

SEMPF - Confirmed Minutes

Hotel St Clair, Esplanade, Dunedin



Minutes for the Meetings of the 01st & 02nd March & the 06th & 07th March 2017

Tuesday 01st March 2017

Forum Members in Attendance

Maree Baker-Galloway (<i>Chair</i>)	Simon Gilmour
Philippa Agnew	Neville Peat
Steve Bennett	Chris Hepburn
Gail Thompson (<i>Awarua</i>) – via gotomeeting	Khyla Russell (<i>Puketeraki</i>) arrived at 11.30am
Ate Heineman	Fergus Sutherland
Tim Ritchie	Sue Maturin
Edward Ellison (<i>Ōtākou</i>) – until 2.50pm	

Governance Group in Attendance

Sean Cooper (*DOC, Marine Ecosystems Manager*)

Project Team in Attendance

Rebecca Bird (*DOC, MPA Significant Projects Manager*)
Kate Tanner (*DOC, SEMPf Project Coordinator*)
Greig Funnell (*DOC, Technical Advisor – Marine Ecosystems Team*)
Gillian Thomas (*DOC Contractor, Communications Advisor*)
Tania Cameron (*MPI – Senior Analyst*)

Apologies

Nigel Scott (*TRoNT*)
John Henry – *proxy given to Edward Ellison*
Stephanie Blair
Gail Thompson – *attending via gototmeeting for part day only*
Carol Scott

Agenda Item 1 – Forum Business

1.1 Welcome & Karakia

The meeting opened at 9.50am with a karakia from Edward Ellison. Maree noted that Stephanie Blair would not be attending and Gail Thompson would dial in for part of the day. Apologies from Carol Scott and John Henry were noted and Maree let the Forum know that Khyla Russell would be arriving later in the morning.

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1.2 Confirmation of Minutes 28 January 2017

The minutes of the 28th of January meeting were confirmed with no corrections made.

Edward Ellison / Fergus Sutherland / Carried

1.3 Correspondence

The two outward correspondence items as per the previous meeting were taken as read. It was noted that no letters of reply had been received. The inward correspondence letter was acknowledged and taken as read.

1.4 Declaration of Conflicts of Interest

The Forum discussed the declarations of conflicts of interest that have arisen because of the submissions received. Maree stated that it is important that all conflicts are recorded in the Forum's Conflicts of Interest Register including an agreed course of action per declaration. The Forum's Internal Protocol was referred to as the basis under which declarations are to be made. It was confirmed that no amendments to the Protocol need to be made in regard to declaring conflicts of interest.

Discussions were held surrounding indirect and direct financial conflicts and how the Forum would manage those types of declarations. A process for managing conflicts was discussed.

The Forum agreed that declaring conflicts is about transparency and honesty, and that each declaration shall be taken in account throughout the deliberation process.

Each Forum member then made and/or confirmed their declarations which were recorded live on the register with a collectively agreed course of action noted.

Gail Thompson joined via gotomeeting at 11.23am.

Khyla Russell arrived at 12.30am.

It was then agreed that those members with no conflicts to declare would prepare a short statement explaining so.

- **ACTION #024:** Members with no conflicts to declare to prepare a statement which will then be appended to the conflicts register. It was also agreed that Forum members not present at the meeting are to complete the register at the next meeting.

Because of further discussions surrounding the management of conflicts of interest, Maree proposed, and it was agreed, that the final recommendations report shall include how conflicts were managed within the Forum.

- **ACTION #025:** Communications Advisor Gillian Thomas to ensure the final recommendations report includes a summary of how the Forum managed conflicts of interest throughout the process.

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The Forum's Project Team then declared their conflicts which were noted and accepted by the Forum.

The South-East Marine Protection Forum's Conflicts of Interest Register is attached to these minutes.

Agenda Item 1.5 – Resolution to move In-Committee

Maree then moved the Forum In-Committee for Agenda Items 1.6, 2 & 3.

The South-East Marine Protection Forum resolved that the following agenda items be discussed and recorded In-Committee in the agreed presence of Department of Conservation and Ministry for Primary Industries staff and relevant Ngāi Tahu representatives for the reasons given:

General Subject to be Considered	Reason for Passing Resolution in relation to the Matter
In-Committee Agenda Items 1.6, 2 & 3	To maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to Ministers of the Crown or members of an organisation or officers and employees of any department or organisation during their duty. OIA (9) (2)(g)(i). To enable a Minister of the Crown or any department or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial or industrial negotiations). OIA (9)(2)(j)

The meeting closed at 5.20pm

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Wednesday 02nd March 2017

Forum Members in Attendance

Maree Baker-Galloway (*Chair*)

Philippa Agnew

Steve Bennett

Gail Thompson (*Awarua*)

Ate Heineman

Tim Ritchie – *until 3.30pm*

Edward Ellison (*Ōtākou*) – *left from 11.10am*

– *1.40pm*

Simon Gilmour

Neville Peat

Chris Hepburn

Khyla Russell (*Puketeraki*) arrived at 11.30am

Fergus Sutherland – *arrived at 1pm*

Sue Maturin

Governance Group in Attendance

Sean Cooper (*DOC, Marine Ecosystems Manager*)

Project Team in Attendance

Rebecca Bird (*DOC, MPA Significant Projects Manager*)

Kate Tanner (*DOC, SEMPF Project Coordinator*)

Greig Funnell (*DOC, Technical Advisor – Marine Ecosystems Team*)

Gillian Thomas (*DOC Contractor, Communications Advisor*)

Tania Cameron (*MPI – Senior Analyst*)

Apologies

Nigel Scott (*TRoNT*)

John Henry – *proxy given to Edward Ellison*

Stephanie Blair

Gail Thompson

Carol Scott

Fergus Sutherland – *9am – 1pm*

Forum member Khyla Russell opened the meeting with a karakia.

Submissions Analysts Presentation 11am – 1pm

The independent submissions analysts had been invited to attend the day's meeting in order to help the Forum understand how the 2800 submissions received are being summarised and analysed.

Maree welcomed the analysts and asked the Forum to introduce themselves and the stakeholder groups they represent.

The analysts then gave an overview of the process they used for extracting and summarising the data from submissions. The Forum gained a better understanding of how the submissions were being analysed and the analysts gathered some further information from the Forum

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regarding how the summary is intended to help inform the final Forum recommendations to Ministers.

Lunch 1pm – 2pm

Timeframes / Planning

The Forum noted the very tight timeframe for analysing the unexpectedly high number of submissions they had received. Planning then took place regarding the most effective way for the Forum to take into account each of the stakeholders' submissions. It was proposed and agreed that the next meeting day (Monday the 06th March) be an informal workshop day to allow the Forum to spend time sorting submissions by stakeholder group and reviewing submissions to help inform deliberations for further analysis. The project team offered to be present to support the Forum workshop with technical and practical assistance, where required.

The meeting closed at 4.15pm

Monday 06th March 2017

Forum Workshop – Submissions Review 9am – 5.30pm

The South-East Marine Protection Forum met to review submissions per stakeholder group.

Forum Members in Attendance

Maree Baker-Galloway (*Chair*)
Steve Bennett
Stephanie Blair
Ate Heineman
Tim Ritchie
Edward Ellison (*Ōtākou*)

Simon Gilmour
Chris Hepburn
Khyla Russell (*Puketeraki*) arrived at 11.30am
Fergus Sutherland
Sue Maturin
John Henry

Project Team in Attendance

Rebecca Bird (*DOC, MPA Significant Projects Manager*)
Kate Tanner (*DOC, SEMPF Project Coordinator*)
Greig Funnell (*DOC, Technical Advisor – Marine Ecosystems Team*)
Gillian Thomas (*DOC Contractor, Communications Advisor*)
Tania Cameron (*MPI – Senior Analyst*)

Apologies

Nigel Scott (*TRoNT*)
Gail Thompson
Carol Scott
Neville Peat
Philippa Agnew

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Tuesday 07th March 2017

Forum Members in Attendance

Maree Baker-Galloway (*Chair*)
Steve Bennett
Stephanie Blair
Ate Heineman
Tim Ritchie
Edward Ellison (*Ōtākou*)
Philippa Agnew

Simon Gilmour
Chris Hepburn
Khyla Russell (*Puketeraki*) *arrived at 11.30am*
Fergus Sutherland
Sue Maturin
John Henry
Carol Scott – *via gotomeeting*

Project Team in Attendance

Rebecca Bird (*DOC, MPA Significant Projects Manager*)
Kate Tanner (*DOC, SEMPF Project Coordinator*)
Greig Funnell (*DOC, Technical Advisor – Marine Ecosystems Team*)
Gillian Thomas (*DOC Contractor, Communications Advisor*)
Tania Cameron (*MPI – Senior Analyst*)

Apologies

Nigel Scott (*TRONT*)
Gail Thompson
Neville Peat

Agenda Item 1 – Forum Business

1.1 Welcome & Karakia

Maree opened the meeting at 9.20am. Edward Ellison gave a karakia.

Maree recapped on the past few meeting days and acknowledged the hard job the Forum has and commended them on their efforts.

1.2 Conflicts of Interest

Further declarations to the Conflicts Register were made (as attached) for those members who were not present at the previous meeting. The remaining statements from members who have no conflicts to declare still need to be added – *refer to Action #24*

1.3 Planning / Submissions

The Forum provided updates about where they were at reviewing the submissions and it was agreed that short stakeholder group summaries be presented at next meeting on the 27th & 28th of March.

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Maree outlined the agenda items for the day as follows:

- Science Review – Chris Hepburn
- Summary of Submissions
- Deliberations Framework
- Additional Information Required by the Forum
- Meeting Dates

The Forum then moved In-Committee for the items listed.

The South-East Marine Protection Forum resolved that the following agenda items be discussed and recorded In-Committee in the agreed presence of Department of Conservation and Ministry for Primary Industries staff and relevant Ngāi Tahu representatives for the reasons given:

General Subject to be Considered	Reason for Passing Resolution in relation to the Matter
In-Committee Agenda Items <ul style="list-style-type: none">- <i>Science Review</i>- <i>Summary of Submissions</i>- <i>Deliberations Framework</i>- <i>Additional Information</i>	<p>To maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to Ministers of the Crown or members of an organisation or officers and employees of any department or organisation during their duty. OIA (9) (2)(g)(i).</p> <p>To enable a Minister of the Crown or any department or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial or industrial negotiations). OIA (9)(2)(j)</p>

Meeting Dates

The Forum discussed future meeting dates and it was agreed that given that there may be changes to the work plan. All Forum Members are to give their available dates to Kate for her to collate and establish some additional meeting dates. An additional meeting day was confirmed for the 08th of April which is to be tacked on to the existing meeting date of the 09th of April.

John Henry and Stephanie Blair left the meeting at 4.10pm

Post Meeting Excel Session

As the current submissions database is an Excel spreadsheet, some members requested that guidance be given from the Project Team after the meeting on how to best use the database. The Project Team acknowledged the request and confirmed they would provide that support.

Maree then closed the meeting at 4.20pm and Forum member Khyla Russell gave a closing karakia.

South-East Marine Protection Forum Declaration of Conflict of Interest - Register of Conflicts Regarding Submissions							
Conflict of Interest Register to be completed as per submission received. The submission number is recorded and those declaring a conflict with a particular submission are to record their details beside the submission number.							
Date	Submission #	Submitter Name	Name of Person Declaring Conflict	Position	Details of Conflict of Interest	Action Taken	Conflict of Interest Form Completed
28.01.2017	584e28dd4e39312eb6cc9352	Mary Sutherland	Fergus Sutherland	SEMPF - Forum Member	Family member has made a submission	Conflict noted and accepted	Yes
					Lives on the Tahakopa Estuary within sight of Long Point		Yes
					Forest & Bird Member / Yellow-Eyed Penguin Trust who are landowners at Long Point		Yes
					Chair of F & B LENZ Reserve Management Committee - LENZ Reserve is near the Tautuku Estuary		Yes
					Member of Papatowai Forest Heritage Trust - the trust owns land bordering the Tahakopa Estuary		Yes
					Contractor for Forest & Bird as caretaker for the Te Rere Reserve		Yes
31.01.2017	SEM20161214_206	Green Island Fishing Club	Steve Bennett	SEMPF - Forum Member	Submission made on behalf of Green Island Fishing Club prior to being appointed. Has now amended submission with submitter details of another club member.	Conflict noted and accepted	Yes
31.01.2017	SEM20161216_274	Dorothy Bennett	Steve Bennett	SEMPF - Forum Member	Family member submission	Conflict noted and accepted	Yes
31.01.2017	SEM20161216_275	Glenys Bennett	Steve Bennett	SEMPF - Forum Member	Family member submission	Conflict noted and accepted	Yes
31.01.2017	SEM20161216_345	Max Bennett	Steve Bennett	SEMPF - Forum Member	Family member submission	Conflict noted and accepted	Yes
19.02.2017	SEM2016e_1018	DCC	Neville Peat	SEMPF - Forum Member	DCC Nominee - city councillor 2013-2016 (former councillor)	Conflict noted and accepted	Yes
	5855caf9d8bcf942dee758d8	Pukekura Blue Penguin Trust	Neville Peat	SEMPF - Forum Member	Chairman of the Pukekura Reserves Trust	Conflict noted and accepted	Yes
24.02.2017			Tim Ritchie	SEMPF - Forum Member	As per email - No conflicts declared	Conflict noted and accepted	yes
01.03.2017		Te Runanga O Ōtākou	Edward Ellison	SEMPF - Forum Member	Te Runanga o Ōtākou member	Conflict noted and accepted	yes
		Te Runanga O Ngāi Tahu	Edward Ellison	SEMPF - Forum Member	Runanga have direct financial benefit from the commercial fishing interests of the tribal fishing interests. Runanga members have a beneficial interest in that financial benefit.	Conflict noted and accepted	yes
01.03.2017	OPUS 148		Maree Baker-Galloway	SEMPF - Chair		Conflict noted and accepted	yes
01.03.2017	OPUS 2467 / 2508		Simon Gilmour	SEMPF - Forum Member	Involvement in the commercial fishing submission and the Otago Rock Lobster Industry association employee. Director of Rock Lobster Industry Council (NZRLIC) which submitted	Conflict noted and accepted	yes
01.03.2017		Tourism Waitaki	Philippa Agnew	SEMPF - Forum Member	Employer	Conflict noted and accepted	
01.03.2017		F & B	Sue Maturin	SEMPF - Forum Member	F & B submission - employed by and provided information	Conflict noted and accepted	

01.03.2017		East Otago Taiāpure	Chris Hepburn	SEMPF - Forum Member	Chris is a member of the committee but abstained from drafting of submission.	Conflict noted and accepted	
01.03.2017		Gavin Heineman Colleen Heineman & Tania Heineman	Ate Heineman	SEMPF - Forum Member	Family members have made submissions. Have a financial interest in quota and a fishing vessel is already declared. Share holder in Fiorland Lobster company. Colleen has a financial interest in quota and Gavin is contracted to run the boat. Ate is one of the partners. Colleen is the only other business partner. Also a member of the Federation of Commercial Fisherman.	Conflict noted. The Forum agree that commercial fishing is an intergral part of this process. The Forum trusts Ate to continue to represent commercial fishing generally.	yes
01.03.2017	Fisherman's Coop SEM2016e1418	Fishing Co-operative	Ate Heineman	SEMPF - Forum Member	Member Port Chalmers fisherman's co-operative and provided advice on the process	Conflict noted and accepted	yes
		Southland Conservation Board	Gail Thompson	SEMPF - Forum Member	Southland Conservation Board - was not involved in the submission	Conflict noted and accepted	
		Te Runanga O Ngāi Tahu	Gail Thompson	SEMPR - Forum Member	Runanga have direct financial benefit from the commercial fishing interests of the tribal fishing interests. Runanga members have a beneficial interest in that financial benefit.	Conflict noted and accepted	
01.03.2017		East Otago Taiāpure Committee	Khyla Russell	SEMPF - Forum Member	Member of the committee - no involvement in the submission.	Conflict noted and accepted	
		Te Runanga O Ngāi Tahu	Edward Ellison	SEMPF - Forum Member	Runanga have direct financial benefit from the commercial fishing interests of the tribal fishing interests. Runanga members have a beneficial interest in that financial benefit.	Conflict noted and accepted	yes
07.03.2017			John Henry	SEMPF - Forum Member	Chair of the Tuhawaiki Matāitai Committee	Conflict noted and accepted	yes
		Te Runanga O Ngāi Tahu	John Henry		Runanga have direct financial benefit from the commercial fishing interests of the tribal fishing interests. Runanga members have a beneficial interest in that financial benefit.	Conflict noted and accepted	
			Stephanie Blair	SEMPF - Forum Member	Daughter has submitted on behalf of SILNA and the Wybrow Whanau trust. Stephanie declared that she is the chairperson of the trust. She provided guidance but did not take part in the drafting of the submission. Chair of the Waikawa Matāitai Committee	Conflict noted and accepted	yes
		Te Runanga O Ngāi Tahu			Runanga have direct financial benefit from the commercial fishing interests of the tribal fishing interests. Runanga members have a beneficial interest in that financial benefit.	Conflict noted and accepted	
			Carol Scott	SEMPF - Forum Member	Employed by Southern Inshore Fisheries and did not take part in the submission drafting process apart from general guidance and review. Carol is also the Executive of the Federation of Commercial Fisherman.	Conflict noted and accepted	

SEMPF - Project Team Declaration of Conflict of Interest - Register of Conflicts Regarding Submissions							
Date	Submission #	Submitter Name	Name of Person Declaring Conflict	Position	Details of Conflict of Interest	Action Taken	Conflict of Interest Form Completed
20.12.16	SEM20161220_366	Chas Tanner	Kate Tanner	SEMPF - Project Coordinator	Father has submitted	Conflicit noted and accepted	Yes
15.02.2017	581e7baa56e329785f8a109e	Ross Funnell	Greig Funnell	Technical Advisor, Marine Ecosystems, DOC	Family member submission	Conflicit noted and accepted	Yes
15.02.2017	5844fffb7ddd8a2ec02a6ec0	Doug Funnell	Greig Funnell	Technical Advisor, Marine Ecosystems, DOC	Family member submission	Conflicit noted and accepted	Yes
17.02.2017	SEM2016e_322	Our Seas Our Future	Rebecca Bird	SEMPF - Project Manager	Trustee of Our Seas Our Future (OSOF) - no involvement in submission	Conflicit noted and accepted	Yes