

Minutes of Whakaraupō / Lyttelton Harbour Catchment Management Plan Partners Working Group

Thursday 21st July 2016
200 Tuam Street

Meeting title	Whakaraupō Partner Working Group
Date	Thursday 21 st July 2016
Time	12.30 – 2.00 pm
Venue	Rakahuri Meeting Room, 200 Tuam Street
Attendees	June Swindells, Kim Kelleher, Clive Appleton, Terri Young, Matthew Ross, Bianca Sullivan, Lesley Woudberg
In attendance	Kim Kelleher, Clive Appleton, Terri Young, Matthew Ross, Bianca Sullivan, Lesley Woudberg
Apologies	

Item	Action
1. Confirmation of minutes	
2. Action items from previous meeting 2.1. Current initiatives table completed by CCC. 2.2. Zone Committee and Community Board representation is being determined by respective groups. TBC. 2.3. Discussion on the development of a project logo. Suggestion that this could be run as a competition where community/schools submit ideas. AGREED: Keep the potential for developing a logo on the table	MR & KK – to complete the 'current & planned initiatives' table
3. Project work plan 3.1. A revised work plan that reflects the new project timeline was presented. The budget is being worked up and will be presented at the next PWG meeting. 3.2. Both the work plan and budget will be regularly reviewed by the PWG to ensure the project is on track.	ALL – to feed back any comments on the draft work plan to Terri

<p>4. Website development</p> <p>4.1. The site is currently being populated and will be ready for the project launch. There will be an online function for submissions.</p> <p>4.2. Once a beta version has been completed, the link will be circulated to partners for comment and review.</p>	
<p>5. Update on governance group</p> <p>5.1. The MOU has been tabled and passed at both CCC and ECan Council meetings. Signing on behalf of ECan delegated to Elizabeth Cunningham.</p> <p>5.2. The group will meet every two months. Clive and Kim to be cc'd into meeting invite for info.</p> <p>5.3. Project launch</p> <p>5.3.1. The signing will be at the project launch event – date and location TBC.</p> <p>5.3.2. Need to think about media, press release etc. As is stated in MOU, partners must have sight of press releases prior to release</p> <p>5.3.3. Invitation list to include partner orgs, ZC and CB, Residents' Associations, local school enviro groups, Gerry Brownlee and other MPs, amongst others.</p> <p>5.3.4. It would be good to have something visual, such as a demonstration of the key issues, or an activity of some sort.</p>	<p>BS/TY to draft invite list and circulate</p> <p>ALL – send any ideas on demo / activity / showcase etc for launch</p>
<p>6. Update on community engagement</p> <p>6.1. Emphasis made on need to engage with the community as a matter of priority. The point was made that this is the responsibility of all PWG partners rather than just ECan staff.</p> <p>6.2. There is a need to make contact with the residents' groups asap prior to the project launch.</p> <p>6.3. Dates/locations for community workshops need to be firmed up before launch date to ensure they can be included in media releases.</p> <p>6.4. More thought should be put in to how we engage with schools – potential for school project, programme.</p> <p>6.5. The Christmas holiday period is a prime time for capturing the views of the recreational community. Need to put some thought into how best to utilise this time/target audience, i.e. posters/flyers in strategic locations.</p> <p>6.6. Opportunity to reach out as a group at key project milestones.</p> <p>6.7. The community engagement plan will be implemented once the MOU has been signed.</p>	<p>BS to contact residents' group chairs and introduce project</p> <p>BS to liaise with Paula Smith re. community workshop dates</p>

<p>7. Update on Science Advisory Group</p> <p>7.1. Membership of this group needs to be confirmed. Deirdre Hart (UC) has not yet confirmed.</p>	<p>Bianca to follow up with nominated SAG members</p> <p>Terri to draft contracts</p>
<p>8. Any other business</p>	

Next meeting: August 4th 2016, 12.30-2.30pm