

# Terms of Reference

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## Integrated Kaipara Harbour Management Group (IKHMG)

*(Adopted by the IKHMG on 21<sup>st</sup> July 2009)*

*Ka mau tonu nga taonga tapu o nga matua tupuna  
Koinei nga taonga tuku iho, na te Atua  
Holdfast to the treasures of the ancestors for  
they are the treasures that have been handed down to use by God*

### 1.0 Purpose

The purpose of the Integrated Kaipara Harbour Management Group (IKHMG) is to promote integrated and co-ordinated interagency management and kaitiakitanga of the Kaipara Harbour and its catchment that contribute to the Common Vision of:

*“A healthy and productive Kaipara Harbour”*

Objectives in support of the Common Vision are as follows:

1. Restoring and protecting native biodiversity
2. Restoring sustainable use of fish and invertebrate stocks
3. Restoring and protecting the mauri of the Kaipara
4. Promoting socio-economic opportunities
5. Co-operative management of the Kaipara ecosystems, catchment and harbour
6. Responding to climate change impacts

### 2.0 Background

The IKHMG was established by Ngati Whatua in 2005 and is led by the Te Uri o Hau Settlement Trust through its Kaitiaki Unit the Environs Holdings Trust and by Ngati Whatua Nga Rima o Kaipara.

The IKHMG is made up of the groups and agencies listed in Appendix 1. The IKHMG also engages with a wider representation of stakeholders, interested contributors and iwi with parties listed in Appendix 2. The IKHMG is supported by interagency funding which has provided for dedicated executive assistance through the Environs Holdings Trust.

The IKHMG does not direct the executive roles of its constituent parties nor the conduct of their respective functions duties and powers. Rather the IKHMG has been formed in support of the kaitiakitanga exercised by Ngati Whatua, and in recognition of the opportunities that it presents to promote integrated and co-ordinated management of the Harbour.

### **3.0 Integrated Kaipara Harbour Management Group Status**

The Terms of Reference formalises in good faith, the commitment of the parties to the Terms of Reference. The Terms of Reference is not intended to create legally binding rights or obligations or to fetter the exercise of any statutory responsibilities or duties of the respective parties. The IKHMG will report back to parties governance levels as necessary and appropriate and to the wider stakeholder group and participants.

### **4.0 Deliverables/Outcomes**

The IKHMG is supported by a dedicated Project Coordinator through the Environs Holdings Trust. The Project Coordinator has a leading role in the delivery of the Outcomes set out in this Terms of Reference.

In addition, and in support of the IKHMG and this Terms of Reference each of the parties listed in Appendices 1 & 2 will have a role in promoting and contributing to the achievement of outcomes specified in this Terms of Reference consistent with their mandate, influence and networks, and in the case of statutory bodies in the exercise of their respective functions, duties and powers.

#### **4.1 Process**

For the advancement of the delivery of the outcomes specified in this Terms of Reference the IKHMG will:

- a) Convene regular meetings of the IKHMG for the advancement of the delivery of the outcomes specified in this Terms of Reference.
- b) Periodically convene and contribute to a wider stakeholder and iwi hui at appropriate times and not less than annually, and through this mechanism facilitate stakeholder consultation in the promotion of integrated management.
- c) Use existing networks and communication processes of the respective parties, and establish a broad and inclusive communication network for the IKHMG.
- d) Identify funding sources and support the Project Co-ordinator in making timely applications for funding for IKHMG.
- e) Subject to funding availability, retain the services of a dedicated Project Coordinator through the Environs Holdings Trust, and initiate other actions as may be determined by the IKHMG.
- f) Provide information and data to support the work of the IKHMG.

#### **4.2 Decision Making**

*Preference for decision-making of the IKHMG shall be by consensus however, the IKHMG Chair may exercise the option of using a vote.*

### **4.3 Outcomes**

The IKHMG will:

- a) Develop and establish a Common Vision and Principles to support the IKHMG's work to promote integrated management of the Kaipara Harbour.
- b) Identify information gaps and suggest research requirements on the Kaipara Harbour
- c) Provide information and support for the maintenance of the IKHMG Web portal ([www.kaiparaharbour.net.nz](http://www.kaiparaharbour.net.nz)).
- d) Prepare a long-term Kaipara Harbour Integrated Strategic Action Plan in support of the Common Vision and Principles for the future management and kaitiakitanga for the Kaipara Harbour.
- e) Advocate and support the implementation of the Kaipara Harbour Integrated Strategic Action Plan through the full range of regulatory and non-regulatory mechanisms which can be accessed through representation and support of the IKHMG and its wider stakeholders.
- f) Consider mechanisms to deliver the Integrated Strategic Action Plan including options for co-management.
- g) Set an annual work plan and support the achievement of the outcomes with project plans as may be required.

## **5.0 IKHMG Roles and Responsibilities**

### **5.1 All IKHMG Members**

- a) All reasonable effort will be made to participate as a representative on the IKHMG and to attend IKHMG meetings.
- b) All reasonable effort will be made by the parties to implement actions agreed by the IKHMG noting the IKHMG status as specified in clause 3.0.
- c) Recognition of the exercise of Kaitiakitanga by Ngati Whatua.
- d) Seek to achieve the outcomes specified in section 4.0 of this Terms of Reference by:
  - (i) sharing information and expertise
  - (ii) considering the options for the contribution of the respective parties
  - (iii) avoiding duplication of effort
  - (iv) using existing communication networks
  - (v) seeking to align respective activities with the work of the IKHMG
  - (vi) designing activities or research in support of the IKHMG.

### **5.2 Nga Kaitiaki Tai Ao o Kaipara.**

- a) Convene the IKHMG
- b) Convene the wider stakeholder and interested parties Hui

- c) Service the respective meetings and ensure that minutes are distributed, confirmed and actioned to the extent possible.
- d) Administer funding, budgets and the Project Coordinator position through the Environs Holdings Trust.

### **5.3 Auckland Regional Council, Northland Regional Council, Rodney District Council, and Kaipara District Council, and government agencies.**

These agencies shall:

- a) Identify available funding sources including timely applications for funding for consideration through Annual and Long Term Council Community Plans.
- b) Recognise and support the Vision and Principles of the IKHMG and its membership and seek to align activities / research etc to achieve a mutually supportive approach.
- c) Undertake Council reporting in regard to the progress of the IKHMG, including jointly prepared and consistent reports where possible or appropriate while allowing for the individual requirements of each Council.
- d) Seek to recognise the Vision, Principles and projects of IKHMG in the exercise of statutory functions, duties and powers including the contribution of respective monitoring activities.
- e) Look for opportunities for joint management programmes which will provide for integrated management and consistency of Kaipara Harbour and Catchment management, including joint and comparable monitoring programmes.
- f) Make joint media releases when appropriate, maintain mutually supportive communications on media, and where appropriate contribute to any media strategy as may be determined by the IKHMG.
- g) Commit at least one agency representative to membership of the IKHMG

## **6.0 Timeframe and Meetings**

Meetings shall be set by the IKHMG as may reasonably be required to achieve the outcomes specified in this Terms of Reference.

## **7.0 Membership**

- a) The current IKHMG Membership is listed as Appendix 1.
- b) The IKHMG membership may be reviewed from time to time and it may co-opt members, with the agreement of relevant parties, when appropriate.
- c) Appendix 2 is an indicative list of interested parties and wider stakeholders associated with IKHMG. The list only provides an indication of parties that have participated in the Integrated Kaipara Harbour Management initiative to December 2008.

## **8.0 IKHMG Quorum**

IKHMG meetings must have a quorum of 6 including the convenor.

## **9.0 Specialist advice or other support**

Subject to budget provision, the IKHMG may seek specialist advice or involve contractors as required to assist in achieving the Terms of Reference.

## **10.0 Review of the Terms of Reference.**

This Terms of Reference may be varied at any time by a minuted resolution of the IKHMG.

## APPENDIX 1

**Figure 1: Conceptual organisational structure of the IKHMG**

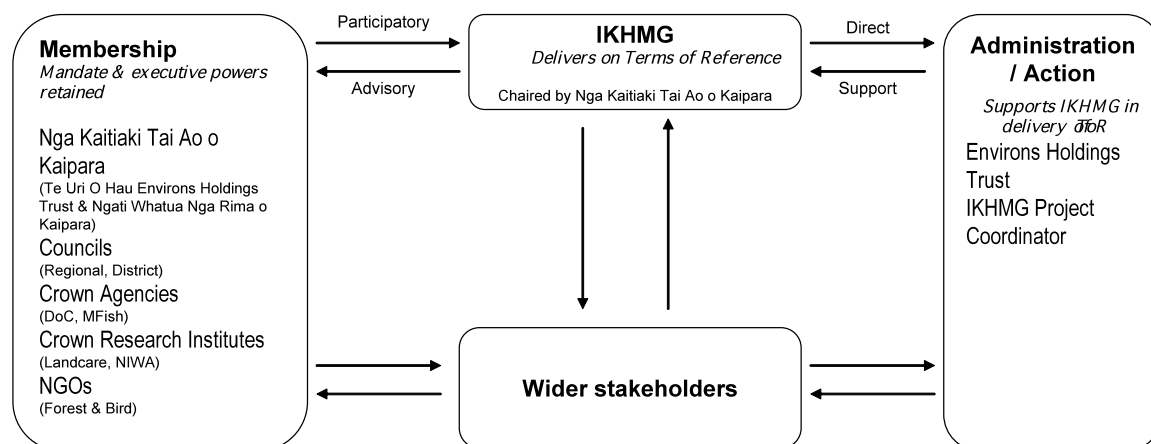


Figure 1 provides the conceptual organisational structure for the IKHMG today. This may grow into another structure with further governance or organisational levels which may be necessary for the future security and support of the Project. **Nga Kaitiaki Tai Ao o Kaipara**, is the joint roopu between hapu, marae o Ngati Whatua, Te Uri o Hau and Ngati Whatua Nga Rima o Kaipara.

*The IKHMG consists of the following members:*

<b>Te Uri o Hau Settlement Trust</b>	Juliane Chetham (Project Manager) Shereen Worthington (Secretariat) Leane Makey (Project Coordinator)
<b>Te Wahanga Te Manaakitanga i Te Taiao, Ngati Whatua Nga Rima o Kaipara Trust</b>	Jane Sherard Tracy Davis
<b>Department of Conservation (DoC)</b>	Piet Nieuwland Tim Brandenburg
<b>Manaaki Whenua Landcare Research</b>	Shaun Awatere
<b>Kaipara District Council (KDC)</b>	Jack McKerchar
<b>Rodney District Council (RDC)</b>	Max Smitheram Craig Pratt Kim Buchanan
<b>Northland Regional Council</b>	Kerry Webster

<b>Royal Forest and Bird Society</b>	Mark Bellingham
<b>Auckland Regional Council</b>	Dominic McCarthy Alison Stilwell Kim Morrese
<b>NIWA</b>	Taoho Patuawa
<b>Ministry of Fisheries</b>	Richard Fanselow

## APPENDIX 2

### *Interested parties and wider stakeholders:*

Te Runanga o Ngati Whatua  
 Carter Holt Forest Resources  
 Guardians of the Kaipara  
 Federated Farmers  
 Firth Industries Ltd  
 Te Puni Kokiri  
 Northland Conservation Board  
 NZ Landcare Trust  
 Otamatea Harbourcare Group  
 Taporā Land and Coastcare Group  
 Fonterra Cooperative Ltd  
 Kaipara Water Transport  
 Ministry for the Environment  
 Mt Rex Shipping Ltd  
 Winstone Aggregates  
 Auckland Conservation Board  
 Te Roroa  
 McCallum Bros. Ltd  
 Kaipara Harbour Sustainable Fisheries Management Group