

## **Terms of Reference for Environmental Mitigation & Enhancement Fund Assessment Panel**

### **Background**

1. The appointment of an Environmental Mitigation and Enhancement Fund (EMEF) Assessment Panel to recommend appropriate applications for funding to the Wastewater Management Review Committee (WWMRC) is a requirement of the EMEF Policy Manual adopted at the committee meeting on 26 August 2020.

### **Objective**

2. The objective of the panel is to assess applications to the funds project / initiative stream and make recommendations to the Wastewater Management Review Committee for approval of projects that meet the following aims of the fund:
  - Avoid, remedy or mitigate the actual or potential effects of the Wastewater Scheme (in its broadest sense); or
  - To acknowledge and provide mitigation by way of environmental compensation for ongoing adverse environmental effects (including by way of offence to tangata whenua cultural and spiritual values) associated with the Wastewater Scheme.
  - To enhance the environment, which has been adversely affected by the Wastewater Scheme.
3. The panel will assess applications against the eligibility criteria contained in the approved EMEF Policy Manual, before using the assessment criteria to determine the relative strength and recommended funding level for applications recommended for approval.

### **Structure**

4. The Panel will report directly to the Wastewater Management Review Committee with recommendations.
5. The membership of the panel will be appointed on an annual basis with specific expertise in the following areas:
  - Te Ao Māori: being a strong understanding of Kaupapa Māori concepts of environmental management in relation to the mana whenua of Tauranga Moana;
  - Effects and Impacts of Wastewater Schemes
  - Project Management and Governance Skills
  - Marine & Freshwater scientific knowledge
  - Effects on Cultural values of wastewater schemes
  - Environmental management: being a strong understanding of best practice approaches of environmental remediation and enhancement

## **EMEF Panel Membership**

6. EMEF Panel membership positions will be advertised locally and nationally.
7. Three to Five EMEF Panel membership positions will be created.
8. The EMEF Panel chair is appointed by the WWMRC after consultation with the panel membership and may change according to availability.
9. EMEF Panel membership can duplicate expertise in the areas noted above to account for non-attendance or conflicts of interest.
10. EMEF Panel members are to hold expertise in at least two of the disciplines noted above.
11. An Appointment Panel will be established to consider member applications. The Appointment Panel will consist of:
  - i. One Elected Member of the WWMRC (nominated)
  - ii. One Tangata Whenua Member of the WWMRC (nominated)
  - iii. One Tauranga City Council Staff member
12. The Appointment Panel will evaluate the applicants based on the following considerations and make recommendation to the WWMRC:
  - Relevant specialist professional expertise
  - Recognition as an authority in specialist areas required
  - Experience in relevant projects and programmes
  - Experience of working effectively in advisory and review capacities
  - Balance of expertise within the membership of the panel
13. The WWMRC will consider the Appointment recommendations and make the final appointment of the EMEF Panel and Chair.

## **Attendance at EMEF Panel**

14. EMEF Panel members will be selected according to the project type, availability and any potential conflict of interest.
15. A minimum of 3 (three) members is required for quorum. Members may attend in person or by teleconference.
16. EMEF Panel meetings will also include attendance by Tauranga City Council staff and invited guests presenting on applications.

## **Process**

17. The Panel will meet in early April after the window for applications close in March.
18. The Chairperson is responsible for running the meeting and composing and getting agreement for the EMEF Panel recommendations.
19. Tauranga City Council staff will set the agenda in consultation with the EMEF Panel Chair for all EMEF Panel meetings.

20. Where the EMEF Panel has independently identified other issues for discussion and consideration, it will address these professionally and in collaboration with relevant staff at Tauranga City Council.
21. In advance of each meeting, the EMEF Panel will be provided sufficient information on each agenda item, to enable robust consideration and recommendations.
22. All recommendations and interpretations are informed by the collective view from the multi-disciplinary range of expertise within EMEF Panel.
23. All EMEF Panel recommendations will be formalised by meeting notes or minutes. These minutes are confirmed by all EMEF Panel members present at the meeting.
24. EMEF Panel minutes will be forwarded to the Tauranga City Council staff, who will coordinate a presentation by the EMEF Panel Chair or agreed panel representative at the next WWMRC with recommendations for approval.
25. The WWMRC will then consider the recommendations prior to approving any application for funding.

#### **Managing potential conflicts of interest**

26. Where a member of EMEF Panel is undertaking any work that may create a perceived conflict of interest, the potential conflict will be declared and the EMEF Panel member will step aside from any involvement in EMEF Panel discussion and recommendations on that project.

#### **Resourcing of the TCC EMEF Panel**

27. EMEF panel members will be remunerated as per the current External Representatives' Remuneration Policy per meeting.
28. Up to \$2,000 per annum will be allocated to each member of the TCC TAG to cover administration costs of time and meeting attendance including – travel, parking, accommodation, catering, printing, etc.