

Appendix 2 – Cultural Impact Assessment Process

The length of the cultural impact assessment will depend on the complexity of the project or activity. Waitomo District Council staff can assist with identifying the correct contact points and establishing the level of detail required. Waitomo District Council plans to undertake cultural impact assessments for some sites over the lifetime of this plan. This cultural impact assessment framework also applies to land within the Waikato-Tainui and Rereahu rohe.

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Tāngata Whenua Effects Assessment Report

The Tāngata Whenua Effects Assessment Report ('TWEAR') is a document that is prepared individually or collectively by tāngata whenua that may be potentially affected by a proposed activity, policy or process. Those involved in preparing the TWEAR should be resourced according to pre-agreed arrangements with the applicant (refer section 3.0 on consultation and engagement processes in the Maniapoto Environmental Management Plan 2018). Where a TWEAR is required, this process must include engagement and consultation with iwi, mana whenua or whare representatives and the TWEAR must be reviewed by the applicable representative(s) to ensure the cultural values of Maniapoto are included.

- APP-2.1** Executive Summary —a summary of key points raised in the TWEAR and should be written after the TWEAR is completed. The executive summary should be stand alone, contain all relevant information, and not require the reader to look anywhere else for information. The rest of the TWEAR should expand on the points raised in the executive summary for the reader's benefit and is supported by the summary following. (Length—ideally one page but up to two pages)
- APP-2.2** Summary of mitigation measures, suggested consent conditions, and other recommendations - summary of the 'mitigation measures and other recommendations' section including the 'suggested consent conditions.' (Length—will depend on the complexity of the TWEAR)
- APP-2.3** Contents page
- APP-2.4** Introduction - an introduction that lets the reader know what to expect in the TWEAR. This section should be written when the TWEAR is completed (Length—two to three paragraphs).
- APP-2.5** Methodology - describes the process used to develop the TWEAR. This may include:
 - Consultation and engagement process

- Dates of any hui held, hui purpose, and key attendees (e.g. mana whenua, technical advisers, applicant, council, etc). If necessary and relevant, minutes can be added to the appendices and summarised in the TWEAR.
- Dates of any site visits.
- Interviews undertaken as part of process. If necessary and relevant, transcripts can be added to the appendices and summarised in the TWEAR.
- Written information provided and reviewed.
- Additional written or external information provided.
- Technical advice, including kaupapa Māori or mātauranga Māori advice relied upon to write the TWEAR.

APP-2.6 Assumptions and limitations - a list of any assumptions made in preparing the TWEAR. Also list any limitations that there may be to the TWEAR.

APP-2.7 Background - relevant background material that can help the reader understand the context for the TWEAR.

APP-2.8 Applicant profile - who is the person(s) or entity/ies involved in the activity, policy or process that triggered the need for the TWEAR. Provide enough information that the reader is familiar with the applicant. This should be a summary only as a fuller profile is likely to appear in other documents that form part of the application.

APP-2.9 Application and consents sought - a brief summary of the applications and consents sought including the application code, location, zoning, proposal, activity category, and relevant general information. This should be a summary only as a fuller explanation is likely to appear in other documents that form part of the application. If the matter the triggered the need for a TWEAR is a policy or process, amend this section accordingly to provide relevant summary information.

APP-2.10 Tāngata Whenua description - a description of tāngata/manā whenua that are within the area potentially affected by the proposed activity, policy, process. This description should generally be limited to those groups involved in developing the TWEAR though the TWEAR may note that other tāngata/manā whenua groups may have an interest in the potentially affected area.

APP-2.11 Historic or other connection - as part of this section, the TWEAR may also state any relevant connection to the potentially affected area, including historic and whakapapa connections.

APP-2.12 Key issues - a summary of key tāngata/manā whenua issues that have come to light as a result of the methodology followed. These issues are in addition to any issues raised as part of assessing relevant documents. Issues may be wide ranging, are not necessarily limited to cultural issues, and include, but are not limited to economic, environmental and social issues.

APP-2.13 Resource Management Act (Part 2) considerations - a consideration of the proposed activity, policy or process, against Part 2 matters of the RMA, particularly sections 6(e), 6(f), 7, and 8.

- APP-2.14** Assessment against He Mahere Taiao and Te Ture Whaimana o te Awa o Waikato - an assessment of the proposed activity, policy, or process against relevant sections of He Mahere Taiao (Maniapoto Environmental Plan 2018). Where the land is in the Waikato-Tainui rohe, assessment against Tai Tumu, Tai Pari, Tai Ao (Waikato-Tainui Environmental Plan). Assessment against any relevant Hapū Management Plans.
- APP-2.15** Mitigation measures and other recommendations - as a result of the methodology followed and the assessment undertaken, list the mitigation measures and other recommendations suggested to avoid, manage, minimise, or offset the effects of the proposed application, policy or process. It is recommended that discussions occur with the applicant to, if possible, reach agreement on the suggested mitigation measures and recommendations. Headings for mitigation measures should follow the reference document (e.g. He Mahere Taiao) or the previous issues section.
- APP-2.16** Suggested consent conditions - this section may also contain suggested consent conditions or a note that consent conditions incorporate the mitigation measures and other recommendations.
- APP-2.17** Conclusion - summarises what was discussed in the TWEAR. (Length – two to three paragraphs).
- APP-2.18** References - a list of written material used in preparing this TWEAR. It is suggested that APA referencing is used to list the material.
- APP-2.19** Appendices - additional material that is referenced in the TWEAR and is relevant enough that the reader may be interested to read more but is not significant enough that the information appears in the main body of the TWEAR.

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