

# WELRA MEETING

## ECan Office - 21<sup>ST</sup> MARCH 2012

**Present:** Steve Palmer (ECan), Chris Stewart (DOC), Jack Van Berkel (UCan), Darrin Woods (Private Consultant) James Hoban (ECan), David Hewson (ECan), Marion Boyd (Bealey Spur ) Ray Goldring [Chair], Maree Goldring (CET), Nick Ledgard (BRaid)

**Apologies:** Pete Wakefield.

**Minutes of last meeting:** Approved: David/Dean Passed.

### **Matters Arising:**

- Selwyn Waihora Zone Committee - Maree now on this committee. Aims to support needs of upper Waimakariri Catchment.
- Cave Stream Project - Need to generate map of completed work to date. Darrin.
- Hedgehogs - Gerry not keen on traps in Broad Stream. Will follow up anyway. Ray
- Website going well ([www.welra.org.nz](http://www.welra.org.nz)). Appreciation expressed to Jack for his work.
- Pamphlet - Maree to finalise with photos and email to David for printing.
- Regeneration of new beech trees - Nick suggested we get a programme going for this. Approach SDC Christina Townsend. Maree.

***Moved: that \$1000 (300 trees) to be set aside annually for replanting in slash areas. David/Nick Passed.***

- Flock Hill - may fund tree planting - query still to be resolved. Ray
- Richard Hill will be mulching flats soon. Darrin recommended it be suggested to him that they be weed wicked. May be contractor in area to provide equipment. To be resolved in contact with Richard. David
- Transect Lines to monitor reinfestation and reestablishment of native species - Nick discussed - Landcare most likely - can determine what is the best system for this to be done. Nick/Ray
- Planting Protocol - need to be established. Chris/Ray
- Letter to DOC and ECAN to be done. Ray
- Pinox - DOC unwilling to do a trial. Waiting for Andy's results from Pukaki, which is not looking promising.

### **Correspondence In:**

- ECan - funding verification, letter of support re funding support
- Malvern CB - resource consent fees for logging

- Lottery Grants - upgrade - allowed alteration of regimes for various blocks.
- Darren's draft report
- Malvern CB - presentation
- Ministry of Environment - Stage 2 of funding process.
- Solid Energy magazine - WELRA mention
- Hancock's Accountancy - offer of services
- *Future important email correspondence to be printed off and presented to the meetings.* Ray/David

### Correspondence Out:

Nil

*Future important email correspondence to be printed off and presented to the meetings.* Ray/David

### Financial Report:

Balance \$5,247.60

Ray explained the invoice payment system.

### **Quote from meeting September 2011**

#### **"Invoice and payment processes"**

1. Initial approval: Dean recommends contractor; David and Ray approve
  2. Work supervised by Dean
  3. Work completed – Dean quality control approval before invoice is written.
  4. Invoice, shape-file and map of completed area to Ray – with header sheet.
  5. LGB - Ray send invoice to David.
  6. LGB – invoice directly to them and they pay contractor.
  7. For internet banking – Ray to initiate, David or James to authorise.
  8. ECAN – if upload bulk, then internet transaction as #4.
- Dean responsible for contract management: health and safety and quality control."*

- Auditing Due - Neil France and BDO.
- Meeting Reiterated and supported the process set up at the last meeting for the payment of accounts:
- Dean to supervise, check and ensure both work and invoice is correct, pass on to Ray for verification and processing, then to David or James for final check and bank authorisation.
- Stage 2 of MOE application in process - few finer points to be settled.  
Flexibility to be brought into the milestones and in amount to be paid (e.g. \$150,000 first year, \$50,000 next two years.) Will need to work on the system which only repays organisation after they have paid the invoices themselves.  
Possibility that ECan can provide the initial funding for start-up.
- Six-monthly GST return will recover the GST included on the incoming invoices.
- Future Funding Applications - Donna leaving in August.
- Darrin will look at future projects - review which will be brief. Darrin

## Reports on Progress:

### Dean:

- Flock Hill - \$233,000. \$71,000. Invoices outstanding \$20,000, work continuing. 95 - 100% will be spent.
- Solid energy - all spent.
- CCC - still some to spend.
- Controlled 297 hectares, 89 by helicopter, spent targeting funding from ECan. 2 teams working, and have limit. Some LINZ money for Broad Stream left over.
- Less than \$23,000 from ECan.
- Work this year focussed on fringe and dense areas. Darrin explained areas already dealt to. Jack suggested a simple report go onto website. Darrin/Dean
- DOC managed estate - 22 hectares on Helicopter hill and towards Manson Creek.
- Broad Stream going well. Money almost all spent.
- Logging - revenue used to pay for consultant, extra spraying and road cleanup.

Logging: 4,000 tonnes gone. Article and photos to Jack for website. Nick/Ray

### Sub-Committee (DOC Advisory Group)

This resolution was discussed and passed via an email 'discussion'. This resolution was passed on the - 16 February 2012.

*Motion: That the WELRA Executive establish a Recreation & Environmental Advisory Sub Committee (to be named later) to assist the Department of Conservation Waimakariri Area Office with any recreation and/or environmental issues in the Upper Waimakariri catchment area that the Department determines is appropriate to involve said sub committee.*

**Moved:** Ray Goldring

**Seconded:** Maree Goldring

**Outcome:** Passed (Affirmative responses:- M Goldring, J Hoban, D Hewson, P Wakefield, N Ledgard, C Stewart, M Boyd, R Goldring)

Discussed.

- Set Expression of Understanding with DOC, and can set up a link on WELRA site for 'fishing' for expressions of interest.
- Next step - proposal - formation, numbers, invitations to groups for response, then form group with chair and secretary; treasurer matters through WELRA initially, giving group mandate as to how they would function under WELRA initially, and could eventually evolve into a separate entity.
- Distil discussion document sent out with further feedback options from members.

Ray

- Need to talk to DOC to get protocols set. Need DOC full approval in writing. Ray
- May meet again to flesh it out the details of the DOC/WELRA relationship. Ray

### General Business:

- Website - need to get as much information to Jack as possible. All
- Wilding spread from Castle Hill and Grasmere stations - approach run holders to see what can be done. Shelter belts are a problem. Craigieburn to be approached - David
- Castle Hill Village seed-source trees. Maree to contact SDC re declaring them a noxious weed in reserves.
- Monitoring - base-line transects need to be set before all the remaining areas are sprayed or felled. Nick/Ray

### Darrin's report.

- Darrin explained the changes in this report - Lotteries funding aside.
- Recommendations were discussed.
- Had successful year using all techniques available.
- Website and reports discussed - how to ensure information is consecutive, current and accurate.

### Appreciation

- Appreciation expressed to Darrin for report and extras he has done - Steve.
- Thanks to Dean - how he has conducted his juggling of the aspects of the job - David.
- Thanks to be expressed and extended to ECan and DOC for support, technical ability and enabling a community group to function. Ray
- Ray's contribution was recognised by the committee - his hours of volunteer time sorting out funding issues and others.

Meeting finished 12.25

Next meeting:

To be advised.

Maree Goldring

Secretary.

# ACTION LIST

## RAY

- Follow up hedgehog trapping at Broad Stream
- See if Flock Hill will sponsor trees for regen
- Appreciation letters to DOC and ECAN for their help
- To print-off and keep all important emails for Exec meetings
- To send Jack an article on the logging for the website
- Resend Sub-committee proposal scoping document to Exec
- Meet with DOC staff to establish protocols for Sub-committee
- Set-up a group to flesh-out the Sub-committee

## DAVID

- Print pamphlet when received
- To liaise with Richard Hill re flats mulching
- To print-off and keep all important emails for Exec meetings
- To see stations to discuss shelter-belt seed sources

## MAREE

- Pamphlet too finish and send to David for printing
- Contact SDC (Christina Townsend) re beech trees for regen
- To see SDC re getting *P. contorta* as a weed species in this area

## DARRIN

- Cave Stream project completion map to Ray & David
- To look at and review future projects
- Send Jack a simple report on this year's progress for the web

## CHRIS

- Arrange planting protocols for DOC managed estate

## DEAN

- Send Jack a simple report on this year's progress for the web

## NICK

- To contact Landcare to organise survey of untreated areas
- To send Jack an article on the logging for the website