



WHAKA-ORA

Heathy Harbour, Ki Uta Ki Tai

Minutes

Meeting title	Whakaraupō Partners Working Group meeting
Date	Tuesday 5th December 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 (via phone), Ian Lloyd, Tania Butterfield, Christina Robb, Gillian Ensor, Kelvin McMillan, Gillian Jenkins
Apologies	Olivia Smith, Courtney Bennett, Matt Ross, Jed O'Donoghue,

Item	Action
1. Apologies were received from Courtney, Olivia, Matt and Jed.	
2. The minutes of the previous meeting held on 7th November were confirmed by Gill Jenkins.	
3. Matters carried over from previous meetings: <ol style="list-style-type: none"> a. All matters identified in minutes from 7th November 2017 meeting were completed except the action relating to Yvette to discussing the experimental dredging action at hui with Rapaki in mid-November. This action should be carried over 	Yvette to pursue experimental dredging action with Rapaki.
4. The implementation paper identified at the meeting held 16 May 2017 is 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.	Matt to complete implementation paper.

Item	Action
<p>5. Governance Group Update</p> <ul style="list-style-type: none"> a. Christina gave a brief overview of the outcomes of the last Governance Group Meeting held 9th November 2017. Key matters discussed were: <ul style="list-style-type: none"> i. Focus on resourcing for priority and short-term projects ii. Phase 2 – CMP implementation (governance workshop scheduled for 23rd January 2018) b. The next governance meeting is scheduled for 19th December. c. Regarding Phase 2 – Yvette gave an overview of the 23rd January governance workshop and confirmed that there would be no PWG representation at that meeting. This workshop is to discuss the role/structure/framework for the implementation phase of the CMP – governance and co-ordination d. The PWG can provide advice/recommendations for Yvette to take to the workshop. This can be discussed at the next PWG meeting on 19th December 	<p>PWG Update Paper for next Governance meeting to be completed by 14th December (Christina)</p> <p>PWG to discuss advice/recommendations regarding Phase 2 at next PWG meeting. Yvette will take this information to the governance workshop to be held 23rd January 2018.</p>
<p>6. Finalisation of CMP</p> <ul style="list-style-type: none"> a. Christina gave a brief overview of the information hubs – who attended and what was discussed. b. The feedback period closed yesterday, once feedback is entered into a spreadsheet this will be circulated to PWG. c. Christina went over the process for finalising the CMP as follows: <ul style="list-style-type: none"> i. Christina will oversee changes to the draft CMP and finalise the text by 14th December ii. PWG to get any additional changes to her ahead of the governance meeting. iii. At the 19th December governance meeting, the PWG will ask governance to sign off the text iv. The first councillor meetings (CCC and ECAN) for 2018 are 22nd and 15th Feb respectively. This is the earliest that the CMP can have final approval for launch. v. CMP Launch will therefore occur late February. d. Yvette mentioned that Colin Meurk will undertake a final check of the bands and species information and she will report back on this at the next PWG meeting. 	<p>Christina to manage and make changes to finalise the CMP prior to 19th December Governance Group meeting.</p> <p>Gillian to circulate feedback to PWG</p> <p>PWG to provide recommended changes for final CMP by 12th December to Christina</p> <p>Yvette to report back to PWG on Colin Meurk feedback at next PWG meeting</p>
<p>7. Implementation</p> <ul style="list-style-type: none"> a. Christina advised that she's working on an annual work programme for the first year 	

<p>8. Communications and Engagement</p> <ul style="list-style-type: none"> a. Christina and Tania initiated discussion around community engagement and promotion of the CMP leading up to and after the CMP launch in February. b. Tania presented the website statistics throughout the November engagement period, which showed a significant increase in people coming to the healthy harbour website and high numbers of people viewing the draft CMP. c. Tania spoke about re-doing the postcard with information about the CMP launch and with the tag-line “I am a change-maker” or “I can be a change-maker”. This could include actions that individuals can do to be a change-maker and also tell people to keep an eye out for the final CMP in late Feb. Other communications tools that were discussed included: <ul style="list-style-type: none"> i. Posters – develop posters to be distributed within the catchment over the holiday period ii. A ‘Chairs Column’ – to thank people for their feedback and update them on when the final CMP launch will occur d. We discussed that it was important to engage with residents/households as well as those visiting the catchment, and the launch should include practical project(s) as well as an awareness campaign. e. Ian suggested that one of the best ways to get residents involved was through engagement with children at local schools. We discussed the possibility of developing an activity pack for primary schools to improve kids awareness about the environment and things they can do to help, and also a programme to grow seedlings to be planted in spring. f. Ian Lloyd tabled an email from the BPZC regarding community engagement throughout the development of the CMP. Their concern is more around profile type engagement rather than the BPZC wanting further opportunity to change the document. Ian was satisfied that the above direction that the PWG is heading regarding promotion and engagement would satisfy the BPZC with regard to its concern. He will update Councillor Andrew Turner regarding this. g. Tania asked if we could get some video footage of the weavers making the korowai. Tania and Yvette to liaise on this. h. It was agreed that Christina would lead the planning of the CMP launch and Tania would lead the communications aspects of this. They will get in touch with EnviroSchools staff to discuss school education opportunities. i. The launch would probably occur at either Rapaki or LPC’s new building at the Port. It was suggested that the launch could occur on a Black Cat Cruises boat. There was agreement that the launch would include several aspects – a signing of the final CMP, practical projects and education material (including schools and the wider public). 	<p>Christina to lead and plan the CMP launch in late February.</p> <p>Tania to lead the promotion/comms planning – ‘chairs column’, poster and postcard design and distribution</p> <p>Tania and Yvette to liaise on videoing the weavers making the korowai.</p> <p>Ian Lloyd to report back to Councillor Andrew Turner and BPZC on CMP promotion and engagement plan.</p>
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Item	Action
9. Resourcing of projects a. Christina is developing a detailed programme of work for the first year, including financials.	
10. 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 14th Feb. Therefore final document launch will not occur until after that date. b. We are on track to have document text finished by 19th December Governance Meeting. c. There was discussion about the first 2018 Council meetings for both ECan and CCC and whether we have locked-in the final sign-off on the relevant agendas. Kelvin advised that he is not the right person to ensure this occurs for CCC. Christina and Yvette will ensure that this occurs. d. Gillian will ensure this is locked into the ECan agenda.	Christina and Yvette to ensure that final sign-off at the first CCC meeting for 2018 occurs. Gillian to oversee ECan sign-off
11. Budgets and resourcing a. There is no change to budgets or resourcing.	
12. Other business a. Yvette mentioned that TRONT have confirmed funding for the dredging holes. b. Gillian will advise when MfE get in touch about the funding application for the Head of the Bays project c. Gill Jenkins to find out about the report on Loudin Farm and to circulate.	Gillian to advise on MfE funding application Gill Jenkins to advise about Loudin Farm report.

Next PWG meetings:

Tuesday 19th December, 12.30-2.30 (ECan, Rakahuri meeting room)

Tuesday 30th January 2018, 12.30-2.30 (ECan, Rakahuri meeting room)