

Minutes

Meeting title	Whakaraupō Partners Working Group meeting
Date	Tuesday 10th October 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, Bianca Sullivan, Jed O'Donoghue, Ian Lloyd (phone), Christina Robb, Gillian Ensor, Courtney Bennett, Kelvin McMillan, Tania Butterfield, Olivia Smith.
Apologies	Charlotte O'Sullivan, Debbie Hogan, Clive Appleton.

Item	Action
1. Apologies were received from Charlotte, Debbie and Clive.	
2. The minutes of the 26th September meeting were confirmed by Kim and Bianca noting the following amendment to be made: <ol style="list-style-type: none"> a. Te reo placenames should be used in all documents (item 6g – Shag Reef). 	
3. Matters carried over from previous meeting held 26th September: <ol style="list-style-type: none"> a. All actions have been completed, except item 8a (logo). Yvette advised that Rapaki have been asked to provide feedback on two logo design options to Yvette by Friday 13th October. 	Yvette to advise final logo design
4. Matters carried over from meeting held 16 May: <ol style="list-style-type: none"> 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. 	Matt to prepare implementation paper

Item	Action
<p>5. Governance meeting update</p> <ul style="list-style-type: none"> a. Christina provided an overview of the governance group meeting held on 3rd October, and noted the following key points that were discussed. b. Timeframes – governance still want to meet timeframes as set out in PWG update paper with document completed by the end of the year, but are keen for Council endorsement before launch. Therefore realistically the final document won't be launched until early 2018. c. Resourcing – governance would like PWG to advise around deliverability of projects (financial contributions and resourcing) for projects by next meeting (November 9). There was discussion around what this document will look like and who will prepare it. There was also a discussion around collaborative projects where more than one organisation is involved. d. It was agreed that all Partners will confirm their organisations commitments to project deliverability (funding and other resourcing, timeframes and whether the organisation will be a lead or contributor) by the next PWG meeting. e. It was agreed that 'lead' means project 'champion', not necessarily funder. f. Christina will pull this information together into a resourcing document that will sit alongside the CMP. Possibly in an appendix. g. Gillian will circulate the latest version of the action tables without the 'lead' information. h. There was discussion around the requirement for an action that commits the Partnership to pursue other funding sources. This information is contained on page 38 of the document under a 'funding' heading. i. Yvette advised that she has circulated the 'draft for consultation version' to a targeted group of people at Rapaki for their feedback and each Partner organisation should do the same. j. Gillian to circulate to PWG a word version of the document. 	<p>Each Partner organisation to confirm resourcing of projects by next PWG meeting</p> <p>Christina to pull together into PWG recommendation</p> <p>Gillian to circulate word version of the actions tables without the 'lead'</p> <p>Each Partner organisation to circulate '<i>draft for consultation</i>' version within own organisations</p> <p>Gillian to circulate word version of the complete document.</p>

Item	Action
<p>6. Targeted consultation and feedback meetings</p> <ul style="list-style-type: none"> a. The targeted feedback meetings were discussed with the first one in Lyttelton tonight. b. Attendance was discussed as was how we are going to respond to feedback which will be received by 25th October. The next PWG meeting is scheduled for Tuesday 24th October, and it was agreed to change this meeting to Thursday 26th October after we have all the feedback. c. We discussed whether to prepare and circulate minutes for each feedback meeting. Gillian will prepare meeting notes following each meeting and these will be circulated to the PWG ahead of the next PWG meeting. These will also be circulated to meeting attendees. d. We will also prepare a summary of feedback received in addition to what is received at the meetings. Whether this is circulated prior to the next PWG meeting depends on how much feedback we get. It is anticipated that a sub-group will get together to determine how we incorporate feedback in the CMP. e. A summary report which outlines the feedback and the PWG response will be prepared for the governance group. 	<p>Gillian to change next PWG meeting to 26th October.</p> <p>Gillian to prepare meeting notes following each feedback meeting.</p> <p>Gillian to organise feedback as it's received.</p>
<p>7. Process for responding to feedback</p> <ul style="list-style-type: none"> a. See discussion in item 6 above. 	
<p>8. Logo and CMP publication design</p> <ul style="list-style-type: none"> a. The governance group has decided on two logo designs and Yvette has circulated these to Rapaki for a final decision to be made by Friday 13th October. She will advise the PWG of final logo design. b. The Ngai Tahu designers are working on the graphics for the final document and will meet with Yvette and Tania next week. They will have information for the PWG of regarding overall design options at the next PWG meeting. 	<p>Yvette to advise final logo design.</p> <p>Yvette to circulate graphic design information at next PWG meeting.</p>
<p>9. Communications and Engagement</p> <ul style="list-style-type: none"> a. November public consultation was discussed, particularly the length of the consultation period. Several people thought that 2 weeks is not long enough. It was agreed that 4 weeks is not required and that consultation would occur for 3 weeks. b. Tania outlined that the final design should be completed by 1st November for sign-off at the next governance meeting. c. Plan launch was briefly discussed as set out above. Christina advised that realistically this won't occur until early 2018. d. We discussed public consultation options and it was agreed Tania will prepare a timeline with all the key deadlines and options for finalising advertising materials, articles and printing etc. 	<p>Tania to prepare a timeline for communications around public consultation and design and plan launch.</p>

Item	Action
10. Project timelines e. Christina went over project timelines. Note change to project launch date.	
11. Budgets and resourcing f. There is no change to budgets or resourcing.	
12. Other business g. It was noted that this is the last PWG meeting that Bianca will attend before she leaves ECan.	

Next PWG meeting:

Tuesday 24th October, 12.30-2.30 (ECan, Rakahuri meeting room)