

Item 11 –

# LAWF and ECAN codes of conduct and terms of references

Documents to support the  
CSG members when  
considering their own code of  
conduct and terms of  
reference.

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**Land and Water Forum**  
**A Fresh Start for Freshwater**  
**Protocols for Participation**

All participants in *A fresh start for freshwater* accept these protocols as the basis for their participation.

**Courtesy**

This forum deals with some contentious issues, on which participants have taken strong positions based on their advocacy roles. It is fundamental to this process that participants will be open-minded, treat each other with courtesy and explore their differences in a constructive and cordial spirit.

**Good Faith**

The participants will engage in the process in good faith and actively seek consensus, building on any past agreements. Organisations will ensure that they are represented in the process by those who have a mandate to speak for them.

Organisations will be taken to speak only for themselves except in so far as they declare a wider mandate.

**Confidentiality**

The process can succeed only if participants feel free to engage in frank discussions. Participants agree that they will not comment publicly on the proceedings of this forum as it continues, or its working documents. Any media commentary on the Forum's proceedings will come from the Chair.

**Urgency**

The participants acknowledge that the transition to environmentally sustainable land and water use is a matter of urgency for New Zealand and will work to achieve the Forum's purpose and goals as quickly as possible.

**Processes**

The Forum will reach its conclusions by consensus which will be registered in the Plenary. Working groups may be established to do the preparatory work on particular issues or clusters of issues.

Plenary will be attended by Chief Executives or similarly senior representatives of the organisations involved, unless there is agreement that it should meet at working level.

The Forum may commission research and analysis to assist it in its deliberations.

The process will involve organisations with broad representation and direct and tangible involvement in sustainable land use/freshwater issues. Knowledge and other institutions may be invited to participate as observers.

### **Government participation**

Government and local government will be active partners to the process. They endorse these protocols and will assist through the provision and presentation of relevant information and analysis. They will explain related government initiatives and policies to the Forum.

### **Review**

These protocols and processes may be reviewed from time to time in the light of experience.

## ATTACHMENT 2 TERMS OF REFERENCE FOR LAND AND WATER FORUM PROJECT A FRESH LOOK AT FRESH WATER

### 1. Background

It has become increasingly difficult to establish a consensus in New Zealand about what constitutes sustainable land use and its implications for freshwater. This difficulty hampers our economic development and damages our environment. It also creates antagonisms between different groups in our society.

With this in mind, the Minister for the Environment and the Minister of Agriculture and Forestry have asked the Land and Water Forum (the Forum) to undertake a project into how water is managed in New Zealand, titled *A Fresh Look at Fresh Water*. The Forum will use a collaborative governance process to carry out the project. Membership of the Forum comprises stakeholders outside of the government with a major interest in fresh water.

The Forum was established in 2008, initially under the name the Sustainable Land Use Forum. The renamed Land and Water Forum represents a wider grouping of stakeholders including iwi, agricultural, industrial, urban, and environmental organisations with interests in water management.

Local and central government representatives will be involved in the project process as 'active observers.'

### 2. Objectives & Scope

The Land and Water Forum is to:

- Conduct a stakeholder-led collaborative governance process to recommend reform of New Zealand's fresh water management
- Using a consensus process, identify shared outcomes and goals for fresh water
- In relation to the outcomes and goals, identify options to achieve them
- Produce a written report which recommends shared outcomes, goals and long-term strategies for freshwater in New Zealand.

### 3. Deliverables

There are four deliverables from this project:

- a) Provision of a detailed business plan to the Secretary for the Environment that demonstrates how the Forum will conduct its project in accordance with its terms of reference, including key tasks, milestones, delivery dates and budget
- b) Progress updates to Ministers:

The Land and Water Forum will provide a written progress report to the Ministers of Environment and Agriculture at the following intervals:

August 31 2009

Provision of a summary of the business plan specifying how the Land and Water Forum intends to conduct its project in accordance with its Terms of Reference

October 30 2009

December 20 2009

March 31 2010

June 30 2010

Provision of a written progress report against business plan tasks, milestones and delivery dates, and itemised expenditure against budget

**c) Delivery of a final report by 31 July 2010**

The Land and Water Forum will produce a final written report for Ministers which recommends shared outcomes, goals and long-term strategies for freshwater in New Zealand no later than **31 July 2010**.

Ministers will not be bound by the advice and recommendations contained in the Land and Water Forum's final report.

**d) Delivery of a final report on expenditure by 31 August 2010.**

#### **4. Public Consultation**

As part of the process, a public consultation may be conducted on outcomes, goals and potential options.

If so, its timing (which may take place after 30 June 2010) and its nature and budget will be negotiated and agreed between the Land and Water Forum and the Ministers of Environment and Agriculture.

To this end, appropriate reserves will be held by the Ministry in for the purpose of public consultation, if and when Ministers agree to this.

## **Land and Water Forum**

### **A Fresh Start for Freshwater**

#### **Protocols for participation in the second phase**

The Land and Water Forum is embarking on a second phase of its work on *A fresh start on freshwater*. All participants accept these protocols as the basis for their participation.

#### **Courtesy**

The work of the second phase builds on the Report of the Land and Water Forum and is founded in the consensuses that the Forum has already reached. It is undertaken in partnership with the Government and will also be shaped by their responses to the Forum's Report.

The second phase of work will be more complex and in some ways more testing than the first, and it remains fundamental to this process that participants will be open-minded, treat each other with courtesy and explore the way forward in a constructive, creative and cordial spirit.

#### **Good Faith**

The participants will engage in the process in good faith and actively seek consensus, building on their Report, including its goals, principles and recommendations.

Each organisation will ensure that its representative in the process has a mandate to speak on its behalf. Participants will be taken to speak only for their own organisation except in so far as they declare a wider mandate.

#### **Public Comment**

It will be difficult for the Forum to reach consensus while its members are engaging in a media debate on the issues which it is trying to resolve. Furthermore, in the course of their deliberations participants may be made privy to confidential information, whether from each other or from the government. For both these reasons, participants will avoid public comment on the Forum's current process. To the extent that such comment is necessary, it will come from the Chair.

At the same time it is true that many participants in the Forum will need to comment on water issues from time to time. In doing so, they will support the consensus that the Forum has already reached. They will discuss any comment on other participants in the Forum with them in advance.

The participants acknowledge that the transition to sustainable land and water use is a matter of urgency for New Zealand and will work to

achieve the Forum's purpose and goals as quickly as possible. All of us will seek through our words and our actions to assist and not to complicate our efforts to each further consensuses.

### **Confidentiality**

Participants will avoid public comment on current proceedings of the Forum. If there is a need for such comment it should come from the Chair.

### **Processes**

The Forum will reach its conclusions by consensus which will be registered in the Plenary. Working groups which will carry out the preparatory work on particular issues or clusters of issues can draw their membership from both the Plenary and the Small Group. They will report to the Small Group in the first instance.

Plenary will be attended by senior representatives of the organisations involved and may include members of governance bodies.

The Forum may commission research and analysis to assist it in its deliberations.

The process will involve significant organisations with broad representation and/or direct and tangible involvement in sustainable land use/freshwater issues. Knowledge and other institutions may be invited to participate as observers.

### **Government participation**

Government and local government will be active observers to the process. They endorse these protocols and will assist through the provision and presentation of relevant information and analysis. They will explain related government and local government initiatives and policies to the Forum.

### **Review**

These protocols and processes may be reviewed from time to time in the light of experience.

**TERMS OF REFERENCE FOR LAND AND WATER FORUM  
A FRESH START FOR FRESH WATER**

**Background**

The Land and Water Trust is a Charitable Trust incorporated under the Charitable Trusts Act 1957. The charitable purpose of the trust is *"for the understanding of land and water use in New Zealand including social, economic, cultural and environmental implications of land and water use in New Zealand including social, economic cultural and environmental implications and affect of such use..."*<sup>1</sup>

The Land and Water Forum (the Forum) was established in the belief that the stakeholders in water management needed to engage directly with each other if a sustainable way forward was to be found for better water management in New Zealand. The Forum draws together a unique partnership, including key players from the pastoral industry, iwi, forestry, horticulture, power generation, tourism, and the recreational and environmental sector and urban water interests to take an overall view of New Zealand's water issues and experience, and build consensus for a way forward.

In September 2009, Cabinet agreed to a new strategic direction for fresh water, including a stakeholder-led collaborative process run by the Forum. The Forum was asked to develop shared outcomes, goals and long term strategies for fresh water.

The Forum reported to the Minister for the Environment and Minister of Agriculture and Forestry in early September 2010. The Ministers welcomed the report and asked the Forum to carry out a process of engaging with each region on the report's recommendations.

A public engagement process took place across New Zealand from October 2010 to early March 2011 and the Forum reported back to Ministers on that process in early April 2011. There was general support for the report's recommendations and a general feeling that the Government should implement them with a sense of urgency.

On 9 May 2011, Cabinet agreed to the Fresh Start for Fresh Water programme, a three-tranche process for introducing water reform:

- Early progress on the irrigation fund (EGI Min (11) 4/6 refers), the Fresh Start for Fresh Water clean-up assistance fund (EGI Min (11) 4/5 refers), and National Policy Statement for Freshwater Management 2011;
- A programme of work on setting limits on water quality and quantity, including governance arrangements, to deliver detailed policy options to Cabinet;
- Work on managing to limits, including more efficient allocation mechanisms and additional tools to manage the effects of land use, to report back to Cabinet.

On 22 August 2011, Cabinet further agreed to:

- a forward work programme for Fresh Start for Fresh Water, with reports back scheduled for:
  - May 2012 for Tranche 2: methods, tools and governance arrangements for setting limits for water quality and quantity
  - November 2012 for Tranche 3: managing to limits, including allocation methods and additional tools to manage the effects of land use on water [Cab Min (11) 31/9 refers]
- the funding of the Forum to continue work on a set of broad policy issues that still need reconciling between key stakeholders regarding the setting of limits, governance and decision-making processes, managing to limits (including land use) and allocation
- officials continuing to participate in the Forum process as active observers; remaining responsible for coordination and management of the government's overall reform programme and leading the design of policy and regulatory instruments (in consultation with the Forum and other stakeholders) once high-level policy decisions have been made by Cabinet.

To ensure timeframes are met and the scope of each work area is specified, these terms of reference have been agreed with the Forum. This will also ensure that responsibilities and accountabilities are clear. The Chair of the Forum will report regularly to Ministers on progress as he did during the preparation of the first report.



## Scope of the Work

The scope of the work to be carried out by the Forum in this project is to contribute to the forward work programme of the government's Fresh Start for Fresh Water by considering the specific areas of freshwater reform that still need reconciling between key stakeholders in four key areas - the setting of limits, decision-making structures for limit-setting, managing to limits (including land use) and allocation - as follows:

- what is needed to effectively implement the limit-setting approach to water management (currently reflected in the NPS), including consideration of what central government needs to do versus what local government need to do, the role and responsibilities of water users, and nature and scope of limit-setting tools.
- what efficient and improved decision-making structures for limit-setting might look like, including provision for stakeholder involvement, specific provisions for iwi/Māori participation in limit-setting processes and decisions at catchment, regional, and national levels and how those limit-setting processes interact with broader resource management processes.
- methods and strategies of achieving limits and targets through managing the effects of land use on water.
- how to manage within limits by developing more effective methods and strategies for allocating water, trading and/or transfer systems.

The Forum will also provide advice to Ministers on a possible National Land and Water Strategy, including:

- Why such a strategy is important.
- The key elements and considerations of such a strategy.

Ministers and officials may also engage with the Forum on two further possible elements of work:

- Whether any further advice is required on the Forum's recommendations on rural infrastructure
- Whether any further advice is required on water services management, and how that advice might be integrated with other elements of the government's local government reform programme.

Any engagement of the Forum in water management issues outside the scope of these terms of reference will be entirely at the discretion of the Minister for the Environment and the Minister of Agriculture.

The government may continue to make policy decisions affecting water management during the life of this project.

Proposals contained in the Forum's reports should be efficient, transparent, fair, practical and flexible. They should be achieved through a continued collaborative process, represent a measured approach to complex issues and:

- enable decision-makers to make timely, informed and value-for-money judgements on the choices
- build on the momentum of the work to date
- be grounded in the practical realities of New Zealand's catchments, economy, culture and experience while being informed by theory and evidence
- not be inconsistent with policy decisions already made by government.

For the avoidance of doubt, the design of specific policy instruments, detailed design and drafting of legislative amendments or regulations (including RMA instruments), and the actual implementation of government decisions are specifically excluded from the scope of this project.



## Establishment

The Canterbury Water Management Strategy (CWMS) Regional Committee is established under the auspices of the Local Government Act 2002 in accordance with the Canterbury Water Management Strategy 2009. The CWMS was established by the Canterbury Mayoral Forum. The Regional Committee is a committee of the Regional Council and accordingly the Local Government Official Information and Meetings Act 1987 applies to its deliberations.

## Purpose and Functions

The purpose and function of the CWMS Regional Committee is to:

- Monitor progress of the implementation of the Canterbury Water Management Strategy across the Canterbury Region; and
- Provide advice to Environment Canterbury on regional issues associated with implementation of the CWMS.

## Objectives

1. Periodic review of the implementation of the CWMS by Environment Canterbury and other regional agencies;
2. Assessment of how well the implementation of the Regional Implementation Programme and the Zone Implementation Programmes as a whole across the region is meeting CWMS targets, including assessment of gaps;
3. Identification of opportunities for alignment, prioritisation and efficiencies in delivery across all of the Zone Implementation Programmes;
4. Identification, in partnership with Zone Committees and stakeholders, of issues that are of regional importance and would benefit from a regional approach;
5. Leading regional initiatives, such as the use of working groups, with regular reporting to Environment Canterbury, Zone Committees and the Canterbury Mayoral Forum. This can include but is not limited to:
  - Infrastructure development requiring significant investment and/or involving wider regional stakeholder involvement;
  - Regional biodiversity;
  - A co-ordinated approach to land use and water quality;
  - Kaitiakitanga.
6. Oversight of communication on the CWMS to regional stakeholders and audiences.

## Membership

The CWMS Regional Committee will comprise:

1. Two representatives appointed by the Regional Council who shall be Commissioners/Councillors 1 member appointed by Christchurch City;
2. Three nominated representatives appointed by the combined Territorial Authorities (one from each sub region – North, Mid, and South Canterbury);
3. One representative of Te Rūnanga o Ngāi Tahu;
4. Three representatives appointed by Ngāi Tahu (South, Mid and North Canterbury);
5. The chairs of each zone committee or an appointee from each zone as the zone representative for the triennium;
6. Five – seven community members selected who collectively bring experience and expertise in the following sectors:
  - Fisheries;
  - Energy/Electricity;
  - Indigenous biodiversity;
  - Primary industry/agriculture;
  - Recreation;
  - Regional Development including Tourism.

Two Central Government representatives and a representative of the Canterbury District Health Board will be invited to participate in the Committee with observer status.

## Appointment process

The Territorial Authorities, Canterbury Regional Council and Ngāi Tahu will nominate their representatives.

A Working Party of the Mayoral Forum including a representative of Ngāi Tahu will:

1. Select community representatives. They will advertise the roles, and names will also come from collaborative discussions with stakeholder interests;
2. Prepare recommendations to take to the Mayoral Forum. Key considerations will be ensuring Committee interest and geographic balance to enable productive dialogue to occur.

The Mayoral Forum will prepare the recommendation of membership to be approved by the Canterbury Regional Council.

## Alternates

Proxies or alternates are not permitted.

### Quorum

At least 15 members of the Committee shall be present to form a quorum.

### Officers

The Chair of Committee shall be the member nominated by the Chair of the Regional Council in consultation with the Mayors of the Region and the Ngai Tahu Kaiwhakahaere.

### Term

Members are appointed for a term of three years and can be reappointed for a second term of three years at the discretion of the Canterbury Regional Council, subject to confirmation from the relevant nominated bodies.

### Financial Delegations

None

### Operating Philosophy

The Regional Committee will at all times:

1. Give effect to the principles, targets and goals of the Canterbury Water Management Strategy;
2. Be culturally sensitive, observing tikanga Maori;
3. Give consideration to and balance the interests of all water users in the region in debate and decision making;
4. Work in a collaborative and co-operative manner using their best endeavours to reach solutions that balance the interests of all sectors of the community;
5. Promote a philosophy of integrated water management to achieve the multiple objectives of the range of stakeholders with interests in water;
6. Seek consensus in decision-making where at all possible. Where despite the best endeavours unanimous agreement cannot be reached a decision may be taken, if in the view of the significant majority it represents the best interest of all sectors of the community;
7. In the event that neither unanimous agreement is able to be reached nor a significant majority view formed, in the first instance seek assistance from an external facilitator to further Committee discussions and deliberations. Where the Committee is unable to reach consensus despite having sought assistance and exhausted all avenues, it must recommend that the Canterbury Regional Council disband it and appoint a new Committee.

### Meeting frequency and Remuneration Guidelines

1. The Committee is formed on a three-yearly basis.
2. The Committee will meet at least four times per annum and with workshops and additional meetings, including of working groups, as required.
3. Remuneration for members will be paid in the form of an honorarium currently set at the following levels:
  - Appointed members - \$4,000 pa
  - Deputy Chair - \$5,000 pa
  - Chair - \$6,000 pa
4. Staff or elected members of TAs shall not be eligible for remuneration.
5. Reasonable travel expenses will be reimbursed.

### Committee Support

The Regional Committee shall be supported by the Canterbury Regional Council.

### Working Groups

The Committee may at any time form one or more sub-committees or working groups. These sub-committees or working groups may (with the approval of the Regional Committee) co-opt outside persons as members. The quorum of any sub-committee or working group shall be 50% of the total membership plus one member.



## Ashburton Zone Water Management Committee – How we will work

### Introduction

The Ashburton 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, appointee to the Selwyn-Waihora/Ashburton joint committee 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 Committee's Terms of Reference (TOR), and the philosophy of the CWMS.

### Summary

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 communities and partner with key stakeholders and water users to identify, develop and implement sustainable water management solutions;
- Recognise its Treaty of Waitangi responsibilities;
- Operate in accordance with Local Government Official Information and Meetings Act (LGOIMA);
- Manage media contacts;
- Have a "no surprises" relationship with Ashburton District Council and ECan;
- 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 and the Ngai Tahu Settlement Act;
11. Operate in a manner that recognises the role and rights of te Runanga o Taumutu, Te Runanga o tuhuriri and Te Runanga o Arowhenua in the exercise of kaitiakitanga to all water and lakes, rivers, hapua, waterways and wetlands in the Zone; Be culturally sensitive, observing tikanga Maori.

### ***LGOIMA***

12. The committee will at all times operate in accordance with the requirements of Local Government Official Information and Meetings Act (LGOIMA).

### ***Limitation of power***

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

### ***External communication (contact with the media)***

16. 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).

17. The Chair may refer any matter to the spokesperson agreed by the Committee.
18. No other member may comment *on behalf of the Committee* without having first obtained the approval of the Chair.
19. 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***

20. The Zone Committee is a conduit for community and stakeholder engagement in water management in the Zone.
21. The Committee will work in a manner that ensures the views of local communities and key stakeholders are reflected in alternatives developed and will provide feedback on how input influenced the Committee’s decisions.
22. 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.
23. The Committee’s recommendations, such as those in its Zone Implementation Programme, will be developed through the involvement of local communities and key stakeholders.
24. 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 Ashburton District Council and Regional Council***

25. The Zone Committee will ensure that it maintains close links with and excellent working relationships with Ashburton District Council and ECan.
26. The Zone committee will keep Ashburton District Council and ECan 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.

***Collaborative approach***

27. 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.
28. 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:

29. Members will extend towards each other respect, integrity, courtesy and fairness;
30. Members will avoid public criticism of other members, of the Committee or its work.
31. 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;
32. Members will act at all times in a manner that maintains public confidence in the office and in the Zone Committee;
33. Members will ensure they regularly attend Committee meetings and are adequately prepared for meetings;
34. Members will not influence, or attempt to influence, any Ashburton District Council or ECan employee to take actions that may benefit the member, or the member's family or business interests;
35. Members will only claim for legitimate expenses.

***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.

36. 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;
37. 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 Ashburton District Council and ECan and in terms of the Local Government Official Information and Meetings Act is to be made publicly available unless good reasons exist to withhold it.

### ***Conflicts of Interest***

Committee members must 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).

38. Committee members are prohibited from participating in any Zone Committee discussion or decision on any matter in which they have a pecuniary interest.
39. 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 Ashburton District Council or Chief Executive ECan.
40. A Declaration of Interests Register will be maintained by Ashburton District Council. Committee members shall 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.

### ***Disqualification from office***

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

## **Committee roles**

### ***Chair***

42. The Committee will appoint a Chair from its members.
43. 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***

44. The Committee will appoint a Deputy Chair from its members.
45. 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***

46. The Regional Water Management Committee includes an appointee from the Ashburton Zone Committee.



47. This appointee may be the Chair of the Ashburton Zone Committee or another member appointed by the committee from its membership.
48. The Ashburton Zone representative on the Regional Committee will:
  - a. Speak on behalf of the Ashburton 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.

**Adoption of this Operating Approach – Code of Conduct**

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