

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

Thursday 18th August 2016
200 Tuam Street

Meeting title	Whakaraupō Partner Working Group
Date	Thursday 18 th August 2016
Time	12.30 – 2.00 pm
Venue	Rakahuri Meeting Room, 200 Tuam Street
Attendees	Kopa Lee, Kim Kelleher, Clive Appleton, Terri Young, Matthew Ross, Bianca Sullivan, Lesley Woudberg, Paula Smith
In attendance	Kopa Lee, Kim Kelleher, Clive Appleton, Matthew Ross, Bianca Sullivan, Lesley Woudberg, Paula Smith
Apologies	Terri Young

Item	Action
1. Confirmation of minutes / matters arising <ul style="list-style-type: none"> 1.1. Current initiatives table completed. 1.2. Zone Committee representation is being determined at the next ZC meeting. 1.3. To clarify, in-kind contributions from partner organisations' staff will not be tracked. This will be revisited if necessary. 	
2. Apologies	
3. Website development <ul style="list-style-type: none"> 3.1. The web site is to “go live” on the date of the project launch (23/8), therefore any final changes need to be made on 22/8. Final comments are welcome. 3.2. The final web link will be sent to partners prior to launch so links can be loaded. 	BS to send web link to KL ALL – provide final comments by 19/8

<p>4. Project launch</p> <p>4.1. It appears that not all people on the invitation list received invites.</p> <p>4.2. KL indicated that a pōwhiri will only be required if some attendees haven't previously visited the marae.</p> <p>4.3. The structure of the project launch was discussed, including timing of speeches, signing MoU. It was agreed that the MoU will be signed, followed by a short speech by June and then kai. BS will circulate a run-sheet for the day.</p> <p>4.4. The media release needs to be circulated ASAP so that the partners have sufficient time to review and get sign-off.</p> <p>4.5. It was agreed that photographs of the launch are required for the media release and other publicity. BS indicated that the ECan communications advisor had offered to take photos.</p>	<p>BS to check invite list/emails</p> <p>BS to circulate run sheet It was agreed that someone</p> <p>BS to chase up draft media release</p>
<p>5. Update on governance group</p> <p>5.1. The next governance group meeting will be held at the project launch.</p>	
<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 have been finalised. The final posters and postcards were shown to the group.</p> <p>6.3. It was suggested that a paper version of the postcard should be distributed to all mailboxes in the harbour basin. PS suggested using Timebank for Lyttelton.</p> <p>6.4. It was agreed that the next meeting should focus on the workshop structure. A run sheet for the workshops needs to be circulated prior to the meeting, that includes workshop objectives, key questions, language to be used etc.</p>	<p>BS/TY to circulate run sheet for workshops</p>
<p>7. Update on Science Advisory Group</p> <p>7.1. A cultural representative has still not been finalised for the SAG. It was agreed that the first meeting of the SAG should be scheduled regardless.</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 issue contracts for consultants</p> <p>BS to schedule first meeting of SAG</p>
<p>8. Any other business</p> <p>8.1. The next meeting will be on Thursday 15 September, given most of the group's attendance at a hui on 1 September.</p>	<p>KK to advise whether next meeting will be at LPC</p>

<p>8.2. KK offered to host some of the meetings. It was agreed that hosting the meetings will be shared among the partners.</p> <p>8.3. The group discussed other projects that are ongoing in the basin, including</p> <ul style="list-style-type: none">8.3.1.LPC investigations at the site of the proposed reclamation. The results include a 160 m deep sediment core!8.3.2.The CCC/ECan project looking at sediment runoff from roads (Shelley Washington at ECan is the contact)8.3.3.A sediment model is being developed for the Port Hills by a doctoral student. Perhaps this could be extended to the harbour?8.3.4.Sewage overflow consents are expiring soon and a community workshop is being held on 18th August (ie tonight). The issue is how sewage overflows will be managed under the piped system. <p>8.4. The group discussed whether they need a Terms of Reference and decided that it is not needed.</p>	
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Next meeting: September 15th 2016, 12.30-2.30pm