

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

Thursday 15<sup>th</sup> September 2016  
200 Tuam Street

Meeting title	Whakaraupō Partner Working Group
Date	Thursday 15 <sup>th</sup> September 2016
Time	12.30 – 2.30 pm
Venue	Rakahuri Meeting Room, 200 Tuam Street
Invited	Kopa Lee, Kim Kelleher, Clive Appleton, Terri Young, Matthew Ross, Bianca Sullivan, Lesley Woudberg, Paula Smith, Ian Lloyd; Gerald Raymond, Tania Butterfield, Sarah Kelly, Allanah James
In attendance	Kopa Lee, Kim Kelleher, Clive Appleton, Terri Young, Bianca Sullivan, Paula Smith, Ian Lloyd, Tania Butterfield, Ross Pringle, Allanah James
Apologies	Matthew Ross, Lesley Woudberg, Gerald Raymond, Sarah Kelly

Item	Action
1. Confirmation of minutes / matters arising	
2. Welcome to new members	
3. Apologies	
4. Project communications protocol 4.1. Lessons learnt from launch 4.1.1. Overall the launch went really well. We had a great turn out and everyone was very enthusiastic about the partnership. 4.1.2. Partners' comms teams need to circulate press releases well in advance for sign off by partners. 4.1.3. Partnership branding needs to be clear and consistent. 4.2. Meeting frequency 4.2.1. A regular meeting between comms people would help make things run smoother. Monthly meetings were suggested at first to implement the initiatives in the comms plan. 4.3. Project branding 4.3.1. All correspondence should be sent out via the info@healthyharbour email address.	TY – to set up first comms meeting  TY – to work with ECan design re. banner and templates

<p>4.3.2. The need (or not) for a project logo was discussed and whether or not the 'banner' sufficed. In terms of flying the flag of the partnership in the future, the banner may not be sufficient.</p> <p>4.3.3. Templates need to be developed using the banner for all external comms – presentations, letter headers, emails etc.</p> <p>4.3.4. Comms materials need to show more cultural sensitivity, with 'Ki Uta Ki Tai' translated in the banner.</p> <p>4.3.5. Discussion was held regarding project name. It was emphasised that the Governance group had agreed to maintain 'Catchment Management Plan' as it reflected the language in the LPRP (see Governance Group minutes dated 4<sup>th</sup> July 2016)</p> <p>AGREED: A Communications sub-committee is to be created with a representative from each organisation. TOR – to review and implement the comms plan, develop draft project vision, and to make recommendations to group re. branding.</p>	
<p>5. Update on Governance group</p> <p>5.1. 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>6. Update on community engagement</p> <p>6.1. Bianca attended the Lyttelton Harbour Business Association and Diamond Harbour Residents Association meetings this month to talk with members about the project.</p> <p>6.2. Workshops</p> <p>6.2.1. Three workshops are being held around the harbour next week. The structure of the workshops was discussed and presence of PWG members confirmed.</p> <p>6.2.2. In addition to the posters and postcards disseminated around the harbour, a targeted email was sent to key organisations and LPRP submitters notifying of the workshops. They have also been publicised through other avenues such as newsletters, residents associations and email networks.</p> <p>6.3. The discussion mainly centred on determining the scope of the project. It was agreed the project should consider anything associated with water quality, from land-use impacts to mahinga kai and recreational use.</p>	<p>ALL – provide 3 questions each for the FAQ sheet</p> <p>TY – try to get the workshop dates into Harbour Bay news.</p> <p>BS – to re-invite DOC to the PWG table</p>

<p>7. Update on Science Advisory Group</p> <p>7.1. Contracts have been sent out to external consultants for the SAG. The 4<sup>th</sup> member to represent cultural values has been suggested to be nominated by KL.</p>	<p>BS – talk to nominations for cultural representatives</p>
<p>8. Any other business</p> <p>8.1. The meeting day has now changed to every other Tuesday, 12.30-2.30pm</p> <p>8.2. Chair will rotate for each meeting</p> <p>8.3. The new meeting invite no longer has 200 Tuam street as the meeting location. This will be announced with the minutes following each meeting.</p>	<p>TY – send out new invite for Tuesdays</p>

**Next meeting:** Date: Tuesday 27<sup>th</sup> September 2016, 12.30-2.30pm

Location: LPC, 41 Chapmans Road (boardroom)

Chair: Kim Kelleher