

WAIMANU LAGOONS RESERVE TERMS OF REFERENCE (dated 25 August 2026)

Objectives and Responsibilities

Section 24 of the Management Plan for Waimanu Lagoons states that the two main purposes of the Waimanu Lagoons Management Group (WLFG) are as follows:

- 1) To provide a forum for regular two-way communication with the Parks and Recreation Group
- 2) To assist the Council with the practical management of the reserve, in particular:
 - a. Monitoring
 - b. Assisting with special enhancement programmes
 - c. Formulating recommendations to Council for inclusion in the Annual Plan
 - d. To seek funding from alternative sources to supplement Council funding as necessary

Council acknowledges the WLFG as the prime source for community feedback in relation to the Waimanu Reserve.

Procedures

Frequency & Location:

- 1) Meetings will normally be held at three monthly intervals, but additional meetings can be called to consider any urgent issues and provide for consultation as required.
- 2) Location will be decided prior to each meeting with preference for Waikanae Beach Hall when available, to allow sufficient space for ten or more participants

Delegation

The Waimanu Lagoons Focus Group is governed by the aims, objectives and policies contained within the Management Plan for Waimanu Lagoons and can also provide an advocacy role to Council.

Principal Reporting Officer

Manager, Parks Open Space and Environment

Membership

Membership of the group is open to anyone who is interested, with a core group of no more than eleven members, comprising:

- 1) Community Board (Focus Group Chair) one representative [1]
- 2) Neighbours of Waimanu Lagoons Group four representatives [3]
- 3) Tangata Whenua one representative [1]
- 4) Waikanae Beach Residents three representatives [3]
- 5) Waimanu Care Group one representative [2]
- 6) RC Model Yacht community one representative [1]

Selection of Members

Target groups identified above should appoint their own members to the group, other interested parties can be added at any time.

Quorum

Five members of the committee shall be sufficient for a quorum [5].

Term of Appointment

Membership of the Focus Group will normally be for three years.

Remuneration

Membership of the Focus Group will be voluntary and will not attract meeting fees or allowances

Completion date

The Terms of Reference will be reviewed before the conclusion of the first three-year term of the Focus Group ie, before Jan 2029. Part of the review should include an option that the focus group be dissolved as 'original purpose completed or no longer pertinent'.