

MINUTES

In Attendance

Governance Group: Rachel Keedwell (Chair), Sam Ferguson, Bernie Wanden, Jo Mason, Dean Wilson, Lindsay Poutama (provisional), Di Rump (provisional), Bryan Smith, and via Zoom Eva Weatherall, Clinton Hemana.

Support Team: Shannon Johnston, Jon Roygard, Logan Brown, Staci Boyte, Chrissie Morrison

1 Welcome

Dean Wilson opened the meeting with a karakia, the Chair welcomed everyone to the meeting and introductions were made. Di Rump noted her involvement was provisional. Lindsay noted his involvement was likely to transition to someone else in the near future.

Di Rump advised that she was attending at MTA Board request on a provisional basis - as Horizons and MTA work through the matters covered in their recent correspondence which outlines requirements for participation. Attendance tonight should indicate that while progress is being made and hui held - the final decision on governance involvement will be made once outstanding matters have been resolved and documented between parties.

2 Apologies

No apologies.

3 Conflicts of interest

The declarations received prior to the meeting were added to the register. No additional conflicts of interest were registered.

4 Minutes of the previous meeting

The following was to be added to the previous minutes "Di Rump advised that she was attending at MTA Board request on a provisional basis - as Horizons and MTA work through the matters covered in their recent correspondence which outlines requirements for participation. Attendance tonight should indicate that while progress is being made and hui held - the final decision on governance involvement will be made once outstanding matters have been resolved and documented between parties."

No other changes were required to be made to the previous meeting minutes and were approved as a true and accurate record subject to the above change.

5 Terms of Reference

The updated Terms of Reference (ToR) were presented. Brian Smith (MfE) has been added as a non-voting member and Wes Patrick as an alternate.

There was discussion around co-chairing of the Governance Group with the Lake Horowhenua Trust. There was a general discussion around the project and the major intervention being the construction of a wetland complex with the majority of the benefit being in the improvement of water quality of Lake Horowhenua. As a privately owned lake it was considered logical to have the Lake Horowhenua Trust and Horizons Chairs as co-chairs to the Governance Group. Alternate for Rachel to be Bernie

(Mayor of HDC), and Dean (Lake Trustee) for Clinton. Lindsay noted that although not against the proposal would need to take it back for consideration prior to agreeing to the proposed approach.

The project team recognises that some members of the Governance Group have not had the opportunity to sign the Terms of Reference document and will circulate the document for signing prior to the next meeting.

ACTION: 1. Terms of Reference to be updated and signed by the Governance Group (Jon).

RESOLVED:

That the Governance Group agreed in principle that the Lake Horowhenua Trust and Horizons Regional Council chairs co-chair the Governance group. The Terms of Reference are to be updated to reflect this.

Keedwell/Wanden
CARRIED

6 Project and other work stream update

Jon talked to item 5 in the meeting pack.

Some items of note from the discussion:

- That the proposed consenting timeframes for the project are tight. There is a need to front end discussions and engagement, communication, and community involvement to ensure that the back end of the project is successful;
- That there is an opportunity to also provide information in this section of the reporting on other work occurring within the catchment although not under the title of project update. Examples could include Horowhenua District Councils stormwater and as contained in the meeting pack the weed harvesting project. These additional items being for information only and not for the Governance Group to provide direction on.

ACTIONS: 2. Add community consultation and engagement into the works timeline (Staci).
3. Consenting strategy for the project is to come through to the Governance Group for the final decision (Logan).
4. Separate the other project update section in the meeting pack for future meetings and include an update on lake weed harvesting (Staci) and stormwater (HDC).

RESOLVED:

The Governance Group receive the project update (item 5), including the high level updates in each objective and the budget and timeline update for the wetland complex development and the update on the separate project regrading Lake Horowhenua weed harvesting.

Keedwell/Ferguson
CARRIED

RESOLVED:

The Governance Group provided delegation to the project manager and project executive to utilise project funds on costs associated with the management of the land including pest control, biodiversity enhancement, tree removal and fencing. Noting the primary source of funding for this is via the income from the lease of the land.

Hemana/Rump
CARRIED

7 Advisory groups

There was a general discussion around the establishment of advisory groups for the project. The discussion confirmed the intent that the Mātauranga Maori and wetland and water quality science (Science) groups work together, including being in the same room at the same time on the design. It

was noted the diagram presented these groups as separate but surrounded by a dotted box to reflect the joint working arrangement. The aim is that all information is shared between the groups and a shared understanding is developed as the project progresses. This discussion very much focused on needing to have the right people in the room for the discussion.

Discussion was had around the development of a map showing areas which define who the partnership, and engagement would need to occur with when works are occurring in the area. There would be areas with some overlap.

For the Mātauranga Maori advisory group it was noted that Mātauranga Maori must follow tikanga which follows whakapapa.

RESOLVED:

The Governance Group agree in principle to an advisory group structure as outlined in the meeting pack and approve establishment of each advisory group. The project management team, Clinton Hemana, and Shannon Johnston to develop a paper on the structure, function and Terms of Reference for those groups.

Rump/Keedwell
CARRIED

8 Resourcing

There was a general discussion around resourcing and that for many of partners of the project the project is on top of business as usual. This results in increased pressures and the need for additional resourcing to cover this additional work.

RESOLVED:

That the Governance Group delegates to the project management team the ability to define and fill the resource needs and report back to the Governance Group as part of the agenda items.

Keedwell/Wanden
CARRIED

9 Communication and community engagement

There was a general discussion around comms for the project and how milestones/press releases etc are to be dealt with. There was general agreement that the HRC press release process worked for parties. There was a discussion around the development of protocols for sign off of communication for the project. A template/process was to be developed and brought back to the next Governance Group meeting. There was a general feeling that as much of comms needed to be proactive rather than reactive were possible for the project.

Discussion was held on whether there was the ability for resourcing to be available for reactive comms items that sit outside of the comms plan. There was no resolution on the matter although Bryan did note that he expected that the Minister wouldn't like to see huge expenditure on the development of a flash comms plans for the project.

Brief discussion was held on the proposed approach to community engagement and the annex proposal.

- ACTIONS:**
5. Development of a proposed approach for sign off of comms involved with the project and present to the next Governance Group (Staci/Chrissie, HRC).
 6. Circulate the Ministers letter to the Governance Group (Jon).
 7. Circulate the Ministers and the joint Lake Trust/MTA/Horizons press releases (Logan).

RESOLVED:

That the Governance Group endorses the approach for a web development tool.

Pouama/Ferguson
CARRIED

RESOLVED:

That the Governance Group receives the community engagement brief and endorse the approach for undertaking community engagement.

Pouama/Ferguson
CARRIED

10 Governance group vision and values

A starting discussion document was provided in the meeting pack for the vision and values discussed. This discussion is to be undertaken via email between the Governance Group members.

ACTION: 8. Governance Group members are to email their thoughts/responses on the vision and values for the Governance Group and project to Rachel Keedwell.

11 Health & Safety and Governance Group Remuneration

[REDACTED]

■ [REDACTED]

■ [REDACTED]



[REDACTED]

[REDACTED]


■ [REDACTED]

12 Other Business

Bryan provided an update on Farm Environmental Plans and that the Horowhenua catchment could be used as a trial catchment.

Dean Wilson closed the meeting closed at 8:26 pm with a karakia.

ACTIONS

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|---|---|---|
| 1 | Terms of Reference to be updated and signed by the Governance Group. | Jon Roygard |
| 2 | Add community consultation and engagement into the works timeline. | Staci Boyt |
| 3 | Consenting strategy for the project is to come through to the Governance Group for the final decision. | Logan Brown |
| 4 | Separate the other project update section in the meeting pack for future meetings and include an update on lake weed harvesting (Staci) and stormwater (HDC). | Staci Boyt/HDC |
| 5 | Development of a proposed approach for sign off of comms involved with the project and present to the next Governance Group. | Staci Boyt/Chrissie Morrison/HDC |
| 6 | Circulate the Ministers letter to the Governance Group. | Jon Roygard |
| 7 | Circulate the Ministers and the joint Lake Trust/MTA/Horizons press releases. | Logan Brown |
| 8 | Governance Group members are to email their thoughts/responses on the vision and values for the Governance Group and project to Rachel Keedwell. | Group members |
| 9 | <div style="background-color: black; height: 1.2em; width: 100%;"></div> |  Logan Brown |

Appendix 1 - Register of Interests

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 |
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| Sam Ferguson | |
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| Position | Horizons Regional Council Councillor |
| Responsibilities | Voting member |
| Interests | Private home – [REDACTED] Levin |
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| Bernie Wanden | |
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| Position | Horowhenua Mayor |
| Responsibilities | Voting member |
| Interests | Fellow Rotarian with Geoff Kane |
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| Jo Mason | |
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| Position | Horowhenua Deputy Mayor |
| Responsibilities | Voting member |
| Interests | Geoff has been in contact with Jo and is known to her. |
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| Eva Weatherall | |
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| Position | Ministry for the Environment lead contact |
| Responsibilities | Non-voting member |
| Interests | |
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