Meeting</b>	<b>Host agency</b>
Mid-August, 9 August 2024	Annual planning meeting with appointers	Department of Conservation
Mid-September, 13 September 2024	Quarter One Board meeting	South Wairarapa District Council
Mid December, 13 December 2024	Quarter Two Board meeting	Rangitāne Tū Mai Rā Trust
Mid-March, 14 March 2025	Quarter Three Board meeting	Ngāti Kahungunu ki Wairarapa Tāmaki Nui a Rua
Mid-June, 13 June 2025	Quarter Four Board meeting	Wellington Regional Council

**Ngā Whakaarohanga Considerations**

**Ngā hua ahumoni Financial implications**

- 13. Agencies will pay for their hosting responsibilities and if they wish, may seek reimbursement from the Statutory Board for actual and reasonable costs against GST receipts.

**Ngā Mōrea me Ngā Whakangāwaritanga Risks and Mitigations**

- 14. There are no risks associated with this paper.

**Te huritao ki te huringa o te āhuarangi Consideration of climate change**

- 15. There are no climate change implications arising from this report.

**Te whakatūtakitaki Engagement**

- 16. External engagement is not considered necessary for this report.

**Ngā tūāoma e whai ake nei**

### Next steps

17. The next step is to share the approved guidelines with appointers.

### Ngā kaiwaitohu

#### Signatories

<b>Writers</b>	Pauline Hill—Aporei Māori   Principal Advisor, Māori, Wellington Regional Council Interim Secretariat Support
<b>Peer reviewers</b>	Brett Cockeram—Director Māori Outcomes, Wellington Regional Council
<b>Approvers</b>	Haami Te Whaiti—Chairperson, Wairarapa Moana Statutory Board

# WAIRARAPA MOANA STATUTORY BOARD



**Board Meeting**  
**7 June 2024**  
**Report 2024.14**

## **For Decision**

### **CONFIRMATION OF INTERIM INCOME AND EXPENDITURE APPROVAL SYSTEM**

#### **Te take mō te pūrongo**

##### **Purpose**

1. To confirm the preferred option to manage the interim income and expenditure approval system for the Wairarapa Moana Statutory Board (the Statutory Board) in the context of the need to develop a five-year strategic plan.

#### **He tūtohu**

##### **Recommendations**

That the Wairarapa Moana Statutory Board:

##### **Strategic plan**

- a. **Agrees** that the Statutory Board will develop a strategic plan for the next five years to deliver the overarching vision and statement of desired outcomes for Wairarapa Moana;
- b. **Notes** it is anticipated that work on the strategic plan would start in quarter two of the 2024 – 2025 financial year;

##### **Interim income and expenditure approval**

- c. **Agrees** to establish interim income and payment management systems that enable the business to run efficiently;
- d. **Agrees** that the representatives of the preferred option design and implement effective interim income and expenditure systems;
- e. **Notes** that there are two options to develop the income and expenditure approval system:
  - i. **Option One:** Establish an interim income and expenditure approval committee of at least three appointer Chief Executives;
  - ii. **Option Two:** Delegate the function to one appointer's Chief Executive;
- f. **Confirms** that the preferred option to deliver the interim income and expenditure approval priorities of the Statutory Board is Option \_\_\_\_\_;

##### **Chairperson's honorarium**

- g. **Agrees in principle** that the Chairperson will be paid an honorarium subject to the provision of more detail;
- h. **Agrees** to seek expert advice to job size the role to determine ballpark indications to inform the Board decisions on how much the honorarium will be;
- i. **Notes** there are three options to pay the honorarium:
  - i. the Statutory Board pays from its resources; or
  - ii. all appointers contribute equally; or
  - iii. Ngāti Kahungunu ki Wairarapa Tāmaki nui-ā-Rua Settlement Trust pays.

#### **Statutory Board member expenses**

- j. **Notes** there are two options to pay Board member expenses:
  - i. Option One: Appointers make top up payments to their appointees in order to match other Statutory Board members' meeting fees and expenses as negotiated and agreed;
  - ii. Option Two: The Statutory Board tops up payments to members as negotiated and agreed
- k. **Confirms** that the preferred option to pay Board member expenses is \_\_\_\_\_;
- l. **Agrees** to consider offering support to appointers as a means of relieving inequitable resourcing burden as negotiated and agreed.

#### **Te tāhū kōrero**

##### **Background**

- 2. In designing interim income and expenditure business arrangements for the Statutory Board, it is important to consider these proposals in the context of the high-level strategic plan arrangements that the Statutory Board must develop.

##### **Expected income**

- 3. At the 22 March 2024 inaugural meeting, the Statutory Board was advised of two pools of income in for the Statutory Board from the Crown:
  - a) \$5,000,000 will be released to the Wairarapa Moana Statutory Board for the purposes of promoting the restoration, protection and enhancement of the social, cultural, environmental and spiritual health and well-being of Wairarapa Moana and the Ruamāhanga River catchment;<sup>1</sup> and
  - b) \$3,397,310 as a one-off contribution to the costs of establishing and implementing natural resources redress in the Wairarapa, paid proportionally to the 6 appointers to the Committee of natural resources which includes the Masterton District Council and Carterton District Council.<sup>2</sup>

##### **Open a bank account**

<sup>1</sup> Provision 7.59B.1-7.59B.3 [Ngāti Kahungunu ki Wairarapa ki Tāmaki nui-a-Rua - Deed to Amend \(tearawhiti.govt.nz\)](https://www.tearawhiti.govt.nz/)

<sup>2</sup> Provision 7.59A.1-7.59A.6 [Ngāti Kahungunu ki Wairarapa ki Tāmaki nui-a-Rua - Deed to Amend \(tearawhiti.govt.nz\)](https://www.tearawhiti.govt.nz/)

4. At the 22 March 2024 inaugural meeting, the Statutory Board also agreed:
  - a) to open a bank account for the Wairarapa Moana Statutory Board to receive funds to support the development and implementation of the Wairarapa Moana document;
  - b) that the Department of Conservation, Rangitāne Tū Mai Rā Trust, and Ngāti Kahungunu ki Wairarapa Tāmaki nui-ā-Rua Settlement Trust are the authorising bodies for payments.
5. The Department of Conservation, Rangitāne Tū Mai Rā Trust, and Ngāti Kahungunu ki Wairarapa Tāmaki nui-ā-Rua Settlement Trust representatives are leading the process to open the bank account and will develop the appropriate policies and systems to manage the bank requirements.

## **Ngā Whakaarohanga**

### **Considerations**

#### **Strategic Plan for next 5 years**

6. It is proposed that the Statutory Board develops a strategic plan for the next five years which identifies the strategic priorities required to deliver the overarching vision and statement of desired outcomes for Wairarapa Moana. The strategic plan will be supported by a Statutory Board approved annual plan and annual budget.
7. It is anticipated that work on the strategic plan would start in quarter two of the 2024 – 2025 financial year.
8. The strategic planning process enables the Statutory Board to identify its own unique strategic priorities and front foot how they will design their own actions to deliver the required outcomes.
9. The strategic plan will position the Statutory Board to engage with appointers and other potential strategic alliance partners from an informed base on the direction of travel that the Board is moving towards and the opportunities and challenges along the way.
10. The strategic plan will require human and financial resources to deliver it. Relative to this report, it is anticipated that the Statutory Board will identify a clear pathway towards determining how the required finance expertise will be identified and will deliver the long-term income and expenditure requirements of the Statutory Board.
11. Once the systems are in place, the Statutory Board will come to the table with appointers on an annual basis to meet the following requirements that:
  - a) the Statutory Board must determine its annual and multi-year priorities; and
  - b) the Statutory Board must agree with the appointers of the Statutory Board's members to a programme for the operational management of the Wairarapa Moana reserves and Wairarapa Moana marginal strips for the following year (the annual operational management programme); and
  - c) the Statutory Board, and the appointers of the Statutory Board's members, must report to each other on the implementation of their respective responsibilities under the annual operational management programme for the previous year and appointers report to each other on the implementation of their respective

responsibilities under the annual operational management programme for the previous year; and

- d) the appointers of the Statutory Board's members must agree on the administrative and technical support they will provide to the Statutory Board.<sup>3</sup>

### **Interim arrangements**

12. In preparation, it is proposed that the Statutory Board establishes interim income and payment management systems that enable the business to run efficiently and be agile in responding to emergent opportunities and avoiding any loss of momentum.
13. To date, a small number of identified projects and services are waiting on the introduction of appropriate mechanisms to enable effective business arrangements for the Statutory Board.

### **Purpose of interim arrangements**

14. It is proposed that the representatives of the preferred option design and implement effective interim income and expenditure systems that are prudent and protect the integrity of the decision makers and delivers the expectations of the Statutory Board.

### **Functions of interim arrangements**

15. In designing and implementing interim arrangements, it is anticipated that representatives of the preferred option include in their policy proposals for approval by the Statutory Board:
- a) Develop and deliver effective expenditure approval management and performance policies and systems that deliver the Board's requirements within the delegated authority and threshold;
  - b) Approve all expenditure below the required threshold on a per invoice basis which the Board will set on an annual basis;
  - c) Refer all invoices above the delegated authority to the Statutory Board for approval;
  - d) Review the internal expenditure and assurance systems for the Board to ensure the internal controls framework is sound and effective.
  - e) Development of policies such as sensitive expenditure which includes:
    - i Any decisions the Statutory Board commits to, and any goods and services it makes payment for, should be subject to proper authorisation and controls; and
    - ii Any such expenditure must meet standards of probity that can withstand public scrutiny.

### **Experience and expertise**

16. It is anticipated that the expertise required of the representatives involved in the interim arrangement includes experience of:

<sup>3</sup> Section 118 [Te Rohe o Rongokako Joint Redress Act 2022 No 76, Public Act 118 Annual planning meeting of Statutory Board – New Zealand Legislation](#)



- a) establishing and managing income and expenditure business systems;
- b) developing policies and systems to support the systems;
- c) developing reporting systems against income and expenditure.

### **Options**

17. There are two options for the Statutory Board to consider.

#### **Option One: Establish an interim income and expenditure approval committee;**

18. This option proposes that the Statutory Board calls for appointer Chief Executives to establish an interim income and expenditure approval committee. It is proposed that at least three would be required to manage the work of the committee.

19. The advantages of this option include:

- a) recognition that the functions of this committee are primarily management and operational; and
- b) the ability to draw on, or delegate to, existing inhouse financial expertise and experience to inform the development of effective systems and processes.

20. The disadvantages of this option include:

- a) Potentially competing demands from senior full time role responsibilities; and
- b) Shared cross appointer responsibilities where no-one takes overall responsibility for the day to day running of the required functions.

#### **Option Two: Delegate the function to one appointer's Chief Executive**

21. This option proposes that the Statutory Board considers delegating the interim function to one appointer Chief Executive to establish the required policies and systems.

22. The advantages of this option include:

- a) Agility in making decisions; and
- b) Ease of others seeking clarification on the status of payments.

23. The disadvantages of this option include:

- a) Unequal workload responsibilities among the appointer Chief Executives; and
- b) Lack of collegial support in sharing experiences and expertise when challenging issues arise.

### **New Expenditure priorities**

24. In developing new finance management systems, the Statutory Board has identified the need to consider two new expenditure priorities.

#### **Chairs honorarium**

25. It is anticipated that the Chairperson will have significant governance leadership responsibilities that will increase in scope, intensity and importance year on year as the Statutory Board grows its interests, reputation and influence.

26. In the absence of any Statutory Board management level, a new operational support process has started which involves the Chairperson and secretariat working together to manage the development and sign off processes for:
  - a) Statutory Board agendas; and
  - b) preparation of workshop presentations;
  - c) reports for Board meetings;
  - d) annual planning meetings; and
  - e) planned wānanga.
27. This has involved a significant amount of work for the Chairperson.
28. There have been major efficiencies from this new process which includes the turn-around time has improved from weeks to days for Board Report and workshop presentation from idea generation to approval.
29. It is anticipated that in time, the Statutory Board may seek to recruit someone to manage the operational priorities of the Statutory Board which would reduce this current workload requirement of the Chairperson.
30. It is proposed that the Statutory Board considers paying the Chairperson an honorarium to cover the increasing governance workload demands and makes an in-principle decision subject to more detail being provided.
31. In preparation for a final Board decision, it is proposed that the secretariat seeks a supplier to job size the Chairperson's role relative to similar roles around the country and provide feedback at the Statutory Board meeting in September.
32. It is proposed that the Statutory Board considers the options on how the honorarium is to be paid:
  - a) the Statutory Board pays from its resources; or
  - b) All appointers contribute equally; or
  - c) Ngāti Kahungunu ki Wairarapa Tāmaki nui-ā-Rua Settlement Trust pays.

#### **Board Member Expenses**

33. The Te Rohe o Rongokako Joint Redress Act 2022 confirms that each appointer is responsible for paying the expenses of the members it appoints to the Statutory Board or the committee for natural resources.<sup>4</sup> However, the term 'expenses' does not seem to be defined in the Act. Experience suggests this term means meeting fees and actual and reasonable travel costs including parking fees and public transport or mileage as negotiated and agreed.
34. Board members discussed the different ways that appointers use to pay meeting fees and expenses to their appointed members at the Statutory Board's 24 May online workshop. Wellington Regional Council appointees confirmed they will not seek meeting fees and expenses as they are resourced through their existing honorariums.

<sup>4</sup> Section 69 [Te Rohe o Rongokako Joint Redress Act 2022 No 76, Public Act 69 Expenses of Statutory Board and committee for natural resources – New Zealand Legislation](#)

35. The Statutory Board may wish to discuss the possibility of developing and implementing an equity payment policy that enables Board members to receive the same meeting fees as they all contribute equally to the work of the Statutory Board.
36. If the Statutory Board agrees, there are two payment options available:
- a) **Option One: The appointer pays.** This option proposes that appointers match the meeting fees and expenses they pay to their appointees with other Board members as negotiated and agreed. Appointers will make top up payments and decide on the start date for such payments;
  - b) **Option Two: The Statutory Board pays:** This option proposes that the Statutory Board makes top up payments to Board members if appointers are not able to do so as negotiated and agreed.
37. There is a second question related to the inequitable resourcing burden that some appointers are managing given the number of members they resource:
- a) Ngāti Kahungunu ki Wairarapa Tāmaki nui-ā-Rua Settlement Trust resource four Board members;
  - b) the Department of Conservation and Wellington Regional Council resource two members each; and
  - c) Rangitāne Tū Mai Rā Trust, and SWDC resource one member each.
38. The Statutory Board may wish to consider offering support to appointers as a means of relieving inequitable resourcing burden as negotiated and agreed.

#### **Ngā hua ahumoni**

##### **Financial implications**

39. There are no financial implications of this Board Report although there will be costs associated with implementing the recommendations.

#### **Ngā Mōrea me Ngā Whakangāwaritanga**

##### **Risks and Mitigations**

40. There are no risks associated with this paper.

#### **Te huritao ki te huringa o te āhuarangi**

##### **Consideration of climate change**

41. There are no climate change implications arising from this report.

#### **Te whakatūtakitaki**

##### **Engagement**

42. External engagement is not considered necessary for this report.

#### **Ngā tūāoma e whai ake nei**

##### **Next steps**

43. The next step is to:
- a) advise all appointers on the roles and responsibilities of the income and expenditure committee; and.

- b) seek expert advice to job size the Chairperson’s role to determine ballpark indications to inform the Board decisions on how much the honorarium will be.

**Ngā kaiwaitohu  
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