

PIHA COASTCARE TRUST

OPERATING PROTOCOLS

The Piha CoastCare Trust Board:

In working within the aims and provisions as set out in the Trust Deed, the Piha CoastCare Trust Board will operate within the following guidelines:-

Members of the Board will demonstrate –

- A general commitment to environmental sustainability
- A commitment to subscribe to best practice in environment restoration and conservation projects
- A willingness to be pro-active
- Openness to other people and groups in the Piha community and their interests
- A problem-solving approach.

The Board will have a governance role which includes –

- Responsibility for the strategic planning directions and policies of the Trust
- Overall financial responsibility, including provision of adequate finance and resources for the Trust to carry out its aims
- The appointment, support and monitoring of a CoastCare Co-ordinator, who shall have delegated responsibility for the day-to-day management, organization and administration of CoastCare projects and activities.
- Promotion of the Trust's work to the community and liaison with allied groups and agencies
- Entering into such agreements (e.g. memoranda of understanding) or contracts with other groups, agencies or individuals as seen desirable to enhance and advance the work of the Trust.
- Approval of the Annual Work Plan for CoastCare.

The Piha CoastCare Co-ordinating Group:

- The Piha CoastCare Co-ordinating Group will be under the leadership of the Piha CoastCare Co-ordinator and will comprise those individuals who are actively involved in the leadership, or take responsibility for, a CoastCare project or an administrative duty within the day-to-day management of CoastCare projects and activities.
- The Co-ordinating Group will be responsible for drawing up and recommending for adoption to the Trust Board the Annual CoastCare Workplan.
- The Co-ordinating group will take responsibility for the implementation of the Annual Work Plan and of monitoring the day-to-day progress of projects and ensuring that the resources required by any paid staff and volunteers are provided in order to carry out project work.
- The Group will act as a support group to assist the CoastCare Co-ordinator in carrying out the Co-ordinator's role.

- The Co-ordinating Group will meet a minimum of three times annually to carry out its functions.
- The management of the Piha CoastCare website.

The Piha CoastCare Co-ordinator:

The Co-ordinator, appointed by the Trust Board, is responsible to the Board, through the chairperson, for the management and administration of the Trust's project activities. In carrying out this role the Co-ordinator will be –

- Supported, monitored and resourced by the Trust Board
- Supported and assisted by the Co-ordinating Group.
- Responsible for the organization of Co-ordinating Group meetings
- Responsible for reporting regularly to the Trust Board on progress of the annual Work Plan, as required by the Board
- Responsible for recommending to the Trust Board the resourcing needs of projects and other activities
- Involved, with the Board where necessary, in the development of liaisons and/or strategic alliances with allied groups in order to facilitate and promote the work of CoastCare.
- Responsible for the development and maintenance of the CoastCare Network through publicity, newsletters, and electronic communications.
- Responsible for planning and implementing information and education opportunities to promote knowledge and understanding of environmental issues.

The Piha CoastCare Network:

- The Piha CoastCare Network comprises those groups and individuals who are supportive of the work of CoastCare, are interested in environmental issues, or take part in project work and who indicate a wish to be included in the membership of the Piha CoastCare Network.
- The Network will be kept up-to-date with CoastCare's projects, educational opportunities and activities and offered opportunities to participate at all levels in Piha CoastCare's operations.
- The Piha CoastCare Network members will be invited to attend the Trust's Annual General Meeting where they will be receive the Annual Report of the Trust and be given opportunities to offer suggestions and ideas for projects and activities and to offer appraisals of the Trust's progress.

Tendering and Contracting for Service Provision:

- The Piha CoastCare Trust may decide to tender for contracts with suitable local bodies or similar organizations, provided that such contracts may advance the aims of the Trust, enable the Trust's programmes to be advanced in the best way, or where the services to be provided will assist in enhancing the environment in which the Trust operates.

- The Trust shall ensure that contracts entered into shall be carried out according to best practice and with the aim of achieving the highest possible environmental outcomes.
- The Trust shall ensure that any contracts tendered for can be organized, managed, staffed and supervised within the Trust's capabilities without jeopardizing the Trust's ongoing volunteer projects.
- Any tenders shall include provision for administration and management costs, including personnel where necessary, to obviate undue workloads and financial commitment of the Trust's funds.
- The Trust shall not commence or enter into any contracts unless there is clear documentation of the requirements of the contract, the accountability measures required, the standards of service expected and the processes for dates and times of contract payments.
- The Trust may, if appropriate, act as lead organization to administer suitable contracts and grants administration for the wider West Coast area.
- The Trust may, if it deems best to achieve the desired outcome for a project, seek tenders from contractors to undertake work on its behalf.
- Contracts offered by the Trust with a value of over \$1,000 shall be suitably advertised, especially within the local community.
- Contracts where payment of contractors are involved shall not take precedence over projects involving volunteers and local community volunteer effort.
- Contracts offered by the Trust shall have full documentation for all aspects of the contract, including outcomes required, personnel needs, reporting processes and financial arrangements.

Piha CoastCare Projects:

- Following Trust Board approval, a full specification for each project, including projected financial details, as set out in the Piha CoastCare Project Sheet, will be completed.
- Suitable expertise shall be consulted in the planning and implementation of Piha CoastCare projects.
- Where residents and landowners are affected by a project, they will be provided with an opportunity for input and consultation prior to commencement and will be kept informed of progress at suitable intervals.
- The relevant local authorities will be included in the implementation plans as set out in the relevant Memoranda of Understanding.

- The Piha CoastCare Network will be kept informed of projects and invited to participate in any planned activities, workings bees, or additional consultation.
- Where desirable, other local groups will be informed or consulted, as appropriate, of planned projects.
- The progress and effectiveness of any project will be carefully monitored and where necessary projects will be delayed, cancelled or altered according to circumstances.

8 November 2009
Amended 22 April 2010.