



Partnership Charter

between

Waikato Regional Council and Waikato and Waipa River
iwi

for the purposes of

reviewing the Waikato Regional Plan as it relates to the effects of
discharges on the health and wellbeing of the Waikato and Waipa
rivers

Vision

*Kia mahi ngātahi tātou hei whakamarohi i te awa o Waikato me te
awa o Waipa*

*Working together to restore and protect the waters of the Waikato
and Waipa catchments*

Guiding principles

The partners will:

- commit to the vision
- respect mana whakahaere rights and responsibilities
- promote the principle of co-management
- work together in good faith and a spirit of co-operation
- be open, honest and transparent in communications
- recognise statutory frameworks and timeframes
- pursue consensus decision-making.



Joint Working Party Protocol

between Waikato Regional Council and Waikato and Waipa River iwi in relation to the development of a Plan Change for the Waikato and Waipa River catchments

The Partners

Maniapoto Māori Trust Board
Raukawa Charitable Trust
Te Arawa River Iwi Trust
Tūwharetoa Māori Trust Board
Waikato Raupatu River Trust
Waikato Regional Council

Each one a “party” and together referred to as “the parties”

This protocol implements the Partnership Charter between Waikato Regional Council and the Waikato and Waipa River iwi by detailing how staff from each organisation will work together to develop a plan change for the river catchments.

1.0 Background

The Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010, Ngati Tūwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010, and Nga Wai o Maniapoto (Waipa River) Act 2012 (collectively referred to as the river legislation) require a new approach to resource management within the catchments of the Waikato and Waipa rivers, setting up co-management and co-governance arrangements between local government and river iwi.

A Partnership Charter has been developed between the parties, to confirm their commitment to co-governance and co-management in reviewing the Waikato Regional Plan in relation to managing the effects of diffuse and point source discharges on the health and wellbeing of the Waikato and Waipa rivers. One output of this review is the development and public notification of a Proposed Plan Change to the Waikato Regional Plan that encompasses all land and water bodies within the hydrological catchment of the Waikato and Waipa rivers called Healthy Rivers: Plan for Change/Wai Ora: He Rautaki Whakapaipai Project (herein referred to as the “Healthy Rivers/Wai Ora project”)

The Healthy Rivers/Wai Ora project is seen by the parties as a priority first step towards achieving the overarching objectives set out in the river legislation for the Waikato and Waipa rivers.

The process that has been agreed between the parties is outlined in the Partnership Charter and this protocol recognises and upholds the principle of mana whakahaere.

2.0 Purpose

The working party protocol implements the Partnership Charter and outlines the roles and responsibilities of each party, and the way the parties will work together via a Joint Working Party to jointly develop the Healthy Rivers/Wai Ora project.

Establishing a Joint Working Party meets the requirements of the River legislation.¹ It is recognised by the parties that working collectively in developing the Healthy Rivers/Wai Ora project will result in a more efficient and holistic process, and ultimately better outcomes for the Rivers. As agreed by the partners this Joint Working Party is named “Te Rōpū Hautū”.

It is intended that the protocol is a living document. It will need to be flexible to respond to any changes in roles and resourcing of Te Rōpū Hautū as the Healthy Rivers/Wai Ora project progresses. This recognises that the Healthy Rivers/Wai Ora project is only one project and the respective workloads of each party will change throughout the duration and implementation of this protocol.

3.0 Roles and Responsibilities

3.1 The parties will establish a Joint Working Party (Te Rōpū Hautū) as the primary forum for engagement in relation to the Healthy Rivers/Wai Ora project. In doing so, the parties acknowledge although Te Rōpū Hautū representatives are senior staff, they do not have delegated authority to make final decisions on the Healthy Rivers/Wai Ora project. Each representative will ensure Te Rōpū Hautū outputs and actions are confirmed at the appropriate chief executive or governance level in their organisation.

The parties agree to:

- a) work together to ensure that their actions assist the proposed Healthy Rivers/Wai Ora project within the resources and timeframe allocated to the project in the Waikato Regional Council Long Term Plan and any subsequent updates in the Waikato Regional Council Annual Plans
- b) provide the necessary staff resources to ensure that all parties are involved in developing any project plan actions that are related to the Healthy Rivers/Wai Ora project
- c) implement actions necessary for the successful development of the Healthy Rivers/Wai Ora project
- d) commit at least one representative to attend all Te Rōpū Hautū meetings (either in person, by video or telephone conference)
- e) share coordination and hosting of Te Rōpū Hautū meetings
- f) share any information, where agreed, that is collected, analysed and stored that would, and is aimed to, benefit the Healthy Rivers/Wai Ora project.

3.2 The roles and responsibilities of the Te Rōpū Hautū include:

- a) Making recommendations to the council, including:
 - i. to commence preparation of the Healthy Rivers/Wai Ora project
 - ii. the process to be adopted for the preparation of the Healthy Rivers/Wai Ora project
 - iii. the content of the draft Plan Change to be notified for public consultation under clause 5 of Schedule 1 of the RMA

¹ Sections 14(5) and (6) of the Ngati Tuwharetoa, Raukawa, and Te Arawa River Iwi Trust Waikato River Act 2010, and Section 13(5) and (6) of the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010, and Section 8(2) of the Nga Wai o Maniapoto (Waipa River) Act 2012

- b) Discussing the potential for river iwi to participate in decision-making under clause 10 of Schedule 1 of the RMA in relation to the Healthy Rivers/Wai Ora project
- c) Oversee the running of the Healthy Rivers/Wai Ora project, including development of:
 - i. key project documents, such as project plans, stakeholder engagement plans
 - ii. joint communications
 - iii. specific objectives, policies and rules to improve the health and wellbeing of the Waikato and Waipa rivers
- d) Public and stakeholder engagement.

Including the items outlined above, each party to this protocol has individual roles and responsibilities.

3.3 For the Waikato Regional Council, roles and responsibilities are to:

- a) provide project management of the development of the Healthy Rivers/Wai Ora project
- b) take a lead role (where within its function and agreed by the parties) in implementing project plan actions necessary to develop the Healthy Rivers/Wai Ora project (for instance, implementing stakeholder engagement)
- c) assist river iwi in the facilitation of any hui aimed to inform hapū, tāngata whenua and/or iwi management groups on matters relating to the proposed Plan Change (for instance, technical staff support or information handouts)
- d) provide administrative support for all Te Rōpū Hautū meetings.

Support, in a mutually agreed capacity, the development of objectives, policies and rules (if applicable) of iwi management plans, where the development will complement the Healthy Rivers/Wai Ora project.

3.4 For the Waikato and Waipa River iwi, roles and responsibilities are to:

- a) take a lead role in the facilitation of any hui that is aimed to inform hapū, tāngata whenua and/or iwi management groups (who are identified to be represented by the iwi authority), on matters relating to the Healthy Rivers/Wai Ora project
- b) take a lead role in facilitating the responses, comments and involvement of hapū, tāngata whenua and/or iwi management groups (who are identified to be represented by the iwi authority) in the Healthy Rivers/Wai Ora project process
- c) assist, where appropriate, with the identification and early engagement (prior to the RMA Schedule One process) of hapū, tāngata whenua and/or any iwi authorities who have acknowledged interest via impending Treaty settlements in the Waikato River catchment (includes Waipa River)
- d) ensure information is disseminated as necessary and appropriate within their own organisation and ensure appropriate representation of the iwi authority at different meetings whenever possible.

4.0 Agreed processes

4.1 Te Rōpū Hautū

Each party will appoint a management-level representative to form Te Rōpū Hautū and if appropriate, one or more members who have responsibility to undertake the day to day tasks of Te Rōpū Hautū. Members will meet once every six weeks and/or at important milestone dates, unless agreed otherwise.

The general purpose of the Te Rōpū Hautū meetings is to discuss and oversee the progression of, and matters arising from, the Healthy Rivers/Wai Ora project. Te Rōpū Hautū is intended to be the primary means of engagement between the parties in relation to the Healthy Rivers/Wai Ora project. The specific purpose of the Te Rōpū Hautū is to fulfil the functions identified in the river legislation applying to plan reviews², including making recommendations to the council regarding notification of a proposed Plan Change.

4.2 Joint Working Party meetings

Agreed Process	
1	Council will send a MS Outlook calendar appointment to all members of Te Rōpū Hautū. In the event members are unable to attend a scheduled meeting, they should endeavour to arrange an alternative representative if possible, and tender their apologies to the organiser if not.
2	One week before meetings the council will ask for agenda items.
3	No less than two days before meeting, the council will send the agenda to all members.
4	Council will facilitate and take the minutes. <u>Matters to be discussed at meetings will include:</u> <ol style="list-style-type: none"> project updates responses to previous meetings actions where and when necessary, outline or identify risks feedback on Te Rōpū Hautū in practice (e.g. what is working, what can be improved) any new initiatives being considered for the Healthy Rivers/Wai Ora project hosting of the next Te Rōpū Hautū meeting.
5	<u>Preparation and sign-off</u> <ol style="list-style-type: none"> Each member will do sufficient preparation with their representative prior to Te Rōpū Hautū meetings, to enable the group to make progress during each meeting. When Te Rōpū Hautū outputs and actions require confirmation from managers or governance is needed this will be discussed and timeframes understood by all representatives and members.
6	Council will aim to circulate the draft minutes prior to the following meeting

4.3 Project management

Via the Te Rōpū Hautū, the Waikato Regional Council will ensure that the Waikato and Waipa River iwi are invited to participate in and informed about:

- project meetings
- meetings on consultation (stakeholder engagement) planning
- when appropriate, any other meetings within the council that are organised for the Healthy Rivers/Wai Ora project
- actions derived from all council meetings
- reporting to Councillors at Council and Healthy Rivers Wai Ora Committee meetings and workshops.

² Sections 48 of the Ngati Tūwharetoa, Raukawa, and Te Arawa River Iwi Trust Waikato River Act 2010, and Section 46 of the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010, and Section 22 of the Nga Wai o Maniapoto (Waipa River) Act 2012

	Task	Agreed process
1	Project meetings	Council will send a MS Outlook calendar appointment to all river iwi members of Te Rōpū Hautū. In the event members are unable to attend a scheduled meeting, they should endeavour to arrange an alternative, and tender their apologies to the organiser if not.
2	Council meetings relevant to Te Rōpū Hautū and the Healthy Rivers/Wai Ora project	As soon as practicable, Council will send a MS Outlook calendar appointment to all members of Te Rōpū Hautū. Members will direct any invitations to appropriate people and inform the organiser of attendance or not.
3	Actions derived from all council meetings attended by Te Rōpū Hautū	The parties will work together to ensure that any actions from meetings that support the Healthy Rivers/Wai Ora project are appropriately allocated at the meeting, and committed to meet the agreed timeframe for completion.
4	Joint writing of reports to Council and Healthy Rivers Wai Ora Committee	<p>Reports are required one week before Council and 10 working days before the Healthy Rivers Wai Ora Committee meetings.</p> <p>Council Te Rōpū Hautū members will aim to provide the report to the member for each iwi two full working days before the reports are due, to allow for review and comments to be provided prior to completion of the report.</p> <p>For reports given to the council for information purposes, if there is no response within those two days on whether extra time to review the report is necessary, it can be taken by the council Te Rōpū Hautū members that the report is satisfactory for inclusion in the upcoming meeting.</p> <p>For reports that include recommendations for the council to decide on Healthy Rivers/Wai Ora project actions and outputs, within those two days, council Te Rōpū Hautū members will work towards receiving a response from the nominee for the iwi to ensure that the report is satisfactory before inclusion in the upcoming meeting.</p> <p>In all cases, council Te Rōpū Hautū members will ensure that all members receive a copy of the final report as soon as possible after it is signed off.</p>
5	Joint presentation of reports to Council and Healthy Rivers Wai Ora Committee	<p>Council Te Rōpū Hautū members will send a MS Outlook calendar appointment, with a copy of the agenda, to the member for each iwi in relation to any Council, committee or sub-committee meeting relevant to the Healthy Rivers/Wai Ora project.</p> <p>The member for the iwi will accept or decline the invitation and will aim to attend and present with staff to Council and Healthy Rivers Wai Ora Committee meetings.</p>

Additional to the above, the council will use Te Rōpū Hautū meetings to:

- a) provide project updates
- b) where and when necessary, outline or identify risks
- c) discuss any new initiatives being considered for the Healthy Rivers/Wai Ora project.

5.0 Costs

The parties agree that each bear its own costs of complying with this protocol, except for the matters outlined below, where the council will bear those costs.

- a) The development of project plan actions that are related to the Healthy Rivers/Wai Ora project.
- b) The collection, analysing and storage of information that is necessary for the Healthy Rivers/Wai Ora project, for instance, information that assists the technical alliance.
- c) Provide administration support for Te Rōpū Hautū meetings.

6.0 Review and amendment

The parties agree that this protocol is a living document which should be reviewed and amended to take into account future developments. The commencement of a review will take place on the request from any party to this protocol at any stage of the Healthy Rivers/Wai Ora project. If the parties agree to amend the protocol, the proposed changes will be discussed at a Te Rōpū Hautū meeting.

7.0 Escalation of matters

The parties agree and acknowledge that for this protocol to be effective, the resolution of issues, or actions that may require higher authorisation, must be addressed in a constructive, co-operative and timely manner.

In the first instance, Te Rōpū Hautū members will seek to resolve any issue that arises. If the dispute or action has not been resolved, the issue(s) will be elevated to the respective persons identified as Te Rōpū Hautū representatives in Schedule 1 of this protocol, who will meet in good faith to resolve the issue, or develop an agreed process to resolve the issue.

Schedule 1 – Representatives and members of Te Rōpū Hautū

Waikato Regional Council	
Elevation nomination	Chief Executive Officer
Te Rōpū Hautū member	Tracey May <i>Director Science & Strategy</i>
Te Arawa River Iwi Trust	
Elevation nomination	General Manager
Te Rōpū Hautū member	Katie Paul <i>General Manager</i>
Waikato Rauapatu River Trust	
Elevation nomination	General Manager
Te Rōpū Hautū member	Tim Manukau <i>Environmental Manager</i>
Raukawa Charitable Trust	
Elevation nomination	General Manager
Te Rōpū Hautū member	Grant Kettle <i>Environment Manager</i>
Tūwharetoa Māori Trust Board	
Elevation nomination	Chief Executive Officer
Te Rōpū Hautū member	Simon Bendall <i>Environmental Manager</i>
Maniapoto Māori Trust Board	
Elevation nomination	Chief Executive Officer
Te Rōpū Hautū member	Steven Wilson/Kura Stafford