

Minutes

Meeting title	Whakaraupō Partners Working Group meeting
Date	Tuesday 25th July 2017
Time	12.30 – 2.30 pm
Venue	ECan, 200 Tuam Street (Rakahuri 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, Kelvin McMillan, Charlotte O'Sullivan
In attendance	Yvette Couch-Lewis, Kim Kelleher, Matthew Ross, Christina Robb, Gillian Ensor, Kelvin McMillan, Charlotte O'Sullivan
Apologies	Ian Lloyd, Jed O'Donoghue, Tania Butterfield, Debbie Hogan, Bianca Sullivan, Courtney Bennett, Olivia Smith, Clive Appleton

Item	Action
1. Apologies <ul style="list-style-type: none"> a. Apologies were received from Ian Lloyd, Jed O'Donoghue, Tania Butterfield, Debbie Hogan, Bianca Sullivan, Courtney Bennett and Clive Appleton. 	
2. Confirmation of minutes <ul style="list-style-type: none"> a. The minutes from the 4th July meeting were confirmed by Kim Kelleher. 	
3. Actions arising from previous meeting (4th July) that were initiated; <ul style="list-style-type: none"> a. Community Engagement (Tania/Gillian) – draft complete b. Logo Design (Yvette) – working on this c. Project prioritisation (Gillian) – made great progress d. Circulation of 'principals' and 'existing initiatives' (Gillian) - completed e. Partner commitments (Courtney) – Ecan and TRONT complete, LPC and CCC are still working on theirs f. Chair update (Christina) – final complete 4. Matters carried over from meeting held 16 May <ul style="list-style-type: none"> a. Implementation paper completed (Matt/Yvette) – still working on this 	<p>Kim to send LPC commitments to Gillian to insert into draft CMP before noon, Thursday 27 July</p> <p>Kelvin to chase up Clive about CCC commitments.</p> <p>Matt to finalise implementation paper, it won't be completed for Governance meeting on 2 July.</p>
5. HCMP drafting update <ul style="list-style-type: none"> a. The group discussed the pre-circulated draft CMP and agreed that the front of the document is well drafted and is looking great. b. Kelvin expressed concern at the tone of the document in terms of indigenous versus exotic species, and that the document is pitched more at the 100% indigenous end of the scale, with little discussion about exotic species and the role they play. The functional aspects of the harbour that are exotic e.g. pasture, were discussed. He explained that the exotic species in the harbour can support some of the outcomes that we're seeking in terms of biodiversity. It's also important that the plan recognises the presence of non-natural parts of the catchment, such as houses, the port etc., and the integration of these parts of the harbour with the natural environment. c. The group agreed that it's important to acknowledge that the whole harbour includes the non-natural environment and the natural environment and their interaction is important for the functioning of the harbour environment. Matt and Yvette will discuss this with Courtney. d. Christina raised the topic of how Parts 1 and 2 were going to merge with Part 3 (the projects). Matt explained his discussions with Courtney and Debbie on how the different parts of the plan can be weaved together. See also below. 	<p>Matt and Yvette to discuss with Courtney including more discussion on the role of exotic species.</p>
6. Actions/Projects update <ul style="list-style-type: none"> a. Kim, Bianca, Matt, Gillian and Olivia held 2 meetings to progress this since the last PWG meeting . b. A draft document was circulated prior to this meeting (24/7/17). Matt explained the document. 	<p>Yvette to provide suggested wording of objectives to Gillian to incorporate.</p>

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<ul style="list-style-type: none"> c. There was general agreement that we're heading in the right direction but additional work needs to be done before the draft CMP is circulated for consultation. Christina will recommend to the Governance Group that an additional month is required to prepare the draft CMP. d. Yvette discussed her concerns about the weaving of ki uta ki tai and the species into the objectives and that the action plan does not seem to be speaking to the intent of the Recovery Plan Action. The group agreed with Yvette on her suggested changes to the objective wording.. Yvette will provide her wording to Gillian. e. Christina raised the placement of the integration objective first, and that by having it first, the priority projects were buried a bit in the back of the document. f. Gillian will cross-reference the actions with previous documents to make sure that everything that should be has been included. g. The remainder of the group will provide comments to Gillian by 9am Thursday (27 July) to be incorporated into the draft version to be circulated to the Governance Group on Thursday (27th July). These comments will include whether any projects have been missed. h. Comments will include flagging projects that each organisation thinks are priorities and quick wins. i. Matt will let Christina know if she can have the Tangata Tiaki information to ensure that their information is incorporated prior to the GG meeting. 	<p>All group members to provide comments to Gillian by 9am Thursday 27 July</p> <p>Matt to inform Christina about Tangata Tiaki information</p>
<p>7. Communications and engagement</p> <ul style="list-style-type: none"> a. Tania, Bianca and Gillian met to discuss communications around draft plan and community engagement. A draft communication and engagement plan was prepared and circulated with the PWG meeting agenda yesterday (24/7/17). b. Gillian, Tania and Charlotte met with Ecan graphics designers to discuss design of the draft and final CMP and associated advertising material. Ecan has capacity to design and print internally the draft and final plan and associated advertising material. Gillian will seek costings for this from them. c. The group expressed concern about what the document would look like and that this is a great opportunity to design a document that doesn't look like other corporate planning documents. Ideas for design were discussed in detail. The group agreed it was important that the design of the document reflects the intent of the LPRP Action – ki uta ki tai. d. The group expressed concern about Ecan designing the draft and final plan. e. Yvette is meeting with Cain, a carver to discuss design ideas. She will advise outcomes of this. f. There was lengthy discussion on what the final document will look like, and when community engagement will occur. Given the extra month required to prepare draft, we discussed consulting on a non-designed draft CMP, a word document and doing the design work after the draft is complete rather than before. 	<p>Gillian to get costing information from ECAn graphics team to design and print draft plan and advertising material.</p> <p>Yvette to pursure logo design and document design with Cain.</p>

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<ul style="list-style-type: none"> g. Advice from Ian and Jed on community engagement is required. Ian is back from holiday next week. h. It was agreed that Christina will prepare two options to go governance (see below). The preferred option is to have a 'soft' launch – we will circulate a word version (working draft CMP in late Aug/Sept) for targeted feedback and this will give time to design the plan appropriately. We will then circulate a final draft for comment in October, with the final CMP in November. i. Yvette will pursue logo design. The implications on timeframes of designing a new logo were discussed. j. The group was adamant that the final CMP will be complete and launched prior to Christmas. 	
<ul style="list-style-type: none"> 8. Governance Group (next meeting to be held 2 August) <ul style="list-style-type: none"> a. Gillian will compile the draft CMP into one document, cross reference actions and incorporate comments provided by 9am Thursday 27 July, to go to GG meeting. b. PWG will recommend another month to prepare draft CMP for community engagement. c. Christina will prepare two options for community engagement and timing of plan design (draft and final) d. Option 1 – undertake design of plan prior to draft but push out consultation to allow time for design. e. Option 2 – undertake targeted consultation on a non-designed working draft (soft launch) in late August/September, with the design of the document occurring in parallel. A final draft CMP will be released in October for comment, and then the final CMP in November. f. Christina will redo the project timelines in light of above discussion. 	<p>Gillian to prepare draft CMP.</p> <p>Christina to prepare communications and engagement options</p>
<ul style="list-style-type: none"> 9. Project timelines <ul style="list-style-type: none"> a. An additional month is required to complete the draft CMP. b. Christina will redo the project timelines in light of above discussion. 	<p>Christina to redo timeframes and circulate</p>
<ul style="list-style-type: none"> 10. Freshwater Improvement Fund application <ul style="list-style-type: none"> a. Bianca advised that the FIF was unsuccessful. 	
<ul style="list-style-type: none"> 11. Budgets and resourcing update <ul style="list-style-type: none"> a. Christina didn't have information but will circulate once she has this. 	<p>Christina to circulate budget summary</p>
<ul style="list-style-type: none"> 12. Any other business <ul style="list-style-type: none"> a. Debbie Hogan is no longer available to work on the project. Christina will consider the resourcing implications of this. 	

Next PWG meetings:

Tuesday 8th August, 12.30-2.30 (Ecan, Rakahuri meeting room)

Tuesday 15th August, 12.30-2.30 (Ecan, Rakahuri meeting room)