



Minutes  
Steering Group Meeting 1  
13<sup>th</sup> October 2008

Rolleston Community Centre

**Present:** Jodie Denton (Northern Territorial Authority representative); David Askin (Central Territorial Authority representative); Peter McIlraith (Southern Territorial Authority representative); Nicholas Head (Department of Conversation); Andrew Willis (Environment Canterbury representative); Peter Flemming (North Canterbury Federated Farmers – Plains representative); Chas Todhunter (Mid-Canterbury Federated Farmers – High Country representative); Jamie McFadden (North Canterbury Federated Farmers – North Canterbury representative); and Wayne McCallum (Regional Biodiversity Coordinator).

Absent: Colin Meurk and Donald Aubrey (Te Runanga o Ngai Tahu are yet to appoint a representative).

**Moderator:** Wayne McCallum

**Minutes:** Andrew Willis and Wayne McCallum

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## Background

The 13<sup>th</sup> of October meeting represented the first official gathering of the Steering Group developed to over-see and facilitate the implementation of the *Canterbury Biodiversity Strategy*. The *Strategy* is a non-statutory and non-binding document developed through a collaborative process of stakeholders, who recognised the value of a “*shared responsibility to work together to ensure [biodiversity in Canterbury] . . . is sustained and enhanced, both now and into the future<sup>1</sup>.*” The Steering Group evolved from out of a consultative Advisory Group, which collaborated to draft the *Strategy*. The Steering Group is intended to reflect a range of stakeholders from this larger group.

## Matters Arising from the Meeting

### 1. Introductions

- Wayne McCallum, the Regional Biodiversity Coordinator (RBC) introduced the meeting and the agenda for the event, including a brief overview of some of the chief items for discussion.
- Introductions - each member, starting with the RBC himself, was asked to introduce themselves and to provide a short comment on what biodiversity, as a concept, means to them.

### 2. The Canterbury Biodiversity Strategy and the Role of the Steering Group

a. Andrew Willis provided a summary on the formation of the *Strategy*, including the focus and processes used to devise the document. As part of this Andrew provided a break-down of the roles of different organisations and bodies in the implementation process. An explanatory

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<sup>1</sup> A Biodiversity Strategy for the Canterbury Region (2008), *Vision statement*, pp. 4.

diagram highlighting the different roles and responsibilities is attached as a summary of Andrew's discussion (Attachment One).

b. Andrew also provided an example of how an agency, in this case Environment Canterbury, could set about giving effect to the *Strategy* through its work plan processes and project. It was emphasised that other agencies and organisations that are signatories to the document should consider developing their own processes to give effect to the *Strategy*.

c. Wayne introduced the role of Steering Group to the meeting highlighting, in particular, the relationship between himself, as the RBC. He emphasized that the position was, in effect, a 'hybrid' position in which he worked for both the Steering Group and Environment Canterbury. The RBC also presented information on the gaps that presently exist in the representation on the group.

### Discussion

Points were raised by Steering Group members over the role and responsibilities of the body. Clarity was also sought on the relationship of the Steering Group with the Advisory Group. Wayne and Andrew provided clarification on these points. It was acknowledged that the role and operation of the Steering group was a 'work in progress' and would need to be refined as implementation proceeds. The importance of maintaining the Advisory Group in the overall biodiversity strategy process was acknowledged. Clarification was also made about the purpose of Environment Canterbury employing a programme manager and analyst for pests and biodiversity. It was commented that these employees would manage Environment Canterbury's responsibilities for biodiversity that are beyond the *Strategy*, including overseeing the regional pest management strategy.

The issue of how the RBC presents himself, particularly in terms of logos and brands was identified as important. Of note, the Steering group felt it important that the RBC not be seen as an Environment Canterbury employee because of the issues this can give rise to in the field.

### **Actions**

- The discussion on this item highlighted several points, including questions over whether the Steering Group approach reduced the opportunities for collaboration between stakeholders which the previous, Advisory Group forum, provided. The feeling was that we should stay committed with the present Steering Group set-up for at least six-months, after which an evaluation of the process can be undertaken.
- The RBC to adopt an approach to branding that emphasizes his collaborative role of working for a range of stakeholders and interested parties.

### **3. Regional Biodiversity Coordinator (Wayne McCallum, RBC)**

Wayne reported to the meeting of his work thus far within the RBC position. This included:

- A brief review of his work plan for 2007 – 2008, set out on a spread-sheet document and previously circulated to the Steering and Advisory groups. On the topic of his work plan

activities Wayne described how these were developed out of the actions set down in the *Strategy*, which include a number of activities for which he is intended to be directly responsible (e.g., Action 1.2 and Action 2.2).

- Wayne provided an overview of his work activities since he started in the RBC position as summarised in a one-page report that had been previously circulated. Wayne also summarised more recent work activities, including undertaking a biodiversity-based evaluation of all entrants to the Environment Canterbury *Environment Enhancement Fund*, the preparation of a re-application for funds from the Biodiversity Advice Fund to support the RBC position, and work and training on the use of the new Canterbury Biodiversity web-site ([www.canterburybiodiversity.org.nz](http://www.canterburybiodiversity.org.nz))
- Wayne followed this up with a description of his upcoming work activities. These include continuing to liaise with partners and stakeholders, moving forward with the actions in the *Strategy* that are his responsibility and working with the *Strategy* partners to identify opportunities for promoting the vision, goals, targets and actions of the document. Wayne also indicated to the group that he will be on unpaid leave from the 31<sup>st</sup> October until the 16<sup>th</sup> of December, working and travelling overseas.

### Discussion

The role and purpose of the priority site *Strategy* action was discussed. The consultative and voluntary nature of this process was reiterated as a core guideline by the RBC. The importance of contacting landowners that might have priority sites on their property as soon as possible in the process was recognised as an important element of the action. A request for the RBC to travel down and to visit with the southern district councils as soon as possible was also made.

Wayne indicated that as part of the Biodiversity Advice Fund application process it would be helpful to include letters of support from the different Steering Group members. The group responded with a request for an e-mail setting out this request in writing.

### **Actions**

- Management of the priority site action must ensure that landowners are informed as early as practicable when possible locations for biodiversity work are identified on their properties. Any involvement in processes arising out of this action will be totally voluntary.
- The RBC to write an e-mail requesting letters of support for a Biodiversity Advice Fund application from the Steering Group participants.

### **4. Communications**

Wayne introduced a communication initiative for feed-back and ideas from the Steering Group. The idea involves a series of self-mounting displays that would provide broad descriptive information on biodiversity and initiatives to promote it in the Canterbury region.

### Discussion

The Steering Group members were, on the whole, supportive of the concept and requested two main additions to the proposal:

- That one display includes all of the logos of organisations that have signed up to the *Strategy*.
- That a panel be developed that highlights individual projects targeting biodiversity protection and enhancement.

### **Actions**

- The RBC will consult with Steering Group and other wider stakeholders on possible content for the panel.
- An additional panel, featuring biodiversity initiatives, will be added to the initiative.

## **5. Steering Group Member Reports and Items**

‘Biodiversity Bonanza’ proposal

Jodie Denton, Northern Territorial Authority Representative, introduced a proposal for a ‘one stop-shop’ field day to be held in Kaikoura where people could obtain information on biodiversity management and opportunities.

### Discussion

The group was supportive of the initiative and thought it represented a good opportunity for creating an efficient means of information transfer for attendees, especially those for whom free time is restricted.

It was pointed out that care would need to be taken that the event did not coincide with an A and P show. It was also felt that a one-day working week event was appropriate for an occasion of this nature.

### **Action**

- The RBC will coordinate directly with Jodie on the development of this initiative.
- Other Steering Group members will be canvassed for ideas and opportunities for involvement.

## **6. Future Steering Group Meetings**

The timing and site of the next Steering Group meeting was raised as the final agenda item, with the RBC asked if there were any Steering Group members who would like to host the next meeting.

Discussion

From the ensuing discussion it was felt that because of the length of travel a one-day event split between a meeting and field trip would be a desirable way to structure future meetings. Given overseas commitments (RBC) and the proposed timing of the 'Bonanza' event (previous item) the group felt that it would be a good idea to have the next meeting in Kaikoura to coincide with this.

**Action**

- The RBC to develop a set of options for this meeting. Wayne will do this in consultation with Jodie Denton.

This being the last item and no other matters, the meeting concluded at 4:12 pm.

Minutes drafted by Wayne McCallum  
Regional Biodiversity Coordinator

15<sup>th</sup> October 2008.

Attachment One: Implementing the Biodiversity Strategy – An Organisational Chart

