



## SIGNIFICANT SITES WORKING PARTY

### REPORTING TO THE MĀORI STANDING COMMITTEE

#### TERMS OF REFERENCE

#### 1. Purpose

To acknowledge the cultural significance of the pre-history of South Wairarapa, raise public awareness and award recognition of the importance of this history.

To work with Council officers to increase the availability and accuracy of historically significant cultural site information in the South Wairarapa and to enable better and more informed property and resource consent decisions.

#### 2. Subcommittee ~~Working Party~~ Responsibilities

The key responsibilities of the subcommittee ~~working party~~ are to:

- To ensure the preparation of GIS information of wahi tapu and archaeological sites for consideration and incorporation into the Wairarapa Combined District Plan at its next review.
- To work with Council officers to enable the recording of wahi tapu and archaeological sites into Council's Land Information Memorandum (LIM) reports.
- To work toward Archsite data being included on the district plan as part of a layer on Maori Heritage Sites.
- To undertake learning from experts on how to identify historic cultural sites so that unknown sites may be discovered and protected. This may include field trips to known sites as well as tutorial learning.
- To identify to Council select ~~prioritise~~ wahi tapu and archaeological sites for commemoration with pou and/or explanatory ~~a commemorative~~ sign.

- To prepare a ready-to-go project proposal for consideration by the Annual Plan/Long Term Plan Working Party outlining options and associated costs for marking wahi tapu/cultural sites (e.g signs and pou).

### **3. Membership**

#### **3.1 Membership is as follows:**

- ~~Two or more~~~~Four~~ members of the Māori Standing Committee with appointments made by the Māori Standing Committee.
- ~~Foss Leach (archaeologist), Janet Davidson}~~ and Christine Barnett (~~archaeologists~~~~archaeologist~~) and ~~/or~~ one Māori South Wairarapa significant site specialist (~~Haami Te Whaiti~~).
- Council ~~Archivist~~ staff member.

#### **3.2 Chair**

The chairmanship will be shared between the Māori Standing Committee member appointees of the Working Party or as otherwise agreed.

### **4. Accountability and Reporting**

The Chair will provide an update on Working Party progress at Māori Standing Committee scheduled meetings.

### **5. Operating Model**

#### **5.1 Meetings**

##### **5.1.1. Timing and Frequency**

As and when required in order to progress the purpose in a timely manner.

##### **5.1.2. Convening of Meetings**

The chair will convene the meetings.

##### **5.1.3. Location**

The meeting location is to be agreed by the Working Party.

##### **5.1.4. Minutes**

Minute taking ~~is optional and~~ will be undertaken by a member in attendance ~~at~~if the Working Party ~~and lodged appropriately with the MSC / SWDC.~~

~~Minutes~~selects to ~~include at least a list of:~~

~~Best practice is that~~ attendees, apologies, date of meeting, agreed courses of action and actions ~~are~~noted.

##### **5.1.5. Duration of the Working Party**

The ~~subcommittee~~~~working party~~ will be discharged once specific responsibilities and initiatives have been achieved or ~~at~~by the end of ~~the triennium~~2020.

## **5.2 Remuneration**

Members attending will be reimbursed mileage at the Remuneration Authority's recommended level.