

Minutes

Meeting title	Whakaraupō Partners Working Group meeting
Date	Tuesday 8th August 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, Christina Robb, Gillian Ensor, Kelvin McMillan, Charlotte O'Sullivan, Bianca Sullivan, Ian Lloyd, Tania Butterfield, Jed O'Donoghue, Courtney Bennett,
Apologies	Debbie Hogan, Olivia Smith, Clive Appleton, Matthew Ross

Item	Action
1. Apologies <ul style="list-style-type: none"> a. Apologies were received from Debbie Hogan, Olivia Smith, Clive Appleton and Matthew Ross. 	
2. Confirmation of minutes <ul style="list-style-type: none"> a. The minutes from the 25th July meeting were confirmed by Christina Robb. 	
3. Actions arising from previous meeting (25th July) that were initiated; <ul style="list-style-type: none"> a. Partner commitments from LPC and CCC - CCC provided theirs, LPC still outstanding b. CMP drafting – circulation of information prepared by Kelvin (see item 6) c. Changes to objectives – Yvette provided to Gillian d. Action Plan comments – LPC and CCC provided to Gillian (see item 7) e. Ecan graphics, design of draft and final CMP – Ecan have capacity to do this f. Logo and design – Yvette circulated project brief for comment (see item 8) g. Governance update – (see item 5) h. Timeframe changes – Christina to update (see item 10) 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 	Kim to send LPC commitments to Courtney to insert into draft CMP by end of day 9/8/17 Matt to finalise implementation paper, it won't be completed for Governance meeting on 2 July.
5. Governance Group (GG) meeting update (2 August meeting) <ul style="list-style-type: none"> a. Christina provided a brief overview of the key outcomes of the governance group meeting. Direction from the GG includes: <ul style="list-style-type: none"> i. The objective as set out in the Recovery Plan must be included in the CMP. ii. The recommended changes to timeframes to prepare the final CMP are accepted. iii. Work examining the ongoing implementation and role of the partnership once the CMP is final, should not progress at this stage. There is a commitment to address it, but not at this stage. iv. The year 1-2 projects need to be scoped in terms of what is already funded and what could be funded by LTCP. GG only want to see projects in the 1-2 timeframe that have a funding commitment. v. Projects led by groups/organisations outside the Partnership should be incorporated in the CMP. The lead agency for projects does not need to be a partner organisation. The CMP is not just about capturing existing projects, but about giving support to existing projects. vi. The logo design brief, as set out by Yvette at the GG meeting is supported, it should incorporate reference to the Port, recreation and all sectors, as well as restoration of ecological and cultural health for mahinga kai. 	Gillian to circulate GG minutes from previous meeting (June). Christina to implement recommendations of GG meeting (2 August)

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<ul style="list-style-type: none"> vii. The minutes from the previous GG meeting can be circulated. b. The PWG will talk to DOC, Summit Road Sociaety and BPCT about current and future projects. 	
<ul style="list-style-type: none"> 6. HCMP drafting update <ul style="list-style-type: none"> a. Courtney provided a brief update on where the draft CMP is at. She has mostly been working on the cultural narrative in the Part 1 of the document and getting this approved through tangata tiaki and rapaki. b. Next she will be working on populating Part 2 and incorporating the work that Kelvin has been doing on this. Please provide any comments on this. c. On Friday she will go on a site visit in Whakaraupo and visit the Port. d. We discussed Part 3 and agreed that Gillian will coordinate the content for the projects and Courtney can present it and amend the wording for consistency however best it fits within the plan context of Parts 1 and 2. e. Courtney will make a few more changes and provide the latest version to Christina to circulate by the end of tomorrow. 	<p>Courtney to provide the latest version of Parts 1 and 2 to Christina to circulate by the end of tomorrow.</p>
<ul style="list-style-type: none"> 7. Actions/Projects update <ul style="list-style-type: none"> a. Gillian provided a brief overview of Part 3 and explained that we are now trying to flesh out the detail of the projects, what's involved and how much they will cost. Can they realistically be achieved in the first 1-3 years etc.. b. Gillian is also trying to finalise the existing projects/initiatives that are occuring in the catchment. We discussed where this should sit within the CMP and agreed that it was important to acknowledge existing work but it may be incorporated in an appendix. We need to consider this a bit more. c. We discussed the costs associated with projects and that we can only include projects in the short term that we have secured funding for. This is the next piece of work that needs to be done. d. Clive has highlighted projects that CCC will lead or be involved in. Kelvin will chase up with him about fleshing out the projects and costs. 	<p>Gillian and Courtney will provide the latest versions of Parts 1 and 2 and 3 to Christina tomorrow and she will circulate the latest versions to everyone.</p>
<ul style="list-style-type: none"> 8. Logo and CMP publication design <ul style="list-style-type: none"> a. Yvette circulated a project brief for the design of the logo. b. Partners will review and provide comments to Yvette asap c. Yvette explained that it's important to have input from the Partners into the logo design. The Partner representatives will let Yvette know who will be involved from their organisation. d. TRONT have capacity to look at the plan design as well. e. Publication of the document is still sitting with Ecan. f. The name of the document was discussed – will it be called a Catchment Management Plan or Healthy Harbour Plan, or something else? Everyone needs to think about this. 	<p>Partners to let Yvette know who will be involved in Logo design from their organisations.</p> <p>Yvette to organise hui for logo design.</p>

Item	Action
<p>9. Communications and engagement</p> <ul style="list-style-type: none"> a. Tania gave a brief overview of where comms is at. b. The Chairs column will be in the Bay Harbour News tomorrow and the Akaroa Mail on Tuesday. It needs to be emailed out to stakeholders etc... c. Gillian still needs to get access to the Healthy Harbour email address and find the contacts list for circulating information about the project. The group agreed this should include the submitters on the LPRP. d. A more detailed communications plan needs to be prepared in light of go ahead from GG on community engagement and changes to timeframes for publication. e. The group agreed that there will be an increase in communications over the next few months so Ecan comms need to get in contact with comms advisers at each of the Partner organisations. The Chair Column should be circulated to them as well. 	<p>Gillian to email Chairs column to stakeholders</p> <p>Christina/Tania to prepare more detailed communications plan</p> <p>Charlotte to contact all Partner organisation comms representatives and let them know where we're at with the project</p>
<p>10. Project timelines</p> <ul style="list-style-type: none"> a. Christina went over the changes to the project timeline in light of GG direction. 	<p>Christina to incorporate changes to timeframes into a detailed comms plan.</p>
<p>11. Budgets and resourcing update</p> <ul style="list-style-type: none"> a. Christina provided an update of the budget. b. Kim asked for more detail, including a month by month breakdown. 	<p>Christina to discuss budget with Kim</p>
<p>12. Any other business</p>	

Next PWG meetings:

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