



WHAKA-ORA

Heathy Harbour, Ki Uta Ki Tai

Minutes

Meeting title	Whakaraupō Partners Working Group meeting
Date	Tuesday 19th 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, Matthew Ross, Ian Lloyd, Tania Butterfield, 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 (late), Christina Robb, Gillian Ensor, Kelvin McMillan, Gill Jenkins (late), Steve Firth (ECan – activating zone implementation manager)
Apologies	Jed O'Donoghue, Courtney Bennett, Olivia Smith,

Item	Action
1. Apologies were received from Courtney, Jed and Olivia.	
2. The minutes of the previous meeting held on 5th December were confirmed by Kelvin and Kim with the following changes: a. Item 6(c) – CCC council date is 22nd February, not 14th February. b. Item 6(d) – correct spelling for Colin Meurk c. Item 12(a) – remove second half of sentence, put a fullstop after 'holes'.	

Item	Action
<p>3. Matters arising from previous meeting held 5th December:</p> <ul style="list-style-type: none"> a. All actions were completed with further discussion where required in following sections of these minutes. Below follows an update on some of the matters: b. Experimental dredging – Yvette advised that this is on the agenda for a Feb Rapaki hui c. Colin Meurk feedback – Yvette will circulate once she has this. d. Videoing weavers – this will occur in January e. MfE CEF application – we will hear in mid-late February f. Louden farm report – this is not yet finalised. <p>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.</p>	<p>Matt to complete implementation paper.</p>
<p>5. Final CMP</p> <ul style="list-style-type: none"> a. Christina gave a brief overview of how she has responded to the feedback in the final CMP document. b. There was a discussion about how to advise people of how we've responded to their feedback. c. Gillian will ensure feedback and response is on the healthy harbour website and those that provided feedback are thanked. d. The group asked that the feedback received at the information hubs during the public feedback period also be included in the spreadsheet. Christina will do this. e. The group are satisfied with the changes made to the document in response to feedback received. f. The maps (ecological bands and context) still need to be finalised. Gillian is compiling a list of PWG recommended changes to the maps and will liaise with the PWG via email on this. Once this is finalised will get the GIS people to make changes. g. Courtney is still to work on the cross-sectional diagram. h. A Chairs Column will come out in the Bay Harbour News thanking people for their input. 	<p>Gillian/Christina to finalise feedback and response spreadsheet and ensure it's put on the website</p> <p>Gillian to compile and co-ordinate changes to maps for final document.</p> <p>Courtney to work on cross-sectional map/diagram.</p> <p>Yvette/Tania to finalise Chairs column.</p>

Item	Action
<p>6. Implementation</p> <ul style="list-style-type: none"> a. Ian commenced discussion on implementation and below are some general points that were discussed: <ul style="list-style-type: none"> i. The first year is critical. ii. It's important to maintain momentum as the community has really invested in this process and are expecting big things. iii. It's important to get the schools involved iv. Seaweed is in March and it would be good to align the launch with that week v. Need a co-ordinator to champion the delivery of the CMP (not a volunteer, but a paid position) vi. Is there a new role for the partners and the working group? vii. Structure to implement action viii. Structure to empower the community ix. Someone to apply for grants x. Is it community led or community owned? xi. The community owns the vision xii. Rapaki will continue to lead xiii. It's got to come from the governors. b. PWG to send comments to Gillian and Yvette c. Gillian will co-ordinate the implementation comments from the feedback rounds and circulate to the PWG. 	<p>Gillian will co-ordinate the phase 2 implementation comments from the targeted and public feedback into one document. The PWG comments will also be incorporated into this.</p>
<p>7. Communications and Engagement</p> <ul style="list-style-type: none"> a. Christina and Tania initiated discussion about the postcards and posters and the document launch. b. The PWG are happy with the poster and postcard design and methods for and dates for distributing these. There will be a maildrop on 20th January for postcards (final design due to printers on 10th). The Chair column will go in the Bay Harbour news on 10th January and will include a reflection on the year, what's coming up and thanking people for their input. c. Seaweed is from 3 – 11 March. d. Public event would likely include a harbour clean-up day on a weekend day at several locations throughout the harbour. The Partnership wouldn't organise this, but would sponsor the event. Conservation Volunteers NZ could be approached to organise the event. e. The signing event would occur at Rapaki during the week, probably about 1pm and would include presentation from local schools about the Port Saddle restoration work. There's not enough time to start something new with the schools. 	<p>Christina to progress document launch events as discussed.</p> <p>Tania to progress posters, postcards and chair column as discussed.</p>
<p>8. Project timelines</p> <ul style="list-style-type: none"> a. There were not changes to the project timelines 	
<p>9. Budgets and resourcing</p> <ul style="list-style-type: none"> a. There is no change to budgets or resourcing. 	

Item	Action
10. Other business a. There is no other business	

Next PWG meeting:

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