

Environmental Protection Authority Board and Ngā Kaihautū Tikanga Taiao

Meeting Minutes

Held at 9:00AM, Friday 2 December 2022

**HELD IN MEETING ROOM 10.2, LEVEL 10
EPA OFFICES, 215 LAMBTON QUAY, WELLINGTON**

Present

Board Members

Rob Campbell	Chair
Tipene Wilson	Deputy Chair
Prof. Jeroen Douwes	Board member
Dr Greg Ryder	Board member
Dr Andrea Byrom	Board member
Paul Connell	Board member
Mary-Anne Macleod	Board member

Ngā Kaihautū Tikanga Taiao

Rick Witana	Ngā Kaihautū member
Lorraine Toki	Ngā Kaihautū member

In Attendance

Dr Allan Freeth	Chief Executive
Diane de Rochester	Board Governance Advisor
Natasha Szeto	Acting GM Regulatory Systems & Legal, and GC – Item 14
Mary Ryan	Executive Assistant to the Chief Executive

Part Attendance

Paula Knaap	GM, Engagement – Item 13
Sarah Watson	GM, Finance & Systems - Items 9,10 & 17
Gayle Holmes	GM, Compliance, Monitoring & Enforcement – Items 7,15 &16
Michelle Ward	GM, Climate, Land & Oceans – Items 7 & 11
Chris Hill	GM, Hazardous Substances & New Organisms – Items 8 & 12
Kellie Houlton	GM, People & Capability – Items 000 & 18
Ross Perrin	Head of Finance & Planning – Items 9, 10 & 17
Liz Drummond	Manager, Finance & Systems – Item 10
Sarah Clark	Principal Advisor, Health, Safety and Wellbeing - Item 18
Evelyn Cole	Principal Advisor, Engagement – Item 13
Avalon Adams	Advisor – Item 13
Myregel Carambas	Principal Solicitor, Regulatory Systems & Legal – Items 1&14
Michael Allan	Principal Solicitor, Regulatory Systems & Legal – Items 1&14
Celia Haden	Principal Solicitor, Regulatory Systems & Legal – Items 1&14
Oliver Peacock	Senior Solicitor, Regulatory Systems & Legal – Item 7
Alex Dekker	Senior Advisor,
Ashleigh Grenfell	Solicitor, Regulatory Systems & Legal – Item 1
Terry Calmeyer	Principal Advisor, Climate, Land & Oceans – Item 11

External Attendees

None

Apologies

Mavis Mullins	Tumuaki, Ngā Kaihautū
Dr Daniel Hikuroa	Tumaki Tuarua
Troy Brockbank	Ngā Kaihautū
Erica Gregory	Manahautū, Kaupapa Kura Taiao

1 Apologies and Attendance

The Chair opened the meeting by welcoming everyone. A karakia was performed by Tipene Wilson and Rick Witana, and apologies noted for the meeting.

- Michael Allan, Celia Haden and Ashleigh Grenfell joined the meeting for the *Judge over your shoulder* presentation. This was to highlight the importance of natural justice and good decision-making.
- EPA has put in place resources to ensure the fairness of processes. Courses are run for the decision makers and those supporting the decision makers.
- Ashleigh Grenfell and Michael Allan went through the objectives of this process and its possible effect on the EPA.
- There were questions around the aspects of conflicts of interest. The overriding advice was that there needed to be an open and transparent indication of any possible conflicts of interest. This includes occasions in the past which could re-emerge i.e., via social media.
- There was a discussion around the influence of Tikanga in upholding natural justice and the need to consider this within the actions of EPA.

Action: Distribute the presentation and speaking notes for the *Judge over your shoulder* presentation to the Board today, 2 December 2022 – Natasha Szeto

- The Board and Ngā Kaihautū went **In-Committee** to discuss a confidential paper. All other participants left the meeting, with the exception of Kellie Houlton who remained to speak to the paper and take notes.
- A presentation was scheduled to be given by **Simon Upton – Parliamentary Commissioner for the Environment**, on the topic of: *Knowing what's out there – regulating the Environmental Fate of Chemicals*. Mr Upton emailed to apologise for not coming into the meeting, his diary had been inadvertently double booked. He will rebook for another date.

2 Conflicts of Interest Registers

When Board members had considered individual interests, they should refer to the Public Service Commission, Conflict of Interest Guidelines.

- The Chair called for any interests to be declared. Further updates were raised and added to the register.

3 Other Business

3a Board Chair's Update (Verbal) - Rob Campbell

The Board Chair declared there was nothing further to update other than those included in the agenda.

3b Acting Tumuaki, Ngā Kaihautū update (Verbal) – Rick Witana, standing in for Dr Dan Hikuroa

The Acting Tumuaki advised:

- NKTT has not met as often as would like to, as Mavis Mullins is currently on special leave and Daniel Hikuroa and Troy Brockbank have been tied to work commitments.
- Allan drafted a letter from the Chair and Mavis Mullins to Debbie Ngarewa-Packer and invited her to a meeting to explain the EPA role. NKTT is very supportive of this and would appreciate updates.
- NKTT would like to receive updates on the meetings with Minister Parker.
- Following up on the Curious Minds funding which was received for the eDNA project. NKTT have invited people to join but will need more information.
- Planned activities with Te Herenga and whether the commitment to resources was happening. Requested a follow-up on the strategic reporting related to Item 13 on the agenda.
- Queried whether there are any further updates on the NKTT appointments. Noted that Dr Dan Hikuroa is due for retirement from the EPA mid next year.
- The CE responded to the queries from the Acting Tumuaki:
 - The CE was not sure where the decision-making currently sits with Curious Minds but will follow up and come back to NKTT.
 - Te Herenga - EPA are looking at getting a dedicated resource for this. Will go back to NKTT once there is more information.
 - The appointment of members for NKTT is on the plan for 2023.
- The Board Chair raised a further issue regarding the media reporting on EPA around the Fast Track process. This is a concern because it is a misrepresentation. Perhaps look at approaching an official press body.

Actions: Management to follow-up on the following updates requested by the Acting Tumuaki of NKTT and report back:

- **The meeting with EPA and Debbie Ngarewa-Packer**
- **Meetings with Minister Parker**
- **Curious Minds decision.**

3c Hazardous Substances and New Organisms (HSNO) Committee Chair update (Verbal) - Dr Andrea Byrom

The Committee Chair advised:

- HSNO meeting was held yesterday, 1 December 2022.
- The HSNO meeting went very well and there is a lot of work coming through the pipeline. The Committee keeps abreast of key processes; and is very committed to best practice and carried out an intense study of the processes. These processes extended to the Mātaranga Māori decision-making framework, and the Committee Chair commented that it is good to see this applied in action. The meeting was quite truncated as there were also visits to four sites:
 - Invertebrate containment facility Mānakiwhenua
 - The Biotrom centre at Lincoln University
 - Herbicide trial in wheat run by Fieldtech near Lincoln
 - Storage warehouse near the airport

These visits were put together by Chris Hill and Tracey Seta in the HSNO team and were very worthwhile.

- ‘Take away’ from the meeting day is the way the community reacts to the work of HSNO and EPA. The Committee is fully supportive and appreciative of the professional work and guidance of EPA staff to deal with the top applications only. There is a deep commitment to providing good data to the processes and clear evidence, as in the herbicide trial. The Committee Chair thanked the CE for joining the meeting and acknowledged all the work that went in behind it.

Tipene Wilson commented that he appreciated the site visits as they highlighted the effort that potential applicants went into testing and proving the viability of an organism or hazardous substance prior to submitting any application

3d Audit and Risk Committee Chair update (Verbal) – Paul Connell

The Committee Chair advised:

- EPA is going to market on for internal audit services. The Committee Chair is to sit on the panel with Sarah Watson, Anusha Perera and Helen Troke-Thomas.

3e People, Remuneration and Culture Committee Chair update (Verbal)

The Committee Chair advised:

She had nothing to update, however, Kellie Houlton spoke to the engagement survey.

- The survey focused on pay levels and this was a key element brought up in the survey. They are very pleased to advise that they lifted engagement by a further 3%, to 70%.
- The verbatim analysis considered 60 comments. People continued to comment on workload concerns and also raised step-based pay and transparency in the

remuneration system. The work done to date has addressed most of the issues. Some out of these are out of the EPA's control but they are looking into benefits as part of the action plan. Additional duties currently do not incur an additional duties allowance, so this is currently being investigated and will be discussed with ELT.

- Cross-government settlement with the Public Service pay adjustment. It is unclear now what is happening at this stage. They are progressing core public centre agencies first, so not yet ready to deal with Crown Entities.

3g Chief Executive update (Verbal) – Dr Allan Freeth

The Chief Executive advised:

- That he recommended the Board write a letter to Ministers Parker and Shaw regarding the emissions trading register and the pressure on the system. The CE spoke to Minister Shaw about the system at Fieldays and possible Board communication.
- The Board Chair agreed that a letter should go to government about the ETR System.
- The Audit Report is still not available, and EPA does not want to sign off on it unseen. Audit NZ have indicated that it is clean and will be available on Tuesday 6 December.

s 9(2)(g)(i) OIA – this information is withheld to maintain the effective conduct of public affairs through the free and frank expression of opinions

- There is nothing to report on the meeting with Minister Parker. Minister Twyford is primarily focussed on CME.
 - Regarding windfarms in the Exclusive Economic Zone, there may be some applications for wind turbines off the Taranaki coast.
 - M-Pox vaccine is under application and classed as a medicine.
 - The Board Chair commented that he was primarily concerned about the funding of EPA. There is not enough funding to support the work and there is a huge disparity between what is needed and what has been allocated. This will be a real issue in the future, and he is concerned about the organisation. The CE agreed, and though not particularly optimistic, the EPA will just need to get on with the work as best they can.
- s 9(2)(g)(i) OIA – this information is withheld to maintain the effective conduct of public affairs through the free and frank expression of opinions
- A Cabinet paper has been reviewed requesting a funding reassignment from Jobs for Nature to EPA for the Sediment Project. EPA do not have visibility of this process.
 - The Board raised the point that there is currently surplus cash. The CE explained that this was due to project delays.

Action: Management to send a letter to Ministers Parker and Twyford concerning the systemic issue of the pressures on the current Datacom IT system.

3g *Agendas – Ministers and Ministry for the Environment*

The following agendas were **noted**:

- Minister Parker – 10 November 2022
- Minister Twyford – 17 November 2022.

4 Confirmation of Minutes from Previous Meeting

The Board **resolved to approve** the minutes from the meeting held on 17 October 2022 as a true and correct record, with no further amendments.

5 Actions Arising from the Previous Minutes

The Board and Ngā Kaihautū reviewed the actions from previous meetings. No updates were requested.

6 EPA Abbreviations and Glossary - Māori ingoa and kupu

The Board and Ngā Kaihautū noted there were no updates to the abbreviations and glossary for this meeting.

Decisions

7 Delegation of ETS Functions to Chief Executive of MPI

Gayle Holmes, Michelle Ward and Oliver Peacock joined the meeting to speak to this paper.

The Board and NKTT's approval was sought to revoke the current delegation of the Chief Executive of the Ministry for Primary Industries (MPI) and replace it with an updated delegation that includes forestry functions coming into force on 1 January 2023.

- The Board support the paper but wanted to make sure the appropriate legal work has been done and would like this noted in the recommendations.
- There was a query on whether there will there be a verbal update on quality assurance processes. Gayle Holmes advised that they are reviewing the best way to undertake this work.

The Board:

a.	Noted that the General Counsel is satisfied that the delegations are within the Board's power.
b.	Noted that the General Counsel gave assurances that the instrument of delegations properly allows for the delegations of functions and powers, is in proper form, is authorised by empowering provisions of the Act and Crown Entities Act 2004 and does not make any unusual or unexpected use of powers.
c.	Considered and Approved by way of signature the proposed instrument of delegation.

8 HSNO Committee Terms of Reference

Chris Hill joined the meeting to speak to this paper.

This paper was presented to seek the EPA Board's approval of the proposed updated HSNO Committee Terms of Reference, and the proposed updated policy A04 Decision-making Committees.

- There was a query about the deletion of Clause 10 (Conflict of Interest) and there was a suggestion it should be kept, as it is a critical part of the decision-making process. Chris Hill responded that the advice to delete the clause came from HSNO staff and the legal team. However, the clause could be reinstated if required by the Board.
- The Board questioned whether the test for conflict of interest in Decision-making Committees is higher than under the Crown Entities Act, e.g., there was a recent criticism of the testing by the Ministry of Health procurement process of Covid testing.
- It was agreed that the guidelines may have more bearing than the Terms of Reference.
- When the guidelines are redrafted, they will come back to the Board, for information.

Actions:

- **Reinsert Clause 10 unless there is a valid reason not to.**
- **The General Counsel is to investigate the query around previous employment.**

The Board and Ngā Kaihautū:

a.	Noted the contents of this Board paper.
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The Board:

b.	Approved the updated HSNO Committee Terms of Reference included as Appendix One.
c.	Approved the updated policy A04 Decision-making Committees included as Appendix Three.

9 A01 Framework for EPA Policies

Sarah Watson and Ross Perrin joined the meeting to speak to this paper.

This paper was presented to highlight the changes that need to be made to the EPA Policy Framework and request approval of these changes.

- This framework is up for its standard review.
- This version has expanded the scope to include operational policies as well as organisational.

The Board and Ngā Kaihautū:

a.	Received and Noted the contents of this Board paper.
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10 Approval to sub-delegate Programme of Work Funding Drawdown Requests to the Chief Executive

Sarah Watson and Liz Drummond joined the meeting to speak to this paper.

This memorandum is seeking sub-delegation from the EPA Board to the EPA Chief Executive for approval of all funding drawdown requests for projects which receive specific budget bid funding via the Treasury process in Budget 2022 and which have governance oversight from the Investment Committee through their inclusion in the Programme of Work.

- There was a query around the rationale for these projects. Sarah Watson advised that Management felt this was more appropriate for the projects, as it allows the EPA to avoid operational delays, but will still report regularly to the Board on these projects.

Paul Connell will talk to Sarah Watson offline concerning the project reporting.

The Board and Ngā Kaihautū:

a.	Noted the contents of this paper.
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The Board:

b.	Approved sub-delegation of the Board's Delegated Financial Authority to the CE for initiatives that are included in the POW, where funding was obtained through the Treasury's Budget 2022 process.
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11 Appointment of a Decision-Making Committee for the reconsideration of Trans-Tasman Resources Limited's marine consent applications

Michelle Ward and Terry Calmeyer joined the meeting to speak to this paper.

This paper sought the appointment of a Decision-Making Committee to reconsider Trans-Tasman Resources Limited's applications for a marine consent and marine discharge consent.

*Andrea Byrom **abstained** from the decision-making for the membership of the TTRL committee, as she is the Board nominee / Member.*

- A further discussion was held around [REDACTED] sitting on this committee and it has been decided to hold this in abeyance s 9(2)(a) OIA [REDACTED].
- The candidates have been shared with Ngāti Ruanui and TTRL in the interests of transparency.
- Appointing someone with marine biological expertise has been included in the criteria. The team has looked in New Zealand and overseas.
- Michelle Ward advised that they had not heard back from Ngāti Ruanui or the other seven from the area.
- With regards to the applicants for Chair:
 - Members of the Board supported Lynton Stevens' appointment as Chair.
- With regards to the applicants for Members:
 - There are three places and four candidates. The Management preference is that all people are highly experienced and cover the wide range of expertise required.
 - There was a query around the need for marine biology experience. The CE advised that the Committee could co-opt external specialist advice, but he believed there is a need for a marine biologist.
 - There was full discussion amongst the Board and NKTT around the best candidates to appoint to this role. There was endorsement by members around the need to appoint someone with a strong marine biology background. It was agreed that it was also important that there be two iwi members.
 - There was support for [REDACTED], however the Chair raised concerns regarding a conflict of interest, s 9(2)(a) OIA [REDACTED].
 - There was a query around the search for expertise and whether this was based on kaupapa. Michelle Ward advised that they started with people with a range of skills and then selected for the best overall candidates.

It was **Agreed** that the placement of **Lynton Stevens** for Chair be supported.

It was **Agreed** that the placement of the following applicants as members of the committee be supported:

- Sharon de Luca
- Miria Pomare
- Loretta Lovell.

Action: Present this paper to Rob Campbell (Chair) and Tipene Wilson (Board member) for sign off today, 2 December 2022

The Board:

a.	Received and noted the contents of this paper.
b.	Considered the potential candidates identified in this paper for a Decision-making Committee to reconsider Trans-Tasman Resource Limited's applications for a marine consent and marine discharge consent in accordance with the directions of the High Court.
c.	Appointed a DMC comprising a Board member and four other members, including a retired judge as chairperson.
d.	Agreed that the DMC will be delegated the functions and powers of the EPA related to reconsidering processing and deciding TTRL's applications for marine consent and marine discharge consent in accordance with the terms set out in the draft record of appointment and delegation.

Strategic Reporting

12 Hazardous Substance assessment and decision-making in the context of global practice

Chris Hill and Gayle Holmes re-joined the meeting to speak to this paper.

This paper summarises the processes used by the EPA to maintain independence in Hazardous Substance assessment and decision-making in the context of global practice and discusses the EPA's approach to managing conflicts of interest and good statutory decision-making. This was divided into two parts:

Part A – Data considered in the risk assessment of an application

Part B – Managing conflicts of interest at the EPA

- Concerns were raised around the management of conflicts of interest and bias, and the processes used to deal with this. Management responded clearly that the processes used, and the thoroughness of the work of the committee and staff, was of the highest integrity.

The Chair **Moved** that the information provided be **Noted** and the Board **Affirm** its confidence in the process of the EPA

Seconded: Andrea Byrom/ Tipene Wilson

Abstained: Jeroen Douwes

Motion Carried

The Board and Ngā Kaihautū:

a.	Noted the information provided.
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13 Developing the EPA and Te Herenga relationship

Paula Knaap, (standing in for Erica Gregory), Evelyn Cole and Avalon Adams joined the meeting to speak to this paper.

This document reported back on Te Herenga and EPA engagement planned for the next six months and tentatively the following 12 months.

- Paula advised that there were two priority recommendations:
 - The National Te Herenga Hui
 - Reviewing the Terms of Reference.
- Paula advised that focussing on these key areas was intended to strengthen the relationship between EPA and Te Herenga moving forward.
- Avalon Adams acknowledged both Troy and Lorraine for the mahi put into this paper. Avalon advised that the paper discusses the development of the EPA and Te Herenga relationship and the ongoing engagement. There have been several meetings with the reference group, and from these discussions three key points have been made. The top priority is the Te Herenga hui, which at this stage is likely to be April 2023. Ngai Tahū has agreed to jointly lead this hui with EPA.
- The second priority is updating the Terms of Reference for Te Herenga. This will be one of the main items on the agenda at the hui.
- An action plan for future engagement going forward needs to be discussed between the EPA and Te Herenga, and this will also be addressed at the hui.
- Hemi Akuhata has recently joined the Kaupapa Kura Taiao team as a Senior Advisor, and part of his role is to develop that relationship with Te Herenga.
- There were comments from the Board and NKTT supporting the belief that it is worthwhile to rebuild the relationship but that the outcomes are what is important. There is a concern that EPA does not want to agree to build up an expectation for anything that they cannot deliver.
- A comment was made that kaitiaki are very important in this relationship and there is a need to understand how they fit into the fabric of the Te Herenga and EPA relationship.
- The Chair commented that this work will be challenging and believes this is the best way to go about the discussions, because that acknowledges its importance.

The Board and Ngā Kaihautū:

a.	Noted there will be two major areas of Te Herenga and EPA engagement over the next six months; a national hui jointly led by Ngāi Tahu and EPA; and a review of the terms of reference for Te Herenga.
b.	Noted key items for discussion at the Te Herenga national hui will be the review of the terms of reference for Te Herenga, and the proposed Te Herenga and EPA engagement for the following 12 months (see Appendix 1).

14 Vertebrate Toxic Agents (VTA) System Review Report

Natasha Szeto, Myregel Carambas, Michael Allan and Celia Haden joined the meeting to speak to this paper.

A copy of the report commissioned by EPA management regarding the framework for issuing VTA permissions was presented.

*The Chair **declared an interest** as being the Chair of Te Whatu Ora, which has connections with this topic. He remained as the Chair but abstained from the discussion.*

s 9(2)(g)(i) OIA – this information is withheld to maintain the effective conduct of public affairs through the free and frank expression of opinions

The Board and Ngā Kaihautū:

a.	Noted the contents of the report by Kristy McDonald ONZM KC entitled “Review of Permissions Framework under the Hazardous Substance and New Organisms Act 1996 for the use of Vertebrate Toxic Agent in Pest Control Operations.
b.	Noted the contents of this Board paper.

15 Q1 CME Activities Report – 1 July 2022 – 30 September 2022

Gayle Holmes joined the meeting to speak to this paper.

This paper presented the FY22/23 Q1 CME Activities report, covering the period 1 July 2022 to 30 September 2022. This paper is for the Board’s information.

- It was advised that there were 105 PHU permissions reviewed by EPA compliance team in Q1, plus the compliance check.
- It was further advised that we are now heading into the EEZ inspection season, with staff on offshore oil rig inspection.
- The Board congratulated the team on the paper. They felt it was easy to follow and understand.
- There was a query around the change of levels of interventions and reporting, and whether there was a reason for this or just business as usual. The response was that it could be due to less complex enquires coming in, or the advice and education provided

in previous years may be having an impact, because people are complying. This is a trend which EPA will keep an eye on.

- There was a question concerning the Figure 2 table *Active Enquiries by Act* looking at the difference between open and closed. It was advised that the open and closed is within the quarter.
- The report indicates that there were seven hazardous substance spills in this quarter, and it was queried whether this is unusual or high. It was advised that it has not been signalled as unusually high; there is nothing major and there have been no major spills. Most spills reported are low risk, e.g., production water – so primarily water with limited oil particulates.
- It was raised that there is consideration being given to changing the frequency of the report from quarterly to six monthly. The Board considered this and agreed that the reporting can be moved to six monthly. It was suggested that a few bullet points on updates and changes would be beneficial in the interim period.

Action: Move the reporting of the CME Activities Report to six-monthly

The Board:

a.	Noted the contents of the 202/21 Q1 CME Activities Report.
b.	Provided feedback on format.
c.	Approved the reporting schedule for 2021/22.

16 2021 Annual Aerial 1080 Operations

Gayle Holmes remained in the meeting to speak to this paper.

The 2007 reassessment of 1080 imposed additional controls on the substance as part of a new overall management regime. One element of the new regime was a requirement for all information on aerial 1080 operations to be provided to the Authority (EPA). The EPA reports annually on the outcome of aerial 1080 operations.

- There was a query around Figure 3 *Number of operations compared with total area treated, 2021*, as the total area treated looks like a trending line. It was agreed that this would be dot-pointed in the future. *This has now been actioned and the graph replaced.*
- There was a query on whether there are more wallaby and rabbit operations than in the past. The team will come back with a response regarding the numbers.

Actions:

- **Replace the graph (Figure 3, page 298) with bullet points instead of what appears to be a trending line**
- **Advise Board of the numbers of wallaby and rabbit operations.**

The Board:

a.	Noted the contents of this report.
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Organisational Reporting

17 Finance Report and Programme of Work for the period ended 31 October 2022

Sarah Watson joined the meeting to speak to this paper.

This report provided an update of the fiscal position of the EPA and provided a management commentary on performance against budget.

- The year-end audit is essentially complete and a report will come through next week from Audit New Zealand.
- Regarding the increase with EEZ fees for cost recovery, this is now at the consultation stage of the process which MfE is running. The process began yesterday and submissions close late January when Cabinet approval will be sought for the fee increase. It is expected that this fee increase will come into effect by 1 July 2023, which will go a small way to help with revenue if current budgeted levels of activity remain consistent. The Chair queried whether the EPA Board signs off on the consultation and whether it comes back to the Board to confirm the fee increase. Sarah Watson advised that this is an MfE-led process.
- There was some discussion around this year's budget bid and the actions to be taken if the EPA was unsuccessful.

Action: Sarah Watson to come back to the Board with clarification around the process for the EEZ fees increase.

The Board & Ngā Kaihautū:

a.	Received and Noted the contents of this paper.
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18 Health & Safety Update

Kellie Houlton joined the meeting to speak to this paper.

The supporting paper provides an overview of the Health, Safety and Wellbeing (HS&W) activities for period 20 September to 11 November 2022 and ensures the Board is kept up to date on any critical events requiring investment, or decisions. The Health and Safety update also demonstrates health and safety in action within the organisation.

- The review of the Health and Safety policy is well underway. The updated policy is a significant shift from the current policy which is very compliance-orientated, with a lot of procedure in it.
- There was a query around who the codesign was with. Kellie advised that this was probably better titled as engagement. This was with Health & Safety representatives, ELT finance and systems, facilities and IT.

Action: Change of term from “Codesign” to “Engagement”

The Board & Ngā Kaihautū:

a. **Received** and **Noted** the contents of this paper.

19 Correspondence

The Board and Ngā Kaihautū noted the correspondence:

- i. 18 November 2022 from Rolph Payet and Rémi Nono Womdim of Basel, Rotterdam and Stockholm Conventions, to Dr Peter Dawson
- ii. 23 November 2022 from Hon David Parker, Minister for the Environment to Rob Campbell regarding the Stockholm Convention.

Item 19 (i) – The Board **Noted** the letter to Dr Peter Dawson and acknowledged and appreciated the recognition of the outstanding work of a staff member.

Item 19 (ii) – Management advised that this work is now underway and will be finalised well in advance of June 2023.

20. Confirmation of the Date of the Next Meeting

The next Board and Ngā Kaihautū meeting is scheduled via Teams on **Wednesday 8 February 2023**.

The meeting concluded at 2:00pm with Rick Witana, Acting Tumuaki, Ngā Kaihautū performing the karakia.

Rob Campbell
Chair

Date