

# WOW- Working for Opihi Water SFF Project

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## Terms of Reference for Project Steering Group

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## **1. Purpose**

The purpose of the project is to undertake and support sustainable land and water management practices, and undertake such other initiatives as agreed, in the Orari-Opihi-Pareora Zone of the Canterbury Water Management Strategy, with a particular emphasis on the Opihi catchment, with the following broad objectives:

- (1) Environmental stewardship: To encourage, facilitate and increase the implementation of farm-based and community actions to improve sustainable land and water management with a particular emphasis on water quality through the implementation of best farm practices suited to the catchments in the Zone
- (2) Farm resilience: To support and encourage the implementation of farm-level strategies that build and sustain a resilient catchment as outlined in (1) above,
- (3) Social: To work with all sectors and stakeholders in the community to support outcomes that ensure a positive future for those who work and live and recreate in the Catchments. To support the coordination and capability of the evolving catchment groups across the OOPS Zone as a means to engage with the community and landowners to ensure a successful implementation of the Zone land and water plans as well as the Sustainable Farming Fund Project (SFF).

## **2. Background**

During 2013 the NZ Landcare Trust engaged with the Orari-Opihi-Pareora (OOP) Zone Committee to assess the needs in the Zone, following the compilation of the Zone Implementation Plan under the CWMS.

The application to the SFF was supported with cash funding contributions from Rabobank, Deer Industry New Zealand and the NZ Landcare Trust. In addition to these organisations Environment Canterbury, DairyNZ, Foundation for Arable Research, Irrigation New Zealand, Opuha Water Ltd, Beef+Lamb New Zealand, Fonterra, Ravensdown and Rabobank have agreed to contribute substantive 'in kind' contributions through the life-cycle of the project by providing business and technical support, scientific advice and peer review of project outputs, and assistance with field days/educational opportunities. Community members time and contribution would also be quantified and recorded.

Given the range of interests represented within the OOP Zone Committee it was agreed that the Committee should also be the Project Steering Group for the SFF project, with NZ Landcare Trust as project manager and coordinator.

## **3. Project Steering Group status**

The Terms of Reference formalises in good faith, the commitment of the project partners and group members. The Terms of Reference is not intended to create legally binding rights or obligations or to fetter the exercise of any statutory responsibilities or duties of the respective partners. Nor is the Terms of reference intended to limit the activities of the Group or the project. The Terms of Reference may be amended at any time but only by the written agreement.

#### **4. Deliverables/Outcomes**

The project is guided and supported by a project coordinator who is employed through the New Zealand Landcare Trust. The project steering group members will play a leadership role in delivery of the project milestones over the three year project life cycle. The project steering group members will through their leadership, knowledge and industry and community networks guide and support

1. Work programme and communications plan, including the positive promotion of the project aims and achievements and including communities working together to achieve environmental and best practice outcomes
2. Community and steering group meetings and coordination of local actions
3. Catchment events (e.g. workshops and field days, such as development of monitoring systems, best management farm practice ) and project publications and communications.
4. Project monitoring and review
5. All meetings and decisions will be recorded and outcomes and key messages circulated through the project communication channels

#### **5. Roles and Responsibilities:**

Project Steering group members will:

1. Encourage and provide strong community leadership
2. With all reasonable effort, participate and attend project and community meetings and field days as appropriate.
3. Make all reasonable effort to implement actions agreed with project partners and to comply with the general project plan and decisions of the steering group
4. Seek to achieve the outcomes specified in section 4 of this Terms of Reference. and note
5. A mandate for any agreed future actions and initiatives should be sought from a meeting of the Project Steering Group.
6. Work collaboratively and by consensus. In conjunction with the Project coordinator it is suggested that the group agrees on a spokesperson who can be the local interface with media representatives.

New Zealand Landcare Trust will:

1. Be responsible for overall project management and provide the facilitation, financial and communications time and expertise for the project and group through a project coordinator position.
2. As required report on and complete milestone and financial reports and other specific deliverables for the Ministry for Primary Industries/SFF.
3. Develop base administration records and support systems for the Group, including a contacts database to assist with the distribution of project news and outcomes.

The overall approach is to work collaboratively and cooperatively and to celebrate successes!

## 6. Administration and Timeframes

The project milestones set out the framework for each year's activities. Timing may change depending on status of delivery but three to four meetings a year for the steering group of approximately 1.5-2 hours would be required, as well as support on the ground initiatives when required. Project reports will be provided to the Project Steering Group, aligned with Milestone reporting for the project, to minimise bureaucracy. The project has a three-year timeframe.

Agendas/ reports will be circulated 10 working days in advance of meetings and as much as possible aligned with planned Zone Committee meetings.

Preference for day-to-day communication through email links, primarily with the Zone Facilitator followed by phone as required. Phone conferences could be used in lieu of meetings as appropriate, depending on timing and topic.

The Landcare coordinator will provide timely reporting and communication updates to the group as an entity and will be fully transparent, no surprises in terms of style and content of information.

The communications plan to be developed under milestone 1 will further develop these aspects.

### Project Steering Group

Name of organisation	Details of involvement	Contact person(s)	Position	Phone number and email
NZ Landcare Trust	Project funder and facilitation, coordination and support. Community engagement and project promotion.	Phil Keene	Regional Coordinator	03 338 2634 021 035 8551 Phil.keene@landcare.org.nz
OOP Zone Committee	Project Steering Group	Dermott O'Sullivan	Chair	03 36855819 glenire@xtra.co.nz
ECAN	Link to OOP ZC	Barbara Nicholas	Zone Facilitator	0275001832 Barbara.nicholas@ecan.govt.nz