

Minutes

Meeting title	Whakaraupō Partners Working Group meeting
Date	Tuesday 20th June 2017
Time	12.30 – 2.30 pm
Venue	ECan, 200 Tuam Street (Waiiau meeting room, Ground Floor)
Chair	Yvette Couch-Lewis
Invitees	Yvette Couch-Lewis, Kim Kelleher, Clive Appleton, Matthew Ross, Bianca Sullivan, Ian Lloyd, Tania Butterfield, Debbie Hogan, Jed O'Donoghue, Christina Robb, Gillian Ensor, Courtney Bennett, Olivia Smith
In attendance	Yvette Couch-Lewis, Matthew Ross, Ian Lloyd, Tania Butterfield, Debbie Hogan, Jed O'Donoghue, Christina Robb, Gillian Ensor, Courtney Bennett, Olivia Smith, Felicity Blackmore, Kelvin McMillan
Apologies	Kim Kelleher, Bianca Sullivan, Clive Appleton

Item	Action
1. Apologies <ul style="list-style-type: none"> a. Apologies were received from Kim Kelleher, Bianca Sullivan and Clive Appleton 	
2. Confirmation of minutes <ul style="list-style-type: none"> a. The minutes from the 6th June meeting were confirmed by Christina Robb. b. It was suggested that the actions be dated in the minutes so it's easier to track progress with them. 	Gillian to include date that action was identified in minutes.
3. Matters arising from previous meeting (6th June) <ul style="list-style-type: none"> a. Updates to healthy harbour website (Gillian) b. SAG report (Christina/Gillian) c. Governance paper (Christina) d. Communications (Tania) e. Master list of actions (Gillian) f. Classification criteria (Gillian/Christina) 4. Matters carried over from meeting held 16 May <ul style="list-style-type: none"> a. Implementation paper completed (Matt/Yvette) 	
5. Governance Group meeting update <ul style="list-style-type: none"> a. Christina gave a brief overview of the Governance Group (GG) meeting that was held on 13 June 2017 and relayed that the GG are happy with the direction and progress that the PWG are making. b. Key outcomes from the meeting for the PWG to the next GG meeting include: <ul style="list-style-type: none"> i. The criteria for prioritising projects/actions ii. Recommended projects/actions to be included in the CMP iii. Branding – full scoping of a logo iv. Community engagement document c. Ian Lloyd mentioned that we had looked at developing a brand/logo late last year. Gillian will see if she can find any information about this. 	Gillian to find work undertaken previously regarding logo development and branding.
6. HCMP drafting update (see attached) <ul style="list-style-type: none"> a. Courtney and Debbie circulated a three page document which sets out their initial drafting of Part 1 of the CMP which sets out the purpose, goals and Pou for the plan. b. The PWG agreed that the proposed approach very much reflects the groups intentions and they are happy with the direction being taken, the goals and the pou. The group liked the direct/understandable text and didn't see a need for lots more words. Courtney and Debbie advised that they cannot proceed with the stage 2 of the report until the list of projects/actions to be included is finalised at next week's workshop. 	
7. Prioritising Projects <ul style="list-style-type: none"> a. Gillian and Christina spoke about the prioritisation of actions. Ian and Kim had provided information to Gillian to input into this. b. There was a lengthy discussion about this topic with several approaches to categorising actions presented. c. It was agreed that actions could be categorised based on location in the harbour (from the mountains to the sea) with consideration of indicator species 	Yvette to circulate notes from hui as soon as possible. Indicator species to be finalised ahead of next PWG meeting.

Item	Action
<ul style="list-style-type: none"> d. Yvette will update the PWG with outcomes of the hui this evening to discuss indicator species and will circulate notes from the meeting as soon as possible. The final list of indicator species will be ready for the next PWG meeting. e. The role of indicator species was discussed with suggestion that they have two roles: <ul style="list-style-type: none"> i. Can be used as a monitoring tool, and ii. Can be used to determine what projects are recommended/undertaken. f. Gillian will provide a clear master actions table for classification purposes 	<p>Gillian to circulate revised master actions table ahead of workshop next week.</p> <p>Everyone to review recommended actions for workshop next week.</p>
<ul style="list-style-type: none"> 8. Communications update <ul style="list-style-type: none"> a. Tania provided an update on her ideas for increasing community engagement. She met with Gillian to discuss the healthy harbour website and Ben Leith is making some changes to the website and organising permission for Tania and Gillian to be able to make changes themselves. b. Tania suggested a regular update from the chair, possibly monthly, until the end of the project that provides a brief overview of where we're at and what's going on. c. The group supported this suggestion and Christina will draft the first update and Yvette will finalise 	<p>Tania to chase up Ben Leith about permissions for website editing.</p> <p>Christina to draft the first 'Chair update' for Yvette</p>
<ul style="list-style-type: none"> 9. Project timelines <ul style="list-style-type: none"> a. There are no changes to the project timeline. 	
<ul style="list-style-type: none"> 10. Freshwater Improvement Fund application <ul style="list-style-type: none"> a. There is no update on this. 	
<ul style="list-style-type: none"> 11. Budgets and resourcing update <ul style="list-style-type: none"> a. An update on project expenditure against the project budget was circulated with the agenda 	
<ul style="list-style-type: none"> 12. Any other business <ul style="list-style-type: none"> a. None discussed 	

Next workshop: Tuesday 27th June 2017 12.00 to 3 (LPC Boardroom, 41 Chapmans Road, Hillsborough)

Next PWG meeting: Tuesday 4th July, 12.30-2.30 (Ecan, Rakahuri room, ground floor)