

Jobs for Nature Horowhenua Freshwater Management Unit Water Quality Interventions

Governance Group Meeting

Wednesday 10th March 2021 Horizons Regional Council, Te Ao Nui Huia Meeting Room, 8.00 am

MINUTES

In Attendance: Rachel Keedwell (Chair), Sam Ferguson (via Zoom), Bernie Wanden, Jo Mason, Wes Patrick (via Zoom), Jon Roygard, Logan Brown, Maria Burgess (minutes)

1 Welcome

The Chair welcomed everyone to the meeting and made introductions.

2 Apologies

Apologies were received from Eva Weatherall from MFE, Wes Patrick attended the meeting on Eva/MfE's behalf.

Sam Ferguson left the meeting at 9:00 am.

3 Conflicts of interest

The declarations received prior to the meeting were added to the register. The following conflicts were noted at the meeting and will be included in the conflicts of interest register (Appendix 1).

Bernie Wanden is a fellow Rotarian with Geoff Kane.

Jo Mason has been contacted by Geoff Kane and is known to her.

Rachel Keedwell has no conflicts to record.

RESOLVED:

That the governance group acknowledges the conflicts of interest and that a formal record of these be recorded as a part of the minutes of the meeting.

Wanden/Mason

CARRIED

4 Confirmation of agenda and notification of additional items

The Agenda as outlined in the meeting pack was confirmed with no changes.

5 Introduction to the project

In addition to the material in the meeting pack Jon outlined the project and work completed to date. It was noted this is the first phase of a larger work programme. More will be known and information provided on what each phase will involve as the project progresses. The Governance Group will be required to provide guidance on the development of the work programme.

The name of the project was discussed and a name change proposed to show the programme includes the area of the Ohau, Waikawa and Lake Horowhenua Catchments.

The additional 'quality' in the project purpose to be removed.

ACTION: Project Manager to action the required documentation to facilitate the change of the project name and update to the project purpose.

RESOLVED:

That the governance group receives the information on the introduction to the 'Lake Horowhenua Water Quality Interventions project' and recommends a name change for the project to MfE to the 'Horowhenua Freshwater Management Unit Water Quality Interventions project'.

Wanden/Mason

CARRIED

6 Terms of Reference (Tor) and Governance Group composition

Jon outlined the deed structure and explained how the ToR mirrors the contractual arrangements. The health and safety requirements were noted, a legal opinion is being sought to clarify responsibilities. The outcome of this will be documented and provided for the next meeting. The current ToR needs to be signed off to establish the governance group. Representatives will be invited from Muaūpoko and Raukawa and two from the Lake Horowhenua Trust. The project requires four hui to be held and the current view is that an independent person will be engaged to carry out this role. The Governance Group recommended the wording 'with the only exception being sickness' to be removed from Frequency of Meetings.

ACTION: The project administrator to update the ToR with the agreed changes.
The Chair of the Regional Council and Mayor of Horowhenua District Council to personally extend invitations to join the governance group with follow ups to occur in writing.

RESOLVED:

That the governance group approves the initial ToR as provided in the meeting pack and works promptly to establish iwi representation on the governance group comprising of two members from the Lake Horowhenua Trust, one member from the Muaūpoko Tribal Authority and one member from Raukawa.

Keedwell/Wanden

CARRIED

7 Project update

Jon overviewed the project update that was included in the meeting documentation. The discussion included that the new road should be a consideration and it was noted that Horizons staff are in contact with NZTA regarding this.

Logan outlined the design on a map. The impact on the Arawhata Stream and surrounding properties was discussed.

The group requested that the project team keep them informed on design changes. There was discussion around community engagement.

RESOLVED:

That the governance group accepts the project update and endorses the key next steps identified in the item.

Mason/Wanden

CARRIED

8 Land purchase (confidential item)

[REDACTED]

[REDACTED] The discussion noted the importance of coordination of the activity on this project with the work on storm water upgrades, including consenting, by Horowhenua District Council. The opportunity for the two work streams to align was noted and it was recommended that staff from both agencies meet soon to keep each other informed regarding the two projects



and to investigate overlaps and opportunities for alignment. It was also requested that Horowhenua District Councilors are briefed on the project.

ACTION: Horizons to organize a meeting between HDC and HRC officers to discuss the Jobs for Nature and storm water projects.
Briefing meeting with HDC Councilors to be scheduled.

RESOLVED:

That the governance group approves the purchase of the Kane farm as outlined in the item at a value of \$6.75 million plus GST if any and instructs the project executive to continue negotiations with the landowner regarding the lease back of the farm for one year [REDACTED]
[REDACTED]



That the governance group approves the project executive progressing the further approvals with Horizons Regional Council and the Ministry for the Environment and finalising the sale and purchase agreement with the landowner.

That the governance group delegates the signing of the final agreement with the landowner to the Chief Executive of Horizons Regional Council.

Ferguson/Keedwell

CARRIED

9 Communication/relationships and confidential information

An immediate communications strategy is required as soon as the land purchase is made public. A longer term strategy is also required.

The group received the information and agreed to maintain items identified as strictly confidential to the governance group and key project staff.

ACTION: Project Manager to provide a timeframe of engagement required, a communication plan around the land purchase and engagement with iwi/hapū.

10 Financial reporting and health and safety

Reporting and auditing processes were outlined as noted in the documentation provided. The reporting framework is based around quarterly and annual reports each requiring Governance Group sign-off. The project will be audited as a part of Horizons regular financial processes and also independently audited. Health and safety responsibilities were discussed and as noted in the meeting documentation a report back on the further work regarding this is planned for the next meeting.

RESOLVED:

The governance group receives the information and requests a further update on health and safety responsibilities of the governance group at the next meeting.

Keedwell/Wanden

CARRIED

11 Next steps

Minutes will be circulated with a note of all actions agreed to. The ToR will be amended and circulated for signing. Initial discussions will be arranged with iwi to discuss governance membership.

ACTION: Rachel and Bernie to hold initial discussions on iwi/hapū membership with Clinton Hemana.

CARRIED

12 Other Business

There was no further business to discuss.

The meeting closed at 9:20 am

Action Summary

- | | | |
|---|---|------------|
| 1 | Action the required documentation to facilitate the change of the name of the project and update the project purpose. | L Brown |
| 2 | Update the Terms of Reference with the agreed changes and arrange signing. | L Brown |
| 3 | Hold initial discussions on iwi/hapū membership with Clinton Hemana. | R Keedwell |
| 4 | Extend invitations to join the governance group with follow ups to occur in writing. | R Keedwell |
| 5 | Organise a meeting between HDC and HRC officers to discuss the Jobs for Nature and storm water projects. | J Roygard |
| | Briefing meeting with HDC Councilors to be scheduled. | B Wanden |
| 6 | Provide a timeframe of engagement required, a communication plan around the land purchase and engagement with iwi/hapū. | L Brown |


Appendix 1

JOBS FOR NATURE

Horowhenua Freshwater Management Unit Water Quality Interventions Governance Group

Register of Interests

Rachel Keedwell	
Position	Horizons Regional Council Chair
Responsibilities	Chairperson and voting member
Interests	NA

Sam Ferguson	
Position	Horizons Regional Council Councillor
Responsibilities	Voting member
Interests	Private home – [REDACTED] Levin 

Bernie Wanden	
Position	Horowhenua Mayor
Responsibilities	Voting member
Interests	Fellow Rotarian with Geoff Kane

Jo Mason	
Position	Horowhenua Deputy Mayor
Responsibilities	Voting member
Interests	Geoff has been in contact with Jo and is known to her.

Eva Weatherall	
Position	Ministry for the Environment lead contact
Responsibilities	Non-voting member
Interests	