



WHAKA-ORA

Heathy Harbour, Ki Uta Ki Tai

Minutes

Meeting title	Whakaraupō Partners Working Group meeting
Date	Tuesday 7th November 2017
Time	12.30 – 2.30 pm
Venue	ECan, 200 Tuam Street (Waiau 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, Ian Lloyd (via phone), Tania Butterfield, Jed O'Donoghue, Christina Robb, Gillian Ensor, Courtney Bennett, Kelvin McMillan, Gillian Jenkins
Apologies	Olivia, Courtney, Matt

Item	Action
1. Apologies were received from Courtney, Olivia and Matt.	
2. The minutes of the 24th October meeting were confirmed by Jed O'Donoghue and Kelvin McMillan.	

Item	Action
<p>3. Matters carried over from previous meeting held 10th September:</p> <ul style="list-style-type: none"> a. Funding and resourcing of projects in Part 3 (Christina) b. Graphics design of draft document (Yvette and Tania) c. Circulation of targeted feedback and PWG response (Gillian) d. Visibility around LPC in the document (Kim) e. Tools for individuals (Gillian and Courtney) <p>4. 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>Christina to finalise funding and resourcing information for governance</p> <p>Yvette and Tania to pursue graphics design and ensure complete by Thursday</p> <p>Gillian to circulate feedback spreadsheet with PWG response</p> <p>Kim to prepare a concise paragraph about the Port to be inserted into Part 2 (harbour)</p> <p>Christina to incorporate LPC proposed actions into Part 3</p> <p>Gillian to liaise with Courtney regarding tools/actions for individuals</p>

<p>5. Funding and resourcing</p> <ul style="list-style-type: none"> a. Christina outlined where she is at with preparing advice for the governance group relating to funding and resourcing of projects in Part 3. Discussions are happening within each Partner organisation but nothing is confirmed. b. A spreadsheet showing the priority and first 3-year projects and funding for them was circulated at the meeting with discussion around costs associated with each project and project sequencing. c. Christina still needs more clarity around projects, and will make changes to the spreadsheet and advice for governance in light of discussions. d. It was explained we've inserted a 'lead' into the draft document for the priority and short term projects but not for the longer term (4+ year) projects as that detail will be included as part of the three-yearly project review. e. Ian explained that for the longer term projects (4+ years) it would be good have a lead identified so that the community knows who will be championing each area of work so they know who to contact with questions/information etc that relates to a project. f. It was agreed to amend 'lead' to 'partner champion'. This will be the Partner organisation who is responsible for an area of work and who will be the point of contact and will report on progress relating to that area of work. There could also be a non-partner lead who actually implements the project or is the community champion. g. There was discussion around the 'state of the takiwa report'. Specifically how this differs (or not) from a state of the environment report, and that we need to be clear what this report will include (or not). We also discussed the 'state of the water quality report' and how these three projects could be integrated. We discussed that there could be a 'scoping' action for a state of the environment/takiwa/water quality report as a priority project (to be completed within the first year) before the 'complete the report(s)' action which will be a first 3 year project. The scoping action could also include 'seek funding for'. h. We discussed that there needs to be a solid foundation for each action with a logical and practical sequencing/staging of projects that build on each other. i. We discussed the 'sediment sensitive catchment' action (Action 1.1) and what this means. We agreed that this action should focus on communication, education and awareness of the sensitivity of the environment to sediment, rather than 'identifying'. Delete 'identify' from the action. j. We discussed the CCC action relating to infrastructure upgrades to stormwater and wastewater (action 2.1) and that the action as worded underemphasises the contribution of CCC and role of this action to reduce direct discharges into the waterways in Whakaraupo. Christina will amend the action to make sure it's clear that this action is to upgrade infrastructure to ensure there are no direct discharges of wastewater into the sea. 	<p>Christina to make changes to spreadsheet as discussed and as Partners provide more detailed information to her.</p> <p>Christina to amend wording of Action 2.1</p> <p>Christina to look at state of takiwa/environment/water quality report actions and make changes if required to ensure a logical flow of project relating to this.</p> <p>Yvette to discuss experimental dredging action at hui with Rapaki tonight.</p>
---	--

Item	Action
<ul style="list-style-type: none"> k. The group discussed Action 4.3 relating to the feasibility study of experimental dredging to provide enhanced opportunities for kaimoana. Why is this action being supported by the Partnership if it wasn't recommended by the SAG. Yvette will discuss this at a hui with Rapaki this evening and report back to the group. 	
<ul style="list-style-type: none"> 6. Draft CMP design and publication <ul style="list-style-type: none"> a. Yvette advised that the design of the draft document is on track, but she's meeting with the designer later today to confirm everything is all ok and to make sure a version will be available for the governance meeting on Thursday. She will follow up with them about a jurisdictional map which shows the legal lines in the catchment (extent of the Mataitai, Port operational area, built environment etc). b. Graphics will print 30 copies on Monday to be delivered to key locations in the catchment. c. It will go on the healthy harbour website on Monday (front page) with the online feedback form for a period of 3 weeks (Monday 13 Nov – Friday 1 Dec) 	<p>Yvette to check with graphics team to make sure there will be a version available for governance meeting on Thursday evening</p> <p>The graphically designed version will be circulated to the PWG and governance group</p>
<ul style="list-style-type: none"> 7. Communications and Engagement <ul style="list-style-type: none"> a. The consultation period will be for 3 weeks from Monday 13 Nov – Friday 1 Dec (depending on outcomes of governance meeting on Thursday) b. Information will go in the relevant newspapers c. Information hubs will occur Monday 20 – Friday 24 at Lyttelton Library (tbc), Cass Bay (tbc), Governors Bay (Wed), Charteris Bay (Thur) and Diamond Harbour (Friday) 5.30-7.30 each night. Christina and Yvette will attend each session. Gillian to sort out paperwork regarding venue bookings. d. It would be good to be at Lyttelton Market on Sat 25 Nov. Gillian to sort out this. e. Yvette will be available for a press conference f. Email all stakeholders on Monday regarding public consultation period and where to find a copy of document. g. Tania will oversee the preparation of the online feedback form. We discussed including the following questions: <ul style="list-style-type: none"> a. Do you feel like you support this document? b. How would you like to see this plan implemented? c. Do you think there should be different priority projects? 	<p>Gillian to sort out paperwork for venue bookings for public consultation, and follow up about Lyttelton market.</p> <p>Yvette to confirm Lyttelton library and Cass Bay venues for Mon and Tues nights.</p> <p>Tania to organise content for online feedback form, postcards, healthy harbour website, social media, press conference and newspapers</p>
<ul style="list-style-type: none"> 8. Resourcing of projects <ul style="list-style-type: none"> a. There was nothing new to discuss here. 	

Item	Action
9. Project timelines a. Christina went over project timelines and that the earliest the final document could be signed of with CCC and Ecan councillors is 8th Feb. Still waiting for confirmation from other Partners. Therefore final document launch will not occur until Feb 2018 but we are still on track to have document finished by Christmas.	
10. Budgets and resourcing a. There is no change to budgets or resourcing.	
11. Other business a. There were no additional matters discussed	

Next PWG meeting:

Tuesday 21st November, 12.30-2.30 (ECan, Rakahuri meeting room)