

Minutes – August 2014

Date: 1 August 2014

Venue: Otago Museum

Chair: Maree Baker-Galloway

Attendees:

Forum Members

- Fergus Sutherland
- Edward Ellison
- Sue Maturin
- Philippa Agnew
- Gail Thompson
- Ate Heineman
- Simon Gilmour
- Nelson Cross
- Pauline Reid
- Tim Ritchie
- John Henry
- Carol Scott

DOC

- Ruth Mackenzie – White
- Leeann Ellis
- Riki Mules
- Greig Funnell
- Sarah Bagnall
- Sean Cooper
- Helen Curtis
- Marie Long

MPI

- Tania Cameron
- Rose Grindley

Ngai Tahu

- Nigel Scott

Apologies

- Neville Peat
- Chris Hepburn
- Khyla Russell
- Stephanie Blair

1. Welcome and Introductions

Maree opened the meeting at 8.30am, and welcomed the support staff for the Forum, who had been recruited during July. There was a round of introductions from all in attendance.



2. Minutes from previous meeting

The minutes from the previous Forum meeting were tabled. Edward moved to confirm the minutes, Nelson seconded.

Agreed: The minutes from the June/July meeting were confirmed as being accurate.

Maree led a discussion around format of minutes (in particular, how would the Forum like to receive this information in the future). Feedback from the Forum was that the balance of information was adequate, and all were happy with this style. It was agreed to keep the minutes to the same level of detail.

Maree also discussed the registers that have been established – she introduced these as a place to capture ideas/thoughts for future reference. Currently five registers are operational: Actions, Decisions, Stakeholders, Tools and Future Agenda items. The Forum all approved this tool.

#20 Action point: Add a conflicts of interest register

Actions arising

Maree proposed that actions around the vision/objective and internal protocol be deferred until later in the meeting where a longer discussion could be had.

The actions from the previous meeting were then discussed, with an update given by the action owner. Refer to updated Action register.

#21 Action point: Edward Ellison to circulate a web link of relevant Iwi Management Plans. Officials to add this link to the bibliography.

#22 Action point: All members to send Chair any substantive written print intended for sector newsletters for comment prior to publication.

#23 Action point: Ruth to establish process for filing all media releases (identifying which were picked up by media and to work out why the media has not picked others up).

3. Officials Update

The officials from MPI and DOC gave updates about the actions assigned to them at the previous meeting.

Action #1 June: Address relevance of Wai 262 Claim

Sarah advised that the government has not yet responded to the Waitangi Tribunal report, and the Report did not affect the Forum process, it was noted that MPA Planning Principle 3

provides for Maturanga Maori, so the Forum process will be in line with the recommendations of the report.

Action #3 June: Assess existing mātaimai reserves and tāiapure in the Forum's region against the MPA protection standard.

Tania advised that she has collated the information on mataitai reserves. A gap analysis was done years ago, and there has been substantive increase in mataitai applications since then, so it will take some time for MPI to report back on this matter. She will advise on the timeframe at the next meeting.

#24 Action point: Tania to report back on timeframe of providing information about existing Mātaimai Reserves and tāiapure in the Forum's region against MPA protection standard

Action #4 June: Follow up with Nigel in regard to papatipu runanga boundaries

DOC is waiting for confirmation from Forum (at this meeting) about what layers are required, before approaching Nigel at TRONT.

Action #5 June: Include information about fisheries restrictions just outside the region boundaries in SeaSketch

Tania is providing Greig with this information

Action #6 June: Provide written explanation of rationale for boundary positions.

Greig presented a paper about the locations of the boundaries, and the reasons for these locations.

#25 Action point: Officials add bio-region and advisory group reports about boundary locations to the bibliography.

A discussion took place about the impact of shifting the boundaries, and potential locations to move the north boundary to. Options included:

- Washdyke Lagoon – the boundaries would then be inclusive of the two mataitai applications, however this would encapsulate all of Timaru. Forum felt that nomination process did not represent that this entire coastline was being considered, and potentially a new Forum member would need to be considered to better reflect the addition. It would also add 5 km to the area being considered, which would require Ministerial consultation.
- Patiti Point – considered an easily identifiable reference, however there was some concern expressed about breaking up an ecosystem by splitting the reef.

- Breakwater – it was perceived that it could be positive to have a boundary with no ecological value (as the breakwater is manmade); it is also an easily identifiable reference. The harbour at Timaru would not be considered by the Forum. Because the shift in boundary is small the Minister would not need to be consulted (just notified).

Fergus moved to shift the North boundary to the Breakwater, John seconded this.

Agreed: The northern Forum boundary would be shifted to the end of the Breakwater at Timaru.

#26 Action point: Ruth to ensure there is public notification about the change to the boundary.

#27 Action point: DOC and MPI to confirm the shift of Northern boundary through status report to Minister.

The Forum then discussed the Southern boundary, and agreed that as there was no compelling reason to move it, it should remain as is.

Agreed: The southern Forum boundary will remain at Waipapa.

Action #7 June: Provide a list about what has been mapped on Seasketch, and what has not, of the layers requested by the Forum.

Greig explained that he is working on a prioritised list to add new data to SeaSketch, which will be available for the September meeting.

The Forum asked questions about what type of data could be made available – there were particular questions around areas leased to council, private land under protection, Maori Land reserves, and CMS land/coastal outcomes.

#28 Action point: DOC to pull out CMS Coastal information (from both the draft and current CMS) and add to SeaSketch.

There was then a discussion around mapping wildlife sightings – it was noted that a survey tool could be used the public engagement process to capture public sightings. Sean cautioned that Forum that public sightings can be vague in regards to species, and that tracking data can be more accurate (however the tracking data is weighted in favour of the locations where the researcher based the project).

Greig advised that any data the Forum have that they would like mapped, can be emailed to Riki.

Action #13 June: Look into getting a copy of a report about interviews with recreational fishers

Tania provided the report to the Forum, and advised that this work was not published.

Action #14 June: Source NIWA social survey report

Tania advised that the two reports are still in draft with MPI, and she will provide to the Forum once finalised.

Advise the Forum about the Official Information Act

Sarah presented a paper outlining how information can be handled under the Official Information Act. Essentially information requests are considered on a case by case basis and Officials will work closely with the Chair when advising the Minister on his decision.

#29 Action point: Sarah to update her paper about the Official Information Act to include information about relevant Ombudsman decisions and to include examples of previous rulings, and previous OIA requests around MPA processes.

#30 Action point: Update the draft internal protocol to reflect caution around communications in regards to the Official Information Act.

Marine Reserves Bill – update on legislation

Sarah gave an update on the Marine Reserves Bill noting that in 2012 the Minister of Conservation withdrew the Bill from the Select Committee process. And while the Minister has indicated his intention to introduce a new Marine Reserve Bill there is nothing to report at this stage. There is no agreement at this time to review MPA policy. Officials will keep the Forum up to date with any changes. DOC can provide information on international best practice.

#31 Action point: Grieg to add international examples of best practice to the bibliography, including the IUCN categories.

#32 Action point: Add international best practice examples to the future agenda register.

Resourcing of fisheries offices

Tania reported back about the resourcing of fisheries offices.

Status of Mātaitai reserve applications

- Otago Harbour – Submissions have closed
- Timaru – At consultation stage

- Waikouiti – New application – once confirmed will be added in SeaSketch.

Maree noted that in future the officer's reports will be provided in writing in advance of the Forum meeting, with the 'meeting pack'.

4. Correspondence

Maree went through the correspondence received to date.

#33 Action point: Ruth to respond to George Dumitrache, editor of 'Education for Sustainability'

#34 Action point: Simon to take a lead in engaging with Storm Stanley

A discussion took place about the level of information the Forum wish to receive around incoming correspondence.

Agreed: Create a correspondence register, and if members wish to find out further details they can contact Maree.

#35 Action point: Neville to create a correspondence register for incoming communications.

5. Members Update

The Forum members gave an update about what consultation they had undertaken with their respective stakeholders.

6. SeaSketch Training

Greig, Rick and Helen took the Forum through the first stage of SeaSketch training.

#36 Action point: The minutes from Forum meetings will be hyperlinked to the FTP site, and also posted on SeaSketch.

#37 Action point: Forum members to continue working through SeaSketch training manual before September Forum meeting.

Training at the next meeting will cover drawing plans: implications of putting things in different spaces, and how to share plans with other people to receive feedback.

Greig also distributed Computer protocol to Forum members who wished to utilise a DOC laptop. Points to note: auto updates are disabled (so updates need to be manually started when connected to the internet); and Microsoft Office is not installed, but will be the default programme to open documents. To open a document, OpenOffice needs to open (from desktop) first.

#38 Action point: Neville to contact Nelson to troubleshoot accessing the FTP site

#39 Action point: Simon and Philippa would no longer like to receive paper copies of meeting documentation.

#40 Action point: Neville to advise if acknowledgement of payment to members can be sent by e-mail.

7. Internal Protocol

Reimbursement Claims

Sarah distributed mileage log books to the Forum – these are to be completed (with odometer readings and total mileage) and brought to each meeting for copying. They will then be attached to the claim form.

Contact Maree if there are any issues with the reimbursement process.

It was agreed that provision for food/accommodation for field trips is for Forum members only (not spouses/partners) – but that spouses/partners are welcome to come.

#41 Action point: Maree to prepare guidance on the filling in of mileage log books.

Expectations of Members

#42 Action point: Maree to update the protocol to reflect :

- Members attending a conference, only need to identify themselves a Forum member when they are attending on behalf of the Forum, and other comments received from Chris by email; and
- That redirection of correspondence to the Project Coordinator is specific to formal communications for the Forum which require a response.

Voting rights of Chair

A discussion took place about whether the Chair is entitled to a vote

Agreed: The Chair will have discretion to use a casting vote

Proxy Votes

A discussion took place about the circumstances in which a proxy vote would be used.

Agreed: Point 5 concerning proxy votes is to be retained, and expanded to reflect that a member can call in to vote.

#43 Action point: Maree to update internal protocol to reflect that Forum members can call in to place their votes.

Replacement of Forum members

#44 Action point: Maree to cross reference internal protocol to the MPA Forum policy guidelines on replacing a Forum member.

Observers

There was concern that a nominated observer would not be bound to the same confidentiality agreement as the Forum.

Agreed: It was agreed that Forum members could not nominate an observer to attend on their behalf.

#45 Action point: Maree to delete Point 6 around nominating an observer to attend on behalf of a Forum member.

Conflict of Interest

It was clarified that pecuniary/financial interest related to the Forum member directly, not the people they are representing.

SeaSketch

A discussion took place about whether use of SeaSketch should be included in the Protocol (specifically relating to access of data). Greig advised a decision about this should be made once full training had been completed.

#46 Action point: Greig to present scenarios for using SeaSketch with varying 'user access' at the next Forum meeting.

#47 Action point: Add agenda item to next Forum meeting: Discussion around use of commercially sensitive data in SeaSketch

Engagement with Iwi

There is a Memorandum of Understanding (MOU) between DOC and MPI and Ngai Tahu being drafted for the Governance Board that explicitly covers agency responsibilities in engagement with iwi. There is a Ngai Tahu representative (Matapura Ellison) on the Governance board who will have the opportunity to comment on the draft MOU.

Agreed: Due to time constraints it was agreed to defer vision/objectives to the September Forum meeting.

#48 Action point: Neville to contact Forum members to determine dates that are not suitable for Forum meetings over the next 12 months for consideration at the next Forum meeting.

#49 Action point: September Forum meeting to be in Dunedin city to ensure internet accessibility for further SeaSketch training. The following meetings will then be held in other locations.

#50 Action point: Neville to organise next Forum meeting at the same location with catering and white board.

8. Deputy Chair

Nelson nominated Edward Ellison to be Deputy Chair. Pauline seconded this.

Agreed: Edward Ellison will act as Deputy Chair.

9. Communications

Logo

Ruth presented three options for the logo to the Forum. It was agreed to use the option designed by Ruth, once some amendments had been made (enlargement of the Te Reo, and widening of the wave break).

A discussion took place about the byline “our sea, our say”

Agreement: Logo designed by Ruth was approved (following 2 amendments) and a byline of “our sea, your say”.

#51 Action point: Edward and Ruth to refine the Te Reo byline.

Public/Sector Engagement

Ruth led a brainstorm session around how to best engage with the sectors.

A discussion then took place about public engagement. It was noted that it can be tough to identify what can be used as a good story that can be tied to the message of the Forum. Ruth will help with this, and take a lead in writing communications for newsletters etc.

Ruth outlined a “go to” pack that she intends to set up for Forum representatives to use at public engagements– this will include a pull up banner and flyers etc.

Ruth indicated that she saw the first point of engagement would be gathering stories about what the coast was like, and public values associated with the coast. The engagement needs to be structured to ensure everything is recorded, and there is follow up.

Tim queried whether engagement would be more targeted if the Forum looked for areas of significance for the coast (using DOC and MPI data), and proposed areas for protection before running public engagement. He was concerned there would be an overwhelming amount of data otherwise.

A discussion took place about the best time to engage with the public – generally the Forum was in favour of running public consultation first. Points raised were:

- Forum lack of knowledge of entire coast, gathering stories will ‘fill in the blanks’.
- Forum is not just looking at protecting representative areas.
- Previous MPA process experience showed that public are more engaged when consulted early (and less suspicious).
- Forum agreed at previous meeting that community engagement would happen at the start.
- The MPA and Terms of Reference both point to an expectation of a collaborative approach.
- It has been demonstrated globally that collaborative is more effective than consultative.
- Historical data is needed to understand what caused the changes to the coastline/marine area (not all changes will have been caused by Marine factors).

Note: Tim Ritchie, Carol Scott, Sarah Bagnall, Sean Cooper, Leeann Ellis, Rick Mules and Helen Curtis left at 3.55pm

There was discussion about putting together a series of topic and questions for members to use with stakeholders. This would help to ensure consistency and make information easier to collate. The Forum felt there should be a combination of general and group-specific questions. This would allow some questions to be targeted according to the group. It was also noted that there needed to be flexibility rather than just reliance on pre-prepared questions.

Sue wondered if there were any lessons the Forum could learn from the West Coast forum or the Hauraki Gulf. Greig noted the Hauraki Gulf group ran a values survey through SeaSketch. DOC has social scientists who can help the Forum with the survey design if they want to run a similar survey. Questions can be crafted to ensure that information about past and potential future values and uses is captured alongside existing values and uses.

Edward noted that the Forum is looking for direction from the community. He suggested the Forum needed a strategy that would guide that and bring everyone together and help stakeholder groups to work collaboratively.

#52 Action point: Fergus, Simon, Chris, Sue and Edward will work with Ruth on topics and questions for early engagement. Ruth will initiate the discussion via email

Media release

Maree suggested the Forum should try and get something out in all areas so people know what the Forum is and what they are doing. The Forum discussed key messages for the current stage of the Forum process. This would include profiles and contact details for Forum members, targeted to the relevant Forum member for an area or sector. The key messages in regard to today's meeting are:

- Forum members are learning about their job and the technology they'll be using.
- A range of tools will be used to protect marine biodiversity, including marine reserves.
- Management options will be tailored to the threats.

There will be further discussion about key messages between now and the next meeting.

There was discussion about SeaSketch and whether to open it up to the public. The Forum felt it would assist with collaboration and cooperation by allowing people to see the other side, particularly as stakeholder information comes in.

Invitation

Ate invited Forum members to come out on his fishing boat to see some of the area around the Peninsula, over the next couple of months.

Closing

Edward closed with a karakia at 4.25pm.