

Meeting Minutes

Meeting title	Whakaraupō / Lyttelton Harbour CMP Governance meeting
Date	Monday 4 July 2016
Time	3.00 – 4.00 pm
Venue	Environment Canterbury, 200 Tuam Street: Level 3, Te Waihora Meeting Room
In attendance	Andrew Turner, Elizabeth Cunningham, Peter Skelton, Peter Davie, June Swindells, Bianca Sullivan
Apologies	Kara Edwards, Jill Atkinson
Chair	Elizabeth Cunningham
Notes	

Item No.	Notes	Action
1.	The draft agenda and the previous minutes were confirmed.	
2.	<p>Draft Memorandum of Understanding</p> <p>a. Structure of the project</p> <p>The project name was discussed. A catchment management plan is referred to in the Lyttelton Port Recovery Plan and it was decided that for continuity the project should be referred to as the Whakaraupō / Lyttelton Harbour Catchment Management Plan.</p> <p>The Group agreed that the December 2016 deadline for a CMP, as stated in the Lyttelton Port Recovery Plan (LPRP), is unrealistic. The CMP should be completed by December 2017, as was originally proposed in the draft LPRP. The commitment in the LPRP is not a mandatory requirement.</p> <p>The status of the Group's meetings and minutes was discussed. As not all member organisations are bound by the Local Government Act, the Group is bound by the MOU. The Group agreed that their minutes should be publicly available and that the project needs to be as publicly accessible as possible. The MOU needs to be amended to reflect this, and a clause be included about media statements. It was agreed that the Chair should be the media spokesperson.</p> <p>b. Membership of the Governance Group</p> <p>Cmr Cunningham indicated that Koukourārata do not wish to be represented on the Governance Group at this stage of the project, however they will provide support to Te Rūnanga o Ngāti Wheke.</p> <p>Cmr Cunningham and Cmr Skelton indicated that Cmr Cunningham will continue as the CRC's representative on the Group. The Group thanked Cmr Skelton for his good work in getting the project established.</p> <p>c. Funding commitment of Parties</p>	Bianca to amend the MOU as discussed.

	<p>Cr Turner identified the key projects that the CCC are committed to in the Whakaraupō catchment, including rerouting wastewater to Bromley, stormwater management plans for residential areas and associated technical work, and identifying sites of ecological significance as part of the ChCh Replacement District Plan process. There is no specific funding for the Whakaraupō CMP identified through the Annual Plan or Long Term Plan. Peter Davie emphasised the need for funding to establish the project.</p>	
3.	<p>Project documents</p> <p>a) Project plan The Group supported the Project Plan, but would like to see it amended to include Banks Peninsula Zone Committee and Lyttelton / Mount Herbert Community Board representation on the Project Team.</p> <p>b) Communications and Engagement Plan The Group emphasised the need to engage directly with residents, rather than focusing on community / residents groups. Peter Davie offered the use of LPC's Port Talk facility.</p> <p>c) Science Advisory Group Terms of Reference The Group support the establishment of the Science Advisory Group. A Harbour Technical Advisory Group is already established and the Group questioned whether the SAG's work would overlap with the work of the TAG. Bianca has since clarified that the TAG is established solely for input into LPC's channel deepening project. It includes Runanga, community and business representatives along with LPC staff.</p>	<p>Bianca to amend the project documents as discussed.</p>
4.	<p>Next Steps</p> <ul style="list-style-type: none"> • Bianca will amend the MoU based on the Group's discussion and recirculate for any final comments. • Cr Turner will arrange for the MOU to proceed to the 14 July CCC meeting for approval to sign. • Cmr Cunningham and Bianca will arrange for the MOU to proceed to the CRC meeting for approval to sign. • The next meeting will be scheduled for early August, prior to the project launch. 	

Next meeting:

Date	TBA
Time	
Venue	
Apologies	
Agenda Items	
Remaining presentation items	

