

Meeting Minutes

Meeting title	Whakaraupō Catchment Project Governance meeting
Date	Tuesday 14 June 2016
Time	10.30 – 11.30 am
Venue	Environment Canterbury, 200 Tuam Street: Level 3, Kereru Meeting Room
In attendance	Andrew Turner, Elizabeth Cunningham, Peter Skelton, Kara Edwards, Peter Davie, John O’Dea, Jill Atkinson, Bianca Sullivan
Apologies	June Swindells
Chair	Elizabeth Cunningham
Notes	

Item No.	Notes	Action
1.	Introductions	
2.	The draft agenda was discussed and confirmed. It was agreed that June Swindells should chair the group.	
3.	Bianca and Jill provided an update on the project to date. The project is progressing well and there are many aspects that will soon need endorsement from the Governance Group.	
4.	<p>Draft Memorandum of Understanding</p> <p>a) Structure of the project</p> <p>The group agreed that a Governance Group is required and acknowledged the need for a Memorandum of Understanding. Cr Turner indicated that a Council resolution may be needed to sign the MoU. Cmr Cunningham and Skelton consider that this may also be required by the CRC.</p> <p>The Governance Group agreed to meet monthly for the first 3-4 months, then review the meeting frequency.</p> <p>b) Membership of the Governance Group</p> <p>It was agreed that the Zone Committee and Community Boards need to be represented, but at a project rather than governance level. The Zone Committee has strong links to the Governance Group, with three members overlapping.</p> <p>Cmr Cunningham stated that part of the project area is within the rohe of Te Rūnanga o Koukourārata. She will discuss further with her rūnanga whether they want individual representation or whether they are comfortable being guided by Te Hapū o Ngāti Wheke.</p> <p>c) Funding commitments of parties</p> <p>Cr Turner will discuss with CCC staff the work that is occurring in the catchment that can be diverted to this project and brought forward.</p> <p>Kara Edwards will discuss TRoNT’s funding commitment internally and also how support can be</p>	

	provided to Te Hapū o Ngāti Wheke and Te Rūnanga o Koukourārata.	
5.	<p>Next Steps</p> <p>Bianca will amend the MoU based on the discussion and recirculate. Comments to be provided within 10 working days.</p> <p>The next meeting will be scheduled for early July. This meeting will be to confirm the MoU and progress the project work plan.</p>	

Next meeting:

Date	TBA
Time	
Venue	
Apologies	
Agenda Items	
Remaining presentation items	