



**Litter Intelligence Data Governance Group (DGG)
Minutes - Y3M5 15 September 2021**

DGG Minutes for Data Governance Group 15 September 2021

DATE: Wednesday 15 September 2021

TIME: 1 - 2:30 pm

Attending: Amanda Valois (GWRC), Ben Knight (SC), Christine White (KNZB), David Harris (StatsNZ), Don Neale (DOC), Heike Schiele (PPPC), Ian Mayes (BATK), Camden Howitt (Chair - SC), Shawn Elise Tierney (SC), Carla Fonseca Paris (minute taking - SC) and Jonathon Hannon (observer, Massey University)

Apologies: Richard Leckinger (BATK)

ACTIONS FOR NEXT MEETING:

ACTION	Owner	Status
<p>Freshwater Methodology: Provide a clear definition for “stream bank”. Shawn Elise and Carla to follow this up.</p> <p>Scope tech needs & cost for including the real area surveyed of the stream (only bank, or bank plus stream) and any other stormwater site-specific information required.</p> <p>Discuss what tech and metadata needs to be captured for Freshwater (and Stormwater) surveys in the next DGG meeting.</p> <p>Add to the methodology a definition of the purpose of the document. Include that Health and Safety will be delivered as part of official training.</p> <p>After the inclusion of the training/purpose clause SC to circulate the Methodology document with the additional clause to request all DGG members provide written comments on the document before final approval of version 1.0.</p>	<p>Amanda / Don</p> <p>Shawn Elise / Camden</p> <p>Shawn Elise/Camden</p> <p>Shawn Elise</p> <p>Shawn Elise / Carla</p>	
<p>Stormwater Methodology: Circulate privacy statement documents regarding location privacy of stormwater LittaTraps</p> <p>Include permission required and consents</p>	<p>Shawn Elise</p> <p>Shawn Elise</p>	



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(private landowners, traffic control) as part of the training for stormwater surveys. Discuss and define the wider area dimensions for visual assessment and photographs to be entered into the app. SC (Shawn Elise) to include these instructions on the document and in the training. Shawn Elise to communicate with Monique from Thread lightly that the photo requirement is preferred to record any changes observed. Circulate a Doodle poll to schedule a follow-up meeting to complete the revision of the stormwater methodology.	DGG/Shawn Elise Shawn Elise / Monique (Tread lightly) Carla	Completed
Share updated terms of reference for meeting membership for Year 4 of the project starting in October 2021.	Camden	
Share via email the revision of Categories & Keywords and any other agenda item pending that can be covered via email.	Shawn Elise/Carla	Completed.
Share via email Survey Verification Proposal for approval	Shawn Elise/Carla	Completed. Proposal at this link

PENDING AGENDA ITEMS FROM THIS MEETING THAT WEREN'T COVERED DUE TO TIME (15 September 2021)

AGENDA ITEM	Owner	Status
Methodology Clarifications / Proposals <ul style="list-style-type: none"> - How do we standardise the definitions for “Back of Beach” (captured in survey area metadata). Interested in recommendations from DOC. - How to define “open coast” and “closed coast” survey areas. Interested in DoC’s recommendations. 	Don Don	Completed. Don has provided advice via email here
Quality Assurance and Quality Controls <ul style="list-style-type: none"> - FYI only: Initial QAQC results are with 	Ben / Amanda	Data here and



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StatsNZ for review.		commentary here
<p>Geographic/bioregion spread -- Bioregions vs LINZ regions</p> <p>For Operational planning, the SC team would prefer to operate using LINZ regions rather than bioregions, as per initial direction from DoC to set-up 12 sites for each of the 9 mainland bioregions. This will enable us to plan work with local stakeholders (like Councils, Kahui Ako/COLs, etc) and also work more smoothly with our tech platform. Does DOC support this shift? For discussion.</p>	Don	Completed. Don has indicated via email that LINZ regions can be used email here

Meeting starts: 1:10 pm

Discussion:

Welcome and introductions for new members:

Jonathon Hannon: Zero Waste Academy Coordinator at Massey University, experience in plastic pollution and freshwater research.

Ian Mayes: Be a Tidy Kiwi, experience as Regional Manager for Waste Management.

Don Neale: Department of Conservation, based in Hokitika, working at the marine reserve monitoring programme

Followed by brief introductions of all DGG participants

Previous Actions

ACTION	Owner	Status
Ben offered to meet with Heike to facilitate Heike connection to Microsoft Teams.	Ben	Heike has confirmed that ENM has what is required so Ben does not need to assist
Email Be A Tidy Kiwi and Keep New Zealand Beautiful and ask for their input on cigarette plastic packaging.	Shawn Elise	Done, see note below.



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Do a post on FB to indicate that cigarette plastic packages should go under "Other plastic", and ask how many people are finding them, getting the community input (Ben).	Ben	Pending discussion of keywords this meeting.
Share QC data to David for input.	Ben/Cam	Done
Heike to share with DGG if any new substrate options for freshwater data are required from her end.	Heike	Heike and Amanda have agreed to leave things as they are for now, this would include substrates
Share the latest version of the freshwater methodology with all DGG for final further input.	Amanda	Done, note below
Provide wording around freshwater randomized site selection methodology so that this can be included in a separate document to the freshwater data collection methodology.	Heike	PPC methodology including random site selection latest version here
Share stormwater methodology with all DGG. Once approved by David, design and publish on LI websites V1.0.	Amanda	In process
Review and feedback/approve stormwater methodology.	David	Done
Share the Gisborne stormwater paper surveys with SC to assist with entering the data.	Amanda	Pending
Camden to send the AI photo folder categorised by UN codes to Amanda on her new email, and Fiordland photos.	Camden	Done
Ask Stats NZ: How are data submitted as Ad Hoc treated for analysis for environmental reporting?	SET	Done

1. Introduction to Ian Mayes from Be a Tidy Kiwi

2. Review ACTIONS from last Meeting - full follow-up emails [at this link](#)

- a. Rollie Cigarette Packaging Feedback
 - i. Lyn Mayes @ BATK shared "It would be classed as soft plastic."
 - ii. Christine White @ KNZB shared "During our 2019 National



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Litter Audit we would also have classified this type of litter as Plastic: Other.”

- b. Ad-Hoc Data
 - i. David Harris @ StatsNZ said, “I think transparency is the key. So in presenting the data we can show both the standardised and AD Hoc data – as long as the meta data and transformation / editing of data is describable and understandable.
Of real interest is – do they show the same results?
So we work to include the data, that’s my current thinking.”
- o **Review / Approve Minutes from Last Meeting: 01 June 2021**

[LINK TO MINUTES HERE](#)

Discussion:

Minutes approved by David and seconded by Ben (no changes)

3. Freshwater / Stormwater Methodologies

- a. [Freshwater Methodology](#)
- b. [Stormwater Methodology](#)
- c. What meta-data needs to be captured for FW/SW in the admin platform?

Discussion:

Freshwater methodology: Revision of all comments provided in the document.

- David suggests providing clear definitions for the stream bank width.
 - Amanda: Using vegetation as an indicator of where the bank starts (riparian width).
 - Cam suggests incorporating this as part of the training.
 - ACTION: Provide a clear definition for “stream bank”. Shawn Elise and Carla will follow this up with Amanda & Don.
- David: With respect to frequency of surveys, “the more frequent surveys are done the better for analysing trends over time. Every 3 months can capture seasonality.”
- Don added that sites that are less polluted are also important to survey with frequency to observe trends.
- David: With respect to the question of including the stream area for some surveys and in others only the bank area, David commented that this information needs to be included for data analysis purposes. Tech currently does not capture this information and would need to be developed to be captured.
 - ACTION: Scope tech needs & cost for including the real area



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surveyed of the stream (only bank, or bank plus stream) and any other stormwater site-specific information required.

- Metadata discussion:
It was proposed by Shawn Elise to discuss in the next DGG meeting what tech and metadata needs to be captured for Freshwater (and Stormwater) surveys
ACTION: Discuss what tech and metadata needs to be captured for Freshwater (and Stormwater) surveys in the next DGG meeting.
- Don: Asked if analysis of litter data origin (land / offshore litter sources) could be included - Cam indicated that while it is important to understand the sources of litter, it is outside the scope of the programme.
- Ian: expressed concerns on health and safety about doing surveys in rivers/water and concerns of drowning.
 - Shawn Elise: Indicated that after agreeing on the official methodology, the next step will be to develop a standardized training, which must include health and safety where this information will be captured and shared through training.
 - ACTION: Add to the methodology a definition of the purpose of the document. Include that Health and Safety will be delivered as part of official training.
 - After the agreed inclusion of the training/purpose clause and revision of the final draft by all DGG members, this document will be approved as the first official freshwater methodology.
 - ACTION: After the inclusion of the training/purpose clause SC (Carla / Shawn Elise) will circulate the Methodology document with the additional clause to request all DGG members to provide written comments on the document before final approval of Version 1.0.

Stormwater methodology: Revision of all comments provided in the document:

- Amanda: The surveying of stormwater is always done in coordination with councils where LittaTraps have been installed: this provides good control of Health and Safety.
- David: Site identification is important and when on private land there could be an ID system that protects privacy.
 - ACTION: Shawn Elise to circulate privacy statement documents regarding location privacy of stormwater Litta traps
- David: Asked if consent needs to be given / received for a group to do a survey.
 - Heike: Private land requires permission of the landowner to undertake surveys. In public locations traffic control permission is required.
 - Cam indicated that there is funding to develop the training for stormwater to include this



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- ACTION: Shawn Elise to include permission required and consents (private landowners, traffic control) as part of the training for stormwater surveys.
- Discussion on stormwater wider area visual assessment and photo to be entered in the app.
 - ACTION: DGG to discuss and define the wider area dimensions for visual assessment and photograph to be entered into the app. For SC (Shawn Elise) to Include these instructions on the document and in the training.
- In reviewing methodology with Tread Lightly, a current stormwater survey education provider, they asked if photos could be “optional” for each survey
 - Ian and David stated that it is important to record any site changes through photographs.
ACTION: Shawn Elise will communicate with Monique from Tread lightly that the photo requirement is preferred to record any changes observed.
- Suggestion to include weather when entering survey data.
 - Shawn Elise indicated that this can be entered in the comment box for now and could look into this as part of the meta-data/data-sets conversation.
- Due to lack of time to continue this discussion Cam suggested to create a follow up meeting to discuss stormwater methodology for final approval of the document
 - ACTION: Carla to circulate Doodle poll to schedule a follow-up meeting to complete the revision of the stormwater methodology

Other updates:

- Camden shared that the Programme has been granted funding for 1 more year, with year 4 starting in October 2021 .
 - ACTION: Cam will share updated terms of reference for meeting membership for Year 4 of the project that starts in October 2021.
- Camden shared that the LI Programme is delivering beach monitoring training for the Pacific Region this week online: Countries include Vanuatu, Samoa, Tonga and Wallis and Futuna. They will undertake ad hoc litter surveys as part of the World Clean up day (18 September).
- The rest of the agenda items not covered in this meeting will be covered via email and other items will be postponed to the next meeting.
 - ACTION: Shawn Elise will share via email the revision of Categories & Keywords and any other agenda item pending that can be covered via email.



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Meeting ends: 3:36 pm

Items of the agenda that were not included in this meeting:

4. Review of Current Beach Methodology and Litter Categories:

1. Methodology Clarifications / Proposals

- a. How do we standardise the definitions for “Back of Beach” (captured in survey area metadata). Interested in recommendations from DOC.
- b. How to define “open coast” and “closed coast” survey areas. Interested in DoC’s recommendations.

2. Category & Keyword Review

- a. New approved keywords (from last meeting) have been entered into the Litter Intelligence app.
- b. **Want to request any changes?** [Refer to this document](#) and add in your comments in the column with your organisation name before the meeting. Make sure you’re on the first tab, aptly named “[Feedback on this tab](#)”

3. Quality Assurance and Quality Controls

- a. FYI only: Initial QAQC results are with StatsNZ for review. [Data here](#)
- b. Survey Verification Proposal [at this link](#)

4. Review of site matrix

- a. Geographic/bioregion spread -- Bioregions vs LINZ regions
 - i. For Operational planning, the SC team would prefer to operate using LINZ regions rather than bioregions, as per initial direction from DoC to set-up 12 sites for each of the 9 mainland bioregions. This will enable us to plan work with local stakeholders (like Councils, Kahui Ako/COLs, etc) and also work more smoothly with our tech platform. Does DOC support this shift? For discussion.



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LINZ Region	Urban Open	Urban Closed	Rural Open	Rural Closed	Total by LINZ Region
Auckland	6	11	7	0	24
BOP	3	1	0	0	4
Canterbury	3	3	1	3	10
Gisborne	4	0	1	0	5
Hawkes Bay	1	1	2	2	6
Manawatu-Whanganui	1	0	3	0	4
Marlborough	0	1	1	3	5
Northland	3	4	11	2	20
Otago	2	3	6	3	14
Southland	0	0	19	11	30
Taranaki	1	1	4	0	6
Tasman-Nelson	2	3	1	0	6
Waikato	0	0	5	0	5
Wellington	11	4	7	0	22
West Coast	4	0	1	0	5
Total by type	41	32	69	24	166

- b. Does survey frequency of four times/year result in higher quality data than less frequent surveying? Does StatsNZ have any analysis that provides insight on this? For discussion."

5. Governance:

- a. Consolidating working groups & new membership. Discussion.

6. Platform/Technology Updates:

- a. Freshwater & Stormwater Insights are now available on the [website](#).

7. General Business:

- a. All DGG members. Please add any agenda items here.