

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

Tuesday 11th October 2016
ECAN, 200 Tuam Street

Meeting title	Whakaraupō Partner Working Group
Date	Tuesday 11 th October 2016
Time	12.30 – 2.30 pm
Venue	ECAN, 200 Tuam Street
Invited	Kopa Lee, Kim Kelleher, Clive Appleton, Terri Young, Matthew Ross, Bianca Sullivan, Lesley Woudberg, Ian Lloyd, Tania Butterfield
In attendance	Kim Kelleher, Clive Appleton, Terri Young, Matthew Ross, Bianca Sullivan, Ian Lloyd, Tania Butterfield
Apologies	Lesley Woudberg, Kopa Lee

Item	Action
<p>1. Apologies</p> <p>1.1. Apologies received from Lesley Woudberg and Kopa Lee.</p> <p>1.2. Kopa has resigned from representing Te Hapu o Ngati Wheke due to other work commitments. Discussions are taking place with the Rūnunga Chair, Manaia Rehu, regarding a replacement.</p>	BS – to follow up
<p>2. Confirmation of minutes / matters arising</p> <p>2.1. The adjacent action item was not completed by the majority of PWG members. Please can you ensure this is completed prior to the next PWG meeting.</p>	All – send Terri your key questions you want to put to the SAG
<p>3. Update on community engagement</p> <p>3.1. Workshop report</p> <p>3.1.1. A presentation on progress with the report was given and feedback on the methodology sought. It was agreed the structure and graphical approach were appropriate.</p> <p>3.1.2. We need to make it clear how we are going to use the information obtained from the workshops going forward. It is also important to show where these workshops fit into the engagement process and what happens next.</p> <p>3.2. Comms sub-committee meeting outcomes</p> <p>3.2.1. The recommendation on branding was presented to members following which a discussion ensued. It was agreed</p>	<p>TY – to complete draft workshop report and circulate for comment</p> <p>TY – add ‘branding’ to next PWG agenda</p> <p>ALL – to let TY know if email address required</p>

<p>to postpone a decision on this until the next PWG meeting where the Comms team will be present.</p> <p>3.3. Science seminar</p> <p>3.3.1. Confirmed the time and date of the seminar as 25th October at Governors Bay Fire Station, 7-8.30pm.</p> <p>3.3.2. The Bay Harbour News is going to write a preview article on the UC lecture themselves and will be contacting the presenters directly.</p> <p>3.4. @healthyharbour email address – ECAN IT would like to know if anyone external to ECAN may need an email address set up.</p>	
<p>4. Update on Governance group</p> <p>4.1. Working to schedule the third meeting of the Governance Group. Date to be confirmed.</p>	<p>BS – to inform when date is finalised</p>
<p>5. Update on Science Advisory Group</p> <p>5.1. Membership has now been confirmed as Deirdre Hart, Tim Davie, Ian Lynn and Tasman Gilles.</p> <p>5.2. There has been difficulty in scheduling a first meeting of the SAG due to conflicting timetables – ongoing.</p> <p>5.3. Some comments have been received re. the SAG TOR – to be incorporated.</p>	<p>TY – To schedule the first meeting of the SAG</p> <p>ALL – Any final comments re. SAG TOR to BS</p> <p>BS – to finalise SAG TOR</p>
<p>6. Visioning session</p> <p>6.1. It was agreed that the visioning session would be postponed due to the absence of key people.</p> <p>6.2. A more strategic, working role for the PWG was suggested in order to be able to work effectively in parallel with the SAG.</p> <p>6.3. A key part of this will be defining questions for the SAG and drafting the catchment management plan.</p>	<p>BS/TY – to draft and circulate 5-10 key issues in harbour for discussion at next PWG</p> <p>BS/TY – to draft a 6 month strategy for PWG</p>
<p>7. Any other business</p>	

Next meeting: Date: Tuesday 25th October 2016, 12.30-2.30pm

Location: Ngāi Tahu, 15 Show Place, Addington, Chch

Chair: Matthew Ross