

# Biodiversity Advisory Group

## AGENDA

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### Notice of Meeting:

A meeting of the Biodiversity Advisory Group will be held on:

**Date:** Thursday 18 August 2022  
**Time:** 1:00pm  
**Venue:** Council Chamber, 137 Havelock Street, Ashburton

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### Membership:

#### Ashburton District Council

Cr Lynette Lovett (Chair)  
Cr Liz McMillan (Deputy Mayor)  
Cr Diane Rawlinson  
Mayor Neil Brown (ex officio)  
Steve Fabish (Group Manager, Community Services)  
Ian Soper (Open Spaces Manager)  
Christian Chukwuka (Biodiversity Advisor)  
Bert Hofmans (Open Spaces Planner)

#### Ashburton Water Zone Committee

Angela Cushnie

#### Awa Awa Rata Reserve

Mary Ralston

#### Department of Conservation

Ian Fraser, Brad Edwards

#### Environment Canterbury

Donna Field, Maria Captein

#### Federated Farmers

Mike Salvesen

#### Fish & Game

Jayde Couper, Mark Webb

#### Fonterra

Marcelo Wibmer

#### Foothills Landcare Group

Gen de Spa

#### Forest & Bird, ACCT

Val Clemens, Edith Smith, Mary Ralston

#### Kānuka Trust

Jane Riach

#### Mt Somers Walkway Society & Lake Heron Conservation Society

Barry Austin

#### QEII Trust

Alice Shanks

#### Synlait

Michael Edmondson

## Biodiversity Advisory Group

Timetable	
Time	Item
12:45pm	Tea/coffee will be available
1:00pm	Meeting commences
1:05pm	Presentation: Angela Cushnie and Jake Jarman

### ORDER OF BUSINESS

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  - Biodiversity Advisory Group workshop notes - 7 June 2022 **7**
6. **Presentation**  
*Mid-Canterbury Catchment Collective: Our journey so far*
  - Presenters: Angela Cushnie and Jake Jarman
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  - Results from the 2022 members survey presented **9**
8. **Terms of Reference**
  - Terms of Reference to be reviewed in alignment with the survey results **16**
9. **Agency Reports**

### 4. *Meeting minutes – 1 February 2022*

Minutes of the Biodiversity Advisory Group meeting held on Tuesday 1 February 2022, commencing at 1.00pm, in the Council Chamber, 137 Havelock Street, Ashburton (and also via MS Teams).

**Present:** Mayor Neil Brown; Councillors Lynette Lovett (Chair) and Diane Rawlinson; Ian Soper (ADC), Bert Hofmans (ADC), Christian Chukwuka (ADC), Alice Shanks *via Teams* (QEII Trust), Angela Cushnie (Ashburton Water Zone Committee), Edith Smith (Forest & Bird, ACCT), Val Clemens (Forest & Bird, ACCT), Brad Edwards (DOC), Jane Riach (Kanuka Trust) Marcelo Wibmer (Fonterra) Hemi Bedggood (Fonterra), Mary Ralston (Forest & Bird, Awa Awa Rata Reserve), Mark Webb (Fish & Game), Jayde Couper (Fish & Game) and Barry Austin (Mt Somers Walkway Society, Lake Heron Conservation Society).

**In attendance:** Steve Fabish (GM Community Services) and Mary Wilson (Governance Support).

#### 1. **Apologies**

##### ***Apologies accepted from:***

- Cr Liz McMillan
- Donna Field (Environment Canterbury)
- Janine Holland (Environment Canterbury)
- Mary Ralston (Forest & Bird, Awa Awa Rata Reserve)
- Gen de Spa (Foothills Landcare Group)
- Ian Fraser (DOC)
- Michael Edmondson (Synlait)
- Mike Salvesen (Federated Farmers)

Smith/Clemens

Carried

#### 2. **Extraordinary Business**

Nil

#### 3. **Declarations of Interest**

Nil

#### 4. **Confirmation of Minutes – 2 November 2021**

**That** the minutes of the Biodiversity Advisory Group meeting held on 2 November 2021 be taken as read and confirmed.

Austin/Rawlinson

Carried

#### 5. **Terms of Reference**

**That** the updated Terms of Reference for the Biodiversity Advisory Group be adopted.

Riach/Rawlinson

Carried

## **6. Biodiversity Strategy Review**

- The need for a workshop, where the group can work together to develop a strategy and a list of their top 20-25 actions, was discussed. A yearly workshop was considered beneficial. Steve Fabish agreed to facilitate this and Mike Harding was suggested as an option to facilitate stage 2.
- GIS mapping of the groups' projects, on a district-wide basis, was discussed. This would be beneficial to determine where more work is required and to ensure doubling up of resources isn't occurring. It was suggested loading data from 5-10 years, to show the big picture.
- Long term maintenance work when projects are complete was discussed.
- It was noted that the Ashburton Water Zone Committee have developed an action plan, which took significant resources over the years.
- Publicity of the GIS project was considered, as there may be other people/groups in the district there that may benefit from the group and could be included in the GIS layer.
- ECan have a map on their website, and the Biodiversity Advisory group needs to be careful not to duplicate what has already been done.

## **7. Role of the Biodiversity Advisory Group**

- The role of the Biodiversity Advisory Group was discussed with the commencement of the Biodiversity Officer role at ADC.
- It was considered that the Officer's role will give strength to the group.

## **8. Ashton Beach motorbike park**

- Ashton Beach motorbike park was discussed, with some concern expressed around protecting the dryland biodiversity and other ecosystems in the area.

## **9. Agency Reports**

### **9.1 Ashburton District Council – Open Spaces (Ian Soper, Bert Hofmans)**

#### ***Lake Camp/Clearwater***

- Weed spraying carried out at Lake Camp and near the Lake Clearwater Settlement. Broom, gorse, rosehip, lupins and rowans were targeted.
- The contractor noted a large number of rowan seedlings (27) along the eastern margins of Lake Camp.
- It was agreed to coordinate with ADC's forester to determine what work needs to be carried out to tidy up the area.
- Developing a plan would be valuable as there are a number of issues that need to be included.

**(AP) Jane Donaldson will be invited to the next meeting to discuss, as her department is undertaking the consultation.**

- The Lake Camp plan budget was discussed, with approximately \$10,000 being suggested.

**(AP) Bert Hofmans to confirm Lake Camp plan budget and clarify at next meeting.**

### **Ashton Beach**

- A skink survey was conducted in November 2021, with the purpose being to assist Council in determining what measures will be required if it is to be successful with its wildlife permit application. This will be the subject of a report to Council in the very near future.

The application is currently on hold while the survey has been conducted.

### **9.2 Ashburton Water Zone Committee** (Angela Cushnie)

- The Mid Canterbury Catchment Collective was formed in December 2021. Updates once the strategy and action plan have been finalised. Chairman Duncan Barr and Catchment Coordinator Angela Cushnie are the contact people.
- An update was provided prior to the meeting and included in the Agenda.

### **9.3 Awa Awa Rata Reserve** (Mary Ralston)

- Rat trap boxes have been placed around the Awa Awa Rata Reserve and are being checked regularly - so far numerous rats, mice and stoats have been caught.
- Another committee member has placed stoat and possum traps around the reserve and wasp bait was also put out this week around the reserve and along the DOC tracks above the picnic area.

**(AP) Invite Terry O'Neill to the next meeting to discuss a plantation of larches on Pudding Hill above the Awa Awa Rata Reserve.**

- Council are replacing the toilet facility at the reserve. Council are jointly funding the project, along with funding of \$158,00 that was secured from the Tourism Infrastructure Fund. The project also includes landscaping.

### **9.4 Environment Canterbury** (Donna Field)

- An update was provided and included in the agenda.

### **9.5 Fish and Game** (Mark Webb, Jayde Couper)

- Fish and Game have made significant progress in fish diversity, working with farmers and ECan to enhance habitat.
- Boundary Drain – 500m of enhancement - Boundary Drain is a trial for all other drains and if this project is successful there could be a large improvement in fish habitat in drains in the District.
- Progress reports available as ECan produce them. Final report will probably be ready mid 2022. Will provide a report for the next meeting.

### **9.6 Fonterra** (Marcelo Wibmer, Hemi Bedggood)

- A presentation on projects being undertaken by Fonterra was given via MS Teams, including in support of farmers that were affected by the May 2021 flooding event.

#### **Stock races**

- Council is encouraged to treat stock water races as an asset, not a liability.
- The Water Race Bylaw has relaxed in recent years and now allows planting on one side.

**9.7 Forest & Bird** (Edith Smith, Val Clemens, Mary Ralston)

- An update was prepared for the meeting and included in the Agenda.
- An ecological study of Awa Awa Rata Reserve, and the wider area, is being carried out by Mark Harding on behalf of ADC.
- The Harris Scientific Reserve was discussed, with members offering to host a visit of the Biodiversity Advisory Group.
- Mt Hutt College are interested in establishing a native area at the college.

**(AP) Bert Hofmans to consider signage for the Harris Scientific Reserve.**

***Wetland Film***

- *Rohe Koreporepo The Swamp, the Sacred Place*
- The film that was to be held on Saturday 12 February has now been postponed.

**9.8 Kanuka Trust** (Jane Riach)

- The Trust were invited to the Rakaia bike track opening, looking at some native planting.
- There is a collaborate project being undertaken with a local school and Talleys, with lots of learning opportunities for the local community coming out of it.

**9.9 Mt Somers Walkway Society & Lake Heron Conservation Society** (Barry Austin)

- An update was provided prior to the meeting and included in the agenda.

**9.10 QEII Trust** (Alice Shanks)

- Winds along the foot hills after the floods caused a number of the old Beech trees to fall over.
- It was suggested that Upper Downs Road needs a care group – to discuss further with ADC to see how the community can be assisted to look after their roadside.

**(AP) Bert Hofmans and Alice Shanks to visit Upper Downs Road to determine how ADC can assist with roadside maintenance.**

**Overview**

- The GIS map of the District showing Biodiversity projects is going to be an exciting project and a great start.
- It was suggested that Mike Hammond should be invited to the upcoming workshop **(AP: Steve Fabish)**
- Roadside biodiversity is to be included on the workshop agenda.

**Meeting closed:** 2:45pm

**Next meeting:** Tuesday 7 June 2022 (workshop)

### 5. *Workshop Notes – 7 June 2022*

Workshop of the Biodiversity Advisory Group held on Tuesday 7 June 2022, commencing at 1.00pm, in the Council Chamber, 137 Havelock Street, Ashburton (and also via MS Teams).

**Present:** Mayor Neil Brown; Councillors Lynette Lovett (Chair) and Diane Rawlinson; Ian Soper (ADC), Bert Hofmans (ADC), Christian Chukwuka (ADC), Alice Shanks *via Teams* (QEII Trust), Angela Cushnie (Ashburton Water Zone Committee), Edith Smith (Forest & Bird, ACCT), Val Clemens (Forest & Bird, ACCT), Marcelo Wibmer (Fonterra) Mary Ralston (Forest & Bird, Awa Awa Rata Reserve), and Barry Austin (Mt Somers Walkway Society, Lake Heron Conservation Society) left 2.30pm approx.

**In attendance:** Steve Fabish (ADC, GM Community Services) and Mary Wilson (ADC, EA to CEO).

#### 1. **Apologies**

**Apologies were received from:**

- Cr Liz McMillan (ADC)
- Gen de Spa (Foothills Landcare Group)
- Maria Captein (Environment Canterbury)
- Mark Salvesen (Federated Farmers)
- Mark Webb (Fish & Game)

#### 2. **Opening remarks:** Ian Soper

#### 3. **Facilitator:** Mike Harding

- Gave a presentation on the current biodiversity status of the district and the associated threats.

#### 4. **Facilitator:** Bert Hofmans

- Presentation of the Biodiversity action plan and achievements to-date.
- Heavy focus on Council projects to detriment of others.
- There are reasons to be positive.

#### 5. **Facilitator:** Christian Chukwuka

- Presentation on some biodiversity concepts and future biodiversity strategy focus for the ADC

**Moving forward:**

- Develop the documents and distribute to BWG members for input.
- Develop funding forecast.
- Work with Strategy and Policy for finalisation.
- Carry over the current BAP for the next 1 year while we develop the strategy.

- 6. Facilitator:** Steve Fabish
- Collectively work to get the actions completed?
  - Confirmed that the group is an Advisory Group, as per name change when TOR was adopted.
  - Put some emphasis on what we have, and work towards developing the framework.
  - Continue using the current strategy while a new version is developed.
  - So many positive things happening, people with great reputations that are the leaders.
  - Better representation required from rural groups.
- 7. Lake Camp and Clearwater project update**(Toni Durham and Mel Neumann)
- 153 submissions received.
  - Strong emotion and connection to the area, special place to the community.
  - Iwi, DoC, ECan, LINZ, Lake Clearwater Hut holders – stakeholders, all received the draft document for feedback.
  - Feedback by early July, to be adopted by Council in August.
  - Within the plan there are short, medium and long term goals and targets. Sit within existing Council structure.
- 8. Follow-up**
- Suggested that some space be used on Council's page in the Ashburton Courier to cover Biodiversity. This is to include:
- Education around vegetation clearance, which is more than removal through planting of exotic trees.
  - Vegetation clearance is more often the result of herbicide spraying, ploughing, scrub cutting and burning.
  - Which trees can be planted and where.
- 9. Conclusion from Mike Harding**
- Important to look ahead.
  - Maintain the biological diversity.
  - Work within threats.
  - Council or the Group – concentrate on what can be done – ie, enforce plan roles, weed and pest control.
  - Protect what we have and buffer from existing and future threats.
- 10. Agreed Actions**
- Carry over current BAP for the next one year while we develop new strategy
  - Email current Strategic Plan and Terms of Reference to all members (Mary).
  - Celebrate good news stories – send them to Christian and the Communications Team will get them out to celebrate and encourage.
  - Create a GIS layer across the district showing what has been completed, underway and to start – would be a good news story too.
  - Seek input from ADBAG members on membership, meeting frequency, meeting format and priorities from the 2017-2022 Action Plan to focus on for the next 12 months. The responses will highlight changes that need to be made to the Terms of Reference. Turn around for responses, three weeks.
  - Organise a spread on Biodiversity within Council's section of the Ashburton Courier, discuss with Communications Team (Ian Soper and Christian Chukwuka).

**Workshop closed:** 3:35pm

**Next meeting:** 18 August 2022

## **7. 2022 Members Survey Results**

Author *Dr Christian Chukwuka, Ecologist/Biodiversity Advisor*  
GM responsible *Steve Fabish, GM Community Services*

### **Summary**

- The purpose of this report is to provide the Biodiversity Advisory Group with the results of the 2022 survey of it's membership, which was carried out in July 2022.
- The report brings about the opportunity to review the Terms of Reference to reflect the survey's results.

### **Recommendation**

1. **That** the Biodiversity Advisory Group receive the 2022 members survey results for information and discussion.

### **Attachments**

**Appendix 1:** 2022 Survey Report

### **Background**

#### **The current situation**

1. At a workshop held on 7 June 2022 the Biodiversity Advisory Group agreed to seek feedback from their members on meeting frequency and format, membership, and prioritites from the 2017-2022 Action Plan.
2. The survey responses are to be reviewed, with changes to the Terms of Reference and 2017-2022 Action Plan priorities to be considered.

# ***Biodiversity Advisory Group 2022 Survey Results***

***August 2022***

[www.ashburtondc.govt.nz](http://www.ashburtondc.govt.nz)



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# 1. Introduction

Following the Council Biodiversity Advisory Group workshop held on 6<sup>th</sup> June 2022, a survey was undertaken to enable members of the Biodiversity Advisory Group provide feedback on the future direction of the Group and to rank the current Biodiversity Action Plan (BAP) on other of priorities for the next one year.

A survey was developed using a survey monkey platform in four areas to sought information from members. These areas include group membership structure, meeting frequency, meeting format and ranking of the current BAP objectives in other of priorities as it appeals to the members. Responses from the questions was also used to update Terms of Reference to the Advisory Group for review and discussion.

The survey lasted for three weeks with one response anticipated from each member. Sixteen members (69 %) responded to the survey out of the 23 surveys sent out by the Governance office.

## The breakdown of respondents' affiliations are as follows:

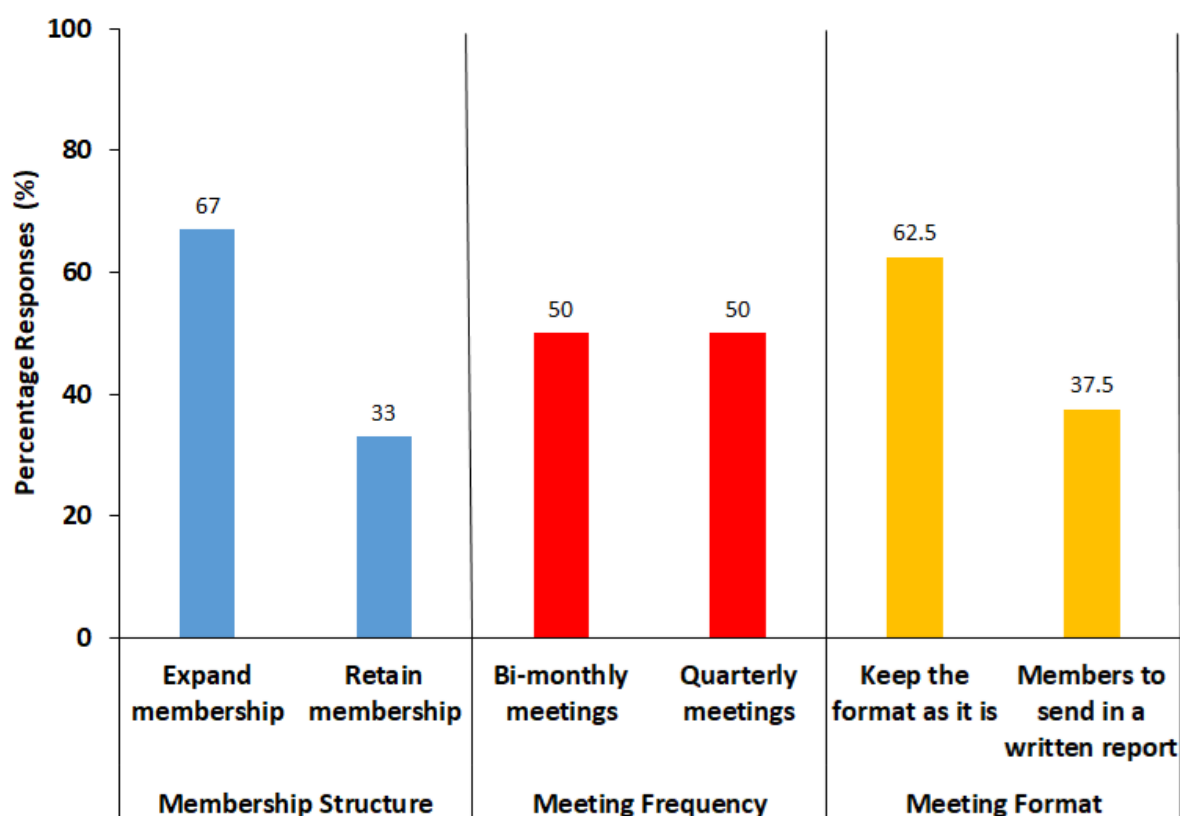
Ashburton District Council	4
Forest and Bird/ACCT	2
Department of Conservation	2
Fonterra	1
Fish and Games	1
Environment Canterbury	2
Zone Committee/Kanuka Trust	1
Awa Awa Rata Society/ Forest and Bird	1
Federated Farmers	1
Foothills Landcare Group	1
<b>Total</b>	<b>16</b>

# 2. Survey Result

## 2.1. Membership Structure

Fifteen members responded to membership structure question while one member skipped the question. Whereas 67 % (option 1, Figure 1) of the members voted in favour to expand the group membership structure to include more biodiversity members in the community, 33 % voted to retain the membership structure as it is.

Increasing the membership structure will give more room for participation opportunities and wider involvement and publicity of biodiversity initiative in Ashburton District. This will also facilitate information sharing for all organisations working in biodiversity projects, one of the key purposes of the group. However, the group number should be kept at a manageable level and current inactive members/community group status to be reviewed.



**Figure 1: Percentage responses of preferred membership structure, meeting frequency and format**

## 2.2. Meeting Frequency

All the 16 members responded with 50% opting to bi-monthly meeting frequency (6 times per year, Figure 1) and another 50 % selecting to quarterly meeting frequency (4 times per year). Comments made by members on this section suggested that regular meeting is needful for follow up and exchange of ideas. However, less frequent meeting might make members prioritise the meeting more.

## 2.3. Meeting Format

Most the members preferred to keep the format as it is (option 1: 62.5 %, Figure 1), a verbal presentation given at the meeting by one member of each stakeholder group present, while the rest, (option 2: 37.5 %), preferred members to send in a written report in no less than two weeks prior to the meeting, to be included in the agenda which would be circulated one week prior to the meeting and no verbal reports to be given.

Although most of the members preferred option 1, having reports send in before the meeting will give room for report review and questions or comments prepared ahead of the meeting. Also, meeting discussion would be facilitated and pertinent issues would be deliberated other than receiving reports from each member organisations at the meeting.

## 2.4. Priorities For the next year

Protection and restoration of indigenous biodiversity (4.38 rank score, Table 1) was perceived by members as the top item of importance for the next year, followed by continuing identification of ADC biodiversity (2.81 rank score). Celebrate local biodiversity was ranked least by all members

(2.31). Most members reiterated on giving priority to enforcing current District plan rules on vegetation clearance that are intended to protect biodiversity in the District.

**Table 1: Ranking result of the biodiversity action plan in other of priority as it appeals to the members**

<b>Biodiversity Action Plan Objectives 2017-22</b>	<b>Rank Score</b>
First protect, then maintain and restore areas of significant biodiversity.	4.38
Identify the current state of biodiversity in the Ashburton District.	2.81
Engage with landowners in the identification, protection and enhancement of biodiversity.	2.75
Integrate biodiversity principles into Council policy and practice.	2.75
Celebrate local biodiversity and encourage protection and enhancement by the community.	2.31

## 2.5. Other Comments

**Member 1:** Integrate/support with other agencies and projects build on biodiversity opportunities

**Member 2:** We have a reasonable idea of biodiversity areas in the district and have still seen a massive loss of biodiversity. The protection of what is there is of highest priority.

It concerns me that we do not have a description of what is significant for the Ashburton District particularly the upper and lower plains therefore protect and maintain that I consider the highest priority is hard to define. Does integrating council biodiversity principles include enforcement of noncompliance by reparation?

**Member 3:** As recommended by Mike Harding at the recent workshop, priority should be given to enforcing current rules that are intended to protect biodiversity - i.e. monitoring for, investigating and prosecuting unauthorised vegetation clearance.

**Member 4:** While my rankings of 4 and 5 are important, I personally think public engagement is more crucial to the community involvement and attracting more groups/people into Biodiversity. The legislative stuff will always be going on in the background but my view is that the general public are put off by it.

**Member 5:** ADBAGs attention has been on successful projects such as Whakanui and Lake Camp but in the meantime indigenous biodiversity, native vegetation and associated ecosystems have continued to be lost from the plains, upper plains and foothills and on Rural C. The Group has an important advocacy role to protect these vulnerable remnants. ADBAG (or a sub group within ADBAG) could have a line of communication with the planning department staff to discuss issues as they arise. The identification of viable security planting sites will be an opportunity to educate the community if these sites are readily accessible.

The sequential native species garden in the Domain featuring local ecosystems from mountains to the sea with interactive information panels would be an ideal starting point and ideal project for ADBAG. This asset would be available to the wider community including school groups and help inspire interest in our indigenous world.

**Member 6:** Protection, identification of SNAs and enforcement of rules are all important as is a change in the council attitude and policies, which are currently giving inadequate attention to biodiversity.

**Member 7:** Looking forward to a proactive meeting format focused upon getting runs on the board and publicly promoting those successes to raise the profile of Biodiversity and highlight the need for further progress within the District.

### **3. Conclusion**

From the survey, the following were concluded and effected in the attached term of reference.

1. Membership structure to be expanded to include more biodiversity members in the community. Community groups to be invited would be determined by the Ashburton District Council as stated in the current term of reference. Members are to nominate community groups/members with interest in biodiversity for consideration.
2. Quarterly meetings to be held going forward with an option for additional meetings should there be a need. A hybrid meeting, online versus in-person, would also be considered.
3. Meeting format will continue as it is, a verbal presentation given at the meeting by one member of each stakeholder group present. Brief presentations is encouraged to maximize the valuable time available with a focused direction. However, interested members can send in written reports to be included in the agenda if desires so, and should be able to speak briefly to the report, or answer questions relating to it at the meeting.

Priority for the next one year for the group would to first protect, then maintain and restore areas of significant biodiversity.

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## **8. Terms of Reference**

Author *Dr Christian Chukwuka, Ecologist/Biodiversity Advisor*  
GM responsible *Steve Fabish, GM Community Services*

### **Summary**

- The purpose of this report is to provide the Biodiversity Advisory Group with a marked up copy of the Terms of Reference, showing changes suggested through the 2022 survey of its members.
- The report brings about the opportunity to review the Terms of Reference, reflecting the survey's results, and recommend the changes to Council for adoption.

### **Recommendation to Council**

1. **That** the Biodiversity Advisory Group Terms of Reference be adopted.

### **Attachments**

Terms of Reference (draft), showing tracked changes

### **Background**

#### **The current situation**

1. The Biodiversity Advisory Group undertook a survey of their members during July 2022, seeking feedback on meeting frequency and format, membership, and the order of priorities from the 2017-2022 Action Plan.
2. The feedback resulted in a review of the Terms of Reference. The Advisory Group now need to consider if they would like to recommend that Council adopt the updated TOR.

# Biodiversity Advisory Group

## Terms of Reference

### Purpose and Scope

The purpose of the advisory group is to:

- ~~Coordinate~~ Facilitate the implementation of the Ashburton District Biodiversity Action Plan.
- Maintain partnerships between local and regional organisations with an interest in the management of indigenous biodiversity.
- Provide a forum for discussion and community-wide promotion of biodiversity.
- Be a conduit for the Council relationship building with the landowner and general public where appropriate

### Membership

Representatives on the working group were invited based on their organisation's participation in developing the Canterbury Regional Biodiversity Strategy, and/or their ability to contribute to the implementation of the Ashburton District Biodiversity Action Plan.

Membership of the Advisory Group is:

Mayor, Neil Brown (ex officio)	ADC
Cr Lynette Lovett (Chair)	ADC
Cr Diane Rawlinson	ADC
Angela Cushnie	Ashburton Water Zone Committee
Gen de Spa	Foothills Landcare Group
Alice Shanks	QE II
Mary Ralston, Edith Smith, Val Clemens	Forest and Bird
Edith Smith/Val Clemens	Ashburton Community Conservation Trust (ACCT)
Mike Salvesen	Federated Farmers
Mark Webb/Jayde Couper	Fish and Game
Donna Field/ <del>Janine Holland</del> <u>Maria Captein</u>	ECan
Ian Fraser/Brad Edwards	DOC
Michael Edmundson	Synlait
Marcelo Wibmer	Fonterra
<i>[No person specified]</i>	Kānuka Trust
Barry Austin	Mt Somers Walkway Society & Lake Heron Conservation Society
Mary Ralston	Awa Awa Rata Reserve
Steve Fabish	GM, Community Services, <u>ADC</u>
Ian Soper	Open Spaces Manager, ADC
Bert Hofmans	Open Spaces Planner, ADC
Dr Christian Chukwuka	Ecologist/Biodiversity Advisor, ADC

Speaking rights will be granted to one member of each of the advisory group member organisations at each meeting.

Membership of the group may be amended to include representatives from other organisations. This will be at the discretion of the Ashburton District Council.

To form a quorum, the attendance of representatives from at least 6 of the advisory group member organisations, in addition to at least two ADC local representatives, is required.

Representatives from other organisations may be invited to attend advisory group meetings as the need arises.

Members may send alternates in their place or nominate another person from their organisation if they are unable to attend a meeting.

### Meeting Frequency

Meet ~~five~~four times a year, with the option for one additional meeting if required.

### Delegations

**The representatives on the working group are expected to:**

- Meet to ~~coordinate~~facilitate the implementation of the Ashburton District Biodiversity Action Plan.
- Form project groups where appropriate to work towards specific actions in the Biodiversity Action Plan.
- Share information, both on organisational initiatives and collaborative initiatives, to support better decisions and knowledge of biodiversity.
- Communicate and consult with one another in a flexible and open way.
- Maintain confidentiality where appropriate.
- Represent their organisations' policies.
- Respect other organisations' governance and policy approaches and priorities in the district / region, and seek a consensus approach to work with these.

### Reporting

The Ashburton District Biodiversity Advisory Group will report to Council.

### Costs & Expenses

It is acknowledged that being a member of the advisory group will involve a commitment of members' time and energy, and will involve travel to Ashburton District Council to attend meetings. These costs will be met by the organisation(s) or group(s) that members represent. Costs of meetings and associated catering will be met by Ashburton District Council.

Meetings will generally be held in the Council meeting rooms, and may be held in other venues throughout the district as appropriate.

### Adopted

**9 April 2020** (Amended 8/12/20 ~~and~~, 1/2/22 and 18/8/22)