

Governance group - Meeting minutes

Meeting title	Whakaraupō Catchment Management Plan Governance Group meeting
Date	Wednesday 2 August 2017
Time	5:00 – 6:30 pm
Venue	Te Whare Kotuia, Environment Canterbury, 200 Tuam Street
Chair	Yvette Couch-Lewis
Invited	Yvette Couch-Lewis, Peter Davie, Kara Edwards, Andrew Turner, Jill Atkinson, Christina Robb
In attendance	Yvette Couch-Lewis, Peter Davie, Kara Edwards, Andrew Turner, Jill Atkinson, Christina Robb, Philippa Beckman
Apologies	Elizabeth Cunningham

1. Peter Davie opened the meeting with a reflection on the long term vision of this plan.

2. **Apologies:** Elizabeth Cunningham (absence); Kara Edwards (lateness)

3. Confirmation of agenda

The agenda was confirmed and no additional items were added.

4 Minutes from previous meeting

The minutes from the meeting held 13 June 2017 were confirmed subject to a request to correct spelling and typographical errors

Andrew Turner/ Peter Davie

4.1 Matters Arising from the Minutes

a) Refer minutes p4 Project Risks: Andrew Turner discussed Christchurch City Council Resourcing with Clive Appleton but the response was inconclusive. Andrew is happy to revisit this and take it further if required.

b) The minutes will be posted on the website.

5. Project Management Update

Christina Robb provided an update to the Governance Group from the Partners Working Group on the Whakaraupō/Lyttelton Harbour Catchment Management Plan project.

- a) Drafting the Catchment Management Plan Item 4: Contributions have also been received from Tangata Tiaki. Contributors to the plan are working well together. Ian Lloyd and Jed O'Donoghue are providing comment from a community perspective.
- b) The style of the draft plan has been developed in consultation with Courtney Bennett (Te Rūnanga o Ngāi Tahu). It is based around a [korowai](#) (cloak) and [pou](#) (support; pillar, and associated with planting). Part Two of the plan (beginning p9) outlines how the the Ki uta ki tai approach of the plan will be reflected in the korowai structure of the report and in the design of the korowai to be woven: Rocky outcrops (kahu feathers); High Forest (houhiria fibre); Mid Forest (kererū feathers); Lowlands (harakeke fibre); Streams (pukeko feathers); Foreshore (Kāretu grass); Intertidal (shell fish e.g. paua); Harbour (tītī feathers). Ngāti Wheke have given their approval and the design is now with the weaver
- c) Community Consultation: Refer Item 9 Christina's update A Chairs Column has been booked in for newspaper publication in the week starting 7 August. A copy of this was circulated to the group.
- d) Application to Government's Freshwater Improvement Fund: Item 14: Our funding application was unsuccessful. There was little feedback other than that a large number of applications was received. Christina will approach the funding body for further feedback.
- e) Ongoing Implementation and Resourcing: The next stage is to match projects with the budget. There is a risk of listing projects for which there are insufficient funds. The time frame may need adjustment to include the first two years to include only what we know we have money for.

6. Advice and feedback from Governance Group

6.1 Working Draft of Catchment Management Plan:

- The Governance group found the front section of the report very effective. The style of the introduction works very well. It is nicely written, and sums up how we have been working.

The Governance group asked that the plan contain the purpose as set out in the Lytellton Port Recovery Plan. Paragraph two of this section changes that purpose somewhat. The purpose also needs to reflect recreational goals.

- The Governance Group is very happy with the use of the korowai and pou.

6.2 Community consultation

The Governance Group agreed with the working group's recommendation that:

- Presentations/meetings are targeted at identified groups – the Zone Committee, community board, residents' associations and those who attended the first workshops. These would be based on working draft - a Word version of the CMP before design and layout.
- The Governance group identified that the term "residents associations" does not encompass all groups. Some groups may not call themselves such but should be included. Also, Ngāi Tahu is not listed in its own right as a stakeholder.
- A final draft would then be produced – with the final layout and design – and incorporating views from the targeted groups. There would then be a wider publicity process with opportunity for feedback. The publicity could include market stalls, social media/website and postcards.

6.3 Implementation

- The Governance group does not want to revisit the partnership agreement (MOU) at this stage. The catchment management plan will set out the existing arrangements and state a timeframe to review these.
- The Governance group agreed that the first two years should only include those projects that can be done with existing budgets, and flag others that would be undertaken subject to obtaining sufficient funding. The aim is to set community expectation that more will be added as funding becomes available.
- The Governance group noted that it is not only about additional funds, but there could be other agencies such as the Banks Peninsula Conservation Trust and some Immediate Steps projects, that could participate, and it would also be good to have some non-partner project leads. Action: Christina has a spreadsheet of existing initiatives that could be added to the draft plan.

6.4 Timeframes

Refer Item 17 Working Group update. The Governance group approved the revised timeframe for the Catchment Management Plan (CMP):

August	Finalise draft CMP
September	Presentations and discussions with targeted groups Design of document
October	Community engagement
November	CMP launch

7 Logo Update

Yvette Couch-Lewis provided a draft brief for a logo for the project/partnership. The Governance group is happy with the aspiration and the logo/branding of the korowai motif, and reiterated the suggestion to ensure that the design is broad enough to encompass the whole context such as all interests including the port, recreation, and all sectors (business, manawhenua and community). Action: Yvette to progress this.

8. Budget

Refer Governance Group update item 20. Need to recheck addition as the budget column is in correct: Action: Christina

9. Project risks

- 1) Overcommitment to projects without corequisite budget
- 2) The Governance Group added "Lack of community engagement" as a risk

The group thanked the Partners Working Group for the draft Catchment Management Plan document, and noted that there has been a great deal of progress in a short time.
The meeting closed at 6:05p.m.

Action	Who	Agenda Item
Post minutes on website	Christina	Matters arising from the minutes
Approach Govt Freshwater Improvement Funding body for feedback on unsuccessful application	Christina	5
Rework some wording of the Working Group recommendations	Christina and Yvette	6.2
Review logo/branding to include all sectors and interests	Yvette	7
Correct the Budget addition	Christina	8
Add initiatives that could be added to the project from spreadsheet	Christina	8

Next meetings:

5:00pm Wednesday 6 September (apology from Peter Davie)

5:00pm Tuesday 3 October (apology from Kara Edwards)