



WHAKA-ORA

Heathy Harbour, Ki Uta Ki Tai

Minutes

Meeting title	Whakaraupō Partners Working Group meeting
Date	Tuesday 24th 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, Ian Lloyd, Tania Butterfield, Debbie Hogan, Jed O'Donoghue, Christina Robb, Gillian Ensor, Courtney Bennett, Olivia Smith, Kelvin McMillan, Gillian Jenkins
In attendance	Yvette Couch-Lewis, Kim Kelleher, Matthew Ross, Ian Lloyd, Tania Butterfield, Jed O'Donoghue, Christina Robb, Gillian Ensor, Courtney Bennett, Kelvin McMillan, Gillian Jenkins
Apologies	None received - Debbie, Clive and Olivia were not in attendance.

Item	Action
1. No apologies were received.	
2. The minutes of the 10th October meeting were confirmed by Jed O'Donoghue and Christina.	
3. Gillian Jenkins was introduced as the Ecan representative on the PWG. Gill is a zone delivery lead in the Chch West Melton Banks Peninsula Zone Delivery Team at Ecan.	

Item	Action
<p>4. Matters carried over from previous meeting held 10th September:</p> <ul style="list-style-type: none"> a. Most actions have been completed, except items 5d and f relating to the work Partners agreed to complete around each organisations commitments to project deliverability (funding and other resourcing, timeframes and whether the organisation will be a lead or contributor). Christina will pull this information together once she has it. b. Item 9d relating to preparing a timeline of deadlines for consultation and production of the draft CMP and final CMP was not complete. See discussion around design and consultation at items 7 and 8 below. c. Item 6b (change next PWG meeting to 26 October) was not completed. The meeting remained on 24 October (today). <p>5. Matters carried over from meeting held 16 May:</p> <ul 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. Work on this has commenced. 	<p>PWG partners to confirm funding and resourcing commitments by Tuesday 31 October</p> <p>Yvette and Tania to progress document design and consultation requirements</p> <p>Matt to prepare implementation paper</p>

<p>6. Targeted consultation and feedback meetings held in October</p> <ul style="list-style-type: none"> a. The targeted feedback meetings were discussed, with a large amount of time spent discussing feedback received and how we should respond to it. b. Six key topics for discussion taken from the feedback meetings, which give a flavour of the feedback to come, were circulated to the group ahead of the meeting and discussed: <ul style="list-style-type: none"> i. Stormwater management alongside roads (rural, not residential) – what can be done to address this now? ii. The role individuals can play – do we need to make clearer the role they can play and things they can do to contribute towards reaching the plan goals. iii. The role of targets iv. Pest management, specifically pest plants – how should this be incorporated into the plan v. Do we need to think more about undertaking projects in the upper catchment before undertaking projects in the lower part of the catchment, particularly with regards to planting? (project sequencing) vi. Can we do more with regards to reducing sediment from the forestry sector? c. Stormwater management from roads – could we include an action to hold a road cutting and erosion symposium/workshop immediately (in the first year) to see what can be done ahead of the results from the pilot trials and existing road maintenance programmes. What can be done faster to address this issue? PWG to think about this a bit more. It was agreed that this matter could be discussed at the Governance level. d. The role of individuals – Gillian will pull together a list of tools for individuals. It was recommended that the best information relating to planting is the Di Lucas document. The PWG to send additional information relating to this to Gillian. e. The role of targets – this was not discussed f. Pest management – it could be clearer that when we're talking about pest management, we're talking about pest plants and animals. Pest management will be discussed with the BPCT. g. Project sequencing was not discussed. h. Forestry in the catchment. We will review the discussion around existing and future aspirations for the forestry sector in Part 1. The actions are appropriate for initiating collaboration with this sector with regards to erosion and sedimentation issues. i. Other matters that were discussed include: 	<p>Gillian to email meeting attendees to circulate notes</p> <p>Gillian to co-ordinate feedback and circulate to PWG</p> <p>Courtney, Christina and Gillian to respond to feedback and incorporate into draft CMP. Circulate to PWG ahead of next meeting.</p> <p>Gillian to pull together list of tools for individuals.</p> <p>Kim to consider the role of the Port and how to incorporate it into the document in a more visible way. She will also look into whether LPC will lead any of the actions/projects.</p>
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Item	Action
<ul style="list-style-type: none"> i. 'sediment sensitive harbour' – what does this really mean? ii. The plan is quite silent on the role of the Port – this is the biggest activity in the harbour, how can we incorporate more discussion about this in the document? What is the Port contributing in addition to requirements of regulations and consents/permits. Kim will think about this a bit more and provide information to Courtney. We discussed the fact that LPC are a Partner and additional actions are not required, it's more about weaving the Port into the document in a more visible way. It was also discussed that the Port has not committed to leading any of the projects. Are there any that they could lead? j. The process for responding to feedback was agreed as follows: <ul style="list-style-type: none"> i. Gillian will compile all feedback received into a spreadsheet and circulate on Thursday (26th) ii. Courtney, Gillian and Christina will meet on Monday 30th October to go through all the feedback and our response, and how we will incorporate into the draft document. iii. Any responses that have not been anticipated will be discussed with the wider PWG where required. iv. The PWG will be advised of how we have responded to the feedback ahead of the next PWG meeting. k. It was agreed that Gillian will email meeting attendees and those we received feedback from, thanking them, and circulating meeting notes. 	
<ul style="list-style-type: none"> 7. Logo and CMP publication design <ul style="list-style-type: none"> a. Yvette advised the final logo design. b. Yvette has received an initial design of the draft CMP and has discussed this with Christina. Yvette will liaise with the designers on their initial feedback. The PWG is happy for her to do this ahead of circulating a more considered version to the wider group. c. The designers are on track to have the document complete by the first week in November. d. The designers are still working on the map. This will be circulated once ready. 	<p>Yvette to liaise with graphics designers.</p>

Item	Action
<p>8. Communications and Engagement</p> <ul style="list-style-type: none"> a. It was confirmed that the consultation period for the November draft document will occur for 3 weeks. b. Providing the draft document is signed off by the Governance Group on 9th November, it will be available for consultation on the 10th. c. It was agreed that Yvette and Tania will prepare a 'Chairs Column' relating to the targeted feedback meetings (that they have occurred, were valuable, and thanking those who contributed) and informing people about the draft consultation period in November. d. The 3 week consultation period was discussed. <ul style="list-style-type: none"> a. It was noted that a significant proportion of Lyttelton market attendees are from outside the community therefore having a presence at the market shouldn't be the only place we go. b. A letterbox drop is a good idea with information saying we will be at, say, six locations around the harbour (drop-in locations) on certain days was suggested. e. Tania and Yvette will look at how the consultation will get done. f. Gillian to send a copy of the contact list to Yvette 	<p>Tania and Yvette to prepare Chairs Column</p> <p>Yvette to liaise with graphics designers over draft plan design</p> <p>Tania and Yvette will look at how the 3 week consultation period should look – what activities will we undertake to consult on the document.</p> <p>Gillian to send copy of contact list to Yvette.</p>
<p>9. Resourcing of projects</p> <ul style="list-style-type: none"> a. The Partners have not provided Christina with confirmation of resourcing for projects and information relating to lead agencies so she cannot prepare this information for the Governance Group. b. What was required was discussed - information relating to who will lead each project and who will support the lead agency, when will it commence and/or be delivered, is it part of an existing work programme, does it have confirmed funding, is funding sought through the LTP process, what is involved in the project, what will the outcomes be etc.. c. It was agreed this information would be provided to Christina by next Tuesday (31st October). 	<p>Partners to provide resourcing information to Christina by 31st October.</p>
<p>10. Project timelines</p> <ul style="list-style-type: none"> g. Christina went over project timelines. There are no changes to this since the last meeting. 	
<p>11. Budgets and resourcing</p> <ul style="list-style-type: none"> h. There is no change to budgets or resourcing. i. There was a discussion around interim support for the PWG between the end of November and when the plan is launched. The PWG passed a motion to roll over the contracts for support roles (administration and project management) for the PWG . 	<p>Christina to discuss support roles contracts with Ecan</p>
<p>12. Other business</p> <ul style="list-style-type: none"> a. There were no additional matters discussed 	

Next PWG meeting:

Tuesday 7th November, 12.30-2.30 (ECan, Rakahuri meeting room)