



HURUNUI
District Council



Hurunui-Waiiau Zone Committee

AGENDA

FOR AN ORDINARY MEETING OF THE:

HURUNUI-WAIAU ZONE COMMITTEE

TO BE HELD ON:

MONDAY 26 JULY 2010 AT 3.00PM

IN THE HURUNUI DISTRICT COUNCIL CHAMBERS
66 CARTERS ROAD, AMBERLEY

In Hurunui we live the lives the rest of the world would love to live.

For the meeting timetable and order of business please refer to the back page fold-out.

Committee Membership:

David Bedford (Canterbury Regional Council)
Winton Dalley (Hurunui District Council)
David Eder
John Faulkner
Andrew Harris
Michele Hawke
Tony Hawker
Mike Hodgen
Ken Hughey
Norm Kerei-Keepa (Te Rūnanga o Kaikōura)
Makarini Rupene (Te Ngāi Tūāhuriri Rūnanga)

Quorum: At least half plus one of the membership of the committee shall be present to form a quorum.



REPORT TO: Hurunui-Waiiau Zone Committee – 26 July 2010

SUBJECT: Immediate Steps Biodiversity Fund

REPORT BY: Ian Whitehouse, Zone Facilitator, Water Executive
Canterbury Regional Council

Summary

The Committee is requested to give consideration to the Hurunui-Waiiau zone process and priorities for Immediate Steps Biodiversity Funding.

Recommendation

THAT THE COMMITTEE:

1. AGREE (HIGH-LEVEL) FRESHWATER BIODIVERSITY PRIORITIES FOR THE HURUNUI - WAIIAU ZONE; AND
2. AGREE THE PROCESS FOR IMMEDIATE STEPS BIODIVERSITY FUNDING FOR 2010/11.

Background

At the Orientation Workshop, the Committee was briefed on the Canterbury Water Management Strategy (CWMS) biodiversity targets and priorities, and introduced to the Immediate Steps Biodiversity Funding.

About \$100,000 of Immediate Steps funding is available for the Hurunui - Waiiau Zone in 2010/2011. This funding needs to be spent (or at least committed) in this financial year. The Committee should make recommendations on the projects to be funded by December 2010 so the work can be done by the end of the financial year.

Stephen Hall, Canterbury Regional Council, will provide more information to the meeting. Other "biodiversity experts" including Dale McEntee (Hurunui District Council Biodiversity Ambassador) and if available people from the Department of Conservation, QEII National Trust and Ngai Tahu will be at the meeting to provide their thoughts on biodiversity priorities in the zone and outline current work being done to protect and enhance freshwater biodiversity.

Biodiversity Priorities

The Immediate Steps programme will be a minimum of \$750,000 over five years and greater partnership with other agencies and groups involved with biodiversity protection could make the fund even larger. What would a five-year programme look like for the Hurunui - Waiau Zone? What would the high level priorities be? – Not specific projects but areas/catchments/habitats to concentrate on.

The CWMS identifies the following high-level priorities for Immediate Steps:

- Wetlands;
- Braided rivers;
- Lowland streams;
- River mouths and coastal lagoons – hapua;
- High quality indigenous aquatic and dryland ecosystems in intermontane basins and on the plains; and
- Endangered freshwater species.

These are probably at too high a level to prioritise Immediate Steps funding in the Zone. Information from biodiversity experts (attending the meeting) should be used to refine the priority environments (e.g. lowland streams in location, or braided river environments in Hurunui River between...).

Immediate Steps Rules

These will be provided at the meeting by Stephen Hall. There is a requirement for one-third of the project to be funded from other sources (this can include in-kind support).

Process for Allocating Immediate Steps Funding in Hurunui - Waiau

The Zone Committee discussion at the Orientation Workshop suggested that a quick process be adopted that had the Committee deciding the projects for 2010/11 Immediate Steps funding on the basis of the knowledge at the Committee table and from some “experts/stakeholders”. There are other options, including the option of the Committee using a process that engages more with local communities and organisations through a public meeting and request for proposal process. These options are outlined below.

Option 1 – Committee decides through a “contained” process

Key steps:

1. Zone Committee determines biodiversity priorities;
2. Zone Committee seeks proposals from key organisations known to the Committee. Deadline for proposals – 3 September;
3. Zone Committee evaluates proposals (no field evaluation, no ecological assessment);
4. Zone Committee recommends proposals to be funded (at 27 September meeting).

Option 2 – Engage local community/stakeholders in Immediate Steps opportunity

Key steps:

1. Zone Committee determines biodiversity priorities;
2. Inform stakeholders (e.g. QEII National Trust, Landcare groups, Fish and Game, . . .) and publicise Immediate Steps opportunities, rules, process and timetable.
3. Public meetings to promote Immediate Steps and funding opportunity.
4. Seek proposals from organisations and individuals (closing date 15 October);
5. External evaluation of proposals (including ecological field assessment) – by the Canterbury Regional Council or other ecologists;
6. Evaluations (with recommendations) provided to Zone Committee for recommendation of proposals to be funded made by Committee at 29 November meeting.

I encourage the Committee to consider a process that engages with local communities, or at the very least with key “biodiversity” organisations and existing community “biodiversity” projects.

Hurunui - Waiau Zone Committee – Code of Conduct

Introduction

The Hurunui – Waiau Zone Committee has been established as part of the implementation of the Canterbury Water Management Strategy (CWMS). The Committee's purpose is to develop and facilitate enduring water management solutions that give effect to the CWMS vision, principles and targets. These solutions will be developed and implemented with the community, stakeholders and water users.

This document describes how the committee will work as a committee and as individual committee members. It also outlines the roles of the Chair, Deputy Chair and appointee to the Regional Committee.

How the committee will work is determined primarily by the Committee's purpose, the requirements of Local Government Act (LGA) and Local Government Official Information and Meetings Act (LGOIMA), the Hurunui District Council's Standing Orders, the Committee's Terms of Reference (TOR), and the philosophy of the CWMS.

Operating Philosophy

The following outlines the operating approach and code of conduct that documents how the committee will:

- Take a collaborative and solution-focused approach;
- Engage with local community and partner with key stakeholders and water users to identify, develop and implement water management solutions;
- Recognise its Treaty of Waitangi responsibilities;
- Operate in accordance with Local Government Official Information and Meeting Act (LGOIMA) and Hurunui District Council's Standing Orders;
- Manage media contacts;
- Have a "no surprises" relationship with Hurunui District Council and Environment Canterbury;
- Manage conflicts of interest;
- Expect Committee members to act at all times in an ethical and professional manner;
- Respect confidential and privileged information.

How the Committee will work***Collaborative, co-operative, participatory and solution-focussed***

The committee will:

1. Work in a collaborative and co-operative manner using best endeavours to reach solutions that take into account the interests of all sectors of the community;
2. Cultivate a sense of group responsibility, emphasising the Committee as a whole rather than individual committee members;
3. Use the expertise of individual members to enhance the Committee as a body;
4. Give consideration to the interests of all water stakeholders in the Zone;
5. Work in a manner that encourages the involvement and collaboration of the community, stakeholders and water users in identifying, developing and implementing water management solutions in the Zone;
6. Seek consensus in its decision-making;
7. Work with adjacent Zone Committees to ensure a collaborative and consistent approach to common areas of interest and to water bodies and water issues that cross Zone boundaries;
8. Work with the Regional Committee to ensure a collaborative and consistent approach to water management in the Zone and across Zones;
9. Operate in a manner that emphasises:
 - a. Solutions rather than issues or blame;
 - b. a focus on the future rather than the past or present;

Treaty of Waitangi

The committee will:

10. Operate in a manner that recognises Ngai Tahu rights as protected under Treaty of Waitangi;
11. Operate in a manner that recognises the role and rights of Te Rūnanga o Kaikōura and Te Ngāi Tūāhuriri Rūnanga in the exercise of kaitiakitanga to all water and lakes, rivers, hapua, waterways and wetlands in the Zone;
12. Be culturally sensitive, observing tikanga Maori.

LGOIMA

13. The committee will at all times operate in accordance with the requirements of Local Government Official Information and Meetings Act (LGOIMA) and Hurunui District Council's Standard Orders.

No alternates

14. Committee members are appointed as themselves. Delegates or alternates cannot attend meetings or take part in other Zone Committees on a member's behalf.

Limitation of power

15. The committee has no authority to commit Hurunui District Council or Environment Canterbury to any path or expenditure.
16. The committee will operate in such a way as to not compromise the Hurunui District Council's or Environment Canterbury's freedom to deliberate and make such decisions as the Council(s) deem appropriate.
17. The committee shall not submit on resource consent matters in its own right.

External communication (contact with the media)

18. Media contact and public comment *on behalf of the Zone Committee* will in the first instance be directed to and handled by the Chair (where the Chair is absent any matters will be referred to the Deputy Chair).
19. The Chair may refer any matter to the spokesperson agreed by the Committee.
20. No other member may comment *on behalf of the Committee* without having first obtained the approval of the Chair.
21. Committee members are free to express a *personal view* in the media provided the following rules are observed:
 - a. Media comments must not state or imply that they represent the views of the Committee;
 - b. Media comments must observe the other requirements of this Operating Approach – Code of Conduct including:
 - c. Avoiding public criticism of other members, of the Committee and its work, or other comment that could undermine the performance of the Committee;
 - d. Recognising the limitation of power of the Committee;
 - e. Not disclosing confidential information.

Linkage to the community, stakeholder and interest groups

22. The Zone Committee is a conduit for community and stakeholder engagement in water management in the Zone.
23. The Committee will work in a manner that ensures the views of the local community and key stakeholders are reflected in alternatives developed and will provide feedback on how input influenced the Committee's decisions.
24. The Committee will partner with stakeholders (including water users) on a best endeavours basis to develop alternatives and preferred water management solutions that reflect the CWMS principles and targets and that are supported by the range of interests in water management in the Zone.
25. The Committee's recommendations, such as those in its Zone Implementation Programme, will be developed through the involvement of local community and key stakeholders.
26. Where a Committee member has a close association with a particular local community, stakeholder, interest group or sector, the Committee member will keep the group informed, to the extent required, and will inform the Zone Committee of the views of the group. When informing others, the Committee member will ensure that the information reflects the views of the Committee as a whole and not their own personal views.

Linkage to the Hurunui District Council and Regional Council

27. The Zone Committee will ensure that it maintains close links with and excellent working relationships with Hurunui District Council and Environment Canterbury.
28. The Zone committee will keep Hurunui District Council and Environment Canterbury informed of its work, its deliberations and of any issues that arise. This includes a "no surprises" approach for the Councils in relation to the Zone Committee.
29. The Zone Committee will report regularly to Hurunui District Council and Environment Canterbury. This will include verbal reports, from the Zone Committee chair (or delegate), to both Councils.

How Committee members will work***Collaborative approach***

30. Committee members will behave in a manner that enables the Committee to work collaboratively. This behaviour will include:
 - a. Listening respectfully to other members;
 - b. Engaging constructively with different views;
 - c. Helping the committee to build collaboration;
 - d. Helping the committee to reach solutions.

31. Members of the committee are appointed on the basis of their experience and knowledge and not to represent a particular interest or group. Accordingly members will contribute their knowledge and perspective but not promote the views or positions of any particular interest or stakeholder group.

Act in a professional and ethical manner

Committee members will at all times act in a professional and ethical manner. This includes:

32. Members will extend towards each other respect, integrity, courtesy and fairness;
33. Members will avoid public criticism of other members, of the Committee or its work.
34. Members will avoid actions, including public comment, that would or could undermine the performance of the Committee or of other members in their duties as a Committee member;
35. Members will act at all times in a manner that maintains public confidence in the office and in the Zone Committee;
36. Members will ensure they regularly attend Committee meetings and are adequately prepared for meetings;
37. Members will not influence, or attempt to influence, any Hurunui District Council or ECan employee to take actions that may benefit the member, or the member's family or business interests;
38. Members will only claim for legitimate expenses.

Relationship with Council Officers

The committee members will, with respect to Environment Canterbury and Hurunui District Council officers:

39. Recognise that the Chief Executive Officer is the employer (on behalf of Council) of all Council employees, and as such only the Chief Executive Officer may hire, dismiss or instruct or censure an employee;
40. Treat all employees with courtesy and respect;
41. Not do anything which compromises, or could be seen as compromising, the impartiality of an employee;
42. Not publicly criticise the competence, integrity and personality of any employee;
43. Raise concerns about employees only with the Chief Executive Officer, and concerns about the Chief Executive only with the Mayor (Hurunui District Council) or Chair (Environment Canterbury).

Confidential and privileged information

In the course of its duties the Zone Committee will occasionally receive information that may need to be treated as confidential or privileged. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation.

44. Committee members shall not use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the Committee;
45. Members must be aware that any information they hold as a member of the Zone Committee shall be deemed to be official information held by Hurunui District Council and Environment Canterbury and in terms of the Local Government Official Information and Meetings Act can be made publicly available upon request unless good reasons exist to withhold it.

Conflicts of Interest

Committee members must be careful that they maintain a clear separation between their personal interests and their duties as a Committee member. This is to ensure that Zone committee members carry out their duties free from bias (whether real or perceived).

46. Committee members are prohibited from participating in any Zone Committee discussion or decision on any matter in which they have a pecuniary interest.
47. It is the responsibility of Committee members to identify and declare a conflict of interest. If in doubt on whether a conflict of interest exists, the Committee member should disclose the potential conflict of interest. Committee members can seek guidance on conflict of interest concerns from the Chief Executive Hurunui District Council or Chief Executive Environment Canterbury.
48. A Declaration of Interests Register will be maintained by Hurunui District Council. Committee members shall, on a voluntary basis, make a general declaration of interest as soon as practicable after becoming aware of any interests which the public might reasonably regard as likely to influence the member's actions during the course of their duties as a Zone Committee member. A register of interests document is attached as an appendix to this Code of Conduct.

Disqualification from office

49. Committee members are automatically disqualified from office if they are convicted of a criminal offence punishable by two or more years imprisonment.

Adoption of this Code of Conduct

50. The Committee will formally adopt this document as a record of how the Committee and its members will work.
51. Changes to this Code of Conduct can only be made with the agreement of all Committee members.

Committee roles***Chair***

52. The Committee will appoint a Chair from its members.
53. As a Committee member the Chair shares the same responsibility as other Committee members. In addition to this the Chair has the following roles:
 - a. Chair Committee meetings with all commonly recognised authority of that position. The Chair may have the Zone Facilitator facilitate meetings and workshops of the Committee.
 - b. Speak on behalf of the Committee and act as an advocate for it, including taking the primary responsibility for interaction with the media and representing the Committee at meetings with external parties.

Deputy Chair

54. The Committee will appoint a Deputy Chair from its members.
55. The Deputy Chair exercises the same roles as other members, and if the Chair is absent or incapacitated, the Deputy Chair must perform all of the responsibilities and duties of the Chair (as above).

Representative on Regional Committee

56. The Hurunui – Waiau Zone Committee appoints a representative to the Regional Water Management Committee.
57. This appointee may be the Chair of the Hurunui – Waiau Zone Committee or another member appointed by the committee from its membership.
58. The Hurunui – Waiau Zone representative on the Regional Committee will:
 - a. Speak on behalf of the Hurunui – Waiau Zone Committee and act as an advocate for it at Regional Committee meetings;
 - b. Keep the Zone Committee well informed on the activities and deliberations of the Regional Committee.

Register of Interests

Member's Name:

Member's Partner's Name:

Effective Date:

This statement is given in accordance with the Hurunui – Waiau Zone Committee Code of Conduct. The information contained in this statement is to the best of my knowledge complete and accurate as at the effective date. I confirm that I have included in this statement details of any interests held by me or my partner that may be perceived or be an actual conflict of interest concerning the Hurunui – Waiau Zone Committee.

Signed.....

Date.....

Interest	Member	Partner
<p><i>Employment, trade or profession:</i> <i>(for profit or gain)</i></p>		
<p><i>Interest in any company, trust, partnerships, joint ventures or other business:</i> <i>(ie; director, partner, trustee or beneficiary)</i></p>		

Interest	Member	Partner
<p><i>Interests in land within the Hurunui – Waiau Zone:</i> <i>(address or legal description)</i></p>		
<p><i>Occupation:</i></p>		
<p><i>Employers name:</i></p>		
<p><i>Employment Status:</i></p>		
<p><i>Appointments Held:</i></p>		

Interest	Member	Partner
Memberships:		

This information will be held by the Chief Executive, Hurunui District Council.



REPORT TO: Hurunui-Waiiau Zone Committee – 26 July 2010

SUBJECT: Work Programme – Initial Seven Meetings

REPORT BY: Ian Whitehouse, Zone Facilitator, Water Executive
Canterbury Regional Council

Summary

The Committee is requested to give consideration to its work programme for its first seven meetings.

Recommendation

THAT THE COMMITTEE:

1. DISCUSS THE INITIAL WORK PROGRAMME FOR THE FIRST SEVEN MEETINGS;
2. INDICATE CHANGES REQUIRED; AND
3. AGREE TO CONFIRM THE REVISED INITIAL WORK PROGRAMME AT THE 16 AUGUST MEETING.

Background

At the Orientation Workshop, the Committee was briefed on a draft Initial Work Programme. This draft has been updated in a minor way to reflect meeting dates and the desire to separate the field component from the scheduled Committee meetings (i.e. a one-day field trip in late September – early October: date and itinerary to be confirmed). The Work Programme is attached as appendix one to this report.

Changes to be considered

- The Work Programme may need to be changed to reflect the task given the Zone Committee by the Minister for the Environment in recent discussions.
- The Work Programme may need to be changed to reflect the Committee's decision on the process for allocating Immediate Steps Biodiversity funding.

**HURUNUI-WAIU ZONE COMMITTEE,
MONDAY 26 JULY 2010 AT 3.00PM**

TIMETABLE

Report No. (see order of business below)	Time	Item
	3:00pm	Meeting commences with karakia and formal order of business.
	3:10pm	Nga Runanga and water. (Presentation & discussion)
	4:10pm	Future thinking and Canterbury Water Management Strategy 2040 targets. (Committee exercise & discussion)
6.1	4:40pm	Priorities and process for Immediate Steps Biodiversity Funding in Hurunui-Waiu zone. (Report, presentation & discussion)
	6:00pm	Dinner break. (Dinner provided for committee members)
6.2	6:30pm	Code of Conduct for Committee. (Committee discussion & supporting material attached)
6.3	7:00pm	Outline of first seven meetings. (Report & committee discussion)
	7:15pm	Community and stakeholder engagement strategy. (Committee discussion)
	7:30pm	"Hydrology 101". (Presentation & discussion)
	9:00pm	Meeting concludes.

ITEM	ORDER OF BUSINESS	Pages
1	Election of Interim Chairperson	
2	Apologies	
3	Announced Urgent Business	
4	Conflict of Interest Declarations	
5	Presentations and Discussion (see timetable above)	
6	Reports/Supporting Material:	
	6.1 Immediate Steps Biodiversity Fund	3 - 5
	6.2 Code of Conduct for Committee	6 - 15
	6.3 Work Programme – Initial Seven Meetings	16 - 17

Guidelines from Hurunui District Council's Significance Policy:

The Committee, in considering each matter, must be:

- a. Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decisions.
- b. Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Questions

- a. Does the Committee have sufficient information about the issue, proposal, decisions or other matter?
- b. Does the issue, proposal, decisions or other matter:
 - affect all or a large portion of the community in a far-reaching way?
 - have a potential impact or consequence on the affected persons (being a number of persons) that is substantial?
 - have financial implications on the Council's resources that would be substantial?
 - generate (or would be expected to generate) a high degree of controversy?
 - fail to flow logically or consequentially from a decision in the Hurunui Community Plan?

Evaluation

Council officers preparing these reports will have regard to Council's policy on significance. Committee members will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless a Committee explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

Hurunui-Waiou Zone Committee - Terms of Reference

(To be circulated.)