

Otūmoetai Working Group Meeting Minutes



Date: 10 April 2024

Time: 1.30pm

Location: Otūmoetai College Boardroom

Attendees: Alison Law (TCC), Ross Hudson (TCC), Jenna Waite-Leonard (TCC), Tina Harris-Ririnui (BVL), Paul Dunphy (BVL), Suzie Edmonds (CR), Glen Crowther (CR), Russell Gordon (CR), Matt King (CR), Michelle Wood (TCC / minutes)

Apologies: Amanda Lowry (CR)

Discussion around membership/roles	<ul style="list-style-type: none">• It was agreed that all attendees of this meeting, Amanda Lowry plus a rep from Evo are core members of this working group.• As Evo are key users of the facility, it was agreed that they should have the opportunity to have a rep on the working group. BVL will extend an invite to Evo.• It was agreed to invite guests to speak on an ad hoc basis when relevant. Suzie to send details of community members with relevant skills/experience.• Alison advised that if someone is officially running for Council, once they have registered they would be unable to remain on the working group. This is because having a person campaigning to be an elected member on a group such as this could be seen as putting that person at an unfair disadvantage over the other candidates. Discussion took place on whether it is necessary for someone running from council to step down from the working group.• It was agreed that any group member who decides to run for Council will step down from the group when they formally register as a candidate.• After the election, if that group member was unsuccessful they would be able to return to the working group. If they are successful, it would then likely be a decision made by the new council as to membership on the group post election.• It was agreed that Alison will be the meeting Chairperson going forward and Matt will be the deputy chair.• As per the council resolution the working group will include an independent aquatic expert. TCC have recommended Brendon Rope (bio previously shared with the group) and will pay for Brendon's involvement.• Discussion took place around the purpose of Brendon's role and whether he would have an unbiased viewpoint. Based on Brendon's experience in the aquatics industry and working both with community group and councils, Brendon is best suited to be on the group.
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	<ul style="list-style-type: none"> • It was agreed that the scope for Brendon's role would be determined by the working group. • The group agreed to bring Brendon rope on as the independent aquatics expert. • TCC staff will organize for Brendon to join the meeting.
Engagement with the wider community	<ul style="list-style-type: none"> • Discussion took place around what information will be released to the wider community following these meetings and during the time the working group is in place. • Whatever is shared publicly, is to be agreed as a group first. • Agreed that the community representatives will be the conduit to the community, rather than having ongoing wider community meetings. There may be points in time when a community meeting is required but this will be agreed by the group on a as required basis. • Discussion took place around how to respond to statements being made in the community and the need to ensure the correct facts are made available.
Terms of Reference (ToR)	<ul style="list-style-type: none"> • Purpose – To understand the best outcome for the community with regard to aquatic provision. • ToR to be broad enough to encompass the opportunity to look at wider options if necessary; noting that the college's starting point is for the pool to be kept in the current location and to be upgraded as necessary. • The ToR should cover how the group works together; honest and transparent/nothing shared publicly without prior agreement from the group/respectful of each other • TCC to prepare first draft of ToR and share with the group prior to the next meeting • <i>Alison left the meeting at 2.32pm.</i> • <i>Matt took over as Chair.</i> • <i>Ross left the meeting at 2.37pm.</i> • Tonkin & Taylor have completed previous geotech work for the College – can this be used? • Agreed that Russell will send the report to the group.
Timeframes / Meeting occurrences	<ul style="list-style-type: none"> • Meetings will initially be held monthly. To be reviewed if a need develops to hold meetings more frequently. • Online capability to be added to meetings, so that the meeting can be attended remotely if required.
Next steps	<ul style="list-style-type: none"> • It was agreed that the following information could be released to the community following this meeting: <ul style="list-style-type: none"> - That the group has met. - Discussed terms of reference. - Who will be in the group going forward. - A successful meeting. • Agree terms of reference.

Other	<ul style="list-style-type: none"> • Paul raised the fact that he is still working with Beca on a more intrusive condition assessment. • Beca will do a first cut of a geotech report and this will be presented to the group. • The group agreed to Beca's involvement. • Not looking for an earthquake assessment. • Matt closed the meeting at 2.45pm.
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Date:	Responsible:	Actions Required:	Tracker:
	BVL	Invite a representative from Evo to join the working group	
	TCC	Organise for Brendon Rope to join the working group	
	TCC	Prepare first draft of terms of reference and circulate prior to the next meeting	
	Suzie Edmonds	Suzie to email details of community members who have relevant expertise and may like to speak to the group where appropriate.	
	Russell Gordon	Distribute previous Geotech report to the group.	