

Minutes

Meeting title	Whakaraupō Partners Working Group meeting
Date	Tuesday 12th September 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, Matthew Ross, Bianca Sullivan, Jed O'Donoghue, Christina Robb, Gillian Ensor, Olivia Smith, Kelvin McMillan, Neil McLennan
Apologies	Kim Kelleher, Clive Appleton, Ian Lloyd, Tania Butterfield, Debbie Hogan, Courtney Bennett, Charlotte O'Sullivan

Item	Action
1. Apologies a. Apologies were received from Kim Kelleher, Clive Appleton, Ian Lloyd, Tania Butterfield, Courtney Bennett, Charlotte O'Sullivan and Debbie Hogan.	
2. Confirmation of minutes a. The minutes of 15th August were confirmed by Bianca. b. The minutes of 29th August were confirmed by Bianca.	
3. Matters carried over from previous meeting held 29th August: a. All actions were completed, except Christina noted PWG comments on the Action Tables were only received from Ian and CCC. Comments were not received from LPC or TRONT.	TRONT will provide comments on Action Tables by the end of Friday (15th Sept)
4. Matters carried over from meeting held 16 May: a. Implementation paper still to be completed (Matt/Yvette) – Yvette confirmed that this paper is still very important and should remain on the list of items to be completed.	

Item	Action
<p>5. Governance Group update.</p> <ul style="list-style-type: none"> a. The Governance Group met on Wednesday 6th September. Draft minutes from that meeting were circulated with the PWG agenda. These are not to be circulated wider than the PWG as they have not been confirmed by the Governance Group. b. Christina went over the key recommendations and discussions that occurred at the Governance Group meeting. They are summarised below: <ul style="list-style-type: none"> i. PWG should engage appropriate experts to review the draft CMP. ii. Targeted feedback meetings should proceed following a review of the draft CMP. iii. PWG should apply for funding from the MfE Community Environment Fund for the Head of the Harbour project. iv. There is a clear gap in funding for marine biodiversity research and projects between the Partner organisations. c. The PWG discussion on the review of the draft CMP is contained in item 6 below, and discussion on the targeted feedback meetings at item 7. d. The PWG discussed the funding gap for marine biodiversity. Bianca raised the mahinga kai fund that may come out of the reclamation and capital dredging resource consent process. Matt did not feel it was appropriate for the PWG to discuss the on-going reclamation consent process or dredging consents appeals. Matt also reminded the PWG that they had drafted the catchment plan on the basis that the reclamation and dredging consents were out of scope. The key resourcing challenge for the PWG was that restoring a healthy catchment would need resources over and beyond what was currently available from partners and was in addition to whatever was required to address the effects of reclamation and dredging. 	

<p>6. HCMP drafting update.</p> <ul style="list-style-type: none"> a. Christina summarised where we are at with drafting the CMP and identified the following gaps that need to be completed by the PWG: <ul style="list-style-type: none"> i. The future state information has not been reviewed by the PWG as this was inserted after the last version was circulated to the PWG by Courtney. It was inserted into the document for the version that went to the Governance Group. ii. The zones and species in each zone have not been finalised. b. Matt initiated discussion about the timeframes of the projects in the Actions Tables. <ul style="list-style-type: none"> i. It was agreed that the timeframes (short-term and long-term) need to be defined/explained as there is no explanation of what this means. ii. Gillian will ensure appropriate explanation is included. iii. Matt confirmed that TRONT will provide comments on the Action Tables by the end of Friday (15th September). c. The PWG discussed the review of the draft CMP as directed by the Governance Group. The discussion is summarised below: <ul style="list-style-type: none"> i. LPC highlighted need for a well scoped contract with reviewer and the importance of engaging expert(s) with appropriate expertise. ii. LPC also highlighted that the community is extremely well informed (some are experts in relevant fields) and the draft CMP will be well tested during the targeted feedback meetings. It's important that the CMP is robust and that a science expert attends the meetings to answer questions and give feedback. iii. It was agreed that a review should incorporate <ul style="list-style-type: none"> 1. a review of the structure (linking, logic and flow of document) 2. a review of the matauranga maori aspects of the document 3. a review of the science content iv. Christina suggested, and the PWG agreed, that Bob Penter is engaged to look at the structure of the document. He is involved in the Healthy Waikato River Strategy and is an RMA commissioner. v. The PWG agreed that a TRONT inhouse expert can review the matauranga maori aspects, Matt will organise this. vi. The PWG agreed that Tim Davie should be approached to review the document from a science perspective. Christina will arrange this vii. Christina will also arrange for Debbie Hogan to provide her feedback to Courtney next week. viii. It was agreed that EOS should not be engaged at this point as a reviewer. 	<p>Future state information and zones will be reviewed and finalised by the PWG this week. Gillian to organise a meeting to occur at the end of this week between Kelvin, Yvette, Ian, Kim and Bianca to do this.</p> <p>Gillian to circulate the latest version of the draft CMP.</p> <p>Gillian to ensure there is appropriate explanation of timeframes.</p> <p>Matt to provide TRONT comments on Action Tables by Friday 15th September.</p> <p>Christina to organise review by Bob Penter and Tim Davie.</p> <p>Matt to organise matauranga maori review.</p> <p>Christina to arrange for Debbie to go through her feedback with Courtney next week.</p>
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Item	Action
<p>7. Targeted consultation and feedback</p> <ul style="list-style-type: none"> a. Christina summarised the timeframes and content of the targeted feedback meetings. b. The attendees were discussed. We need to ensure that DOC and Koukourarata are included on the list as well as the Lyttelton Community Association, Business Association and Lyttelton Harbour Network. The list of people to invite will be circulated to the PWG to confirm. c. The need for a separate meeting with DOC was discussed. Yvette mentioned that DOC are interested in joining the Partnership. This needs to be discussed at the Governance level. d. Gillian asked for feedback on the circulated agenda and feedback questions. 	<p>Gillian to circulate the invite list to the PWG. PWG to confirm list.</p> <p>All PWG to provide feedback on the agenda and feedback questions to Gillian.</p>
<p>8. Logo and CMP publication design</p> <ul style="list-style-type: none"> a. Yvette provided an overview of the draft logo designs. There was much discussion about them, as well as where the logo would be used. b. The PWG agreed that the focus of the logo and branding should be on the future wellbeing and health of the harbour. It was agreed that the PWG prefer the use of 'Whaka-ora, Healthy Harbour, ki uta ki tai', to be used as part of the logo rather than 'Whakaraupo Partnership' and/or 'catchment management plan'. Whaka means to do, and Ora means wellbeing/health. c. The PWG agreed on three logos that were preferred. Yvette will go back to Te Ariki with the PWG feedback 	<p>Yvette to continue to liaise with Te Ariki, and circulate amended logos to PWG.</p>
<p>9. Communications and Engagement</p> <ul style="list-style-type: none"> a. Christina will identify some dates for the targeted feedback meetings. It was agreed that the invitation be from Yvette and can be sent from the healthy harbour email address. b. Christina will set out the next round of communication required after targeted meetings. c. Yvette would like to meet with Charlotte to discuss plan design, including scope, what we want and what needs to be done and when. d. Christina to pursue meeting dates and venues 	<p>Christina to pursue dates, venues and meeting invitation.</p> <p>Charlotte and Yvette to meet to discuss plan design.</p>
<p>10. Project timelines</p> <ul style="list-style-type: none"> a. Christina explained the timeframes are tight but we will stick to the timeframes as set out to the Governance Group. 	
<p>11. Budgetting and resourcing</p> <ul style="list-style-type: none"> a. There is no change to budgets or resourcing. 	
<p>12. Other business</p> <ul style="list-style-type: none"> a. No other matters were raised. 	

Next PWG meeting:

Tuesday 26th September, 12.30-2.30 (ECan, Rakahuri meeting room)