



## Terms of Reference for Joint Steering Group / Te Rōpū Hautū

- 1. Reporting to:** The Chief Executive of WRC and Trust Boards of Maniapoto Māori Trust Board, Raukawa Charitable Trust, Te Arawa River Iwi Trust, Tūwharetoa Māori Trust Board, Waikato Regional Council and Waikato Raupatu River Trust
- 2. Constitution:** The partners are Waikato Regional Council, Te Arawa River Iwi Trust, Waikato Raupatu River Trust, Raukawa Charitable Trust, Tūwharetoa Māori Trust Board, Maniapoto Māori Trust Board. Non-voting member: Waikato River Authority.

Waikato Regional Council staff include: Director Science and Strategy (Sponsor), Chief Executive (Business Owner), Director Resource Use (Senior User, representing the interests of the end-users), Director Community and Services (Strategic), Director Integrated Catchment Management (Strategic)

- 3. Meeting Frequency:** 6 weekly or as required
- 4. Meeting Attendance:** Te Rōpū Hautū members plus the Project Manager (and project work stream leaders or other project members when required).
- 5. Objective:** Accountable to the chief executive of WRC and Trust Boards (of Waikato and Waipa river iwi) for the success of the project as documented in the criteria in the Business Case, Project Brief, Project Charter and/or similar.
- 6. Purpose:** For the purpose of maintaining an overview and providing integrated direction to the project team responsible for reviewing the Waikato Regional Plan as it relates to the effects of discharges on the health and wellbeing of the Waikato and Waipa Rivers.
  - Operation:** the group will operate by consensus decision making (with final say by Project Sponsor should agreement not be reached). This group will essentially act as the Joint Working Party as noted in legislation.
- 7. Scope of activity:**

### During start-up and initiation:

- Confirm project tolerances with CE (i.e. acceptable tolerances with scope, time, cost etc)
- Approve Project Brief
- Authorize start of the project
- Agree Change Control process
- Agree Escalation process for issues
- Approve Project Initiation Documentation

### During the project:

- Confirm project tolerances with Project Manager (i.e. acceptable tolerances with scope, time, cost etc)
- Approve Project Management Plan (authorize each project management stage and approve deliverables for each stage)

- Provide overall guidance and direction to the project manager, ensuring the project remains viable and within any specified constraints
- Monitor / review the progress of the project against plan
- Respond to requests from the project manager
- Ensure risks are being tracked and managed as effectively as possible
- Approve changes
- Communicate with stakeholders as defined in the Stakeholder Management / Communications Management Strategy
- Make decisions on escalated issues
- Approve acceptance of deliverables

**At the end of the project:**

- Provide assurance that all deliverables have been satisfactorily met
- Provide assurance that all acceptance criteria have been met
- Confirm acceptance of the project product
- Approve the Lessons Learned report and any other close-out requirements
- Ensure organisational project management assets are updated (e.g. Lessons Learned registers, Risk documentation etc)
- Authorize follow-on recommendations and Lessons Learned Reports to be distributed
- Transfer Benefits Review Plan to corporate / programme management
- Authorize project closure