

## Minutes of Whakaraupō / Lyttelton Harbour Catchment Management Plan Partners Working Group

Tuesday 31<sup>st</sup> January 2017  
ECan 200 Tuam Street

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| Meeting title | Whakaraupō Partner Working Group  |
| Date          | Tuesday 31 <sup>st</sup> January 2017   |
| Time          | 12.30 – 2.30 pm   |
| Venue         | ECan, 200 Tuam Street   |
| Invited       | Kim Kelleher, Clive Appleton, Terri Young, Matthew Ross, Bianca Sullivan, Lesley Woudberg, Ian Lloyd, Tania Butterfield, Donald Couch, Jed O’Donoghue |
| In attendance | Kim Kelleher, Clive Appleton, Terri Young, Matthew Ross, Bianca Sullivan, Lesley Woudberg, Ian Lloyd, Tania Butterfield, Donald Couch, Jed O’Donoghue |
| Apologies     |   |

| Item   | Action  |
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| 1. Apologies   |   |
| 2. Confirmation of minutes / matters arising <ul style="list-style-type: none"> <li>a. Outstanding action items to be completed for the next PWG meeting               <ul style="list-style-type: none"> <li>i. MR – to submit additions to the existing initiatives table ASAP.</li> </ul> </li> </ul>   | Please complete any outstanding actions against your name   |
| 3. Governance Group agenda / paper <ul style="list-style-type: none"> <li>a. The date for the next GG meeting is confirmed for February 16<sup>th</sup>.               <ul style="list-style-type: none"> <li>i. MR to follow up with Kara re. availability for the meeting.</li> <li>ii. BS drafting a paper for submission. Will circulate to PWG early next week with comments requested by COB Friday 10<sup>th</sup> Feb. Paper to include updates on:                   <ul style="list-style-type: none"> <li>1. Budget</li> <li>2. Resourcing</li> <li>3. SAG progress</li> <li>4. Scope of CMP</li> </ul> </li> </ul> </li> </ul> | BS to circulate draft Gov Group paper by Tues 7 <sup>th</sup> Feb.<br><br>ALL – to return comments on Gov Group paper to BS by Friday 10 <sup>th</sup> Feb. |

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| <ul style="list-style-type: none"> <li>5. Scope of Action plan</li> <li>6. Branding</li> <li>7. Existing initiatives table</li> <li>8. Workshop report</li> </ul>   |   |
| <p>4. Resourcing for Phase 1</p> <ul style="list-style-type: none"> <li>a. Suggested additions to scope of work: <ul style="list-style-type: none"> <li>i. Timeframe/start date</li> <li>ii. Consultation workshops – expected duties, e.g. designing/organising/writing up</li> <li>iii. Hui at Rāpaki</li> <li>iv. Completing the final CMP</li> <li>v. Minutes from PWG meetings</li> <li>vi. Project management / coordination?</li> <li>vii. Liaising with Ngāi Tahu planner re. writing final CMP</li> <li>viii. Managing design / layout process</li> </ul> </li> <li>b. Criteria for evaluating replacement <ul style="list-style-type: none"> <li>i. Existing relationships</li> <li>ii. Environmental science / geography background</li> <li>iii. Independent (no bias)</li> <li>iv. Should know the harbour</li> </ul> </li> <li>c. CCC at end of RDP process and may be able to fund a staff member who could be hosted at ECan.</li> <li>d. Additional suggestions for candidates include: <ul style="list-style-type: none"> <li>i. Kirsty Brennan - EOS Ecology</li> <li>ii. Anna Veltman – Ecan</li> <li>iii. Paula Smith</li> <li>iv. Gail Tippa</li> </ul> </li> </ul> | <p>BS – to follow up with CA re. potential availability of staff.</p> <p>ALL – any further suggestions for candidates to be submitted to BS</p> |
| <p>5. Update on SAG</p> <ul style="list-style-type: none"> <li>a. The SAG met on the 25<sup>th</sup> January.</li> <li>b. Islay Marsden, Professor of Marine Biology at the University of Canterbury, joined the group.</li> <li>c. Tasman Gillies, Ngāi Tahu, resigned from the group due to other work commitments. This leaves a gap in cultural representation that will need to be filled ASAP. DC has offered to provide cultural expertise on the SAG and will confirm this with the Rūnanga Chair.</li> </ul>   |   |

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| <p>6. Branding</p> <ul style="list-style-type: none"> <li>a. Following a meeting with Leon White Design in Lyttelton, a quote for project branding has been received @ \$6-8,000. This includes the logo design process and branding (typeface, colour palette, image use, letter head etc)</li> <li>b. The logo is for the partnership and will feature on any outputs, such as the CMP and the projects that come out of the Action Plan.</li> <li>c. It was suggested that more than one quote be obtained for reference.</li> </ul>   |  |
| <p>7. Objectives / actions</p> <ul style="list-style-type: none"> <li>a. This agenda item was cancelled.</li> </ul>   |  |
| <p>8. Any other business</p> <ul style="list-style-type: none"> <li>a. It was suggested that we have a 'quick wins' project ready to start with the launch of the CMP in June. Ideas included: <ul style="list-style-type: none"> <li>i. Saltmarsh protection at the head of the harbour, potential for covenanting?</li> <li>ii. Focus on identified Sites of Ecological Significance (SES)</li> <li>iii. Planting of the creek by the Wheatsheaf</li> <li>iv. It was suggested that, as we do not yet have a process in place to evaluate proposals, it may be helpful to see if there are any appropriate projects in the Immediate Steps pipeline.</li> </ul> </li> </ul> |  |

**Next meeting:** Date: Tuesday 14<sup>th</sup> February 2017, 12.30 – 2.30pm

Location: 200 Tuam Street (unless someone else wants to host?)