

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

Thursday 4th August 2016
200 Tuam Street

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| Meeting title | Whakaraupō Partner Working Group |
| Date | Thursday 4 th August 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 | June Swindells, Kim Kelleher, Clive Appleton, Terri Young, Matthew Ross, Bianca Sullivan, Lesley Woudberg, Paula Smith |
| Apologies | |

| Item | Action |
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| 1. Confirmation of minutes / matters arising 1.1. Current initiatives table completed by LPC. 1.2. Zone Committee representation is being determined at the next ZC meeting. | MR & JS – to complete the ‘current & planned initiatives’ table |
| 2. Apologies | |
| 3. Project budget 3.1. Bianca provided a breakdown of the draft budget. The costs allocated to consultants for the Science Advisory Group are provisional only at this point. 3.2. It was noted that the budget does not capture in-kind contributions, such as PWG member time and meeting venue. As the draft budget is to programme project funds, in-kind contributions will be captured separately. 3.3. CCC contributions to the project are being discussed at a higher level. | TY to track in-kind contributions to the project in a separate budget ALL – provide hourly charge out rate to TY |

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| <p>4. Website development</p> <p>4.1. Demonstration of the website and the link through to the story maps. Comments include</p> <p>4.1.1. Swap the project title and tag line round on page header to emphasise partner/community collaboration</p> <p>4.1.2. The place names need to also be in Te Reo Maori</p> <p>4.1.3. Picture (O' Stoddart) provided by Paula</p> <p>4.1.4. Add a link to the LPRP website for access to reports and consultation submissions. Also add a link to the BPZC site.</p> <p>4.2. The site will evolve and be updated as the project progresses. The structure will need to reflect the format of the Plan itself, which will be defined as the project progresses.</p> <p>4.3. Additional comments on the text, look, feel and functionality of the website and story maps to be provided to TY by 12th August.</p> | <p>ALL – provide comments on website/story maps to TY by 12th August</p> <p>TY to work with JS and MR re. Te Reo Maori place names</p> |
| <p>5. Update on governance group</p> <p>5.1. Project launch</p> <p>5.1.1. The next governance group meeting will be held at the project launch.</p> <p>5.1.2. It was agreed that Rāpaki would be the most appropriate venue with catering brought in. Approx. 20-30 guests can be hosted, to include the governance group, partner working group, Community Board rep, Zone Committee rep, MP's and media.</p> <p>5.1.3. It is intended partners will sign the MOU at the launch but this may not be possible as it's proving difficult to align schedules. We should consider signing the MOU now so we can move forward with the project and have a ceremonial signing when it's possible to get everyone together.</p> <p>5.1.4. A media release needs to be drafted and circulated to partners.</p> | <p>BS to draft invite list</p> <p>TY to draft invite</p> |

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| <p>6. Update on community engagement</p> <p>6.1. The harbour Residents Associations have been contacted and dates are being set up to meet with them.</p> <p>6.2. Dates/locations for community workshops need to be firmed up. These would piggy back off the media release from the launch. PS advised evenings would work best for Lyttelton and Governors bay.</p> <p>6.3. A run sheet should be drafted that includes workshop objectives, key questions, language to be used etc.</p> <p>6.4. Various initiatives to encourage participation in the CMP process include photo submissions of 'what does the harbour mean to you', favourite photo, and opportunities to feed in to the logo design.</p> <p>6.5. It was suggested that a letter be sent out to all those who submitted on the LPRP to notify them of the project and workshop dates.</p> <p>6.6. A poster was tabled for review and comment. This highlighted considerations such as ensuring we are targeted with our messaging, and needing to be clear about what it is we are asking of the community in the workshops/through the plan development process. Several changes to the poster were suggested.</p> <p>6.7. The community engagement plan outlines the project approach to these sorts of questions and should be referred to in the design brief for PA materials.</p> | <p>TY to contact Joan Blachford re. workshop dates/venues.</p> <p>TY to make design changes and circulate for comment</p> <p>TY – recirculate comms plan</p> |
| <p>7. Update on Science Advisory Group</p> <p>7.1. Deidre Hart, Ian Lynn, Tim Davie and Donald Couch confirmed for the SAG. The 5th member to represent tangata tiaki and cultural values, to be nominated by JS and MR.</p> <p>7.2. Consultant contracts have been drafted – need to confirm consultant rates and time commitments and circulate for review</p> | <p>JS/MR to confirm SAG nomination</p> <p>BS to follow up with consultants to confirm rates</p> <p>TY – send MR SAG TOR</p> |
| <p>8. Any other business</p> | |

Next meeting: August 18th 2016, 12.30-2.30pm