



## Hauraki Gulf Forum Technical Officers Group Meeting

**Date:** Thursday, 5 April 2018

**Venue:** Torea Room, Manukau Service Centre, Auckland Council, 31-33 Manukau Station Road, Manukau

**Time:** 10:00am – 2:00pm

### Attendees:

Auckland Council	Jenny Fuller, Liz Brooks, Claire Cunningham, Zoe Lyle
Waikato Regional Council	Ben Bunting
Thames-Coromandel District Council	Erin Bates
Matamata-Piako District Council	Mark Hamilton
Department of Conservation	Rebecca Rush
Ministry of Primary Industries	Graeme McGregor
Tangata Whenua	Jamie Forsman, Nathan Kennedy
Hauraki Gulf Forum	Katina Conomos

### Apologies:

Auckland Council	Sietse Bouma, Nick Reid, Megan Carbines, Samantha Davison, Claire Webb, Melissa Foley, Sam Hill, Mark Ingles
Tangata Whenua	Cayla Nilsen, Moana Waa, Clint Rickards
Department of Conservation	John Galilee

## Draft Minutes

1.	<p><b>Welcome and apologies</b></p> <p>Graeme McGregor requested skype for business be made available for future meetings.</p>
2.	<p><b>Technical Officers Group purpose and expectations</b></p> <p>Officers discussed their understanding of the purpose and expectations of technical officers.</p> <ul style="list-style-type: none"> <li>• Experience and expectations of officers was varied.</li> <li>• Several attendees were present in an observer capacity to learn more.</li> <li>• Others had been in technical officer roles for 12-18 months.</li> <li>• None of the attendees could point to any guiding documentation for the technical officers group (such as a terms of reference).</li> <li>• Katina advised that the Governance Statement from 2011 sets out some roles and responsibilities for technical officers, but that this isn't being applied in practice.</li> <li>• Overall, technical officers expressed that their expectations are not being met, in</li> </ul>

terms of communication and supporting integrated planning between constituent parties. Several expressed that the group has been reactionary rather than anticipatory.

- It was noted that where integration is possible, constituent parties are already likely talking through other means.
- the role of technical officers in supporting their Forum Members in relation to the agenda isn't clear.
- Technical officers requested longer lead times to discuss agenda items with their Forum members. It was discussed that ideally, the Forum agenda would be circulated a month prior to the meeting to allow for technical officers to work with their Forum members, however, this lead time is not easy to achieve.
- Katina tabled a draft Terms of Reference for the technical officers group to generate discussion on what the role of the group could be.
- This led to discussions regarding the capacity of technical officers. Tangata Whenua representatives advised that in their role they are allocated 150 hours per annum by way of support to their Forum members. Representatives from the Territorial Authorities advised that they don't have time specifically allocated to be a technical officer, and in reality, this is just managed on top of other work. Auckland Council representatives are slightly different in that they have teams/departments of particular expertise, however, formally engaging with the Forum is not (yet) formally a part of anyone's work programme, and they'd like to formalise it to be so. Other technical officers noted that they would be interested to have one point of contact for Auckland Council.
- Overall, most officers advised that their understanding of the role of technical officers was around communication, supporting/informing their elected representatives, briefing their wider organisations and maintaining an awareness of Forum activities, rather than actually 'doing'. The 'doing' element has been the role of the Forum executive officer which is funded by the representative agencies.
- It was also discussed, that the development of a clear forward work programme for the Forum (linked to strategic issues and endorsed by the Forum), would provide focus for the Technical Officers Group and the Forum's executive officer.
- **Overall, noting the capacity constraints noted above, technical officers agreed that there would be merit in formalising the purpose and expectations of technical officers more, and that this should be led by the Forum, after the Forum has set its strategic issues.**

*Separate note to the minutes: Technical Officer David Taipari advises that the Technical Officers Group has not formal standing under the Act, and that officers are individual officers, not an officer group. As such, the next steps outlined in these minutes are contrary to the view held by Technical Officer Taipari and Forum Member Majurey.*

**In relation to agenda processes, it was agreed that:**

- Katina would soon circulate an indication of what was likely to be on the 14 May agenda and request/call for agenda items (i.e. technical officers to discuss this with their Forum members).
- Katina will then confirm the agenda with the Chair and Deputy Chair.
- If there are any items that need to be clarified/queried, the Chair would likely discuss these directly with the relevant Forum Member.
- The constituent party report template will be circulated now (ASAP).

	<ul style="list-style-type: none"> <li>• A list of forward deadlines for meetings should also be circulated.</li> </ul>
3.	<p><b>Hauraki Gulf Forum updates - HGF resourcing arrangements</b></p> <ul style="list-style-type: none"> <li>• Katina advised that her appointment is temporary.</li> <li>• The Forum resolved to hold off appointment of an Executive Officer until after the May meeting. The expectation is that a draft job description would be circulated to Forum members for comment prior to the next meeting.</li> <li>• Officers noted that it would be helpful to have one point of contact for HGF matters and that it has previously been unclear whether information should be requested through Auckland Council democracy staff, or the HGF Executive Officer.</li> </ul> <p><b>Hauraki Gulf Forum updates - Matters arising from the last Forum meeting</b></p> <ul style="list-style-type: none"> <li>• Katina to circulate a list of matters arising from the last Forum meeting relevant to each constituent party.</li> </ul> <p><b>Hauraki Gulf Forum - ministerial direction</b></p> <ul style="list-style-type: none"> <li>• Katina advised that a meeting with the Minister of Conservation occurred on 12 March and that the meeting was positive.</li> <li>• The Minister's staff have committed to provide a statement in writing from the Minister in advance of the next meeting, by 19 April.</li> <li>• The Minister is planning to attend the next Forum meeting.</li> </ul> <p><b>Hauraki Gulf Forum - Current work programme</b> The upcoming items on the work programme are:</p> <ul style="list-style-type: none"> <li>• The <b>Annual Report</b> (due August).</li> <li>• The <b>annual seminar</b>: Katina advised that dates have been held with the Auckland Museum, and that the intention is to seek a working party from the Forum to oversee the next seminar, and that a resource will be engaged to support the curation of the seminar.</li> <li>• <b>Gulf Journal</b>: is published around the time of the Forum meetings. Katina advised that plans are being made to engage a resource to help pull the Gulf Journal together. Tim Higham has offered to stay on in an editor at large capacity. Officers suggested it would be useful to call for items from the constituent parties for consideration in the Gulf Journal.</li> </ul>
4.	<p><b>Constituent party updates</b></p> <p><b>MPDC</b></p> <ul style="list-style-type: none"> <li>• Awaiting the outcomes of Plan Change 1, and in particular the development of Plan Change 2.</li> <li>• Also monitoring the Hauraki Iwi settlement.</li> </ul> <p><b>Auckland Council</b></p> <ul style="list-style-type: none"> <li>• Coastal Plan going to be made operative.</li> <li>• LTP and Regional Pest Management Plan consultation underway.</li> <li>• Political Reference Group for Sea Change has been established.</li> </ul> <p><b>MPI</b></p> <ul style="list-style-type: none"> <li>• Minister made his first sustainability decision regarding Crayfish 2, and in doing so took the more conservative option. This will flow through to subsequent decisions</li> </ul>

	<p>on limits.</p> <p><b>Nathan Kennedy</b></p> <ul style="list-style-type: none"> <li>• Hauraki and Tamaki iwi met a week ago with the Minister for Treaty Settlements regarding harbours / co-management settlements.</li> <li>• Nathan also advised that in his role on the conservation board, a review of the conservation strategy is being undertaken and will consider how to leverage greater interagency effort and contribution.</li> </ul> <p><b>TCDC</b></p> <ul style="list-style-type: none"> <li>• Mangrove Management Bill select committee was held recently and the timeframe for the select committee to publish its report has been extended from 29 March to 22 June 2018.</li> <li>• Coastal Management Strategy (non statutory) will go to Council in June for adoption.</li> <li>• LTP consultation underway, some elements have implications in the Gulf (such as water standards, waste water upgrades, risk and resilience around the coast).</li> </ul> <p><b>WRC</b></p> <ul style="list-style-type: none"> <li>• Sea Change implementation is noted in WRCs LTP. This includes proposed actions for water quality monitoring, sediment management and biosecurity.</li> <li>• Review of regional coastal plan well underway with notification proposed in two topic clusters.</li> <li>• Harbour and catchment management plans are being developed for Whitianga and Mania (Coromandel).</li> <li>• Currently working on a fish passage strategy for migratory fish</li> </ul> <p><b>Constituent Party Reports</b></p> <ul style="list-style-type: none"> <li>• The report template was discussed. It was agreed that it is reasonable that some more substantial items from constituent parties may warrant a separate item on the agenda rather being incorporated as part of the constituent party report.</li> <li>• The way that the template is currently set up, with a column linking to the strategic issues is well intended, but given the lack of definition of strategic issues, most officers reported the template feels awkward to use, and would also appreciate more time to prepare the report content.</li> <li>• Next constituent party report due Wednesday 2 May.</li> <li>• Katina to circulate template now and call for separate items at the same time.</li> </ul>
5.	<p><b>State of the Environment 2017 report debrief and matters arising</b></p> <ul style="list-style-type: none"> <li>• Katina has circulated a questionnaire to gather feedback regarding the State of the Environment report. Due back on 27 April.</li> <li>• Reference was made to a Technical Officers Group meeting that occurred late last year where substantial discussion was had regarding the State of the Environment Report. Katina does not have notes from this meeting. Jenny to check whether Sietse Bouma has notes from this meeting.</li> </ul>
6.	<p><b>Methodology and considerations for supporting Forum to identify its strategic issues.</b></p> <p>The group had a discussion regarding the process for setting the strategic issues.</p>

In relation to **desired improvements** the group agreed that the issues should:

- Be clearly defined
- Be linked clearly to the Sections 7 and 8 of the Act.
- Be evidence based where practicable.
- Facilitate discussions towards improving integrated management
- Be linked to the State of the Environment Report
- Have a clear action schedule against each strategic issue
- Have regular reporting, and
- Be more regularly reviewed by the Forum.

Jenny and Zoe advised that Auckland Council have been working on a gap analysis, using the summary document as a basis for developing that analysis. i.e. detail what is happening, and then look at what's not happening, or where more could be happening. Jenny offered to circulate this work and it may be a useful exercise for others to do.

**In relation to process**, it was noted that the Act provides no prescription regarding the setting of strategic issues. Having an independent facilitator conduct a workshop was suggested. (Ben to send Katina some suggested names).

In relation to strategic issues the group discussed:

- The importance of (and difficulty of) gaining consensus. This can be further problematic when representative agencies may not have formed a collective position on issues or if Forum representatives views do not align with agency positions or if there are divergent or swinging positions among Forum members on issues/matters previously agreed.
- Given that the Forum has signed off the State of the Environment Report, and the 10 key issues outlined there, that may be a useful starting point for discussion.
- That the themes of Sea Change may be a useful starting point noting that each theme has been robustly discussed and stakeholder consensus reached during the development of the Sea Change plan.
- It was also noted that the current strategic issues are not broken / have not been resolved, and should be presented as an option, with more definition. And/or how to link back to the current issues?
- Acknowledge what the various parties do as a matter of course.
- It may be useful to identify what isn't happening.
- Katina to cross check what the Governance Review reports said about strategic issues.

**In relation to engagement**

- There is no legislative requirement for engagement.
- Officers discussed that external (public) engagement is probably not feasible or necessary.
- Expectations regarding engagement within agencies, and for Tangata Whenua representatives back to their constituents is not clear.
- How to ensure that those seated around the Forum table are able to make a decision on setting strategic issues? How do we appropriately acknowledge the difficulty and unique roles for each agency in this regard?

**In relation to monitoring**

	<ul style="list-style-type: none"> <li>• It was noted that some of the strategic issues are difficult to monitor, but that doesn't mean that they shouldn't be a strategic issue. Ben emphasised that discussions around integrated management are not easy discussions, but a fundamental role of the Forum.</li> <li>• It would be helpful to have a discussion regarding strategic issues as a regular agenda item. At the moment, this is only reported back through constituent party reports.</li> <li>• Furthermore, the reporting has been backward looking, but more forward reporting is desirable. i.e. how can we forecast opportunities for better integrated management and ensure opportunities are created for collective discussion.</li> </ul> <p>Katina had prepared a template for strategic issues, for discussion.</p> <ul style="list-style-type: none"> <li>• Feedback included that outcomes for each of the strategic issues were desirable, but having this conversation with the Forum and achieving consensus may be difficult. We need to focus on articulating strategic issues first, and then this could follow.</li> <li>• It was also noted that defining priorities/actions is a lot of work, and that business as usual activities of each agency should have a place.</li> <li>• The group discussed that piloting a template with an issue that crosses all constituent parties (such as water quality) would be a useful exercise, and that this could be a topic for a future technical officers meeting.</li> </ul> <p><b>It was agreed that there is value in canvassing Forum Members' views ASAP. Katina should prepare a discussion paper (to be first circulated to technical officers) and then Katina to circulate to Forum members, to invite feedback from members on the Strategic Issues to inform what process/support is required in advance of the next meeting.</b></p>
7.	<p><b>Matters for action before next Forum meeting (14 May)</b></p> <ul style="list-style-type: none"> <li>• Actions outlined in above minutes.</li> </ul>
8.	<p><b>Items for next Technical Officers meeting</b></p> <ul style="list-style-type: none"> <li>• It was agreed to cancel technical officers meeting scheduled for 19 April. Officers to communicate on email between now and then.</li> </ul>