

Minutes of Whakaraupō/Lyttelton Harbour Catchment Project Partners Steering Group

Thursday 20 May 2016
200 Tuam Street

Meeting title	Whakaraupō Partner Steering Group
Date	Friday 20 th May 2016
Time	12.30 – 2.30 pm
Venue	Te Waihora Meeting Room, 200 Tuam Street
Attendees	June Swindells, Kim Kelleher, Clive Appleton, Julia Fettes, Terri Young, Lesley Woudberg, Bianca Sullivan, Matthew Ross
In attendance	June Swindells, Kim Kelleher, Clive Appleton, Julia Fettes, Terri Young, Lesley Woudberg, Bianca Sullivan, Matthew Ross
Apologies	

Item	Action
1. Confirmation of minutes	Terri to send Matthew Office 365 sign up link
2. Apologies	
3. Update on Whakaraupō stocktake 3.1. Julia updated the group on the progress of the storymap site. 3.2. The link to the site is on the group's sharepoint 365 site. 3.3. There will be a workshop session held at the next Banks Peninsula Zone Committee meeting on the 24 th May. All are welcome to attend although you may need to bring a laptop with you. The session is scheduled for 6.30 – 8pm in the Whare Kotuia on the ground floor.	
4. Update on Zone Committee work programme 4.1. Lesley introduced the run sheet for the BPZC meeting and encouraged everyone to attend.	

<p>4.2. The ZC may wish to adopt a similar approach that it has done for Wairewa catchment and allocate up to \$60,000 for projects in Whakaraupō through the Canterbury Water Immediate Steps Fund. This would need to be put to the ZC for a decision.</p> <p>4.3. Living Springs has been undertaking considerable stream protection work with the help of funds from the ZC. There has also been informal discussion amongst landowners about a potential catchment scale pest management programme. We need to check in on possible progress. Is this something we could join with?</p>	
<p>5. Governance - MOU</p> <p>5.1. A revised draft of the MOU will be circulated for comment on Monday. Please ensure any comments are sent to Bianca by COB Friday 27th May.</p> <p>5.2. A governance meeting is being set up for the near future. The first item on the agenda will be to discuss whether the BPZC Chair should sit on the governance committee.</p>	<p>All – Review MOU and forward comments to Bianca by 27th May.</p>
<p>6. Programme of work 2016</p> <p>6.1. Project plan – Objective 1 needs to be more explicit in its reference to ‘collaboration’ as an objective. Include the ‘development of a collaborative framework’ as an output in its own right.</p> <p>6.2. Communications plan – Bianca is drafting a communications plan for 2016. Discussion was held around needing to have a firm identity for the project prior to the formal launch. See comments in agenda item 8.</p> <p>6.3. The programme of work for 2017 needs to ensure there are some ‘quick wins’ as well as medium-longer term activities.</p>	<p>Terri to revise Project Plan to reflect this.</p>
<p>7. Option paper – State of Whakaraupō -</p> <p>7.1. Option A – contract everything out. Delivering on: knowledge gaps, key research questions, identify potential sources of pollution & sedimentation, priority areas for intervention and ecological and cultural baseline and monitoring indicators.</p> <p>7.2. Option B – separate into 3 sub work packages:</p> <p>7.2.1. In-house report (qualitative) building on Julia’s story map</p> <p>7.2.2. Task the Science Advisory Group to develop ecological baseline and monitoring indicators and identify gaps in knowledge for future research.</p> <p>7.2.3. Contract out a ‘State of the Takiwa’ report, to include delivery of a cultural baseline and package of monitoring indicators.</p> <p>7.3. There was lots of discussion on how best to approach this and a third option was proposed:</p>	<p>Bianca to organise meeting with Tim Davie to discuss SAG.</p> <p>Terri to revise project plan to include SAG.</p> <p>Terri/Bianca to draft a brief for the SAG and circulate for review.</p>

<p>7.3.1. To create a cross disciplinary Science Advisory Group (SAG) that consists of internal and external expertise in both ecological and cultural aspects of Whakaraupō. Have one person as the project lead. Task this group to deliver on:</p> <p>7.3.1.1. A State of Whakaraupō report combining both ecological and cultural factors;</p> <p>7.3.1.2. A project monitoring plan including a baseline and monitoring indicators for both ecological and cultural factors;</p> <p>7.3.1.3. Identify where the main areas for intervention are, where the key knowledge gaps are, and to define research questions to inform future work.</p> <p>7.4. This group would be a ‘task and finish’ group. The scope of work would need to provide strict parameters and well defined outputs / timelines.</p> <p>7.5. There is potentially a need to have continued technical advice from scientists through the next project lifecycle. If this need is identified, a Technical Advisory Group can be created from the SAG.</p>	
<p>8. Vision statement</p> <p>8.1. While we are undertaking the project in a phased approach, we need to ensure our long term vision for Whakaraupō is captured within the identity of the project from the beginning. We also need to confirm a project name and design framework.</p> <p>8.2. This all needs to be in place before any formal launch or press release.</p> <p>8.3. It was agreed the best way to capture the essence of the project vision would be through the engagement of a professional facilitator. This session would benefit from being hosted somewhere inspirational. June very kindly offered to host this at the Rāpaki Marae.</p>	<p>Terri and June to discuss potential dates for the workshop</p> <p>Bianca to organise facilitator</p>
<p>9. Any other business</p> <p>9.1. Logo’s for website and public awareness materials. Partner organisations will require a signed MOU prior to allowing logo use on materials.</p>	

Next meeting: TBC