



WHAKA-ORA

Heathy Harbour, Ki Uta Ki Tai

Minutes

Meeting title	Whakaraupō Partners Working Group meeting
Date	Tuesday 30th January 2018
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 (phone), Tania Butterfield, Christina Robb, Gillian Ensor, Kelvin McMillan, Courtney Bennett, Gill Jenkins, Steve Firth (ECan – activating zone implementation manager)
Apologies	Jed O'Donoghue, Olivia Smith

Item	Action
1. Apologies were received from Jed O'Donoghue and Olivia Smith.	
2. The minutes of the previous meeting held on 19th December were confirmed.	
3. Matters arising from previous meeting held 19th December have all been completed or have commenced.	Matt to complete implementation paper.
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.	

Item	Action
<p>5. Summary of Governance meeting held 19th December</p> <ol style="list-style-type: none"> a. Christina gave an overview of the last Governance meeting held in December 2017. Key points were: <ol style="list-style-type: none"> i. Subject to a few minor changes, the group recommended the final CMP is taken to Partner organisations for approval. CCC community board meeting on 12th Feb and Council meeting on 24th Feb, ECan Council meeting on 15th Feb. ii. The group is satisfied that the response to feedback is appropriate and no changes to process should be made. Communications should continue as set out in the PWG update paper. iii. Te reo translations should be included on all postcards and posters. iv. The document launch should be scheduled for 7th March and will be held at Rapaki. v. The group would like to see a schedule of events for the launch and approve the final invitation list 	<p>Partners to ensure document is signed off by their organisations in February</p>
<p>6. FINAL CMP Proof</p> <ol style="list-style-type: none"> a. Copies of the final CMP proof were available at the meeting and Christina will be going back to the designer with minor design changes by the end of the week. There will be no changes to the content, just the layout. b. The final CMP document should be ready next week. c. We discussed the maps, which were also available at the meeting. A few changes should be made as follows: <ol style="list-style-type: none"> i. Port shipping channel is not correct – the existing channel should extend further out ii. Corsair Bay and the maori translation for The Tors are spelt incorrectly iii. The Orton Bradley Park area needs to be looked at again (it shouldn't be a 'built environment') iv. It looks like the 'built environment' layer is using old data – double check this v. The 10ha reclamation in Te Awaparahi Bay should not be highlighted pink but be the same colour as other land vi. The entire Inner Harbour should not be identified as foreshore/in the tidal zone vii. Names should only be included on the context map, not the ecological band map. d. Christina will circulate the maps once these changes are made. e. Courtney explained the new cross sectional diagram. She will circulate this to the group once a few minor changes are made. 	<p>All PWG to get any layout changes to Christina by the end of day on Thursday (1st Feb).</p> <p>Christina to make changes to maps and circulate to PWG.</p> <p>Courtney to circulate the cross-sectional diagram to PWG.</p>

<p>7. Document Launch Events</p> <p>a. Christina outlined the document launch as follows:</p> <ul style="list-style-type: none"> i. The signing event will be held on 7th March at Rapaki at 1.30. There will be 2 kids from Heathcote and Lyttelton Schools (enviroschools) presenting about their involvement in the Port Saddle Project. ii. This is during national Seaweek which is an Enviroschools initiative. iii. There will be a beach cleanup event held on Friday 9th March at 4.30 at 3 locations followed by a bbq. This will be organised by Conservation volunteers Corps on our behalf (Hamish Fairburn). They are a not-for-profit conservation organisation and have generously donated half the costs for this event. Christina is awaiting a detailed proposal from them on this. She will circulate to the group. iv. The group agreed in principal to allocating a budget of approximately \$2000 to a beach clean-up event and to contracting the Conservation Volunteers Corp to organise and run this event on behalf of the Partnership, subject to approval of a detailed proposal. <p>b. The invitation list has been circulated to the group. Everyone is to email Gillian with additions/changes to the list by the end of Wednesday. The final list will be circulated to the Governance group. Additional people/groups to add to the list include:</p> <ul style="list-style-type: none"> i. All CCC and ECan councillors ii. People who attended the targeted feedback meetings and information hub sessions iii. People who provided feedback on the preliminary draft and draft documents iv. University representation (strategic interest) v. Previous people involved in the PWG vi. Science advisory group <p>c. Yvette advised the group that Rapaki has specific protocols for media on the marae, so Rapaki need to see the final invitation list.</p> <p>d. Yvette discussed the importance of maintaining momentum and visibility of the document in the community and there was discussion around the involvement of the local primary school. She suggested a competition, announced at the launch event for the three primary schools with a prize of \$2000, \$1500 and \$1000 to be spent on environmental projects within the school. The competition could relate to the 'sediment sensitive environment' and involve students preparing a presentation, poster etc on where sediment comes from, what effects it has, how to reduce sources etc..</p> <ul style="list-style-type: none"> i. The group agreed in principal to a competition of this nature. 	<p>Christina to continue organising the CMP launch events as discussed.</p> <p>All PWG to provide changes to the launch invitation list to Gillian by the end of Wednesday (31st Jan)</p> <p>Invitation list to be circulated to the Governance Group.</p> <p>Yvette and Christina to ensure Rapaki education committee is connected with Enviroschools rep</p> <p>Yvette to discuss with Enviroschools the idea of a competition relating to sediment in the catchment and to develop this idea further.</p>
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Item	Action
<ul style="list-style-type: none"> ii. Yvette to develop this idea further and to discuss with Enviroschools. iii. The schools would have to sign-up to this ahead of the CMP launch. e. Yvette noted that Rapaki has an education committee (Janina) and it's important that they are involved in any education initiatives with the local schools. Yvette and Christina will ensure this happens. 	
<ul style="list-style-type: none"> 8. Update on Governance Group Hui (held 22 Jan at Rapaki) <ul style="list-style-type: none"> a. Matt provided an overview of the hui held on 22nd January at Rapaki. Key outcomes of the hui include: <ul style="list-style-type: none"> a. The group want to formalise the way forward by Easter. b. Ngati Wheke would like to continue to play a lead role during the implementation phase c. Current governance arrangements will remain in place for the 7th March launch, and until the new arrangements are agreed. d. ECan will look at resourcing to develop a project brief for preparation of an options report. The project brief is to be provided to the governance group for comment within 2 weeks of the hui. e. Preparation of the options report should involve engagement with each partner organisation. f. It was clear that the preparation of an implementation options report is not sitting with the PWG. b. Christina suggested that while the new structure is being developed, the PWG should develop the work programme out to June 2018 to ensure that momentum is maintained following the 7th March launch. <ul style="list-style-type: none"> a. The PWG group need to look at the priority projects and provide project management information to Christina so that she can develop the work programme. b. The work programme should be signed off by governance group ahead of the 7th March launch. c. Christina will organise a Governance Group meeting for the end of February ahead of the CMP launch, so that the work programme can be signed off. 	<p>All PWG to look at priority projects and provide project management information to Christina so that she can prepare a work programme out to June. This will be discussed at the next PWG meeting.</p> <p>Christina to organise governance group meeting for end of February.</p>

Item	Action
<p>9. Comms and Engagement</p> <ul style="list-style-type: none"> a. Tania provided an update on all things comms. The postcards are being printed at the moment and will go out to all residents next week. b. Tania will arrange for postcards to be provided to the partners c. The Chairs Column was published in the Bay Harbour News last week. d. Kim and Courtney asked that Tania engages with comms staff at their organisations regarding the CMP launch events and makes it clear when communicating with them what she wants them to do and by when. They are a bit unsure of how they can/should be involved. 	<p>Tania to arrange postcards to be provided to Partner organisations.</p> <p>Tania to engage with comms staff from LPC and TRONT regarding CMP launch events.</p>
<p>10. Project timelines</p> <ul style="list-style-type: none"> a. The project is ontrack. Nothing further was discussed here. 	
<p>11. Budgets and resourcing</p> <ul style="list-style-type: none"> a. The PWG agreed in principal to providing funding for the beach clean-up event to be held on 9th March and for prizes for a school competition. b. Christina will provide a budget and resourcing update at the next PWG meeting. 	
<p>12. Other business</p> <ul style="list-style-type: none"> a. Gill Jenkins advised the group that the CCC wastewater upgrade piping project is commencing in the harbour soon. b. Ian Lloyd advised that the next zone committee meeting is on 20th February. 	

Next PWG meeting:

Tuesday 13th February 2018, 12.30-2.30 (ECan, Rakahuri meeting room)