

River Schemes Advisory Group

Terms of Reference

For Kaituna Catchment Control Scheme; Waioeka-Otara Rivers Scheme; Whakatāne-Tauranga (formerly Waimana) Rivers Scheme; and Rangitāiki-Tarawera Rivers Scheme Advisory Groups

Purpose

The Rivers Scheme Advisory Groups are informal advisory groups to enable effective communication and liaison between Scheme ratepayers and Bay of Plenty Regional Council (BOPRC) Councillors and staff.

Scope of Activity

The role of the Advisory Groups is to represent Scheme ratepayers and their views on Scheme matters:

- Provide effective input and make recommendations on Scheme management and operation including the following:
 - Capital and maintenance works projects;
 - Proposed annual work programmes and budgets; and
 - Floodplain Management Strategies including flood protection.
- Be the local contact for river and drainage issues, including involvement with local groups and promoting opportunities for collaboration.
- Assist BOPRC with dissemination of Scheme information to ratepayers.

Status

Local input is highly valued and advice from Advisory Group meetings will be addressed by the Scheme Manager. The Advisory Groups have no statutory basis nor delegated functions of BOPRC and has no authority to make decisions on Council matters.

Membership

The number and structure of members is intended to provide a broad representation of ratepayer interest groups, geographical extent of the Scheme, and rating categories. BOPRC may appoint additional members to best meet the needs of the scheme.

The intended membership schedule is set out in Appendix 1.

Appointment and Term of Service

Members are appointed for a period of three years with a maximum term of six years. If an Advisory Group does not achieve its desired number of members, existing members who have exceeded their appointment period may continue for a further three year term(s) by appointment.

- People eligible for nomination must be targeted ratepayers in the Scheme.
- Advisory Group members will be volunteers without compensation unless otherwise specified.
- Urban and general scheme representatives are determined by BOPRC following a public nomination process.
- BOPRC may appoint members representing special interests within the Scheme, e.g. a Department of Conservation representative.
- The Chairperson will be an elected member of BOPRC.

- Members who are unable to complete their three-year term may be replaced by either BOPRC or the authority they represented.

Meeting Frequency and Operation

There will generally be two meetings held per year in March and September. Meetings will be called by the Chairperson or delegate and appropriate notice will be given.

Agendas for the meetings will be compiled by managers and staff of BOPRC who will also service the meeting.

Conflict of Interest

Members are required to bring to the attention of the Chairperson any conflict of interest or potential conflict they may have with any item on the agenda.

If a member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he/she will be excused from discussions and deliberations on the issue where a conflict of interest exists OR must not be present for consideration of that matter.

Confidentiality

During the course of the business of the Advisory Group, a member will, from time to time, be privy to confidential information. Any confidential information is protected and should not be disclosed until a resolution of the Advisory Group to release the information has been made.

Communication and Reporting

The line of communication between BOPRC and the Advisory Group will generally be through the BOPRC General Manager and the Advisory Group Chairperson.

Issues or recommendations arising from Advisory Group meetings will either be addressed at Scheme Manager level or referred to the Bay of Plenty Regional Council.

Information updates to Members will be circulated by email.

Information updates to scheme ratepayers will be made available via media releases, information posted on the BOPRC web site and/or by email.

Rangitāiki Drainage Scheme

The Rangitāiki Drainage Scheme that is managed by BOPRC has a significantly smaller operational area and annual budget than the four major river schemes. For efficiency reasons the significant matters of interest relating to the Rangitāiki Drainage Scheme will be discussed and considered through the Whakatāne-Tauranga and Rangitāiki-Tarawera Rivers Scheme Advisory Group meetings. Matters specifically relating to the Rangitāiki Drainage Scheme will be discussed with "Rangitāiki Plains" representatives of the Whakatāne-Tauranga and Rangitāiki-Tarawera Rivers Scheme Advisory Groups.

Terms of Reference Review

BOPRC is able to review this Terms of Reference at any time if it considers circumstances or its community collaboration processes have changed. Prior consultation with the Advisory Group members will occur if a review of the Terms of Reference is being considered.

Appendix 1 – Terms of Reference Membership Schedule

The Kaituna Catchment Control Scheme Advisory Group membership is:

- 2 Rotorua urban representatives (v)
- 4 Lower Kaituna basin representatives (v)
- 1 Rotorua Lakes Council elected representative (nv)
- 1 Western Bay of Plenty District Council elected representative (nv)

(v) = Voting representative (nv) = Non-voting representative

The Rangitāiki-Tarawera Rivers Scheme Advisory Group membership is:

- 1 Urban representative (v)
- 3 Rangitāiki Plains representatives (v)
- 1 Galatea/Waiohau representative (v)
- 1 Hill country representative (v)
- 1 Whakatāne District Council elected representative (nv)

Note: The three Rangitāiki Plains representatives will act as Rangitāiki Drainage Scheme representatives as required

(v) = Voting representative (nv) = Non-voting representative

The Whakatāne-Tauranga Rivers Scheme Advisory Group membership is:

- 2 Whakatāne urban representatives (v)
- 2 Rangitāiki Plains (rural) representatives (v)
- 1 Middle catchment (upstream Pekatahi)(rural) representative (v)
- 1 Whakatāne District Council elected representative (nv)
- 1 Whakatāne District Council staff member (Engineering and Services Manager or delegate) (nv)

Note: The two Rangitāiki Plains representatives will act as Rangitāiki Drainage Scheme representatives as required

(v) = Voting representative (nv) = Non-voting representative

The Waioeka-Otara Rivers Scheme Advisory Group membership is:

- 2 Urban representatives (v)
- 2 Waioeka catchment (rural) representatives (v)
- 2 Otara catchment (rural) representatives (v)
- 1 Ōpōtiki District Council elected representative (nv)
- 1 Ōpōtiki District Council staff member (Engineering and Services Manager or delegate) (nv)

(v) = Voting representative (nv) = Non-voting representative