

MINUTES

In Attendance

Governance Group: Rachel Keedwell(Co-Chair), Clinton Hemana (Co-Chair), Sam Ferguson, Bernie Wanden, Dean Wilson (arrived 1810), Rarite Mataka, Di Rump (provisional), Bryan Smith, Eva Weatherall.

Support Team: Shannon Johnston, Jon Roygard, Logan Brown.

1 Welcome

Clinton Hemana and Di Rump opened the meeting with a karakia, Rachel welcomed everyone to the meeting and introductions were made.

2 Apologies

Apologies were received from Jo Mason.

3 Conflicts of interest

The conflicts of interest (COI) were revisited with no additions noted.

ACTION: The Project Team is to check in with Rarite to see if any COI's need to be noted.

4 Minutes of the previous meeting

Subject to the below the minutes of the previous meeting were approved as a true and accurate record.

Christine Morrison is too be added to the support team present and 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."

Rachel/Bernie
CARRIED

5 Terms of Reference

The updated Terms of Reference (ToR) were presented for signing. Changes included the addition of the co-chair reference and the change of the meeting locations to Levin.

RESOLVED:

That the Governance Group confirms the updated Terms of Reference (ToR) document as amended and completes signing of the ToR by all members.

Clinton/Bernie
CARRIED

6 Project Update

Jon provided an update on the project as contained in the meeting pack. There was a question around the inclusion of the Ōhau and Waikawa Estuaries threshold work within the overall Horowhenua FMU project. The Jobs for Nature project operates at the Horowhenua FMU level, the inclusion of these estuaries provides an understanding of wider catchment issues.

There was a discussion around the completion of project reports and how this information will be relayed to the Governance Group and other people. The reports are to be presented to the Governance Group prior to being placed onto the Horowhenua FMU web tool being developed as a part of this project.

ACTION: Reports completed through the project are to be brought to the Governance Group prior to being placed on the Horowhenua FMU web tool.

7 Annual Report – report sign off

The annual report for submission to the Ministry for the Environment was presented. Highlighted within the discussion was the risk to the project to be able to deliver all the work within the budget that is currently present. Logan highlighted the proposed change request in the annual report to allow for the payment of legal fees from the project budget as a result of legal advice provided to the Governance Group.

In terms of risks, there was discussion around the development of a risk registry for the project that is to be revisited at each of the Governance Group meetings. One of the risks that was flagged was the comms budget and the ability to respond to questions/tasks that may not have been programmed into the work programme.

ACTION: The project team are to develop a risk registry that will be included in the meeting packs for the Governance Group meetings.

RESOLVED:

That the Governance Group accept the report to be submitted to the Ministry for the Environment.

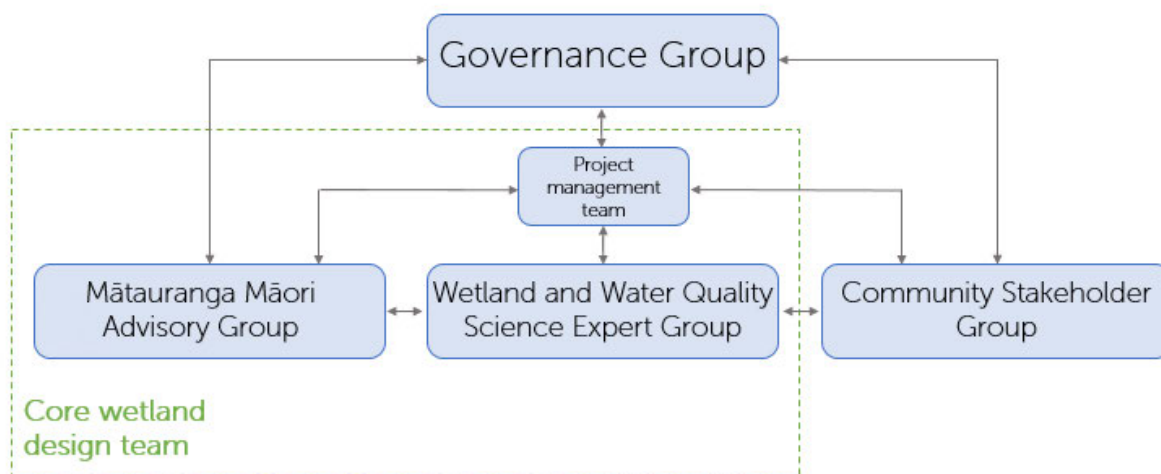
Sam/Clinton
CARRIED

8 Weed harvester project update

Jon thanked MTA, the Lake Horowhenua Trust, and the Tangata Tiaki for the successful delivery of the Arawhata boat ramp. The weed harvesting operation is likely to commence from mid-September onwards however, will be dependent on weed growth within the lake.

9 Advisory groups

There was a question as to whether mātauranga was to only be applied to the wetland component of the project or the entire project – it is across the entire project.



Shannon and Clinton have been working on draft terms of reference for both the Mātauranga Advisor Group and the wetland and water quality science expert group. There was a general discussion around the establishment of the groups and their structure and purpose.

ACTION: The Project Executive is to appoint and brief some of the technical advisors for the resource consent application.
 A sub-group of the Governance Group is to revise the structure and TOR for the Mātauranga Advisors and report back to the Governance Group within two weeks.

RESOLVED:
 The Governance Group directs the Project Executive to appoint and brief some of the technical advisors for the resource consent application in order to commence scoping the work programme and organise for them to be introduced to Lake Horowhenua through the Lake Horowhenua Trust.

Dean/Sam
CARRIED

The Governance Group endorses the establishment of a sub-group of the Governance Group (representing the two iwi and the Lake Horowhenua Trust) to revise the structure and TOR for the Mātauranga Advisors and report back to the Governance Group within two weeks.

Clinton/Rarite
CARRIED

10 Communication

This item was moved to the next meeting.

ACTION: Jon to discuss the project with the Horizons Environmental Education team so they are aware of what is occurring around the project.

11 Health and safety and insurance

[Redacted text]



Health and Safety is to be a standing agenda item.

ACTIONS: [REDACTED]
 [REDACTED]
 Project team to establish Health & Safety as a standing agenda item. 

RESOLVED:

The agenda is to contain a standing item updating the Governance Group on Health and Safety issues especially in relation to Schedule 8.

Rachel/Clinton
CARRIED

12 Other Business

There was a general discussion around media and comms around the project. The project team are to include media articles that they are aware of in the meeting packs that go out to the Governance Groups.

ACTION: The project team are to include media articles that they are aware of into future meeting packs.

Di Rump closed the meeting closed at 8:29 pm with a karakia.

Action Summary

- | | | |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1 | Project Team is to check in with Rarite to see if any COI's need to be noted | Logan |
| 2 | Reports completed through the project are to be brought to the Governance Group prior to being placed on the Horowhenua FMU web tool. | Logan |
| 3 | The project team are to develop a risk registry that will be included in the meeting packs for the Governance Group meetings. | Logan |
| 4 | The Project Executive is to appoint and brief some of the technical advisors for the resource consent application. | Jon |
| 5 | A sub-group of the Governance Group is to revise the structure and TOR for the Mātauranga Advisors and report back to the Governance Group within two weeks. | Sub-group |
| 6 | Discuss the project with the Horizons Environmental Education team so they are aware of what is occurring around the project. | Jon |
| 7 | If members of the Governance Group are wishing to obtain insurance, then they are to seek individual insurance that will be reimbursed from the project. | All members |
| 8 | The project team are to include media articles that they are aware of into future meeting packs. | Logan |
| 9 | Establish Health and Safety as a standing agenda item. | Logan |


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

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	