



AGENDA

AUCKLAND/WAIKATO FISH AND GAME COUNCIL

16th November 2024

AUCKLAND/WAIKATO FISH & GAME

**A Meeting of Council will be held at the Waikato Deer Stalkers Hall, Wairere Drive,
Hamilton on Saturday 16 November 2024 commencing at 11.00 a.m.**

AGENDA

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* Denotes attachments

** Denotes the need for council to make a decision.

N Juby
Chairman

05/11/2024

GENERAL EXPLANATION OF VARIOUS LAWS AFFECTING COUNCILLORS:

In accordance with Standing Orders, at the first meeting of a newly elected Council, a general explanation should be given on the relevant sections of the following legislation:

1. Local Authorities (Members' Interests) Act 1968

Councillors shall not vote on or take part in the discussion of any matter before the Council or any Council committee in which the councillor has, directly or indirectly, any pecuniary interest, other than an interest in common with the public.

2. Local Government Official Information and Meetings Act 1987

Right of Council to exclude public: Council may by resolution exclude the public from the whole or any part of the proceedings of any meeting on the following grounds:

- that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

Epidemic notice in force for COVID-19

If it is reasonably practicable, enable access to Council meetings by broadcasting live the audio or video of the meeting (for example, by broadcasting it on an Internet site); and

as soon as practicable after the meeting ends:

- makes an audio or a video recording of the meeting available on its Internet site:
- or makes a written summary of the business of the meeting available on its Internet site.

Maintenance of order

The Chairman may, if that person believes, on reasonable grounds, that the behaviour of any member of the public attending that meeting is likely to prejudice or to continue to prejudice the orderly conduct of that meeting if that member of the public is permitted to remain in that meeting, require that member of the public to leave the meeting.

If any member of the public who is required to leave a meeting of a local authority—

- refuses or fails to leave the meeting; or
- having left the meeting, attempts to re-enter the meeting without the permission of the person presiding at the meeting,—

any officer or employee of Council may, at the request Chairman, remove or, as the case may require, exclude that member of the public from the meeting.

3. Secret Commission Act 1910

Gifts to agent without consent of principal an offence

Every person is guilty of an offence who corruptly gives, or agrees or offers to give, to any agent any gift or other consideration as an inducement or reward for doing or forbearing to do, or for having done or forborne to do, any act in relation to the Council's affairs or business (whether such act is within the scope of the agent's authority or the course of his employment as agent or not), or for showing or having shown favour or disfavour to any person in relation to the Council's affairs or business.

Acceptance of such gifts by agent an offence

Every agent is guilty of an offence who corruptly accepts or obtains, or agrees or offers to accept or attempts to obtain, or solicits from any person, for himself or for any other person, any gift or other consideration as an inducement or reward for doing or forbearing to do, or for having done or forborne to do, any act in relation to the Council's affairs or business (whether such act is within the scope of the agent's authority or the course of his employment as agent or not), or for showing or having shown favour or disfavour to any person in relation to the principal's affairs or business.

Duty of agent to disclose pecuniary interest in contract

Every agent is guilty of an offence who makes a contract on behalf of Council and fails to disclose to Council, at the time of making the contract or as soon as possible thereafter, the existence of any pecuniary interest which the agent has in the making of the contract, unless to the knowledge of the agent the existence of such pecuniary interest is already known to his Council.

Giving false receipt, invoice, etc, to agent an offence

Delivery of false receipt, etc, to principal an offence

Receiving secret reward for procuring contracts an offence

Aiding and abetting offences

Offences by persons acting on behalf of agents

Customary nature of gift to be no defence

4. Crimes Act 1961

Official means any person in the service of the Sovereign in right of New Zealand (whether that service is honorary or not, and whether it is within or outside New Zealand)

Corruption and bribery of official

- (1) Every official is liable to imprisonment for a term not exceeding 7 years who, whether within New Zealand or elsewhere, corruptly accepts or obtains, or agrees or offers to accept or attempts to obtain, any bribe for himself or herself or any other person in respect of any act done or omitted, or to be done or omitted, by him or her in his or her official capacity.

- (2) Every one is liable to imprisonment for a term not exceeding 7 years who corruptly gives or offers or agrees to give any bribe to any person with intent to influence any official in respect of any act or omission by him or her in his or her official capacity.

Corrupt use of official information

Every official is liable to imprisonment for a term not exceeding 7 years who, whether within New Zealand or elsewhere, corruptly uses or discloses any information, acquired by him or her in his or her official capacity, to obtain, directly or indirectly, an advantage or a pecuniary gain for himself or herself or any other person.

AUCKLAND/WAIKATO FISH & GAME



Minutes of a Meeting of Council
held at the NZ Deerstalkers Hall, Wairere Dr, Hamilton
on Saturday 12th October 2024 commencing at 11:27am.

PRESENT:

Chairman: N. Juby.
Councillors: E. Williamson, D. Cocks, P. Shaw, M. Barker, C. Sherrard
G. Annan, G. Dickey, T. Clark.
Staff: D. Klee, D. Le Lievre, A. Daniel

The C.E. began the meeting by thanking outgoing Councillors Sherrard and Shaw for their service and presenting them with some gifts as a token of the council's appreciation.

1. APOLOGIES:

B. Jarvis-Child, B. Barnes.

It was moved;

that apologies be accepted.

Annan/Cocks – CARRIED

2. POSSIBLE CONFLICTS OF INTEREST ARISING FROM MEETING AGENDA:

Nil.

3. MINUTES OF PREVIOUS MEETINGS OF 17th August 2024:

It was moved;

That the minutes of the 17th August 2024 meeting be accepted as true and correct records:

Barker/Shaw – CARRIED

4. MATTERS ARISING FROM PREVIOUS MINUTES:

Councillor Dickey raised the prospect of body cameras for rangers. The CE acknowledged that it would be ideal for all rangers to wear body cams with budget being the main issue

with the cost of \$1200 each. Adam Daniel, councils' compliance coordinator will investigate options and report back at a future meeting.

The Chair questioned whether there had been any updates regarding the restoration of Whakapapa River access. The C.E. replied that his last two emails to DOC manager George Taylor had not received a reply.

The Chair asked for an update for the Hamilton Anglers Club proposal to promote kids coarse fishing at Horseshoe Lake and feeding the fish to zoo animals, councillors were looking for an update. Messer Daniel responded that he had contacted the zoo with the proposal and would be meeting with zoo staff the following day to discuss and would provide an update at the next meeting.

5. INWARDS COUNCIL CORRESPONDENCE:

Councillor Barker would like to have it clarified why there were so many redactions in the NZC C.Es most recent report stemming from the August meeting and what the rationale for the reactions was?

It was moved;

That the C.E. to enquire the reasons and process for redacting information at NZC/National office:

Barker/Williamson – CARRIED

Councillor Barker raised the risk score in the NZC C.E. report for HPAI. The C.E. explained some of the issues and suggested that in our region the risk is high due to our reliance on game licence sales and potential impact on game populations. He also expressed concern that MPI appear to have taken the position that in the event of establishment of HPAI in wild birds, regional and local councils will be the ones to do ongoing operational activities within the guidelines agreed amongst DOC, MOH and MPI. Based on previous mass bird mortality events, the CE expressed significant reservations of such an approach. There is an urgent need to develop a response plan that clearly articulates roles and responsibilities, leaving it up to councils to implement without strong guidance and resourcing is unlikely to be a successful strategy.

Feedback on draft annual budget and meeting schedule

Councillors had a wide-ranging discussion around zero-based budgeting and how the decision was reached at the last NZC meeting. It was universally agreed by all councillors that there is a need to review existing budget policy and ensure that any changes are given an appropriate level of scrutiny and rigour.

It was moved;

That the C.E writes a response in line with the recommendations in the agenda noting the following additions:

- *That managers should be involved in the budgeting process due to their knowledge of the operational requirements of the organisation.*

Barker/Clarke – CARRIED

It was further moved;

To include a provision for regions to review and provide feedback on NZC and National office budgets prior to approval:

Williamson/Cocks – CARRIED

The CE introduced the draft meeting dates for 2025 including the potential need to have a meeting in May so that council could provide feedback on draft budgets within the prescribed window stipulated by NZC. It was suggested this could be a mid-week afternoon meeting and have the potential to have a zoom option. The CE informed council that the councils standing orders would need to be updated in order to accommodate online attendance and this would be added to the agenda for the next meeting.

It was moved;

To defer discussions regarding meeting schedule to the first meeting of the new council in November:

Annan/Cocks – CARRIED

Sports Fish & Game management Plan Documents.

The three proposed NZC policy and one guideline documents were discussed. There was general agreement that the documents were useful and provided a good basis for the preparation of SFGMPs. It was further noted that having an updated universal template would also be helpful and in line with the minister's request.

It was moved;

To thank NZC for the helpful documents and support the use of them as guidelines for regional use during the development of SFGMPs. It was not considered necessary to have them as formal national policy documents.

Williamson/Cocks – CARRIED

The meeting rose for lunch at 12:44pm and resumed at 1:15pm.

6. OUTGOING COUNCIL CORRESPONDENCE

The letter of condolence to Vanessa Hammond was noted by councillors.

7. CHIEF EXECUTIVE'S BI-MONTHLY REPORT AND FINANCIAL STATEMENTS:

The Chair congratulated staff on getting through the initial hurdle of getting access benefit lot provisions in the Waitomo DP.

Councillor Annan and his son has caught a couple of nice trout in Quarry Lake and council agreed that having fish releases in a high-profile site near Auckland with no natural spawning was a good use of licence payer funding.

The CE gave an update on licence sales noting slow start to sales this season which could be a sign of financially difficult times and wet weather in the South Island where sales were down significantly.

It was moved;

that the Chief Executive's Bimonthly Report and Financial Statements be accepted.

Annan/Dickey – CARRIED

8. FINAL DRUG AND ALCOHOL POLICY FOR ADOPTION

It was noted that the drug and alcohol policy was required as part of the maritime programme. The CE encouraged councillors to adopt the policy. Dr Daniel raised concerns that council had not yet adopted a fatigue management policy which was also required under the maritime audit.

The CE informed the council that he had provided feedback on the draft policy in May but was yet to receive a response or final policy document for adoption and as soon as this is received, he would provide it to council. The CE had not found any evidence that a revised draft policy had been provided back to NZC for adoption either so the status of the document remained unclear. The CE noted that since he took the role, he has reinforced at every opportunity the need for the national office to establish a central repository with all existing policy, clearly noting its status was necessary. Apart from some of the HR policies which are available on SharePoint this is yet to occur.

It was moved;

To adopt the final Drug and Alcohol Policy.

Annan/Dickey – CARRIED

9. ADOPTED POLICIES AND POSITIONS REVIEW

Council amended several policies and deleted some which were deemed to be defunct. Amendments are captured as tracked changes in appendix 1.

It was moved;

Subject to agreed amendments and deletions all council policies reaffirmed.

Councillor Barker noted that it was council policy to oppose game preserves. The CE explained the difference between game preserves and register release sites. The C.E. will contact Lighthouse Station to clarify their status.

10. OSH:

The updated council on OSH issues and showcased the new defibrillator and first aid kit that had been purchased to take to working bees on council land. Councillor Cocks received the equipment to take to the next one. It was noted that there was a need to keep track of where the defib is and who will be responsible for taking it to the different events.

The CE noted that Dr Daniel had injured his back whilst removing water temperature recorders during spawning surveys. This was noted in the incident and near miss register and the hazard register was updated to ensure any future post removal would be done with a mechanical tool or Jack. We have subsequently acquired the requisite equipment to perform this function.

The CE noted that Ms Le Lievre has been included on the national H&S committee.

It was moved;

that the OSH report is accepted.

Barker/Dickey – CARRIED

11. Remit from Doug Emmett

Council recognised the many years of service councillor Sherard has provided and thanked him for such. It was unanimously agreed that the remit should be accepted.

It was moved;

That the North Shepherd Wetland is to be renamed the Sherrard Wetland.

Barker/Dickey – CARRIED

- 12. Councillor Facebook page.** Council discussed the letter from NZC chair raising concerns over the Fish and Game Councillor Facebook page. Councillors were of the opinion that having the ability to communicate between themselves is valuable and that other similar pages existed. It was noted that the page was not public.

13. GENERAL BUSINESS:

There being no further business the meeting concluded at 2:36pm.

The next meeting of Council is scheduled for 16th of November 2024 at 11am.



4 November 2024

David Klee
Acting Chair
By email: dklee@fishandgame.org.nz

TM02433 / 24-B-0525

Dear members of Auckland/Waikato Fish and Game Council,

I would like to welcome you as a Council. I recognise and thank you for giving your time on a voluntary basis and look forward to working with you to advance the interests of anglers and hunters.

Parliament have entrusted you with a pivotal role. The decisions you make will have a direct impact in your region for licence holders, the environment and wider communities, and will reflect more broadly on Fish and Game. Your efforts should be focussed on making it easier for licence holders to hunt and fish, and your decisions based on sound evidence.

As a public sector agency, I expect that you will act professionally, and observe appropriate standards of ethics and conduct, equivalent to the Standards of Integrity and Conduct (the Code) issued by the Public Service Commissioner. I expect you to review your internal policy and practices to ensure they align with the Code, and to provide copies to the New Zealand Fish and Game Council (NZC) as my statutory advisors. Where significant issues persist after your Council has exhausted its internal avenues, I expect these to be raised with me.

More widely, I believe there are improvements that we could make to address some long-standing challenges. Fish and Game could be modernised and made more effective to help it refocus on its primary responsibilities and prepare for future challenges. I am committed to working with you over the course of your term to make improvements.

While the 2021 Governance Review was useful, it also had limitations, and time has passed since its recommendations were made. I therefore want to seek your views on a number of questions to help inform our next steps together:

1. What opportunities are there to make efficiencies, reduce duplication and ensure economies of scale across Fish and Game (e.g. shared services) to improve value for money for licence holders? How could these be best achieved?
2. What do you think about the Governance Review recommendation to merge regions, and on what basis would this be appropriate?
3. What would better support you as councillors and as Fish and Game generally:
 - a. would a reduced number of councillors on each council improve effectiveness and decision making?
 - b. would a modest honorarium for councillors recognise and support your voluntary role?

- c. how can the relationship between your Council and the NZC be improved to support the organisation and licence holders? Is the current way of nominating your representative to the NZC working? How can there be stability for the NZC over the whole term?
- d. what other measures would support your Council to be more effective and trusted (e.g. wider eligibility to stand and vote in elections, a fit and proper person test)?
- e. should the criteria under which the Minister currently has the power to remove elected members be reviewed?

I welcome your views as a Council and encourage you to consider and reflect the views of licence holders, Māori interests, and other interested parties in your region in your responses.

Please provide your responses to my office by 16 December 2024.

I intend to visit your region to meet with your Council early in the new year. I look forward to discussing opportunities for the future further then.

Warm regards,

A handwritten signature in blue ink, appearing to read 'Todd McClay', with a stylized flourish at the end.

Hon Todd McClay
Minister for Hunting and Fishing

Bi-Monthly Chief Executive's Report**November 2024****Foreword**

Roslyn and I have been busy preparing EOY financials and the annual report. I want to thank all staff for their contributions to the SSP. This has taken considerably more time and effort than previous iterations, but I believe it provides a much better overview of what we have achieved in past 12 months, in an easy-to-read format. We plan to use this as an adjunct to the magazine and newsletters that we currently prepare.

Adam and I recently attended the Sika Show, where we engaged with hundreds of licence holders. Several councillors and central government politicians also paid us a visit and it provided a good opportunity to liaise with stakeholders and partner agencies. It also provided an excellent opportunity for me to catch up with our national office team. I spent time with the NZDA and Ric Cullinane from Heranga a Nuku discussing access issues. The Minister of Hunting and Fishing put out a press release at the event emphasising the government's desire to provide unfettered access for hunters and anglers to public land. I pitched the concept of a national access fund idea to Ric and how it could operate.

After initially indicating a return from maternity leave in November, Clare has informed me that she plans to extend this through to March. Given that staff are already stretched in terms of workload, I have started to use the services of a contract planner to assist with some of our cases. The S128 review for the Whangamarino weir is particularly complex and time consuming. We were hopeful that after the notification decision which agreed with our assessment that the adverse effects were no more than minor, we here hopeful that our proposed conditions would be accepted and we could move on to the next step of consenting, which is due in the next 3 years. Unfortunately, the most recent proposed consent conditions put to us by the RUD (the regulatory arm of the regional council) were significantly divergent from what we had anticipated. DOC and F&G question the validity of many of them in the context of a S128 review and a consent that has such little time left to run. Further meetings have been had between DOC, us and the regulator to determine if there is a way to find a mutually acceptable outcome. Up until recently DOC had been paying for all external costs (planners, technical experts and legal). However, given budget constraints I have agreed to pay for a planner for this case. We have some \$45,000 allocated out of the national RMA fund for this.

I am hopeful that by the time of council meeting, we will have final contracts signed with NZC for Adams national maritime and biosecurity roles. I always encourage staff to be involved in nationally significant projects and Roslyn also spends a significant amount of her time on national website work. However, given that we are already one staff member down, these roles are starting to impact our ability to produce regional outputs in a timely manner. Both Adam and my leave liabilities are also too high, and we need to look at ways to reduce workload over time.

OUTPUT 1: SPECIES MANAGEMENT

Project 1111 Drift diving

The drift diving report is still under progress.

Project 1115 Population Surveys

Lake Arapuni Spawning Survey

Lake Arapuni spawning surveys were Completed in September, but the temperature loggers still need to be removed and downloaded. Progress on the report was delayed by the spring flyer. Adam was able to visit a key landowner to ask about help with fencing, but the individual was not interested.

Project 1161: Trout Releases

Quarry Lake fish release

The Quarry Lake trout release was conducted for the October School holidays with 200 2-year-old fish released.

OUTPUT 2: HABITAT PROTECTION/MANAGEMENT

Project 1211 RMA

Matamata-Piako District Council – District Wide Wastewater Treatment Plant Consenting

Adam gave comments on water quality and the impact to trout habitat.

Matamata-Piako combined WWTP consents

We made a submission opposing a district wide application to replace the resource consents associated with the wastewater treatment plants for Matamata, Morrinsville, Tahuna and Te Aroha, in the Matamata Piako District. Our main concerns with the application were that, despite proposed upgrades to the WWTP's, requested increases in volumes and consent limits would leave headroom for further degradation of an already degraded receiving environment – being the Waihou River and Firth of Thames, which are of significance as habitat for trout and gamebirds. Proposed mitigation measures are not sufficient to account for a lack of improvement in receiving water quality. The application also lacks Avian Botulism Management Plan's for each of the WWTP.

Proposed Waitomo District Plan – hearing

We made a submission on the Proposed Waitomo District Plan in December 2022. Overall, we were pleased with the proposed plan however there were a few outstanding changes we sought in our submission that are being addressed through the hearings process. In the next hearing coming up for this plan, we are seeking new methods and rules for the management of Council land, specifically for freshwater. This approach includes mapping all land owned and controlled by Council and applying a set of methods, including rules to ensure minimum setbacks for grazing near waterbodies, minimising or avoiding draining, fertilizer and pesticide use, and retiring and restoring land not currently under lease, or for which the lease expires. From the s42A Report the Council are open to this request but

are seeking further information about what regulatory methods and best practice might be. The hearing for this part of the plan will run in November so we are looking to prepare evidence for then.

Waikato Regional Coastal Plan – hearing

Late last year we submitted on the Waikato Regional Coastal Plan seeking changes to better enable wetland restoration and enhancement in the coastal marine area. The S42A Reports for this plan were published in October. Unfortunately, we were not successful in getting rule ECO-R5 'Restoration of indigenous species or habitats' changed to a permitted activity which would have enabled the deposition and disturbance of any natural material for the purpose of restoring and/or enhancing indigenous biodiversity and ecosystems without a resource consent. However, the plan does still enable wetland restoration work via the planting of indigenous plants, and any associated deposition and disturbance of any natural material up to 10m³, or removal exotic plants without agrichemicals, as a permitted activity. We were also successful in getting policy wording for water quality amended to be more consistent with the requirements of the NPS-FW, NZCPS and RPS. We were also successful in getting changes made to ensure maimai are not unnecessarily removed because of being deemed as unused or redundant structures. The hearing for this plan will take place in early 2025 and based on the outcome from the s42A Report we have decided that it's not necessary to prepare expert evidence to present at that hearing and instead will provide a submitter statement summarising our original submission.

Sand Quarry Resource Consent

We made a submission on a notified resource consent application for a sand quarry, specifically in regards to discharging water to the Karapiro Stream, a tributary of the Waikato River which provides important cold water refuges for trout during the summer. We opposed the application based on the applicant providing limited information about the extent and nature of the discharge, and as such it is difficult to assess its effects. For example, the applicant didn't provide any information regarding volume or quality of the discharge other than that it is likely to contain "a small amount of contaminants (e.g. silt)". The applicant has also failed to provide proposed consent conditions to be evaluated. As such we sought that the council place the application on hold until the applicant provides conditions with appropriate contaminant limits and monitoring.

Project 1221: Council Land

Dani has been working on the Annual Maintenance Plan report that is required as per condition 23 of the Waikato Regional Council consent. This is due to be submitted by the 31st of November. This annual plan includes details of all wetland maintenance activities on F&G land proposed for the forthcoming 12-month period and details of the nature of the works and receiving environment; Expected dates (consistent with the 'Timing Schedule' as detailed in the restoration plans). It also looks at any sensitive areas within or adjacent to the operational area and methods of how any adverse effects will be avoided here.

Te Aroha wetland:

Dani has been working on the proposed pump at the wetland. She is meeting staff from Matamata-Piako District Council to look at sources for the electricity for this.

Project 1231: Assessment and monitoring

OUTPUT 3: PARTICIPATION

Project 1311: Access negotiation



Dani and Beau checked out some fishing access points for Adam's '5 easy to access fishing spots', and the Waipapa river access track to get photos of the conditions to show that it is 4x4 access only.

Access fund donation

Adam applied for certification to receive a donation from the WWW Foundation to kickstart the access fund. The WWW Foundation donated just over 24,000 to the fund that can be used in conjunction with mitigation funding to purchase more access property in the Auckland/Waikato Region.

Waipapa Dam Boat Ramp

Adam has been actively working towards reopening the Waipapa Dam Boat Ramp with a letter to the district council warning of safety concerns with the gate and inaccuracies in the consent application. DOC has not agreed to close the access road and are working with staff to reopen the road

Mangatutu Parking

Adam visited the new upper Mangatutu Parking area during opening day to photograph the new area. The blocked track will likely reduce the use of the area by swimmers making the parking safer. But the new parking adds about 800m of walking for anglers fishing upstream.

Project 1331: F&G Newspapers

Spring Newsletter

Adam completed the spring newsletter sent out with a survey link for the proposed changes to the fishing regulations that was developed in conjunction with Beau. The survey will be sent again in a reminder email in two-weeks' time.

5361 User group Costs

OUTPUT 4: PUBLIC INTERFACE

Project 1442 Public Awareness/Advocacy

Public Interface (biosecurity):

Beau reviewed the current literature on cleaning waders to help inform our recommendations regarding managing the spread of gold clam. International literature has shown that Virkon® Aquatic results in high clam mortality and minimal damage to waders. We have been in touch with suppliers as this is not yet available in New Zealand and are pleased to report that they should have it in the country early next year.

OUTPUT 5: LAW ENFORCEMENT

Project 1511 Ranging/Training

Adam and Dani conducted a follow up interview with an angler caught with no licence and a warning letter was issued.

Two teams were active on opening day of fishing with Danny and Adam in the Waikato with only three contacts. David and Beau spent two days on the Whakapapa with 27 licences checked. Everyone was fully compliant and happy to see us. Some of the anglers raised access issues including encounters with adjoining landowners on the opposite side of the river upstream of our Stone Jug Road property who had told them they couldn't fish sections of the River. Upon further inspection of maps, the areas were either DOC land or Hydro parcel. There are also several 'no trespassing' and 'private land' signs in these public land areas. We plan to improve signage at the end of the road so that anglers are fully informed of where they can legally fish.

Project 1531 Legal/Court Prosecutions

We conducted two prosecution in the Thames District Court for offences detected by Adam and I on opening weekend of the game season.

A father and son, who had shot over their limit were offered diversion on terms of payment of \$1,000 each to Waikato Rivercare, a nominated charity, which they accepted. They have subsequently paid this, and we withdrew the charges against them.

Another group who were caught with a myriad of offences, all had duty solicitors appearing for them, making submissions as to reducing the fines sought. All entered guilty pleas to all charges with the following outcomes.

- One charge hunting over a fed pond fine \$1,000, solicitors costs of \$1,000, court costs of \$130 and forfeiture of his Beretta shotgun.

- One charge hunting over a fed pond fine \$500, charge of hunting without a licence \$750, charge of using unpinned gun fine \$1,000 plus solicitors costs of \$1,000 plus court costs of \$130, charge of lead shot fine \$1,000 and forfeiture of 12 gauge excel shotgun.
- One charge of hunting over a fed pond \$1,000, court costs of \$130, charge of using unpinned gun \$1,000 fine plus solicitors costs of \$1,000 plus order for forfeiture of Benelli shotgun.

OUTPUT 8: PLANNING REPORTING

Project 1841 National liaison

Gold clam and New CCD guidance

Adam has written MPI to highlight the lack of treatment options for wake boats. This is a significant threat to other lakes for gold clam and other invasive species. Boat data provided by Maritime NZ has shown that of the 89 ski boats contacted since 2021 on the Waikato, 24 were from outside the region posing a significant threat. If the clam spreads it is likely further lake closures for boat anglers will occur.

The new CCD guidance has been issued and included chemical treatments that will damage waders. The potential harm and alternative methods have been highlighted in our Spring Newsletter. Unfortunately, the new measures to date do not address boat ballast tanks.

OUTPUT 9: ADMINISTRATION

Project 1912: Administration

Maritime

Mykiss was taken in for the annual service.

D. Klee
Chief Executive

Financial Report for November 2024 Meeting**Licence Sales as of 31 October 2024**

Fish: Fish licence sales started slowly across the board this year but have steadily picked up in the North Island. Our region is currently sitting just above where it was at the same time last year. Some of the South Island regions are still well down but that is largely being attributed to the flood events that have plagued the region early in the season.

I continue to have concerns about the use and accuracy of the current licence forecast system and how it is used to set regional budgets and levy's. The system does not appear to be nimble enough to account for events such as covid and recent floods in the Hawks Bay, leading to errors in extrapolation of licence sales targets.

Other revenue received during September - October 2024

Donations: Donation from the CAF fund (Whittier Trust) of \$24,539.11 to go into the restricted reserve fund for access.

Mitigation Funding Genesis: Annual CPI adjusted mitigation payment of \$45,943 for the Whakapapa/Whanganui River fund.

Mitigation Funding Mercury: Annual CPI adjusted mitigation payment of \$16,629 for the Waikato River Fund. This money is currently used to help pay for Fish releases in Arapuni.

Deposit on the Sale of John's vehicle: After we finally received Johns vehicle back from the repairers staff noted further damage that had not been put on the initial insurance claim when it was submitted. We have subsequently had to get it re-assed and at the time of writing it is in the shop for its hopefully final repair before being sold. In total its been an 8 month saga and a new replacement vehicle has been ordered. \$869

Expenditure during September – October 2024

NZ Auto Traps; we purchase five of the AT220 Auto traps to place on our property at Kakahi \$2399

RMA: \$3,955 for planning and legal services. This will hopefully be one of the last lot of invoices we need to pay for the Environment Court Appeal process for PC1, Healthy Rivers. We still have \$26,921.31 remaining in the national fund for this project. We have managed to remain within budget due to the donations received in past years.

Vehicle Maintenance: Given budgetary constraints and increased costs it is likely that total costs will exceed our budget for vehicle maintenance this FY. We will look to put in a budget increase given that the current budgeted quantum appears unrealistic.

Public Liability Insurance: \$1065 for our annual public liability insurance premiums.

Prosecution Fees: \$7170 on legal fees spread across several prosecutions. With the level of fines and solicitors costs awarded in recent cases it is hoped that we will recoup a significant portion of the

total costs. There are still some outstanding compliance cases some of which are relatively complex and it is likely we will exhaust our compliance budget this year.

Rates for Stone Jug Road Property: We have been paying annual rates (\$585 this FY). I successfully applied to Ruapehu DC to have these remitted moving forward due to the fact we are a Not for Profit, derive no income from the property and have purchased it for the purpose of facilitating public access. This should set a precedent for any future property purchases in the district moving forward.

David Klee

Chief Executive

AUCKLAND/WAIKATO FISH & GAME
ADOPTED POLICIES AND POSITIONS AS AT 15 OCTOBER 2024

MEETINGS/WARDS/USER GROUPS				
Meeting	Agenda Item	Issue	Resolution	Reaffirmed/Revised
26/6/90	11	Wards	6 Wards as established by Acclimatisation Society ratified.	Reaffirmed 14/10/23
14/8/90	8	User Groups	<ol style="list-style-type: none"> 1. Former Sub Society, freshwater fishing groups, DU & TU recognised as bonafide user groups and given 6 weeks to advise Council if wish to join new structure. 2. Groups of more than 10 licence holders entitled to 1 vote at ward meetings. 3. Groups of more than 10 licence holders seeking to attend ward meetings must make application to do so to Council. 4. Remits from Wards to be in letter addressed to Council secretary and not directed via Ward representative. 	Reaffirmed 14/10/23
24/2/96	5	Ward grants	All Wards be granted \$100 per annum upon application.	Reaffirmed 14/10/23
13/4/96	14	Postout	Council agenda & minutes to be placed on F&G website & not mailed out to other than Councillors & Wards.	Reaffirmed 14/10/23
29/11/98	10	Wards	<ol style="list-style-type: none"> 1 Elected Ward Councillor need not be Ward Chairman and that responsibility for calling Ward meetings is that of Ward Chairman not Ward Councillor. 2 Wards determine specific way in which they function. 	Reaffirmed 14/10/23
17/4/04	8	User Groups	To be recognised by Council as User Group must be registered Incorporated Society	Reaffirmed 14/10/23
8/8/09	6	Hunter User Groups	Where possible hunter user groups to be formed on public land with conditions similar to those on F&G land	Reaffirmed 14/10/23
20/2/10	3	Governance	Permanent agenda item after Apologies be the calling for of any possible conflicts of interest by Councillors arising from the meeting's agenda.	Reaffirmed 14/10/23

GAME ISSUES				
Meeting	Agenda Item	Issue	Resolution	Reaffirmed/Revised
27/11/93 Game Com	5	Special seasons	\$10 minimum fee for special seasons in the King Country to be reviewed in future years.	Reaffirmed 14/10/23
27/11/99	14	Lake Waikare 180 metre rule	All correctly marked maimais on Lake Waikare at conclusion of 1999 Gamebird Season be able to remain in current position, all new maimais erected after 1999 season be within 180 metres of lake margin at time of construction.	Reaffirmed 14/10/23
21/4/07	3	Research & Monitoring	Gamebird research & monitoring continue to ensure collection of best possible data with view to increasing the resource.	Reaffirmed 14/10/23
9/8/08	4	Mark up	Arrangements pertaining to distances between maimais reached by parties will only be revisited when there are changes in those who marked up positions.	Reaffirmed 14/10/23
22/11/08	6	Variations from Open Season Conditions	Criteria adopted for assessing applications for recommendation to Minister of open season conditions for specific areas (attached *6)	Reaffirmed 14/10/23
8/10/11	8	Regulation Setting	Following 2012 F&G election game season regulations set in accord with staff recommendations for a three year duration, subject to any material extraneous circumstances that might occur during that period.	Reaffirmed 14/10/23
6/10/12	12	Season Duration	Dabbling duck season to be from 1 st Saturday in May.	Reaffirmed 14/10/23
23/11/13	6	Pukeko special season	Pukeko are included as a target species during any special shoot.	Reaffirmed 14/10/23

GAME ISSUES				
Meeting	Agenda Item	Issue	Resolution	Reaffirmed/Revised
12/4/14	10	Thresholds for the King Country special season	<p>The thresholds for having a special paradise shelduck season in the King Country is set at:</p> <ul style="list-style-type: none"> • 8,000 birds and up: 10 bird limit, 1 week (2 weekends) • 5,000 to 7,999 birds: 10 bird limit, 1 weekend only • below 5,000 birds: no season. 	Reaffirmed 14/10/23
17/10/15	14	Upland game properties	Approval for applications for Upland Game Property with Special Conditions be delegated to the Chief Executive.	Reaffirmed 14/10/23
29/11/14	9	Upland game properties	The season length for partridge on properties with special conditions be from the 4 th April to the last Sunday in August.	Reaffirmed 14/10/23
18/04/15	12	Zon guns	Zon guns to be hired out at \$2 per day for landowners, \$25 per week for District Councils, with a bond of \$100.	Reaffirmed 14/10/23
5/05/20	8	Canada geese	That Canada geese be returned to the First Schedule (wildlife declared to be game) only if sufficient external funding is provided to reduce and maintain numbers at manageable levels.	Reaffirmed 14/10/23

FISH ISSUES				
Meeting	Agenda Item	Issue	Resolution	Reaffirmed/Revised
3/8/91	7	Fishing Contests	Permits to hold fishing contests where maximum retail value of prizes exceeds \$2000 to only be issued by CE.	Reaffirmed 14/10/23
25/2/95 Fish comm	4	Opening day	Council opposes proposal to change opening day to first Saturday in October.	Reaffirmed 14/10/23
25/1/90 Fish comm	6	Perch	Council opposes perch farming.	Reaffirmed 14/10/23
17/5/97	7	Freshwater Fishing Parks	Council oppose Freshwater Fishing Parks	Reaffirmed 14/10/23
12/10/89	12	Private waters	Possession of trout in private waters to be only allowed for purposes of public display.	Reaffirmed 14/10/23
7/8/04	5	Closed Waters	That fishing waters not to be opened where CE not able to negotiate adequate public access	Reaffirmed 14/10/23
23/6/12	10	Regulation setting	Following 2012 F&G election fish season regulations set in accord with staff recommendations for a three year duration subject to any material extraneous circumstances that might occur during that period.	Reaffirmed 14/10/23
8/6/13	8	Trout farming	Council strongly opposes commercial trout farming and the importation of trout or trout flesh.	Reaffirmed 14/10/23

COUNCIL AND OTHER LAND ISSUES				
Meeting	Agenda Item	Issue	Resolution	Reaffirmed/Revised
25/2/95	10	Management Plans	Howarth Memorial Block (Stone Block) Management Plan approved.	Reaffirmed 14/10/23
8/10/94	7	Land acquisition	Land purchase committee to be established as required by Council.	Reaffirmed 14/10/23
2/4/97	7	Land acquisition/ utilisation strategy Council owned land Public land Private land	<p>Council to maintain its emphasis on habitat orientated activities. As regards wetland habitat the major aspect of focus in this area should be in ensuring provision of access for licence holders.</p> <ol style="list-style-type: none"> 1. That while still relevant to Fish & Game's key purpose Council retains existing blocks. 2. Council purchase more wetland as circumstances allowed. 3. Decisions regarding expenditure on blocks to be made when Council sets Annual Operational Work Plan. 4. Preparation and implementation of Management Plans for blocks which would identify and commit/limit expenditure over duration of plan be continued. 5. That once as a result of Fish & Game initiatives wetland/riparian areas protected Fish & Game push to have them designated Wildlife Management Reserves, a Management Plan established to protect these works and ensure hunting and fishing remain a recognised activity in the area. 6. That Fish & Game continue to arrange and support the establishment of Wetland Management Associations comprised essentially of hunters to ensure hunting remains a legitimate recreational use on public lands. 7. Council only fund habitat works on private lands that provide a distinct benefit to Fish & Game interests. 8. Council funds provided for work on private lands to be protected by a conservation covenant where Council considers it essential. 9. Council continues to provide trees (as appropriate), habitat and tree pamphlets, to support the likes of the Farm Environment Award and tender advice on habitat issues to private landowners. 	Reaffirmed 14/10/23
29/11/97	3	Management Plans	Waikato Islands Management Plan adopted.	Reaffirmed 14/10/23

COUNCIL AND OTHER LAND ISSUES				
Meeting	Agenda Item	Issue	Resolution	Reaffirmed/Revised
21/2/98	8	Land acquisition policy	Criteria established to assess land for gamebird habitat available for purchase (attached * 1).	Reaffirmed 14/10/23
17/4/99	13	Naming	Council blocks to be referred to as "Wetlands".	Reaffirmed 14/10/23
26/2/00	8	Commercial use of Council land	Auckland/Waikato F&G refrain from entering into exclusive user rights to Council land, however commercial operations on Council land be issued with permits from the CE following consultation with the clubs who have day to day management authority for the lands in question – where day to day management not vested in a club the CE will issue permits as appropriate to the circumstances.	Reaffirmed 14/10/23
15/4/00	8	Tenure on Council land	<ul style="list-style-type: none"> • To legally mark-up on Council land two pondholders must affix their mark-up tags to stand • No longer necessary for ponds to be rebaloted if one pondholder vacates pond • Hunting restricted to fixed stands from commencement of waterfowl season to second Sunday of such • 50% of pondholders on any one pond must attend up to a maximum of five working bees pa. 	Reaffirmed 14/10/23
9/6/01 4/8/01	7 3	Policy on works on F&G land, F&G funded works, damage to F&G property & grazing plans	Too detailed to précis and therefore Minute attached *2	Reaffirmed 14/10/23
4/8/01	10	Day to day management	F&G interest and associated expenses in McNicol property vested in EPCM.	Reaffirmed 14/10/23
17/4/04	9	Access Permits	Permits issued to contain requirement that if requested recipients attend at least one block working day over next 12 months to qualify for future permits.	Reaffirmed 14/10/23
17/4/04	8	Management Action PI	North Shepherd Wetland Management Action Plan adopted	Reaffirmed 14/10/23
27/11/04	9	Management Action PI	Central Shepherd Wetland Management Action Plan adopted	Reaffirmed 14/10/23
27/11/04	10	Management Action PI	Piggott Wetland Management Action Plan adopted	Reaffirmed 14/10/23
27/11/04	11	Management Action PI	McKenzie Wetland Management Action Plan adopted	Reaffirmed 14/10/23

COUNCIL AND OTHER LAND ISSUES				
Meeting	Agenda Item	Issue	Resolution	Reaffirmed/Revised
11/6/05	7	Tenure on Council land	In future disposal of ponds be handled by the office rather than privately; ponds becoming vacant will be disposed of in the first instance to those hunters who have notified the office of their interest in securing a pond; new pondholders will be required to contribute to the cost of pond construction relevant at the time they take up a pond with the proceeds from such to be used specific to the block in which the pond is located; outgoing pondholders to be reimbursed for the cost of the maimais and any associated buildings – price of such to be set by appropriate block User Group.	Reaffirmed 14/10/23
1/10/05	7	Management Action PI	Dean/Emmett Wetlands Management Action Plan adopted	Reaffirmed 14/10/23
8/10/11	12	Block closure prior to season	Council wetlands closed for one month prior to commencement of season.	Reaffirmed 14/10/23
20/11/10	7	Firearms & dogs on Council land	Excepting Aka Aka & Waikare blocks, firearms & dogs disallowed following Queen's Birthday weekend on all Council land.	Reaffirmed 14/10/23
18/4/15	5	Eastern Whangamarino Wetland	The Eastern Whangamarino Wetland be renamed the Williamson Wetland.	Reaffirmed 14/10/23
15/06/19	5	Evans Road Wetland	The wetland at Evans Road be renamed the Murray Young Wetland	Reaffirmed 14/10/23
19/03/22	7	Access	That the OWP includes an objective that we secure one new permanent access point per year, dependant on funding.	Reaffirmed 14/10/23
19/03/22	10	Access	That in proposed district plan proceedings, and where possible elsewhere, Council advocates for the right of landowners to receive an additional title for placing covenants across private land to allow public access to rivers, lakes and wetlands.	Reaffirmed 14/10/23

COUNCIL AND OTHER LAND ISSUES				
Meeting	Agenda Item	Issue	Resolution	Reaffirmed/Revised
16/12/22	2	Regional Structure F&G	<ol style="list-style-type: none"> 1. Fish and Game boundaries should be determined by communities of interest/engagement. Licence holders should ideally vote in and manage those areas where they hunt and fish. 2. Any boundary change should be by the mutual consent of the affected regions. 	Reaffirmed 14/10/23

ADMINISTRATION/FINANCIAL				
Meeting	Agenda Item	Issue	Resolution	Reaffirmed/Revised
26/6/90	17	Delegated Authority	Authority vested in Chairman & Vice Chairmen to act in Councils stead between meetings on matters requiring immediate resolve in consultation with CE.	Reaffirmed 14/10/23
2/10/93	10	Delegations GST	Chairman and CE common seal signatories. As condition of appointment staff required to take home motor vehicle at night.	Reaffirmed 14/10/23
10/8/96	20	Meeting attendance	Councillors meeting attendance record to be shown in Annual Report.	Reaffirmed 14/10/23
25/7/98	3	OSH	Sections A – F of draft OSH policy adopted.	Reaffirmed 14/10/23
27/2/99	6	Bi Monthly Reporting	Council to receive full particulars of cheques and receipts issued and schedules A B & C of Budget Against YTD.	Reaffirmed 14/10/23
15/4/00	13	Regional Autonomy	Council reaffirms its recognition of its autonomy and that CE and staff being employed by AWF&G & CE only took direction from & were exclusively answerable to A/W Council	Reaffirmed 14/10/23
17/2/01	12	Standing orders	Standing Orders adopted.	Reaffirmed 14/10/23
2/8/03	5	Governance	Governance Policies and Procedures formally adopted	Reaffirmed 14/10/23
14/2/04	6	National Budget Policy	Council generally support system subject to reservations concerning utilisation of Historical Reserves requiring budget round approval.	Reaffirmed 14/10/23
14/2/04	7	Managers Accord	Generally supported subject to items 18, 20a, & 28 (land, staffing & finances) which breach good governance & usurp Council's role.	Reaffirmed 14/10/23

ADMINISTRATION / FINANCIAL				
Meeting	Agenda Item	Issue	Resolution	Reaffirmed/Revised
14/2/04	5	National Budget Policy	CPI to be added annually to "Bulk Fund".	Reaffirmed 14/10/23
7/8/04	7	Toll calls	All Councillors to be reimbursed for toll calls made on Council business	Reaffirmed 14/10/23
18/2/06	9	Protective Disclosures Act 2000	Council adopts Policy & Procedures for purposes of Act	Reaffirmed 14/10/23
6/10/07	11	Correspondence	NZF&GC to send CE copy of all correspondence sent to AWF&GC Chairman	Reaffirmed 14/10/23
17/2/07	11	Theft & Fraud prevention	Theft & Fraud Prevention Policy (attached *3) adopted.	Reaffirmed 14/10/23
9/6/07	3	Chief Executive	Manager's title to be changed to "Chief Executive".	Reaffirmed 14/10/23
9/6/07	10	F&G reg. supplements	Council will not accept principle of censorship imposed by NZC on Councils supplements	Reaffirmed 14/10/23
9/6/07	11	NZF&GC meeting	As appropriate CE attend NZF&GC meetings	Reaffirmed 14/10/23
20/2/10	5	Elections	Candidates requested to place phone number on Candidate Profile so prospective voters can contact them if required.	Reaffirmed 14/10/23
8/10/11	9	Pre-Season Supplements	Regional content in Nat magazine reduced to 2 pages, savings to be used to again produce separate A/W newsletter to go direct to A/W licence holders.	Reaffirmed 14/10/23
8/10/11	8	Policy for controlling sensitive expenditure	Council adopts policy for controlling sensitive expenditure (attached *5)	Reaffirmed 14/10/23
8/10/11	10	Dispute resolution	Council considers NZF&GC Dispute Resolution process inappropriate.	Reaffirmed 14/10/23
6/10/12	4	Governance	Council reaffirms accepted governance policy that the Executive Committee (comprising the Chair & Vice Chairs) is responsible for the appointment of the Chief Executive (ratified by Council) and subsequent dealings with the appointee.	Reaffirmed 14/10/23
15/12/12	5	Conflict of interest	The Conflicts of Interest policy proposed by Chen & Palmer in its Memorandum dated 18 May 2012 adopted (attached).	Reaffirmed 14/10/23
16/2/13	5	Press releases	No press release should be issued by individual Councillors concerning Council matters unless approved by either the Chairman or Chief Executive Officer.	Reaffirmed 14/10/23

			ADMINISTRATION / FINANCIAL	
Meeting	Agenda Item	Issue	Resolution	Reaffirmed/Revised
8/6/13	6	Newsbrief	The Newsbrief is retained.	Reaffirmed 14/10/23
17/8/13	12	LWHT	The Land & Water Habitat Trust is retained	Reaffirmed 14/10/23
12/10/13	7	OSH report	An update on OSH by the CE is an agenda item at each Council meeting.	Reaffirmed 14/10/23
17/8/13	3	New Councillors	The CE will inform new Councillors on the funding and operational procedures of Council.	Reaffirmed 14/10/23
17/8/13	4	Contracts/purchases	Council seeks three prices for purchases/contracts over \$15,000.	Reaffirmed 14/10/23
17/10/15	7	OSH	Best practice should be the standard for Occupational Health & Safety.	Reaffirmed 14/10/23

ISSUES/ADVOCACY				
Meeting	Agenda Item	Issue	Resolution	Reaffirmed/Revised
14/6/90	8	Life Membership	Acclimatisation Society Life Members recognised as such by Fish & Game Council.	Reaffirmed 14/10/23
14/6/90	5	Merit Awards	Merit awards similar to that previously issued by Society to be made available.	Reaffirmed 14/10/23
6/6/92	8	Firearms Policy	All gun owners should stick together with AWF&G not adopting a stance detrimental to other legitimate firearms users.	Reaffirmed 14/10/23
12/8/95	4	Sense of Belonging	Mr Emmett's circulated paper on "Sense of Belonging" adopted (attached * 4)	Reaffirmed 14/10/23
7/10/95	8	Tree Policy	<ol style="list-style-type: none"> 1 Plant out lines purchased to be minimised. 2 Plant out line production at F&G Club level to be maximised 3 Local collection by clubs of seeds & cuttings encouraged 4 Cost recovery mechanism allowed for F&G Club grown trees 5 Tree register to be maintained by clubs for Council trees distributed. 	Reaffirmed 14/10/23
25/11/95	4	Non resident licence holders	Non residents should pay premium for licence.	Reaffirmed 14/10/23
24/2/96	11	Landowner licencing	Every hunter required to have a licence.	Reaffirmed 14/10/23
5/10/96	13	Firearms policy	Existing firearms law considered quite satisfactory however police need to apply more vigorously and be given appropriate resources to do so if necessary.	Reaffirmed 14/10/23
30/11/96 17/5/97 25/7/98 7/8/99	5	Licences for under 12	Council strongly reaffirms opposition to any charge for under year old 12 licences.	Reaffirmed 14/10/23
17/06/17	4	1080	Council does not support the use of aerial 1080 in areas where alternative methods of pest control are feasible (practical).	Reaffirmed 14/10/23
3/10/98	7	Wetland	Council adopts "No net loss of wetland or habitat that contains F&G values" policy.	Reaffirmed 14/10/23
27/2/99	3	Elections	All Adult Whole Season licence holders should automatically be sent voting papers.	Reaffirmed 14/10/23

ISSUES/ADVOCACY				
Meeting	Agenda Item	Issue	Resolution	Reaffirmed/Revised
2/8/03	3	Game Preserves	Council reconfirms opposition to concept of "Game Preserves"	Reaffirmed 14/10/23
17/2/07	9	National Priorities strategy	In light of considerable time & expense expended in attempting to resolve its internal issues NZF&GC's first priority should be to settle its own outstanding operational problems – once this had been accomplished 2 to 3 specific strategies, fully measurable & achievable within a 12 month time frame be identified and worked towards – with the first priority being to address habitat degradation & then the retention & recruitment of licence holders.	Reaffirmed 14/10/23
19/4/08	6	F&G Concessions	Council supports concept in principle dependent upon income from concessions being vested in region in which activity undertaken.	Reaffirmed 14/10/23
19/4/08	6	Regional Autonomy	Given outcome of protracted Organisational Review, which saw regional autonomy confirmed, the Minister of Conservation's reaffirmation of this in their decision regarding game preserves and the spirit and intent of Council's enabling legislation, Council vigorously oppose any moves to see the functions of the NZF&GC extended so as to intrude in the management of regional F&G Councils.	Reaffirmed 14/10/23
19/2/11	5	Exclusive Capture	Council supports NZFFA aims & objectives towards curtailing exclusive capture of fisheries.	Reaffirmed 14/10/23
19/2/11	7	Sale of Game	Council supports status quo regarding sale of game & purpose & intent of S23 Wildlife Act 1953	Reaffirmed 14/10/23
12/10/13	7	National Issues	National Issues is an agenda item at each Council meeting.	Reaffirmed 14/10/23
15/06/19	7	Infringement System	Council adopts the National Policy on the Conservation Infringement System	Reaffirmed 14/10/23
15/06/19	8	Prosecutions	Council adopts the National Policy on Prosecutions	Reaffirmed 14/10/23
14/12/19	6	Publicity	That more effort is given to publicising local environmental issues especially the performance of waste-water treatment plants operated by district councils.	Reaffirmed 14/10/23
14/10/23	12	Mitigation agreements	That where possible when negotiating mitigation agreements staff advocate for at least 50% of funds to be spent on environmental initiatives anywhere within the Auckland/Waikato region.	Reaffirmed 14/10/23

AUCKLAND/WAIKATO FISH & GAME 2025 DRAFT MEETING SCHEDULE

SATURDAY MEETING SCHEDULE

11.00am - 1.00pm Council meeting

1.00pm - 2.00am Lunch

2.00pm - 3.00pm Council meeting

15 FEBRUARY COUNCIL MEETING

- Waitangi Day 6th
- NZ Council Meeting 26th & 28th
- Draft Operational Work Plan set for 2025/26

15 MARCH

- Governors Forum 1st
- 28th draft budgets circulated to regions.

APRIL

- NZ Council Meeting 11th – 12th to set licence fee and consider fund applications and budget summaries.
- 16th Licence fee consultation doc distributed to Regions.

22 MAY THURSDAY AFTERNOON COUNCIL MEETING (3pm – 6pm)

- Primary purpose of meeting to provide budget feedback.
- 3rd Opening Day
- Regional responses to licence fees by 30 May.

JUNE

- Nz Council Meeting 17th -18th

26 JULY COUNCIL MEETING

- NZ Council Meeting 18th & 19th

AUGUST

- NZ Council meeting 27-29

27 SEPTEMBER COUNCIL MEETING

- Following NZF&GC review of 2023/24 Budget and OWP
- if necessary, Council reconsiders Budget/OWP approved at March meeting.
- Governance/Policy Review
- OSH Review

OCTOBER

- Labour Day 27th

29 NOVEMBER COUNCIL MEETING & AGM

- NZ Council Meeting 28th – 29th,
- Governance/Policy Review
- OSH Review
- Tri-annual Game Regulation review.

Council meeting to incorporate Public Annual General Meeting

- **11.00am - 11.30am Annual General Meeting**
- **11.30am - 1.00pm Council Meeting**
- **1.00pm - 2.00pm Lunch**
- **2.00pm - 3.00pm Council Meeting**

DECEMBER

Budgeting

Procedure

- Council sets draft 2024/25 Operational Work Plan at its February meeting.
- Information sent to National Office immediately after Council meeting.
- NZF&GC considers budgets in April and advises Regional Councils of outcome.
- At its August meeting following NZF&GC review of OWP's Council reconsiders its OWP if necessary – dependent upon Minister of Conservation approving licence fees.

Review of Standing Orders.

NZC have recently reviewed their standing orders which are in the process of getting gazetted. The major changes are to facilitate the ability for councils to have online meetings (see section 2.6 of standing orders over leaf).

Council has existing standing orders which do not facilitate online meetings. The latest standing orders from NZC also consider recent changes in legislation and the fact we are now reporting to a new ministry.

The standing orders as they stand are clearly for the adoption of NZC and would require some amendments to be fully adopted by this council. Regions are in the process to align their standing orders, and it has been mooted that a uniform set of standing orders that take into consideration recent legal advice and audit outcomes be developed.

I recommend that this council moves a motion to adopt the standing orders subject to revisions that make them fit for regional council use. If this motion is passed, I will look to work with other managers to develop a coherent set of regional standing orders.

STANDING ORDERS

Fish & Game
NEW ZEALAND





Approved August 2024

Based on revision of 2009 NZC Standing Orders
and an adaptation of draft 2015 LGNZ model orders.
Revised following Council review August 2024

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STANDING ORDERS RULES OF MEETING CONDUCT

1 GENERAL

1.1 INTRODUCTION

1.1.1 Citation of Legislation

These standing orders cite, or in some cases paraphrase, the provisions from the following Acts:

- Conservation Act 1987 CA
- Local Government Official Information and Meetings Act 1987¹ LGOIMA
- Fish and Game Council Elections Regulations 1990 FGCE
- Local Government Act 2002² LGA
- Resource Management Act 1991 RMA.

Where direct quotations from the legislation are cited in these standing orders they are shown followed by the reference from the legislation.

Requirement for adoption of Standing Orders³

The council must adopt a set of standing orders for the conduct of its meetings and those of its committees. The standing orders of the council must not contravene any provisions of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

[cl. 27(1) and (2), Schedule 7, Local Government Act 2002]

1.1.2 Interpretation

In these standing orders, unless inconsistent with the context:

Agenda means the list of items for consideration at a meeting together with reports and other attachments relating to those items. An agenda can also be referred to as an 'Order Paper'.

¹ Fish & Game Councils are listed under Schedule 2 of the Local Government Official Information and Meetings Act 1987 as local authorities to which Part 7 (meetings) of this Act apply.

² Fish & Game Councils are not listed as authorities to which this Act applies, but Schedule 7 of the Local Government Act 2004 updates provisions in the Local Government Official Information and Meetings Act 1987.

³ Some material within this document is based on the New Zealand Standard 9202:2003 Model Standing Orders for meetings of Local Authorities and Community Boards and adapted from those used by local authorities.

These Standing Orders reflect legislative requirements in the conduct of meetings under the Local government Official Information and Meetings Act 1987, including amendments made to this and the Local Government Act 2002 in 2004, including provisions for extraordinary meetings, voting and other minor amendments.

standing orders

Chairperson means the chairperson of the council and where appropriate also includes any person acting as the chairperson of any committee or sub-committee of the council.

[s. 26J or 26ZC CA]

Chief Executive means the manager of a council appointed under s. 26F(2)(b) Conservation Act 1987 (defined as Director under this Act), irrespective of their designation, and includes for the purposes of these standing orders, any other officer authorised by the council.

Committee includes, in relation to the council a:

- committee comprising all the members of the council; and
- standing committee or special sub-committee appointed by the council.

Co-opted means a person co-opted as a member of the council who is entitled to attend and speak at any meeting of the council, but shall not be entitled to vote on any question.

[s.26E CA]

Council in these standing orders means the council and/or committees of that council covered by these standing orders, being a Fish & Game Council as defined in the Conservation Act 1987.

Division means a verification of a voice vote. It does not require a count unless the chairperson instructs names to be recorded of those voting “aye” or “nay”. Members can merely raise their hands or stand.

Lot means in the event of a tie, the result is resolved by the candidates concerned being asked to draw their names out of hat or by the toss of a coin.

[similar to what is specified under cl.16 FGCR]

Manager means the manager of the Fish and Game Council, appointed under s26T Conservation Act 1987, or any staff member acting in that role.

Meeting means any first, ordinary or extraordinary meeting of a council; and any meeting of any committee or standing committee or special committee or subcommittee of the council.

Any meeting of a council or of any committee or subcommittee of a council, at which no resolutions or decisions are made, is not a meeting for the purposes of the LGOIMA. Therefore the provisions of Public Access in these standing orders need not apply.

[s. 45 LGOIMA]

Member means any person elected or co-opted to the council or to any committee or subcommittee of the council.

[s.2 LGOIMA]

Minutes means the record of the proceedings of any meeting of the council and its committees.

[s.45(1) LGOIMA]

Officer means any Fish and Game officer specified as such in these standing orders.

standing orders

Ordinary meeting means any meeting publicly notified by the council in accordance with section 46(1) and (2) of the Local Government Official Information and Meetings Act 1987. It also means a meeting open to the public.

Public excluded information refers to information which is currently before a public excluded session or proposed to be considered at a public excluded session; or had previously been considered at a public excluded session and not yet released as publicly available information. It includes any:

- minutes (or portions of minutes) of public excluded sessions which have not been subsequently released by the council
- other information which has not been released by the council as publicly available information.

Public excluded session refers to those meetings or parts of meetings from which the public is excluded by the council as provided for in the s.48 Local Government Official Information and Meetings Act 1987.

Publicly notified means notified to members of the public by notice on the website of that Council, or contained in some newspaper circulating in the region of the council, or, by notice affixed in view of the public outside the venue to which the notice relates.

[s.2 LGOIMA modified to include website]

Quorum means the minimum number of members required to be present to constitute a valid meeting.

Working day means any day of the week other than:

- Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, Sovereign's Birthday, Waitangi Day and the appropriate regional Anniversary day
- if Waitangi Day or Anzac Day falls on a Saturday or a Sunday, the following Monday; and
- A day in the period commencing with the 20th day of December in any year and ending with the 10th day of January in the following year.

[s.2 LGOIMA]

Working party means a group set up by the council to achieve a specific objective that is not a committee or subcommittee and to which these standing orders do not apply.

Workshop means, in the context of these standing orders, a gathering of elected members that may include non-elected members and at which no decisions are made.

1.2 STANDING ORDERS

Adoption of standing orders

- 1.2.1 A council must adopt a set of standing orders for the conduct of its meetings and those of its committees.

[cl. 27(1) & (2), Schedule 7, LGA]

standing orders

Application of standing orders

- 1.2.2 These standing orders apply to all meetings of the council and its committees unless otherwise stated. This includes meetings and sessions that the public are excluded from.

Members must obey standing orders

- 1.2.3 A member of the council must abide by the standing orders adopted under clause 27 of Schedule 7 of the Local Government Act.

[cl. 16(1), Schedule 7, LGA]

Alteration of standing orders

- 1.2.4 Any amendment of these standing orders or the adoption of new standing orders must be made by the council and requires a vote of not less than 75% of its members.

Temporary suspension of standing orders

- 1.2.5 A member may move to temporarily suspend standing orders as a procedural motion. The member must name the standing order to be suspended and provide a reason for suspension. If seconded, the chairperson must put the motion without debate. At least 75% of the members must vote in favour of the suspension. The resolution must state the reason for the suspension.

- 1.2.6 In the event of suspension those standing orders prescribed by legislation will continue to apply.

[cl. 27(4), Schedule 7, LGA]

Chairperson's ruling final

- 1.2.7 The Chairperson shall decide all questions where these standing orders make no provision or insufficient provision.

1.3 MEETINGS - INTRODUCTORY PROVISIONS

Meetings are to follow legislative and adopted policy requirements.

- 1.3.1 The Fish and Game Council and its committees must hold meetings for the good government of licensed freshwater sports fish anglers and game bird hunters. Meetings must be called and conducted in accordance with:

- a. Part VII of the Local Government Official Information and Meetings Act 1987
- b. these standing orders, and
- c. governance policies adopted by the council.

- 1.3.2 Meetings of the New Zealand Fish and Game Council shall be held at least twice a year [s. 26K Conservation Act] and meetings of any regional Fish and Game Council shall be held on at least 6 occasions [s. 26ZD Conservation Act].

Members to give notice of addresses

- 1.3.3 Every member of the council must give to the Chief Executive an electronic email address to which notices and material relating to meetings and council business may be sent.

Meeting duration

- 1.3.4 A meeting must not continue more than eight hours from when it starts (including any meal breaks), or after 10.30pm, unless the meeting resolves to continue. If there is no such resolution, any business on the agenda that has not been dealt with must be adjourned, or transferred to the next meeting or to an extraordinary meeting.
- 1.3.5 No meeting can sit for more than three hours continuously without a refreshment break of at least ten minutes unless the meeting resolves to extend the time before a break.

First (inaugural) meeting of council following an election

- 1.3.6 The first meeting of the council following an election of its members must be called by the chief executive no later than 3 weeks after the date the members come into office. The chief executive must give elected members not less than 7 days' notice of the meeting, unless in the event of an emergency, the Chief Executive (or nominee of that officer) may give notice of the meeting as soon as practicable.

[cl. 26 FGCER]

Business for an inaugural meeting

- 1.3.7 The Chief Executive (or nominee of that officer) must chair the initial meeting, or any meeting where the prior chairperson's term of office has terminated until a new chairperson has been appointed by the council.
- 1.3.8 The business to be conducted at the inaugural meeting must include:
- a. the appointment of the chairperson
 - b. the appointment of the Executive Committee with the NZ Council chairperson as its chair
 - c. a general explanation, given or arranged by the chief executive (or nominee of that officer) of:
 - i. the Local Government Official Information and Meetings Act 1987; and
 - ii. other laws affecting members, including - the appropriate provisions of the Conservation Act 1987; Part 6 of the Crimes Act 1961; and the Secret Commissions Act 1910
 - d. the fixing of the date and time of the first meeting of the council, or the adoption of a schedule of meetings.

[cl. 21 Schedule 7, LGA]

Appointments by the council

- 1.3.9 When appointing people to positions such as the following:
- the chairperson or
 - the appointment of members of a council committee;

the council (or a committee making the appointment) must decide by resolution to use one of the following voting systems.

System A

- 1.3.10 The candidate will be appointed if he or she receives the votes of a majority of the members of the council or committee who are present and voting. This system has the following characteristics:
- a. there is a first round of voting for all candidates
 - b. if no candidate is successful in the first round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded
 - c. if no candidate is successful in the second round, there is a third round, and if necessary subsequent rounds, of voting from which, each time, the candidate with the fewest votes in the previous round is excluded.
- 1.3.11 In any round of voting, if two or more candidates tie for the lowest number of votes, the person to be excluded from the next round is resolved by lot.

System B

- 1.3.12 The candidate will be elected or appointed if he or she receives more votes than any other candidate. This system has the following characteristics:
- there is only one round of voting. If two or more candidates tie for the most votes, the tie is resolved by lot.

[cl. 25, Schedule 7, LGA]

1.4 MEMBERSHIP OF COMMITTEES

- 1.4.1 The members of a committee may, but need not be, elected members of the council, and a council may appoint to a committee a person who is not a member of the council if, in the opinion of the council, that person has the skills, attributes, or knowledge that will assist the work of the committee.
- 1.4.2 Despite 1.3.8 above, at least 1 member of a committee must be an elected member of the council; and an employee of a council acting in the course of his or her employment may not act as a member of any committee or subcommittee.
- 1.4.3 The minimum number of members is 3 for a committee; and 2 for a subcommittee.
- [cl. 31, Schedule 7, LGA]
- 1.4.4 The chairperson is a member of every committee of the council. Any member of the council may attend any meeting of any committee. They may put a question to the chairperson and may take part in the meeting's discussions. However, if the member of the council is not a member of the committee, they may not vote on any matter before the committee.
- 1.4.5 Prior committees or subcommittees are, unless the council resolves otherwise, deemed to be discharged on the coming into office of the members of the council at, or following, the triennial election of members.

1.5 DIRECTOR-GENERAL ENTITLED TO ATTEND MEETINGS OF FISH & GAME COUNCILS

standing orders

- 1.5.1 Notice in writing of every meeting of a council and of the business proposed to be transacted at that meeting is to be given by the council to the Director-General of Conservation. The Director-General or the Director-General's nominee is entitled to attend and speak at any such meeting (except public excluded sessions regarding staff matters), but is not entitled to vote on any question.

[s26L & 26ZE CA]

- 1.5.2 Minister for Hunting and Fishing to be invited to attend meetings of Fish and Game Councils. Notice of every meeting of council and the agenda to be given to the Minister for Hunting and Fishing. The Minister or their nominee is entitled to attend and speak at any such meeting, but is not entitled to vote on any question.

1.6 CO-OPT MEMBERS

- 1.6.1 The council may co-opt for such a term as it thinks fit any suitable person or persons to be a member or members of the council.

- 1.6.2 A co-opted member of the council shall be entitled to attend and speak at any meeting of the Council, but shall not be entitled to vote on any question.

[S26E & 26V CA]

1.7 DECISION VALID DESPITE IRREGULARITY IN MEMBERSHIP

- 1.7.1 A decision of a council or committee remains valid even though:
- a. There is a vacancy in the membership of the council or committee at the time of the decision, or
 - b. Following the decision some defect in the election or appointment process is discovered and/or that a person on the committee at the time is found to have been ineligible of being a member.

[s.26K(6) CA]

1.8 WORKSHOPS AND BRIEFINGS

- 1.8.1 Workshops and briefings provide opportunities for members to discuss particular matters, receive updates and provide guidance for officials. They are not meetings and cannot be used to either make decisions or come to agreements that are then confirmed without meaningful debate at a following meeting.
- 1.8.2 Standing orders do not apply to workshops and briefings. The chairperson or workshop organisers will decide how the workshop, briefing or working party should be conducted including whether all or part of that workshop or briefing shall be held in public excluded session.
- 1.8.3 The chief executive will give at least 24 hours' notice to every member of the council or committee of the time and place of the workshop and the matters to be discussed at it. Any notice given under this standing order must expressly:
- a. state that the meeting is a workshop

standing orders

- b. advise the date, time and place
- c. confirm that the meeting is primarily for the provision of information and discussion, and will not make any decisions or pass any resolutions.

1.9 POWERS OF DELEGATION

- 1.9.1 Unless clearly stated in any other Act, a council may, for the purposes of efficiency and effectiveness, delegate to a committee, or member or officer of the Fish and Game Council, any of its responsibilities, duties, or powers except the power to:
- a. borrow money, or purchase or dispose of assets, other than in accordance with delegations;
 - b. adopt a long-term Fish and Game Council management plan, operational work plan, business plan, or annual report;
 - c. appoint a chief executive or manager; or
 - d. adopt policies required to be adopted and consulted on under the Conservation Act 1987 and Wildlife Act 1953;
 - e. adopt a remuneration and employment policy, other than in accordance with delegations.
- 1.9.2 A committee, or member or officer of the Fish and Game Council may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the Fish and Game Council or by the committee or body or person that makes the original delegation.
- 1.9.3 To avoid doubt, no delegation relieves the council, member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty.

[cl.32(1) - (8), Schedule 7, LGA]

1.10 LIST OF MEMBERS TO BE PUBLICLY AVAILABLE

- 1.10.1 Lists of members on the council and each committee shall be available at the office of the chief executive, on the Fish & Game website and at all meetings of the council at which members of the public are present.

1.11 QUORUM

- 1.11.1 The quorum for a meeting of the council is where a majority of the members in office are present (half + one).

[s.26K(3) CA]

Committee and subcommittee meetings

- 1.11.2 The council sets the quorums for its committees, either by resolution or by stating the quorum in the committee's terms of reference. Committees may set the quorums for their sub-committees, by resolution. Where a committee or sub-committee has not had a quorum set for it, then its quorum will be two members. For committees, at least one member [present] must be a member of the council.

Requirement for a quorum

- 1.11.3 A meeting is constituted where a quorum of members is present, whether or not they are all voting or entitled to vote. In order to conduct any business at a meeting, a quorum of members must be present for the whole time that the business is being considered.

Meeting lapses where no quorum

- 1.11.4 A meeting must lapse and the chairperson vacate the chair if a quorum is not present within 30 minutes of the start of the meeting. The chairperson may extend the time that the meeting will wait for a quorum by up to 10 minutes in situations where members are known to be travelling to the meeting, but are delayed. Where a meeting lapses because there is no quorum, this will be recorded in the minutes, along with the names of the members who attended.

Business from lapsed meetings

- 1.11.5 Where a meeting lapses, the remaining business will be adjourned until the next ordinary meeting, unless the chairperson sets an earlier meeting and this is notified by the chief executive.

Lapses after meeting starts

- 1.11.6 Where, after a meeting starts, a member or members leave and there is no longer a quorum the business of the meeting will be suspended. If the quorum is not made up within 10 minutes, the rest of the meeting must lapse and the chairperson vacates the chair.
- 1.11.7 Any remaining business will be adjourned until the next ordinary meeting, unless the chairperson sets an earlier meeting and this is notified by the chief executive.

1.12 ATTENDANCE

Leave of absence

- 1.12.1 The council may grant a member leave of absence from its meetings or those of its committees. Members must apply for such leave.
- 1.12.2 The council delegates this power to grant leave of absence to the chairperson, in order to protect members' privacy.
- 1.12.3 The chairperson will advise all members when another member has leave of absence. Meeting minutes will record that a member has leave of absence for that meeting, but not the length of the leave.

Apologies

- 1.12.4 A member who does not have leave of absence may tender an apology where they will be absent from all or part of a meeting. The chairperson must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. The meeting may accept or decline any apologies. Where a member's apology is accepted, it will constitute a grant of leave of absence for that meeting.

Recording apologies

- 1.12.5 The minutes will record any apologies tendered before or during the meeting, including whether they were accepted or declined, and the time of arrival and departure of all members.

Absence without leave

- 1.12.6 Where a member is absent, without leave of absence from four consecutive meetings of the council (other than extraordinary meetings), then the office held by the member will become vacant. A vacancy created in this way is treated as an extraordinary vacancy.

[cl. 5, Schedule 7, LGA]

1.13 CONFLICT OF INTEREST

- 1.13.1 Every member present at a meeting must declare any direct or indirect conflict of interest that they hold in any matter being discussed at the meeting, other than an interest that they hold in common with the public. A register of interests to be held to note what interests each member has.

[OAG Managing conflicts of interest: Guidance for public entities, June 2007, p20-21]

- 1.13.2 When a conflict of interest arises in respect of a matter, the affected member will:

- i) not vote on issues related to the matter
- ii) not discuss the matter with other members
- iii) conform to the majority view of other members present as to whether to be excluded from discussions regarding the matter and/or leave the room when the matter is discussed
- iv) not, subject to the discretion of the Chairperson, receive further papers or other information related to the matter.

- 1.13.3 Where a member can be shown to have a conflict of interest or a potential conflict of interest, the Council (excluding the affected member) will determine an appropriate course of action, which may include the following:

- a) Applying some or all of the actions applied to a member with a conflict of interest (set out in 1.13.2 i) – iv) above)
- b) Provide a written explanation outlining why there is no legal conflict of interest that can be made available to all Fish and Game Councils, licence holders and other interested parties.

[OAG Managing conflicts of interest: Guidance for public entities, June 2007, p29-30]

- 1.13.4 The conflicted member will be given the opportunity to be heard by the Council on the points raised and the member's submissions will be taken into consideration by the Council.

- 1.13.5 The minutes must record the declaration and member's subsequent abstention from discussion and voting.

2 PRE-MEETING

2.1 GIVING NOTICE

Notice for members

- 2.1.1 The chief executive must give notice in writing to each member of the council or its committees of the time and place of any meeting.
- 2.1.2 Notice must be given at least 14 days before the meeting, unless the council or committee has adopted a schedule of meetings, in which case notice must be given at least 14 days before the first meeting on the schedule.

Meeting schedules

- 2.1.3 Where the council or committee adopts a meeting schedule:
 - a. the schedule may cover any period that the council considers appropriate
 - b. the schedule may be amended
 - c. notification of the schedule, or an amendment to it, will constitute notification of every meeting on the schedule or the amendment.

Non-receipt of notice

- 2.1.4 Where a member did not receive notice of a meeting, or did not receive it in good time, the meeting is not invalid, unless the person responsible for giving notice is proved to have acted in bad faith or without reasonable care and the member concerned did not attend the meeting.
- 2.1.5 A member may waive the need to be given notice of a meeting.

2.2 MEETING CANCELLATIONS

- 2.2.1 The chairperson of a scheduled meeting may cancel the meeting, if the chairperson, in consultation with the chief executive, considers this is necessary.
- 2.2.2 The chief executive must make a reasonable effort to notify members and the public as soon as practicable of the cancellation, and the reasons for it.

2.3 AGENDA

Preparation of the agenda

- 2.3.1 The chief executive, in consultation with the chairperson, is to prepare for each meeting an agenda listing and attaching information on the items of business to be brought before the meeting so far as is known.
- 2.3.2 The chief executive must send the agenda [and supporting materials] to every member at least eight clear working days before the day of the meeting, except where the meeting is an extraordinary meeting. The chief executive may send the agenda, and other materials relating to the meeting or other council business, to members by electronic means.
- 2.3.3 All meeting agendas and supporting papers are to be published on the Fish & Game website along with the notification of council meetings with commencement time and venue to be available prior to each meeting. Agendas and information to be published three days prior

Requests for agenda reports

- 2.3.4 Requests for new agenda reports must be made by a resolution of the Fish and Game Council or the appropriate committee.
- 2.3.5 The chief executive may delay commissioning any reports that would involve significant cost or are beyond the scope of the [Council or?] committee. Instead, the chief executive will report back to the next meeting of the Fish and Game Council or its committee with an estimate of the cost involved and seek a direction on whether the report should still be prepared.

Order of business

- 2.3.6 A meeting will deal with business in the order given on the agenda, unless the meeting or the chairperson decides to give precedence to any business.
- 2.3.7 Committees do not have a default order of business.
- 2.3.8 The usual order of business for ordinary meetings of the Fish and Game Council is as set out below:

Open section

- a. Apologies
- b. Declarations of interest
- c. Confirmation of minutes

standing orders

- 2.3.9 The order of business for a council meeting, including an extraordinary meeting, should be limited to items that are relevant to the purpose of the meeting. The chairperson may allow public input that is relevant to the purpose of the meeting.

Status of agenda

- 2.3.10 No matter on a meeting agenda may be considered a council decision or policy unless the Fish and Game Council, or a committee with the delegated power, resolves accordingly.

Public excluded items

- 2.3.11 The chairperson, in consultation with the Chief Executive, must place in the public-excluded section of the agenda any items that he or she reasonably expects the meeting to consider with the public excluded. The public excluded section of the agenda must indicate the subject matter of the item and the reason the public are excluded.

[s.46A(9), LGOIMA]

~~Agenda may be embargoed~~ Publication of Council Meeting Agendas

- 2.3.12 Agenda papers detailing business to be considered by a meeting may be issued to members of the news media on the basis of being embargoed until the commencement of the relevant meeting, or such earlier time as is stated in the order paper.
- 2.3.13 The chairperson, in consultation with the chief executive shall place on a confidential agenda paper any matters for which he or she considers the council or committee of the council is likely in his or her opinion to wish to exclude the public in terms of the Local Government Official Information and Meetings Act 1987, provided that an indication of the subject matter likely to be considered in exclusion of the public shall be placed on the order paper available to the public.
- 2.3.14 Paper copies of the agenda will be provided to members and members of the public who request them. The public meeting agenda will also be available on the council website three working days prior to the meeting for the public to view.

Items of business not on the agenda (extraordinary business)

- 2.3.15 A meeting may deal with a business item that is not on the agenda (extraordinary business) where the meeting resolves to, and the chairperson (or presiding member) explains at the beginning of the public part of the meeting the reason the:
- a. item is not on the agenda
 - b. discussion about the item cannot be delayed until a subsequent meeting.

standing orders

- 2.3.16 Extraordinary business may be brought before the meeting by a report from either the chairperson or the chief executive. Where the matter is so urgent that a written report is not practical, the report may be verbal. A member may bring to the attention of the meeting, at the chairperson's discretion, a matter which requires urgent consideration and which is not an item of business on the agenda. However, this is not a substitute for a notice of motion that is out of time.

[s. 46A(7), LGOIMA]

Discussion on minor matters not on the agenda

- 2.3.17 A meeting may discuss an item that is not on the agenda, if it is a minor matter relating to the general business of the council and the chairperson (or presiding member) explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision or recommendation about the item, except to refer it to a subsequent meeting for further discussion. Whether or not a minor matter of extraordinary business may be discussed at a meeting is at the discretion of the chairperson.

[s. 46A(7A), LGOIMA]

Notice of meetings

- 2.3.18 All meetings scheduled for the following month must be publicly notified not more than 14 days and not less than 5 days before the end of every month, together with the dates on which and the times and places at which those meetings are to be held. Where any meeting is to be held on or after the 21st day of the month, such meetings may instead be publicly notified not more than 10 nor less than 5 working days before the day on which the meeting is to be held.

[s. 46, LGOIMA]

Notice of extraordinary meetings

- 2.3.19 Where any extraordinary meeting of a council is called and notice of that meeting cannot be given in the manner consistent with these standing orders, the council shall, as soon as practicable, give public notice that the meeting has occurred and state general nature of business transacted at that meeting, along with the reasons why it was not so notified.

[s. 46(3) & (4), LGOIMA]

Extraordinary business

- 2.3.20 A council must, as soon as practicable, publicly notify any resolution passed at an extraordinary meeting of the council unless the:
- a. resolution was passed at a meeting or part of a meeting from which the public was excluded; or
 - b. extraordinary meeting was publicly notified at least 5 working days before the day on which the meeting was held.

[s. 51A, LGOIMA]

standing orders

Chief executive may make other arrangements

- 2.3.21 The chief executive is to make any other arrangement for the notification of meetings including extraordinary meetings as the council may from time to time determine.

[s. 46(5), LGOIMA]

Meetings not invalid

- 2.3.22 The failure to notify a public meeting under these standing orders does not make that meeting invalid.
- 2.3.23 Where a council becomes aware that a meeting has not been publicly notified in accordance with these standing orders, the council shall, as soon as practicable, give public notice that the meeting was not notified, the general nature of the business transacted and the reasons why the meeting was not notified.

[s. 46(5) & (6), LGOIMA]

2.4 QUALIFIED PRIVILEGE

Qualified privilege relating to agenda and minutes

- 2.4.1 Where any meeting of the council or committee is open to the public during the proceedings or any part thereof, and a member of the public is supplied with a copy of the agenda for the meeting or any part of the minutes of that meeting are provided, the publication of any defamatory matter included in the agenda or in the minutes is privileged unless the publication is proved to have been made with ill will or taking improper advantage of the publication.

[s. 52, LGOIMA]

Qualified privilege relating to oral statements

- 2.4.2 Any oral statement made at any meeting of the council or committee in accordance with the rules that have been adopted by the council for the guidance and order of its proceedings, is privileged, unless the statement is proved to have been made with ill will or taking improper advantage of the publication.

[s. 53, LGOIMA]

Qualified privilege additional to any other provisions

- 2.4.3 The privilege conferred by these standing orders is in addition to, and not in substitution for, or derogation of any other privilege, whether absolute or qualified, that applies, by virtue of any other enactment or rule of law, to the proceedings of any meeting of Council or committee.

[s. 53, LGOIMA]

2.5 USE OF RECORDING DEVICE

- 2.5.1 No member may use, or be associated with the use of, a recording or transmitting device without the knowledge of the meeting and the consent of the chairperson.

2.6 ONLINE MEETINGS

- 2.6.1 Councils may schedule a mix of in-person and online meetings according to meeting purpose. It is expected that members attend in-person meetings of council and committees, in person. Acknowledging that this may not always be possible, members may seek leave from the chairperson to attend online, and an electronic link for each meeting shall be provided for that purpose.
- 2.6.2 The chief executive must take reasonable steps to enable online meetings, but it is the responsibility of members to equip themselves with suitable connection, technology and devices that will enable them to participate productively.
- 2.6.3 A technological issue will not invalidate any acts or proceedings of the Fish and Game Council or its committees unless it prevents the quorum from being reached.

Chairperson’s duties

- 2.6.4 Where a meeting is conducted online or a member is attending a meeting by electronic link, the chairperson must be satisfied that:
 - a. the technology for the link is available and of suitable quality
 - b. procedures for using the technology in the meeting will ensure that:
 - i. everyone participating in the meeting can hear each other
 - ii. the member’s attendance by electronic link does not reduce their accountability or accessibility in relation to the meeting
 - iii. the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 are met
 - iv. the requirements in these standing orders are met.

[cl. 25A(3) Schedule 7, LGA] (See Appendix C of these Standing Orders)

Giving or showing a document

- 2.6.5 A person attending a meeting by electronic link may give or show a document by:
 - a. transmitting it electronically
 - b. using the electronic link
 - c. any other manner that the chairperson thinks fit.

Link failure

- 2.6.6 Where an electronic link fails, or there are other technological issues that prevent a member who is attending by link from participating in a meeting, that member must be deemed to be no longer attending the meeting.

Confidentiality

- 2.6.7 A member who is attending a meeting by electronic link must ensure that the meeting’s proceedings remain confidential during any times that the public are excluded. At such times, the chairperson may require the member to confirm that no unauthorised people are able to view or hear the proceedings.

[cl. 25(A)(1) & 27(5) Schedule 7, LGA]

For discussion and decisions

- 2.6.8 A council or its committee can hold discussions by online meetings, using both the audio and video functions of the conferencing functions. Provided the quorum is met in meetings, decisions can be made. Discussions and decisions in committee and workshop discussions can be recommended to the next meeting for adoption.
- 2.6.9 A meeting of the council or committee requires a quorum of members to be present at such times and places the council or chairperson appoints. This requires members attending online to maintain a visual presence. A failure to do so should be recorded just as if they had physically stepped out of an in-person meeting. A member can be granted dispensation by the chairperson to Attend online.

[s.26K(3) CA]

- 2.6.10 Decisions should be made in meetings open to the public where an agenda has been released in advance to allow those interested in the items to attend. There should be no unreasonable barriers to public attendance and, so far as possible, and as a matter of courtesy, notice should be given of any subsequent changes to the content of the meeting. However, nor should the chairperson and council or committee be constrained from conducting the meeting in a manner best suiting the purpose and circumstances of the meeting.
- 2.6.11 Minutes from online meeting shall be confirmed at the next meeting which is the same process as if it were an in person meeting in accordance with section 3.12.3 of standing orders.

3 MEETINGS

3.1 PUBLIC AT MEETINGS

Meetings normally to be open

- 3.1.1 All online meetings of the council and its committees shall be open online to the public and news media except where otherwise provided by Part VII of the Local Government Official Information and Meetings Act 1987.

[s.47 and 49 LGOIMA]

3.2 PUBLIC EXCLUDED MEETINGS

Lawful reasons to exclude public

- 3.2.1 The council or a committee may by resolution exclude the public from the whole or any part of the proceedings of any meeting, workshop or briefing only on one or more of the grounds specified in section 48 of the Local Government Official Information and Meetings Act (see Appendix A of these Standing Orders).

Form of resolutions to exclude public

- 3.2.2 Any resolution to exclude the public must be in the form set out in Schedule 2A to the Local Government Official Information and Meetings Act 1987 and state the general subject of each matter to be considered while the public is excluded, the reason for passing that resolution in relation to that matter, and the grounds on which the resolution is based (see Appendix B of these Standing Orders).

Motion to exclude public to be put with the public present

- 3.2.3 Every motion to exclude the public must be put at a time when the meeting is open to the public, and copies of the text of that motion must be available to any member of the public who is present. The resolution then forms part of the minutes of the meeting.

[s. 48(4) LGOIMA]

Provision for persons to remain after public excluded

- 3.2.4 A resolution may provide for one or more specified persons to remain after the public has been excluded if those persons have, in the opinion of the council or committee, knowledge that will assist the deliberation. Any such resolution is required to state the knowledge possessed by those people who will be of assistance in relation to the matter to be discussed and how it is relevant to the matter. No such resolution is necessary in respect of the attendance of the chief executive and relevant staff during a public excluded session.

[S. 48(5) & (6) LGOIMA]

Release of public excluded information

- 3.2.5 A council may provide for the release to the public information which has been considered during the public excluded part of a meeting.

Application of standing orders apply to any public excluded session

- 3.2.6 These standing orders shall apply to meetings or parts of meetings from which the public has been excluded.

3.3 CHAIRPERSON'S ROLE AT MEETINGS

Chairperson to preside at meetings

- 3.3.1 The chairperson of the council must act as the chairperson at council meetings unless he or she vacates the chair for a particular part, or all, of a meeting. If the chair is absent from a meeting the deputy chair must act as chairperson. If the deputy chair is also absent, or has not been appointed, the council members who are present must elect a member to be chairperson at that meeting. This person may exercise the responsibilities, duties and powers of the chair.

[Sch. 7 Cl. 26(1), (5) & (6) LGA]

[S.26J CA]

Chairperson of committee to preside

- 3.3.2 The appointed chairperson of a committee must act as chairperson at all meetings of that committee, unless he or she vacates the chair for a particular meeting. If the chairperson is absent from a meeting, the deputy chairperson (if any) will act as chairperson. If the deputy chairperson is also absent, or has not been appointed, the committee members who are present must elect a member to act as chairperson at that meeting; that person may exercise the responsibilities, duties and powers of the chairperson

[Sch. 7 Cl 26(2), (5) & (6) LGA]

Addressing the chairperson

- 3.3.3 Members will address the chairperson in a way that reflects his or her statutory office.

Chairperson's rulings

- 3.3.4 The chairperson will decide all procedural questions where these standing orders make no or insufficient provision and all points of order. Any member who refuses to obey a chairperson's ruling or order must be held to be in contempt.

Member's right to speak

- 3.3.5 Members are entitled to speak in accordance with these standing orders. Members must address the chairperson when speaking. They may not leave their place while speaking, unless they have the leave of the chairperson.

Chairperson may prioritise speakers

- 3.3.6 When two or more members want to speak, the chairperson will name the member who may speak first, with the proviso that the other members who wanted to speak must have precedence when they intend to:

standing orders

- a. raise a point of order, including a request to obtain a time extension for the previous speaker, and/or
- b. move a motion to terminate or adjourn the debate, and/or
- c. make a point of explanation, and/or
- d. request the chair to permit the member a special request.

Chairperson's Report

- 3.3.7 The chairperson shall, by report, have the right to direct the attention of the council to any matter or subject within the role or function of the council.

Chairperson's recommendations

- 3.3.8 The chairperson of any meeting may include on the agenda ~~or the draft resolutions for that meeting a chairperson's recommendation regarding any item brought before the meeting.~~

Decision of chairperson on point of order to be final

- 3.3.9 The chairperson may decide on any point of order immediately after it has been raised by any member, or may first hear further argument before deciding. The ruling of the chairperson upon any point of order shall not be open to any discussion and shall be final.

Chairperson to have determining vote

- 3.3.10 The chairperson, or other person acting as chairperson, at any meeting shall have a deliberative vote and in the case of equality of votes, shall also have the casting vote.

[s.26K(5) CA]

3.4 CONDUCT OF MEETINGS

Disrespect

- 3.4.1 No member of the council or its committees may speak disrespectfully, or use offensive or malicious language at any meeting, including in reference to the council, a committee, any other member or a staff member. In addition, no member may impute improper motives or make offensive remarks about the private affairs of any other member of the council or its staff, or of any other Fish & Game Council and its staff.

Retractions and apologies

- 3.4.2 The chairperson may call upon a member or speaker to withdraw any offensive or malicious comments, and may require them to apologise. If the member refuses to do so, the chairperson may direct that they should leave the meeting immediately for a specified time.

Calling to order

- 3.4.3 When the chairperson calls members to order, they must be seated and stop speaking. If the members fail to do so, the chairperson may direct that they should leave the meeting immediately for a specified time.

Disorderly conduct

- 3.4.4 The chairperson may require any member whose conduct is disorderly or who is creating a disturbance to leave the meeting immediately for a specified time.
- 3.4.5 If the disorder continues, the chairperson may adjourn the meeting for a specified time. At the end of this time, the meeting must resume and decide, without debate, whether the meeting should proceed or be adjourned.
- 3.4.6 The chairperson may also adjourn the meeting if other people cause disorder or in the event of an emergency.

Contempt

- 3.4.7 Where a meeting makes a resolution that a member is in contempt, it must be recorded in the meeting's minutes.

Removal from meeting

- 3.4.8 A member of the police, or a council staff member, may, at the chairperson's request, remove or exclude a member from a meeting.
- 3.4.9 This standing order will apply where the chairperson has ruled that the member should leave the meeting and the member has refused or failed to do so; or has left the meeting, then attempted to re-enter it without the chairperson's permission.

[cl. 16(2), Schedule 7, LGA]

3.5 POINTS OF ORDER

Members may raise points of order

- 3.5.1 Any member may raise a point of order when they believe these standing orders have been breached. When a point of order is raised, the member who was previously speaking must stop speaking and sit down (if standing).

Subjects for points of order

- 3.5.2 A member who is raising a point of order must state precisely what its subject is. Points of order may be raised for the following subjects:
 - a. disorder – bringing disorder to the attention of the chairperson
 - b. language – use of disrespectful, offensive or malicious language
 - c. irrelevance – the topic being discussed is not the matter currently before the meeting
 - d. misrepresentation – misrepresentation of any statement made by a member or by an officer or council employee
 - e. breach of standing order – the breach of any standing order while also specifying which standing order is subject to the breach
 - f. breach of governance policy – the breach of any governance policy while also specifying which governance policy is subject to the breach.
 - g. record words – a request that the minutes record the words objected to

Contradictions

- 3.5.3 Expressing a difference of opinion or contradicting a statement by a previous speaker does not constitute a point of order.

Point of order during division

- 3.5.4 A member may not raise a point of order during a division, except with the permission of the chairperson.

Chairperson's decision on points of order

- 3.5.5 The chairperson may decide a point of order immediately after it has been raised, or may choose to hear further argument about the point before deciding. The chairperson's ruling on any point of order is not open to any discussion and is final.
- 3.5.6 If a member questions a ruling, the chairperson is to seek advice and to refer to these standing orders on the ruling in question, but their ruling is always final.
- 3.5.7 Where a point of order is upheld for either a conflict of interest and/or predetermination the affected member:
- a. Will be excluded from discussions regarding the matter, including not being in the same room when the matter is discussed.
 - b. Will not vote on issues related to the matter.
 - c. Will not receive papers or any information on the matter.
 - d. Will not discuss the matter with other members.

3.6 VOTING

Decisions to be decided by majority of votes

- 3.6.1 The acts of a council must be done and the questions before the council must be decided by vote and by the majority of quorum members that are present and voting.

Voting by chairperson

- 3.6.2 The chairperson or other person presiding at any meeting shall have a deliberative vote and, in case of equality of votes, shall have a casting vote.

Members may abstain

- 3.6.3 Any member may abstain from voting and shall have their abstention recorded in the minutes where requested.

Method of voting

- 3.6.4 Two voting systems have been described under appointments by the council (see 1.3.9 – 1.3.13 above). The council or committee must decide to use one of these voting systems and adopt the following approach to voting at meetings:
- a. The chairperson in putting the motion shall call for an expression of opinion on the voices or take a show of hands, the result of either of which, as announced by the chairperson, shall be conclusive unless it is questioned immediately, in which event the chairperson shall call a division

standing orders

- b. The chairperson or any member may call for a division instead of, or after receiving opinion on the voices and taking a show of hands
- c. Any member may alternately call for a division immediately the chairperson has declared the result of a vote on the voices or by a show of hands
- d. Where a suitable electronic voting system is available, that system may be used instead of a show of hands, vote by voices or division, and the result displayed shall be notified to the chairperson who shall declare the result.

Division

- 3.6.5 When a division is called for the chief executive shall take down the names of the members voting "aye" and "no" respectively, and shall hand the list to the chairperson who shall declare the result. In case of confusion or error in taking the division, unless the same can be otherwise corrected, a second division should be taken.

3.7 DEBATE

Time limits on speakers

- 3.7.1 The following time limits apply to members speaking at meetings:
- a. movers of motions when speaking to the motion – 10 minutes
 - b. movers of motions when exercising their right of reply – 5 minutes
 - c. other members – not more than 5 minutes.
- 3.7.2 Time limits can be extended by a majority vote of the members present.

Member may not speak more than once

- 3.7.3 A member may not speak more than once to a motion at a meeting of the Fish and Game Council or committee. There is an exception to this standing order where a member is giving an explanation as follows:
- a. Personal explanation – with the permission of the chairperson, a member who has already spoken may make a personal explanation. A personal explanation may not be debated
 - b. Explanation of previous speech – with the permission of the chairperson, a member who has already spoken may explain a material part of a previous speech in the same debate.
- 3.7.4 The member may not introduce any new matters.

Limits on number of speakers

- 3.7.5 If three speakers have spoken consecutively in support of, or in opposition to, a motion, the chairperson may call for a speaker to the contrary. If there is no speaker to the contrary, the chairperson must put the motion after the mover's right of reply.
- 3.7.6 Members speaking must, if requested by the chairperson, announce whether they are speaking in support of or opposition to a motion.

Secunder may reserve speech

- 3.7.7 A member may second a motion or amendment without speaking to it, reserving the right to speak later in the debate.

Reading speeches

- 3.7.8 Members must not read their speeches, except with the permission of the chairperson. They may, however, refresh their memory by referring to their notes.

Speaking only to relevant matters

- 3.7.9 Members may speak to any matter before the meeting, or on a motion or amendment they propose, or on a point of order arising out of debate, but not otherwise. Members must confine their remarks strictly to the motion or amendment they are speaking to. They must not introduce irrelevant matters or repeat themselves needlessly.
- 3.7.10 The chairperson's ruling on matters arising under this standing order is final and not open to challenge.

Restating motion

- 3.7.11 A member may ask the chairperson to restate the motion and amendments for their information at any time during the debate, but may not interrupt.

Reflections on resolutions

- 3.7.12 A member speaking in a debate may not unduly criticise the validity of any resolution, except by a notice of motion to amend or revoke the resolution.

Objecting to words

- 3.7.13 When a member objects to any words used by another member in a speech, and wants the minutes to record their objection, they must object when the words are used and not after any other member has spoken. The chairperson must order the minutes to record the objection.

Right of reply

- 3.7.14 The mover of an original motion has a right of reply. A mover of an amendment to the original motion does not.
- 3.7.14 In their reply, the mover must confine themselves to answering previous speakers and not introduce any new matters.
- 3.7.15 A mover's right of reply can only be used once. It can be exercised either at the end of the debate on the original motion or at the end of the debate on a proposed amendment. The original mover's right of reply is then exhausted, although they may still take part in the debate on any subsequent proposed amendments. However, the original mover may reserve their right of reply and speak once to an original motion and once to each amendment without losing that right of reply.

No other member may speak

- 3.7.16 In exercising a right of reply, no other member may speak:
- a. after the mover has started their reply
 - b. after the mover has indicated that they want to forego this right
 - c. where the mover has spoken to an amendment to the original motion, and the chairperson has indicated that he or she intends to put the motion.
- 3.7.17 The carrying of any motion to adjourn a meeting shall not supersede other business before the meeting remaining to be disposed of, and such other business is to be considered at the next meeting. Business referred, or referred back, to a specified committee is to be considered at the next ordinary meeting of that committee, unless otherwise specified.

Questions to staff

- 3.7.18 During a debate, members can ask staff questions about the matters being discussed. Questions must be asked through the chairperson and are at his or her discretion.

3.8 NOTICES OF MOTION

General procedure for speaking and moving motions

- 3.8.1 In the course of a debate, each member may:
- a. speak once to the original motion or substituted motion
 - b. speak once to each amendment
 - c. move or second one motion only.

Seconding and proposing motions

- 3.8.2 All motions and amendments moved during a debate must be seconded (including notices of motion). The chairperson will then state the motion and propose it for discussion. Amendments and motions that are not seconded are not in order and are not entered in the minutes.

Procedural motions

- 3.8.3 A procedural motion to close or adjourn a debate will take precedence over other business, other than points of order. If the procedural motion is seconded, the chairperson must put it to the vote immediately, without discussion or debate.
- 3.8.4 Any member who has not spoken in a debate may move one of the following procedural motions to close or adjourn a debate, that the:
- a. meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place)
 - b. motion under debate should now be put (a closure motion)
 - c. item being discussed should be adjourned to a specified time and place
 - d. meeting should move directly to the next item, replacing the item under discussion
 - e. item being discussed should lie on the table, and not be further discussed at that meeting
 - f. item being discussed should be referred (or referred back) to the Fish and Game Council or relevant committee.
- 3.8.5 A member seeking to move a procedural motion must not interrupt another member who is already speaking.

Voting on procedural motions

- 3.8.6 Procedural motions to close or adjourn debate must be decided by a majority of all members who are present and voting. If the motion is lost, no member may move a further procedural motion to close or adjourn the debate within the next 15 minutes.

Debate on adjourned items

- 3.8.7 When debate resumes on items of business that have been previously adjourned, the member who moved the adjournment may speak first in the debate. Members who have already spoken in the debate may not speak again.

Remaining business at adjourned meetings

- 3.8.8 Where a resolution is made to adjourn a meeting, the remaining business is not replaced. Instead, it will be considered first at the next meeting.

Business referred to the council or a committee

- 3.8.9 Where an item of business is referred (or referred back) to the council or a committee, the council or committee will consider it at its next meeting, unless the meeting resolves otherwise.

Chairperson's acceptance of closure motions

- 3.8.10 The chairperson may only accept a closure motion where there have been at least two speakers for and two speakers against the motion that is proposed to be closed, or he or she considers it reasonable to do so.
- 3.8.11 However, the chairperson must put a closure motion if there are no further speakers in the debate. When the meeting is debating an amendment, the closure motion relates to the amendment.
- 3.8.12 If a closure motion is carried, the mover of the motion under debate has the right of reply, after which the chairperson puts the motion or amendment to the vote.

Suspension of standing orders

- 3.8.13 A member may move a motion to suspend standing orders as a procedural motion. The member must name the standing orders to be suspended and provide a reason for suspension. If seconded, the chairperson must put it without debate. At least 75 per cent of the members present and voting must vote in favour of the suspension. The resolution must state the reason.

Other types of procedural motions

- 3.8.14 The chairperson has discretion about whether to allow any other procedural motion that is not contained in these standing orders.

Motions in writing

- 3.8.15 The chairperson may require movers of motions and amendments to provide them in writing, signed by the mover.

Right of reply

- 3.8.16 The mover of an original motion (not an amendment) shall have the right of reply. Movers in reply shall not introduce any new matter and shall confine themselves strictly to answering previous speakers. Once the mover has commenced such a reply, or the chairperson has indicated the intention to put the motion, no other member can speak on the motion.

Motions expressed in parts

- 3.8.17 The chairperson or any member can require a motion that has been expressed in parts, to be decided part by part.

Substituted motion

- 3.8.18 Where a motion is subject to an amendment, the meeting may substitute the motion with the amendment, provided the mover and seconder of the original motion agree to its withdrawal. All members may speak to the substituted motion.

Amendments to motions

- 3.8.19 Only members who have not spoken to the original (or substituted) motion may move or second an amendment to it. All members may speak to the amendment.
- 3.8.20 The exception is where the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In these circumstances, the original mover or seconder may also propose or second the suggested amendment.

Amendments to be relevant and not direct negatives

- 3.8.21 Every proposed amendment must be relevant to the motion under discussion. Proposed amendments cannot be similar to an amendment that has already been lost. Any amendment that, if carried, would have the same effect as defeating the motion, is a direct negative and is not allowed.

Further amendments

- 3.8.22 The meeting must dispose of an amendment before any further amendments can be proposed. However, members may notify the chairperson that they intend to move further amendments and the nature of their content.

Lost amendments

- 3.8.23 Where an amendment is lost, the meeting will resume the debate on the original (or substituted) motion. Any member who has not spoken to that motion may speak to it, and may move or second a further amendment.

Carried amendments

- 3.8.24 Where an amendment is carried, the meeting will resume the debate on the original motion, as amended, and this will now be referred to as the substantive motion. Members who have not spoken to the original motion may speak to the substantive motion, and may move or second a further amendment to it.

Procedure until resolution

- 3.8.25 The procedures in these standing orders are repeated until a resolution is adopted or defeated.

Withdrawal of motions and amendments

- 3.8.26 Once the chairperson puts to the meeting a motion or amendment that has been seconded, the mover cannot withdraw it without the consent of the majority of the members who are present and voting.

standing orders

3.8.27 The mover of an original motion, which has had an amendment moved and seconded in relation to it, cannot withdraw the original motion until the amendment has either been lost or withdrawn by agreement, as above.

No speakers after reply or motion has been put

3.8.28 A member may not speak to any motion once the:

- a. mover has started their right of reply in relation to the motion
- b. chairperson has started putting the motion.

When notices of motion lapse

3.8.29 Notices of motion not moved on being called for by the Chairperson shall lapse.

Repeat notices of motion

3.8.30 When a motion has been considered and rejected by the council or a committee, no similar notice of motion which, in the opinion of the chairperson, is substantially the same may be accepted within the next 6 months, unless signed by not less than one third of all members, including vacancies

No repeats where notice of motion agreed

3.8.31 Where a notice of motion has been adopted by the council, no notice of any other motion which, in the opinion of the chairperson, has the same effect may be put while the original motion stands.

3.9 REVOCATION OR ALTERATION OF RESOLUTIONS

3.9.1 A member may give the chief executive a notice of motion for the revocation or alteration of all or part of a previous resolution of the council or a committee.

3.9.2 Such notice must set out the:

- a. resolution or part of the resolution which the member proposes to revoke or alter
- b. meeting date when the resolution was passed
- c. motion, if any, that the member proposes to move to replace it.

Requirement to give notice of motion for revocation or alteration

3.9.3 A member must give notice to the chief executive at least ten working days before the meeting at which it is proposed to consider such a motion and is to be signed by not less than one third of the members of the council, including vacancies.

3.9.4 Once the motion is received the chief executive must give members notice in writing of the intended motion at least eight clear working days' notice of the date of the meeting at which it will be considered.

3.9.5 If the notice of motion is considered and rejected, no similar notice of motion which, in the opinion of the chairperson, is substantially the same in purpose and effect may be accepted within the next six months.

Restrictions on actions under the affected resolution

- 3.9.6 Where a member has given a notice of motion to revoke or alter a previous resolution, no irreversible action may be taken under the resolution in question until the proposed notice of motion has been dealt with.
- 3.9.7 Exceptions are where, in the opinion of the chairperson:
- a. the practical effect of delaying actions under the resolution would be the same as if the resolution had been revoked
 - b. by reason of repetitive notices, the effect of the notice is an attempt by a minority to frustrate the will of the council or the committee that made the previous resolution.
- 3.9.8 In either of these situations, action may be taken under the resolution as though no notice of motion had been given to the chief executive.

Revocation or alteration by resolution at same meeting

- 3.9.9 A meeting may revoke or alter a previous resolution made at the same meeting where, during the course of the meeting, it receives fresh facts or information concerning the resolution. In this situation, 75 per cent of the members present and voting must agree to the revocation or alteration.

Revocation or alteration by recommendation in report

- 3.9.10 The council or one of its committees may, on a recommendation in a report by the chairperson or chief executive, or the report of any committee or subcommittee, revoke or alter all or part of a resolution passed by a previous meeting. The chief executive must give at least eight clear working days' notice of any meeting that will consider such a proposal, accompanied by details of the proposal.

3.10 QUESTIONS

Members to try and obtain information beforehand

- 3.10.1 Before putting a question to a council meeting, a member shall, in the first instance, endeavour to obtain the relevant information from the chief executive (or his or her nominee) or the chairperson of the committee concerned. In the event of the information sought not being forthcoming, or the member not being satisfied with the answer, the member then has the right to raise the matter by way of a question at an ordinary meeting of the council.

Question time at meeting

- 3.10.2 Any member of the council may at any ordinary meeting of the council at the appointed time, put a question to the chairperson, or through the chairperson of the council, or to the chairperson of a committee, or to any officer of the council concerning any matter relevant to the role or functions of the council or any matter that does not appear on the agenda, nor arises from any report or recommendation submitted to that meeting.

Questions may be deferred

- 3.10.3 If an answer to the question cannot be given at that meeting it shall, at the discretion of the chairperson, be placed on the order paper for the next council meeting.

Questions to officers during debate

- 3.10.4 In the course of any debate at any council meeting, any members may, at the chairperson's discretion, ask any question of the relevant officer on any matter under debate. Such questions shall be directed through the chair.

3.11 DEPUTATIONS/PUBLIC FORUM

Subject matter and names of deputations to be provided in advance

- 3.11.1 Deputations may be received by the council (or any of its committees) or public forum held before a committee provided, in the case of deputations, that a written application setting out the subject matter and names of speaking members of the deputation has been lodged with the chief executive at least three days before the date of the meeting concerned (unless waived under standing orders) and has been subsequently approved by the chairperson.
- 3.11.2 The chairperson may in his or her discretion refuse a deputation/public forum on any reasonable grounds including, but not limited to:
- a. insufficient time to hear the deputation/public forum at the meeting
 - b. the deputation/public forum would more suitably be heard at another meeting of council or before a committee
 - c. the subject matter of the deputation/public forum is offensive or repetitious or vexatious or is considered likely to be so
 - d. the subject matter is insufficiently relevant to the business of council (or a committee)
 - e. the previous disorderly or inappropriate behaviour of members of the deputation/public forum at council or committee meetings.

Procedures for deputations

- 3.11.3 Except with the approval of the council (or committee) not more than two members of a deputation may address the meeting. After a deputation is received members may put to the deputation any question pertinent to the subject heard, but no member shall express an opinion upon, or discuss the subject, nor move a motion until the deputation has completed making its submissions and answering questions.

Termination of deputation if disrespectful

- 3.11.4 The chairperson may terminate a deputation in progress which is disrespectful or offensive, or where the chairperson has reason to believe statements have been made with malice.

Time limit on deputation

- 3.11.5 Unless the meeting determines otherwise, a limit of 10 minutes is placed on a speaker making a presentation, or if there are 2 members of the deputation addressing the meeting 10 minutes in total for the 2 speakers.

3.12 MINUTES

Minutes to be evidence of proceedings

- 3.12.1 The council or, its committees must keep minutes of their proceedings. These minutes, when duly entered and authenticated, will be prima facie evidence of those proceedings.

[cl.28, Schedule 7, LGA]

Matters recorded in minutes

- 3.12.2 The chief executive or his/her designated representative must keep the minutes of meetings. The minutes must record:
- a. the date, time and venue of the meeting
 - b. the names of the members present
 - c. the chairperson
 - d. any apologies tendered and accepted
 - e. the arrival and departure times of members
 - f. a list of the speakers who gave public input, and the subjects they covered
 - g. a list of the items considered
 - h. any declarations of financial or non-financial conflicts of interest with these items
 - i. the resolutions and amendments made to considered items, including those that were lost or were ruled out of order
 - j. any failure of a quorum
 - k. any objections made to words used
 - l. all divisions taken
 - m. the names of any members requesting that votes or abstentions be recorded
 - n. the contempt, censure and removal of any members
 - o. any resolutions to exclude members of the public
 - p. the time that the meeting concludes or adjourns.

Approval of minutes

- 3.12.3 The minutes and proceedings of every meeting shall be circulated to members and considered at the next meeting, and if approved by that meeting or when amended as directed by that meeting, shall be signed by the chairperson.

No discussion on minutes

- 3.12.4 The only topic involving the minutes that may be discussed at a subsequent meeting, is their correctness and accuracy.

Minutes of last meeting before election

- 3.12.5 The chief executive and the relevant chairperson must authenticate the minutes of the last meeting of the council and its committees before the next election of members.
- 3.12.6 The approved meeting minutes are to be published on the Fish & Game Council's website.

Inspection of public excluded matters

- 3.12.8 Either the chairperson, or as appropriate, the chief executive must consider any request for the minutes of a meeting or part thereof from which the public was excluded as a request for official information in terms of the Local Government Official Information and Meetings Act 1987.

[s.51(3)(b), LGOIMA]

3.13 PUBLIC ACCESS TO INFORMATION

Public inspection of agenda

- 3.13.1 Any member of the public may, without payment of a fee, inspect, during normal office hours, within a period of at least 2 working days before every meeting, all agendas and associated reports circulated to members of the council and relating to that meeting.

[s,46A(1), LGOIMA]

- 3.13.2 The agenda shall be:

- a. available for inspection electronically at the office of the council; and
- b. accompanied by either:
 - i. the associated reports; or
 - ii. a notice specifying the places at which the associated reports may be inspected.

[s,46A(2), LGOIMA]

Information from an extraordinary meeting

- 3.13.4 Where a meeting is an extraordinary meeting the agenda and any associated reports shall be made available as soon as is reasonable in the circumstances.

[s. 46A(6), LGOIMA]

Release of information from public excluded session

- 3.13.5 A council may provide for the release to the public of information, which has been considered during the public excluded part of a meeting.
- 3.13.6 Each public excluded meeting shall consider what, if any, information will be released to the public. In addition, the chief executive may release, at his or her discretion, any information which has been considered by the council or any committee with the public excluded.

Chief executive to decide on supply of information

- 3.13.7 Public excluded information required by members in the performance of their particular duties as members shall be supplied to them by the chief executive. Where the chief executive is uncertain that public excluded information should be supplied in any particular case, the matter shall be referred to the chairperson for direction.

Public excluded business not to be disclosed

- 3.13.8 Subject to the provisions of the Local Government Official Information and Meetings Act 1987, no member, officer or other person shall disclose to any person other than a member or officer of the council, any information
- a. which has been presented at a time where the public is properly excluded
 - b. where it is proposed that the public be properly excluded
 - c. including divulging or inferring discussion, deliberations or decisions following any such meeting except by way of release of information by the council.

Rights of members to request and use information

- 3.13.9 The rights of members to make separate and individual requests for information are subject to the Local Government Official Information and Meetings Act 1987. Such requests for information may include requests for information that had previously been supplied to that member as public excluded information to be released as publicly available information. Where such information is made available to that member as publicly available information the member has the right to use such information in the same way as if that member were a member of the public.

3.14 EXPENSES

Council may pay expenses incurred attending meetings

- 3.14.1 Council may meet reasonable travel and extra-ordinary accommodation expenses incurred by members attending meetings for the council, and where specifically approved by the council, attending committee meetings and on other council business. Generally speaking, council will book and pay for travel (and approved accommodation costs if necessary) as a preference to reimbursement.

[s.26M Conservation Act 1987]

These Standing Orders prepared for the New Zealand Fish and Game Council were adopted by the council at a meeting held on [23 August 2024] and apply to all meetings of the council and its committees.

Chairperson

Chief Executive



APPENDIX A

GROUNDS TO EXCLUDE THE PUBLIC

LGOIMA 1987

48 Right of local authorities to exclude public

- (1) Subject to subsection (3), a local authority may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on 1 or more of the following grounds:
- a. that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist,—
 - i. where the local authority is named or specified in **Schedule 1**, under **section 6** or **section 7** (except section 7(2)(f)(i)):
 - ii. where the local authority is named or specified in **Schedule 2** of this Act, under **section 6** or **section 7** or **section 9** (except section 9(2)(g)(i)) of the Official Information Act 1982:
 - b. that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information the public disclosure of which would—
 - i. be contrary to the provisions of a specified enactment; or
 - ii. constitute contempt of court or of the House of Representatives:
 - c. that the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that local authority by an Ombudsman under **section 30(1)** or **section 38(3)** of this Act (in the case of a local authority named or specified in **Schedule 1**) or under **section 30(1)** or **section 35(2)** of the Official Information Act 1982 (in the case of a local authority named or specified in **Schedule 2** of this Act):
 - d. that the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

standing orders

- (2) Paragraph (d) of subsection (1) applies to—
- a. any proceedings before a local authority where—
 - i. a right of appeal lies to any court or tribunal against the final decision of the local authority in those proceedings; or
 - ii. the local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
 - b. [Repealed]
 - c. any proceedings of a local authority in relation to any application or objection under the Marine Farming Act 1971.
- (3) Every resolution excluding the public from any meeting shall be in the form set out in **Schedule 2A** and shall state—
- a. the general subject of each matter to be considered while the public is excluded; and
 - b. the reason for the passing of that resolution in relation to that matter, including, where that resolution is passed in reliance on subsection (1)(a), the particular interest or interests protected by **section 6** or **section 7** of this Act, or **section 6** or **section 7** or **section 9** of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings in public; and
 - c. the grounds on which that resolution is based (being 1 or more of the grounds set out in subsection (1)).
- (4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
- a. shall be available to any member of the public who is present; and
 - b. shall form part of the minutes of the local authority.
- (5) A resolution pursuant to subsection (1), may also provide for 1 or more specified persons to remain after the public has been excluded if that person, or persons, has or have, in the opinion of the local authority, knowledge that will assist the authority.
- (6) Where a local authority resolves that 1 or more persons may remain after the public has been excluded, the resolution must state the knowledge possessed by that person or those persons which will be of assistance in relation to the matter to be discussed and how it is relevant to that matter.

Section 48: substituted, on 1 October 1991, by section 6(1) of the Local Government Official Information and Meetings Amendment Act 1991 (1991 No 54).

Section 48(2)(b): repealed, on 1 October 1991, by **section 362** of the Resource Management Act 1991 (1991 No 69).



APPENDIX B

SAMPLE RESOLUTION TO EXCLUDE THE PUBLIC

s 48(3), (4), (5), (6) LGOIMA

Schedule 2A: inserted, on 1 October 1991, by section 8 of the Local Government Official Information and Meetings Amendment Act 1991 (1991 No 54).

Section 48, *Local Government Official Information and Meetings Act 1987*

I move that the public be excluded from—

- *a. the whole of the proceedings of this meeting; or
- *b. the following parts of the proceedings of this meeting, namely,—
[state agenda items]

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under **section 48(1)** of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
.	.	.
.	.	.
.	.	.
.	.	.

*This resolution is made in reliance on **section 48(1)(a)** of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by **section 6** or **section 7** of that Act or **section 6** or **section 7** or **section 9** of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

[give particulars]

standing orders

*I also move that [*name of person or persons*] be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of [*specify*]. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because [*specify*].

Delete if inapplicable.

Note

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
- a. shall be available to any member of the public who is present; and
 - b. shall form part of the minutes of the local authority.”



APPENDIX C

WEBCASTING PROTOCOLS

- The default camera shot will be on the chair or a wide-angle shot of the meeting room.
- Cameras will cover a member who is addressing the meeting. Cameras will also cover other key participants in a meeting, including staff when giving advice and members of the public when addressing the meeting during the public input time.
- Generally interjections from other members or the public are not covered. However if the chair engages with the interjector, the interjector's reaction can be filmed.
- PowerPoint presentations, recording of votes by division and other matters displayed by overhead projector may be shown.
- Shots unrelated to the proceedings, or not in the public interest, are not permitted.
- If there is general disorder or a disturbance from the public gallery, coverage will revert to the chair.

OSH Report for November 2024 Council Meeting

We are yet to receive a response for the national H&S committee regarding any updates on a app based reporting system. For some time now, we have been requesting a fit for purpose app-based intentions and hazard mitigation programme. Dani has volunteered to sit on the national H&S committee and help with the development of a coordinated system. In the interim our region continues to evolve our own steps to keep staff and volunteers safe which includes regular meetings to discuss OSH issues and staff wellbeing, updates to our risk register, and staff continuing to work with wetland associations to help implement some baseline H&S outputs during wetland working bees.

OSH discussions from monthly staff meetings.

October 2024

Accidents or near misses

Adam Daniel injured his back (slip disc) while pulling out waratahs.

The risk matrix has been updated and new equipment for this activity now available.

Working from home

Danielle is to check if there are any liabilities associated with working from home.

Communicable Disease

After a staff member in another region contracted it, leptospirosis has been added to risk assessment to ensure staff wear appropriate PPE to minimise the risk in this region.

Tailgate forms:

Forms are being completed when needed.

Roslyn to create a template email to use so an image can be included.

Completed tailgate forms September-October staff

Date	Activity
4/09/24	Waikare Wetlands Site Visit
1/10/24	Opening weekend ranging

03/10/24	Fish liberations
16/10/24	Waipapa Access

Completed tailgate forms July-August volunteers

Date	Activity

David Klee
Chief Executive
5/11/2024