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Committee Council
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Ruamāhanga Whaitua Committee establishment and terms of reference

1. Purpose

This report seeks Council approval for:

- (a) the establishment of the Ruamāhanga Whaitua Committee as an advisory group to Council;
- (b) the Ruamāhanga Whaitua Committee Terms of Reference; and
- (c) the process for identifying suitable candidates for appointment to the Ruamāhanga Whaitua Committee.

2. The decision-making process and significance

The matter requiring decision in this report has been considered by officers against the requirements of Part 6 of the Local Government Act 2002.

2.1 Significance of the decision

Officers have considered the significance of the matter, taking into account the Council's significance policy and decision-making guidelines. Due to the procedural nature of this decision officers recommend that the matter be considered to have low significance.

Officers do not consider that a formal record outlining consideration of the decision-making process is required in this instance.

3. Background

The establishment of whaitua committees as a method for implementing the National Policy Statement for Freshwater Management (NPSFW) was noted by Council at its meeting on 12 December 2012 (Report 12.531 refers). 'Whaitua' is a traditional Te Reo Māori term for a designated area. The Regional Plan utilises 'whaitua' to describe a catchment or sub-catchment managed as an integrated system.

Report 12.531 proposed that each whaitua committee will use a collaborative model to develop recommendations for land and water management within their whaitua/catchment area. The report also proposed that each whaitua

committee will, over time, act as a conduit for the better integration of activities aimed at managing land and water resources within their whaitua/catchment area.

The first whaitua committee to be established in the Wellington region will be in the Ruamāhanga whaitua. The remaining four whaitua catchments will have committees established, in a staggered manner, over the next six years.

The general boundaries of the five whaitua catchments across the region are illustrated in Figure 1.

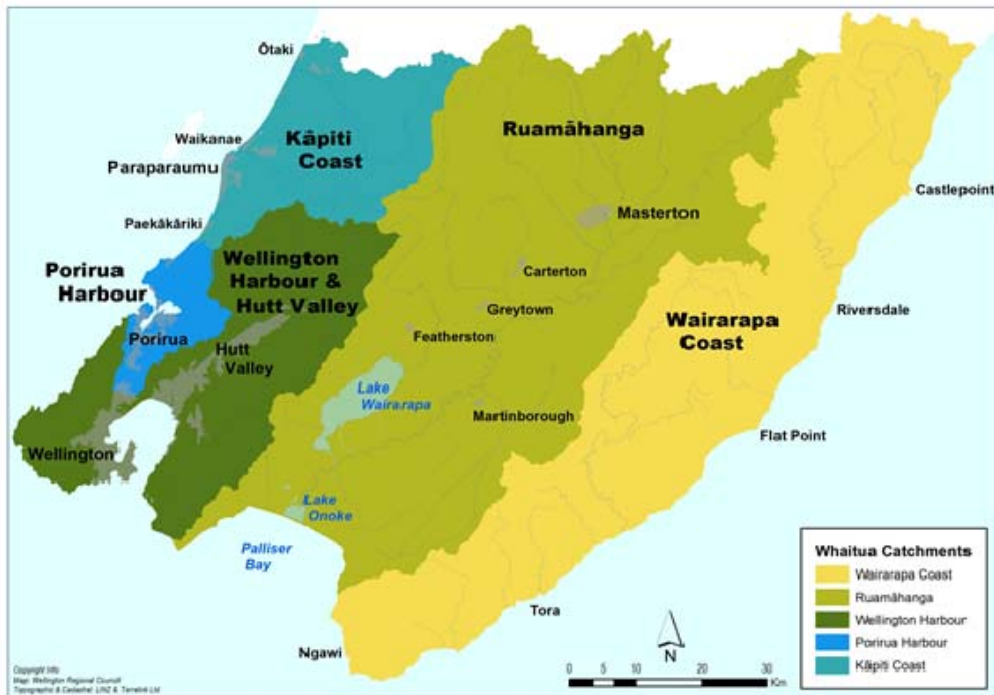


Figure 1: Map of Whaitua catchments

3.1 Partnership

Greater Wellington Regional Council, in partnership with tangata whenua, will develop and run the whaitua process in each catchment area. In their role of mana whenua, tangata whenua will determine appropriate tangata whenua representation and how the whaitua will be supported in kawa, tikanga and matauranga iwi (process, practice and traditional knowledge).

The principles that guide Te Upoko Taiao – Natural Resource Management Committee in the review of the regional plan will also form the basis of guiding principles to aid each whaitua committee in their decision-making. These principles are:

- Ki uta Ki tai (interconnectedness) – the recognition that natural and physical resources are interconnected, reliant on one another and need to be managed as a whole
- Wairuatanga (identity) – a recognition of connections between natural processes and human cultures

- Kaitiakitanga (guardianship) – the understanding that these all have a role as guardians of the natural environment
- Tō mātou whakapono (judgement based on knowledge) – understanding that our actions and decisions need to be considered and based on the best available information, and
- Mahitahi (partnership) – that in good faith Greater Wellington Regional Council, iwi and other sectors of the community work collaboratively in the development and implementation of the second generation regional plan.

3.2 The role of the Ruamāhanga Whaitua Committee

The Ruamāhanga Whaitua Committee will be an advisory body established by Greater Wellington Regional Council. It is intended that the Ruamāhanga Whaitua Committee's role, of developing a Whaitua Implementation Programme, is carried out in an open, communicative and collaborative manner – inclusive of community, partners, and stakeholders.

3.2.1 Whaitua Implementation Programme (WIP)

The Ruamāhanga Whaitua Committee will make recommendations to Council through a Whaitua Implementation Programme (WIP). This WIP will contain strategies and actions which will form a programme of work to implement the National Policy Statement for Freshwater Management within the whaitua catchment. They may include recommendations for both statutory and non-statutory actions/methods.

The Ruamāhanga Whaitua Committee's WIP will include, but is not limited to:

- Setting a strategic vision for the management of water quality and quantity in the Ruamāhanga whaitua
- Reviewing regional values and prioritise these to reflect community values in the Ruamāhanga whaitua
- Setting objectives and methods for achieving these in the medium to long term
- Setting new and/or review existing water quality and quantity limits
- Putting forward methods to improve the efficiency of the water allocation framework over time, and
- Recommending methods to achieve water quantity and water quality limits and targets within the Ruamāhanga whaitua.

Once the WIP is completed, the Ruamāhanga Whaitua Committee will present the WIP to Council for approval. Following approval, regulatory methods will be referred to Te Upoko Taiao – Natural Resource Management Committee for incorporation into the Regional Plan, through a plan change process. Non-regulatory recommendations will also be developed further within Greater

Wellington Regional Council and in conjunction with relevant external organisations. The Ruamāhanga Whaitua Committee may also recommend that any non-regulatory proposals within the WIP be considered in the development of the next Long Term Plan.

Should the Council not wish to approve any specific elements of the regulatory proposals within the WIP, those specific elements of the regulatory proposals shall be referred back to the Ruamāhanga Whaitua Committee for further consideration and development.

3.3 Terms of Reference

Greater Wellington Regional Council is responsible for the approval of the Terms of Reference for each whaitua committee established. The Terms of Reference detail the purpose and function, responsibilities, membership, remuneration, and duration of the whaitua committee.

The proposed Terms of Reference for the Ruamāhanga Whaitua Committee can be found in **Attachment 1**. These Terms of Reference have been developed in partnership with Tangata Whenua of the Ruamāhanga whaitua and key stakeholders.

3.3.1 Ruamāhanga Whaitua Committee membership model

The Terms of Reference contain the membership structure proposed for the Ruamāhanga Whaitua Committee.

The selection of community members to the Ruamāhanga Whaitua Committee will be based on a leadership, rather than representation, model. The community members will need to be local leaders, with the skills to work in a collaborative environment. The community members will not be on the Ruamāhanga Whaitua Committee to represent a particular organisation, interest group or sector of community. Rather, they will be people who have the respect of, and standing within, the community who will be able to take part in, and communicate, the whaitua process and progress competently.

3.3.2 Remuneration and capacity

The Terms of Reference include the proposed honorarium plus expenses package for the Ruamāhanga Whaitua Committee Chairperson, and the Ruamāhanga Whaitua Committee members.

The Ruamāhanga Whaitua Committee will be required to hold meetings, which will be open to the public, quarterly. In addition to the quarterly meetings there will be workshops, fieldtrips and community event sessions held. It is anticipated that the Ruamāhanga Whaitua Committee will have a total of 10 to 12 sessions (including the quarterly meetings) per year.

3.4 Ruamāhanga Whaitua Committee appointment process

In accordance with Greater Wellington Regional Council's policy for the appointment of members to advisory groups, the appointment process for the Ruamāhanga Whaitua Committee will follow these steps:

- Competencies for the role identified
- Advertising for potential candidates
- Potential candidates generated
- Evaluation of candidates, and shortlist identified, by nominations evaluation group
- Shortlisted candidates interviewed by nominations evaluation group
- Whaitua committee member nominations presented to Council's meeting in December 2013 for approval.

An indicative timeline of these steps can be seen on the following page.

3.4.1 Nominations evaluation group

The nominations evaluation group will shortlist, and interview, candidates for the Ruamāhanga Whaitua Committee. The nominations evaluation group will consist of:

- One elected member of Greater Wellington Regional Council
- One appointed member of Te Upoko Taiao – Natural Resource Management Committee
- General Manager responsible for the establishment and operation of the whaitua process
- An independent person with expertise in community processes.

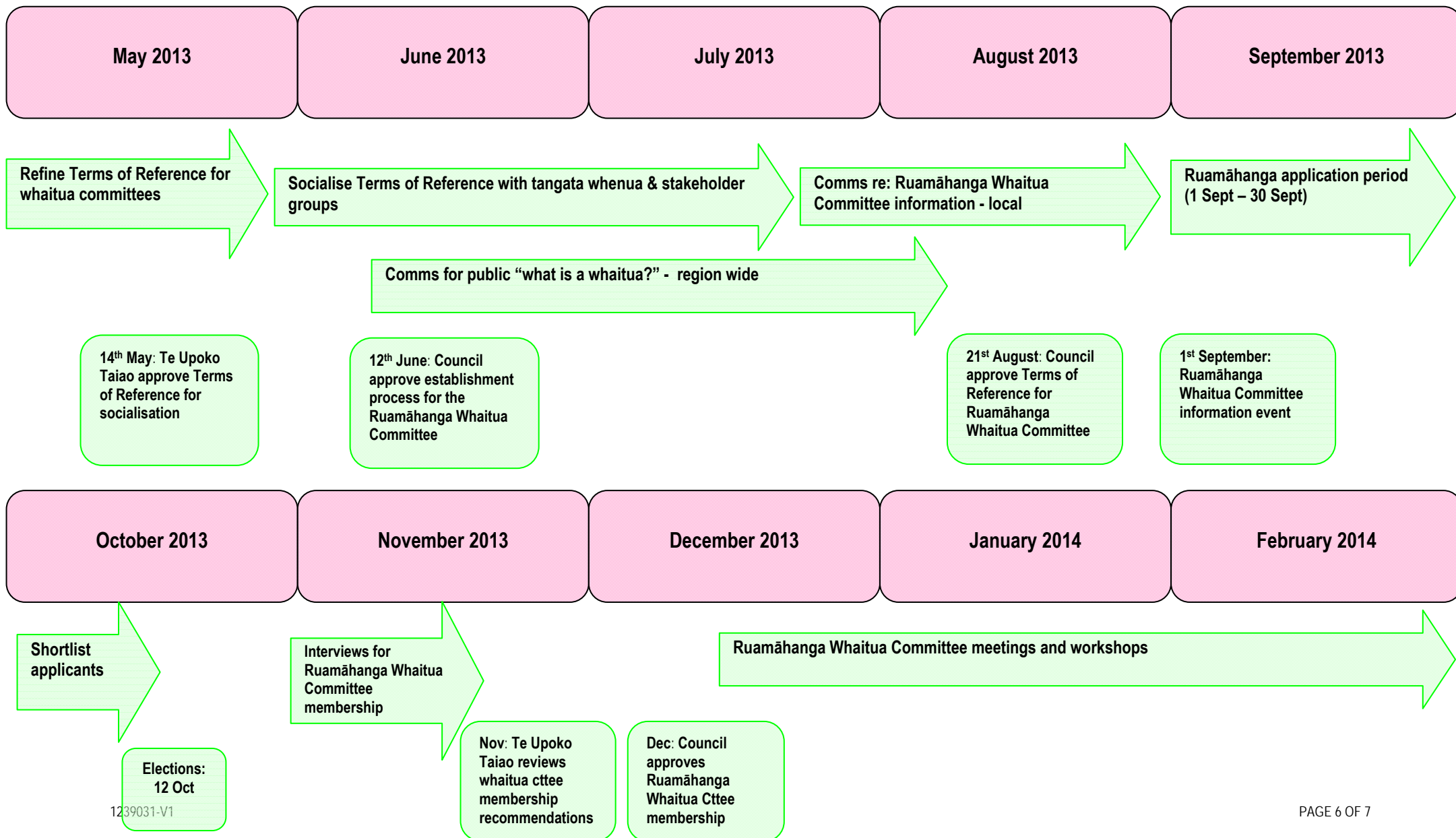
Following the elections, Councillors will not be appointed to committees until the Council meeting tentatively scheduled for 21 November. It is proposed that the Council Chairperson, to be elected at the inaugural meeting of the new Council in late October, determine the Councillor to serve on the nominations evaluation group. This will enable the evaluation process to get underway as promptly as possible following the October Council elections.

4. Financial considerations

Funding for the commencement of the whaitua process has been allocated in the Annual Plan 2013/2014. The Ruamāhanga Whaitua Committee will be serviced by the Environmental Policy department.



Ruamāhanga Whaitua Committee: establishment timeframe



5. Recommendations

That the Council:

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Approves the establishment of, the Terms of Reference and the application process for, the Ruamāhanga Whaitua Committee.*

Report prepared by:

Report approved by:

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Ruamāhanga Whaitua Committee – Terms of Reference

1. Purpose and function

The purpose of the Ruamāhanga Whaitua Committee is to facilitate community and stakeholder engagement in the development of a Whaitua Implementation Programme (WIP). A WIP is a non-statutory report to Greater Wellington Regional Council (the Council) which will contain recommendations for specific plan provisions and work programmes for the integrated management of land and water resources within the whaitua boundary. The WIP may contain both regulatory and non-regulatory proposals.

The Ruamāhanga Whaitua Committee will operate in partnership with tangata whenua and develop recommendations guided by the five principles created as part of the Regional Plan Review process:

Ki uta ki tai – interconnectedness

Wairuatanga – identity

Kaitiakitanga – guardianship

To matou whakapono – judgement based on knowledge

Mahitahi – partnership (co-operative)

2. Status of the Ruamāhanga Whaitua Committee

The Ruamāhanga Whaitua Committee is an advisory body established by the Council. The Committee is not a subordinate decision-making body of the Council and is not a committee under the Local Government Act 2002.

3. Specific responsibilities

1. The Ruamāhanga Whaitua Committee is responsible for developing a Whaitua Implementation Programme (WIP) that will outline regulatory and non-regulatory proposals for integrated land and water management within their whaitua boundary, including measures to implement the National Policy statement for Freshwater Management.
2. It is expected that the WIP will be developed within 24 months of the Ruamāhanga Whaitua Committee's establishment.
3. The WIP developed will include:
 - (a) An assessment of region wide objectives contained in the draft/proposed or operative regional plan, as they relate to the whaitua

- (b) Specific whaitua or catchment objectives and targets for water quality and quantity outcomes, including setting timeframes and priorities for achieving whaitua or catchment objectives and targets
 - (c) A review of the region wide values held for water quality and quantity and prioritisation of these values as they relate to the whaitua
 - (d) Water quality limits, including nutrient load and contamination limits for freshwater and coastal waters if appropriate
 - (e) An assessment of, and recommendations to alter, existing water allocation limits, to achieve identified objectives and targets for the whaitua or catchment
 - (f) Programmes or activities that will support or contribute to the achievement of the established objectives and targets for water quality and quantity outcomes, including such tools as environmental accords and post-settlement arrangements, and the prioritisation of these programmes or activities and,
 - (g) Opportunities for the active integration of existing programmes and plans to achieve the objectives and targets for water quality and quantity outcomes.
4. In developing the WIP the following matters will also be considered:
- (a) Identification of the land and water opportunities for the whaitua, supported by the best available information sources
 - (b) Identification of a vision of the future of land and water management for the whaitua
 - (c) The management of rivers for flood hazard mitigation
 - (d) Priority water allocation (domestic, stock, irrigation uses) and secondary allocation
 - (e) Demand and supply management for all uses and their implications
 - (f) Significant water use projects, such as irrigation and electricity generation.
5. In developing objectives, targets, limits and activity programmes the members of the Ruamāhanga Whaitua Committee must work within the ambit of the following:
- (a) The Resource Management Act 1991
 - (b) The New Zealand Coastal Policy Statement 2010

- (c) The National Policy Statement for Freshwater Management 2011
 - (d) The Regional Policy Statement 2013
 - (e) The National Environmental Standards for Sources of Human Drinking Water 2007
 - (f) The Soil Conservation and Rivers Control Act 1941
 - (g) Any other document referred to the Whaitua Committee by Te Upoko Taiao – Natural Resource Management Committee or the General Manager, Environment Management.
6. The Ruamāhanga Whaitua Committee shall recommend to the Council that regulatory proposals within the WIP be referred to Te Upoko Taiao – Natural Resource Management Committee for incorporation into the Regional Plan through a plan change process.
7. The Ruamāhanga Whaitua Committee shall recommend to the Council that the non-regulatory proposals within the WIP will be further developed within Greater Wellington Regional Council and in conjunction with relevant external organisations. They will also be considered in the development of the next Long Term Plan.

4. Council consideration of proposals in the WIP

The Council is responsible for the review and approval of the regulatory proposals in the Ruamāhanga Whaitua Committee WIP, including ensuring consistency with relevant statutory requirements. Non-regulatory options put forward in the WIP will be considered by the Council in conjunction with relevant external organisations, including local and iwi authorities.

The Council will give weight to the recommendations in the WIP agreed to through the collaborative process. If the WIP, or any part of it, is inconsistent with the Council's view or statutory requirements, these elements will be referred back to the Ruamāhanga Whaitua Committee for further consideration.

5. Ruamāhanga Whaitua Committee membership and operation

5.1 Ruamāhanga Whaitua Committee membership

The Ruamāhanga Whaitua Committee will be appointed by the Council and will have the following membership:

1. One elected and one appointed member of Te Upoko Taiao – Natural Resource Management Committee representing the interest of Greater Wellington Regional Council and acting as a voice of Te Upoko Taiao – Natural Resource Management Committee

2. One member nominated from each iwi authority whose rohe falls entirely or partly within the whitua boundary, representing the interest of that tangata whenua group
3. One member nominated by each Territorial Authority operating within the whitua boundary, who shall be an elected member of that territorial authority
4. Up to seven members from the community with a range of backgrounds and interests related to land and water management within the community. The Council may approve additional members if it determines their necessity to ensure appropriate balance.

In determining the composition of the community members of the Ruamāhanga Whitua Committee, consideration shall be given to balancing the following land and water management values:

- Agricultural interests
- Indigenous biodiversity/environmental groups
- Tangata whenua values (hapū)
- Recreational users
- Wider economic development interests
- Urban interests
- General community interests
- Incorporating existing structures/programmes and how they will be represented.

To be eligible to be considered for appointment to a Ruamāhanga Whitua Committee, a community nominee must either live in, or be able to demonstrate a close connection with, the whitua.

Each community member must also reflect the interests of a wider group within the community and have the skills, experience and knowledge to relay information between the Ruamāhanga Whitua Committee and different sectors within the community.

5.1.1 Staff eligibility

Greater Wellington Regional Council officers will not be eligible to apply for membership of the Ruamāhanga Whitua Committee.

5.2 Chairperson

The Chairperson position is to be determined by the full Ruamāhanga Whitua Committee when all members have been appointed. The Chairperson position must be filled by a member of the Ruamāhanga Whitua Committee.

5.3 Quorum

A majority of the membership of the Ruamāhanga Whitua Committee shall be present to form a quorum.

5.4 Alternate members

No alternates/proxies shall take the place of Ruamāhanga Whaitua Committee members.

5.5 Committee meetings and workshops

The Ruamāhanga Whaitua Committee will meet at least 4 times per annum (once a quarter) and with workshops and additional meetings as required.

Meetings will be advertised and will be open to the public.

5.6 Consensus

The Ruamāhanga Whaitua Committee will decide upon the recommendations proposed within their WIP by consensus.

6. Remuneration

Each council shall be responsible for remunerating its representative on the Ruamāhanga Whaitua Committee for the cost of that person's participation on the Committee.

All other members of the Ruamāhanga Whaitua Committee will be eligible to receive standard mileage allowances or reimbursement of travel expenses as determined by Council and shall be eligible to receive the following taxable honorarium:

- Appointed members (excluding the Chairperson): \$5,000 per annum each
- Chairperson: \$8,000 per annum. This is only payable in the event that the Chairperson is a non-Councillor member of the Committee.

7. Duration of the Ruamāhanga Whaitua Committee

The Ruamāhanga Whaitua Committee shall exist for the duration of the development and completion of a WIP (Whaitua Implementation Programme) document, and shall cease to exist when the Council has made decisions on regulatory proposals within the WIP.