

# Hawke's Bay Fish & Game Council

BOARD PACK

for

HB Fish & Game Council Meeting

Tuesday, 12 November 2024

6:00 pm (NZDT)

Held at:

Hawkes Bay Fish & Game

22a Burness Road Jervoistown Napier

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# AGENDA

## HB FISH & GAME COUNCIL MEETING

<b>Name:</b>	Hawke's Bay Fish & Game Council
<b>Date:</b>	Tuesday, 12 November 2024
<b>Time:</b>	6:00 pm to 8:00 pm (NZDT)
<b>Location:</b>	Hawkes Bay Fish & Game , 22a Burness Road Jervois town Napier
<b>Board Members:</b>	Blair Slavin, Callum Slavin, Gary Bowcock, Greg Duley, Henry Melville, Jeff Niblett, Bruce Bates (Chair), Peter Coles, Steve Evans, Karl Goodchild, Dan Jones, Glenn Morgan
<b>Attendees:</b>	Corina Jordan, Kerry Meehan, Sam Robinson

### 1. Opening Meeting

#### 1.1 HBFGC Meeting

The Chief executive welcomed members and those in attendance to the HBFGC meeting.

#### 1.2 Confirmation of Agenda & General Business

##### For Discussion

Any items from Council not included in agenda.

#### 1.3 Apologies & Conflict of Interests Register

Corina Jordan

##### For Decision

An updated Conflict of Interest Policy and declaration.

Supporting Documents:

1.3.a	Conflict of Interest Policy - Cover Paper.docx	8
1.3.b	Draft Conflict of Interest Policy.docx	11
1.3.c	Material Interests Declaration.docx	17

#### 1.4 Confirm Minutes

Corina Jordan

##### For Decision

To review & confirm minutes from council meeting 24 September 2024

Supporting Documents:

1.4.a	Minutes : HB Fish & Game Council Meeting - 24 Sept 2024	18
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#### 1.5 Hawkes Bay Risk Register

Corina Jordan

For decision



Supporting Documents:

1.5.a	HBFGC Paper Risk Register.pdf	23
1.5.b	Hawkes Bay Risk Management Register.pdf	27

## 1.6 Public Enquiries

Corina Jordan

### For Discussion

Floor open to enquiries from members of the public attending the meeting.

## 2. Discussions & Decisions

### 2.1 Election of Officers

Corina Jordan

#### For Decision

The election of a Chairperson and NZ F&GC appointee

Supporting Documents:

2.1.a	HBFGC Paper Election of officers.docx	30
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### 2.2 Regional Business Governance

Corina Jordan, Sam Robinson

#### For Information

Council induction material

Supporting Documents:

2.2.a	Letter of Expectations Hawkes Bay.docx	33
2.2.b	Fish and Game governance presentation.pdf	40
2.2.c	3 FG Governamce Policies Dec15 Changes Accepted on Doc for Hawkes Bay May 16.docx	71
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2.2.g	Governance Principles 2024.docx	174

### 2.3 Annual Meeting & Budget Schedule

Corina Jordan

#### For Decision

Annual meeting and budget schedule adopted by HBFGC September 2024

Supporting Documents:

2.3.a	2024 25 Annual Budget Meeting Schedule For Consultation Aug 2024.pdf	177
2.3.b	2025 Proposed Council Meeting Dates.pdf	179

### 3. Regional Business

#### 3.1 Health & Safety Report

Corina Jordan

##### For Discussion

For Decision

Supporting Documents:

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3.1.a	HBFGC Paper H&S Report Cover Nov.docx	180
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#### 3.2 Gamebird Regulations

##### For Discussion

This report to the Hawkes Bay Fish and Game Council seeks to initiate discussion around regulation setting for the 2025 gamebird season

Supporting Documents:

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3.2.a	HBFGC game season conditions 2025.docx	182
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#### 3.3 Operations Report

Corina Jordan

##### For Information

Supporting Documents:

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3.3.a	HBFGC Operations report Council meeting.docx	187
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#### 3.4 Finance Reports

##### For Decision

Financial reports for year end 31st August 2024

Supporting Documents:

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3.4.a	Hawkes Bay Agenda Items Nov 2024.docx	191
3.4.b	Hawke_s_Bay_Fish_and_Game_Council_-_Profit__Loss_-_Council (9).pdf	198
3.4.c	Hawke_s_Bay_Fish_and_Game_Council_-_Balance_Sheet_-_Council (12).pdf	200

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#### 3.5 Licence Report

##### For Information

For Decision

Supporting Documents:

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3.5.a	Licence sales.docx	202
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### 4. Public Excluded Session

#### 4.1 New Agenda Item

For Decision

## 5. General Business

### 5.1 Date for December AGM meeting

#### For Decision

Set date for December AGM and signoff of audited annual report

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** HBFG Council Public Excluded - 12 Nov 2024, 8:30 pm

# Fish and Game Conflicts of Interest Policy

HB Fish and Game Council Meeting  
Tuesday 12<sup>th</sup> November 2024

Prepared by: Jane Hutchings, HR Business Partner

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## Kōrero taunaki - Summary of considerations

### *Purpose*

The purpose of this paper is to review and update the Hawke's Bay Fish and Game Council (HBC) Conflicts of Interest Policy as recommended as part of the Ministerial Review, Recommendation (18): *NZFGC should adopt and implement a robust Conflicts of Interest policy which reflects good practice as set out in the Auditor General's 2020 Guidance.*

### *Financial considerations*

Nil       Budgetary provision       Unbudgeted

### *Risk*

Low       Medium       High       Extreme

## Ngā taunaki - Staff Recommendations

HBC Staff recommend the following motion:

That the Hawke's Bay Fish and Game Council:

1. Receive and note the contents of the Conflicts of Interest Policy paper.
2. Consider and discuss the draft Conflicts of Interest Policy as attached, ready for final approval at the December meeting.

## Whakarāpopoto - Executive Summary

1. The 2021 Ministerial Review highlighted the need for Fish and Game to:

**Recommendation (18):** In particular, the Fish & Game Councils should adopt and implement a robust Conflicts of Interest policy which reflects good practice as set out in the Auditor General's 2020 Guidance.

**Recommendation (19):** The Conflicts of Interest policy should, in particular, provide for:

- a. Conflicts of Interest being a standing item on the FGC agendas;
- b. A programme of periodic audits of FGCs be conducted by the NZFGC; and
- c. Aspiring officeholders or applicants for senior staff positions be required to declare their interests prior to voting or appointment (in respect of officeholders these interests should be published as part of the information provided to electors).

## Takenga mai - Background

2. The current Conflicts of Interest Policy is included in the Governance Policies, which are to be reviewed every three years with the Conflicts of Interest last updated in October 2012.
3. A previous review of Fish and Game policies in 2020 identified that a number of policies were out of date, no longer best practice or relevant and required a complete overhaul, and that clear distinction was required between operational policy and strategic policy.
4. In April 2021, it was resolved by NZC to defer the ongoing national policy review until the Ministerial Review had been released and implications understood. Following the Ministerial Review recommending that FGC adopt a full suite of governance and corporate policies, this review of the Conflicts of Interest Policy meets the Ministerial Review recommendations (17), (18) and (19) as indicated.

## Kōrerorero - Discussion

5. The Auditor General's 2020 Guidance states, "*A conflicts of interest is a situation where the responsibilities you have in your work for a public organisation are affected by an interest or relationship you have in your private life.*" Managing the risks associated with conflicts of interest is an essential part of public sector decision-making. It sets out a [comprehensive guide on managing conflicts of interest](#) and a [one page summary](#) drawn from the guide.

## Whai whakaaro ki ngā whakataunga - Considerations for decision-making

### *Financial Implications*

6. There are no financial implications identified.

### *Legislative Implications*

7. The Ministerial Review of F&G in 2021 included recommendation (17) The NZFGC to adopt a full suite of governance and corporate policies which are binding on itself and all FGCs. This included that the NZFGC should adopt and implement a robust Conflicts of Interest policy which reflects good practice as set out in the Auditor General's 2020 Guidance.

### **Section 4 Treaty Responsibilities**

8. There are no Section 4 Treaty responsibilities to be considered as part of the Conflicts of Interest policy review.

### **Policy Implications**

9. There are no policy implications for HBC regarding the Conflicts of Interest policy.

### **Risks and mitigations**

10. There are currently risks associated with having out of date policy and as the Ministerial review has recommended the implementation of a robust Conflicts of Interest policy, this review of the policy is seen as a mechanism to mitigate that risk.

### **Consultation**

11. As this is a HBC policy, there is no need to consult with other regions or NZC

### **Ngā mahinga e whai ake nei - Next actions**

12. If adopted by HBC, the Conflicts of Interest Policy for HBC will be updated as reviewed as part of the policies review process with the next review to be undertaken in three years' time and policy schedule/record reflecting this.
13. The HBC Office will ensure the following steps as outlined in Recommendation (19) will also be provided for as part of the policy implementation process:
- a. Conflicts of Interest being a standing item on the HBFGC agendas;
  - b. Aspiring officeholders or applicants for senior staff positions be required to declare their interests prior to voting or appointment (in respect of officeholders these interests should be published as part of the information provided to electors).



## DRAFT CONFLICT OF INTEREST POLICY

<b>Section</b>	HBC Governance
<b>Contact/Owner</b>	HBC CEO
<b>Last Review</b>	December 2015 (In Governance Policies)
<b>Next Review</b>	November 2026
<b>Approval</b>	HBC 12 November 2024
<b>Effective Date</b>	

### 1. PURPOSE

The purpose of this policy is to protect the integrity and the reputation of the Hawke's Bay Fish and Game Council and its members.

Council is responsible for ensuring that all actual, perceived or potential conflicts of interest are handled appropriately, and this Policy sets out the procedures for the management of this

This Policy is binding on all Members of the Council.

### 2. Policy

- a. A Conflict of Interest arises in respect of a Matter when the Member can be shown to have actual bias or apparent bias.

For the purposes of this policy, "Matter" means:

- The Council's performance of its functions or exercise of its powers as set out in Part 5A of the Conservation Act 1987, subject to the Council's statutory purpose set out in section 26B(1) of the Conservation Act; or
  - An arrangement, agreement, or contract made or entered into, or proposed to be entered into, by the Council.
- b. A Member can be shown to have actual bias when a Member's decision or act in relation to a Matter could give rise to an expectation of financial gain or loss (that is more than trivial) to the Member (and/or to the Member's parent(s), child(ren), spouse, civil union partner, de facto partner, business partner(s), debtor(s) or creditor(s)).
- c. A Member can be shown to have apparent bias when a Member's official duties or responsibilities to the Council in relation to a Matter could reasonably be said to be affected by some other interest or duty that the Member has.

- d A Member's "interest or duty" includes the interests of that Member's parent(s), child(ren), spouse, civil union partner or de facto partner that may be affected by the matter at issue. It also includes the interests of a person with whom the Member has a close, personal relationship where there is a real danger of personal favouritism.
- e There is no Conflict of Interest where the Member's other interest or duty is so remote or insignificant that it cannot reasonably be regarded as likely to influence him or her in carrying out his or her responsibility.
- f Members of the Council are expected to have read and be familiar with the Office of the Auditor General's publication *Managing Conflicts of Interest: Guidance for Public Entities (2007)*.
- g Each Member of the Council, as soon as practicable after election to the Council, must be provided with a copy of this Policy and must confirm in writing that they have read and understood it and they will comply with its requirements.
- h Conflicts of Interest will be a standing item on the Council agenda
- i Aspiring office holders will be required to declare any Conflicts of Interest before appointment.

## 2. POTENTIAL CONFLICT OF INTEREST

- a. For the purposes of these Governance Policies, a Potential Conflict of Interest arises when:
  - There is a realistic connection between the Member's private interest(s) and the interest(s) of the Council;
  - The Member's other interest could specifically affect, or be affected by, the actions of the Council in relation to a Matter;
  - A fair-minded lay observer might reasonably consider that the Member's private interest or duty may influence or motivate the actions of the Member in relation to a Matter; and
  - There is a risk that the situation could undermine public trust and confidence in the Member or the Council.

## 3. DISCLOSURE PROCESS

- a. A Member with a Conflict of Interest or a Potential Conflict of Interest must identify the conflict and disclose it to the Council in a timely and effective manner. The Member must disclose:
  - The nature of the interest and the monetary value of the interest (if the monetary value can be quantified); and/or
  - The nature and extent of the interest (if a monetary value cannot be quantified).
- b. If a Member is uncertain of whether there is any Conflict of Interest or Potential Conflict of Interest, the Member should disclose it to the Council as a Potential Conflict of Interest for consideration by the Council.
- c. The disclosure of any conflict must be recorded in the minutes and entered in a separate interests register.

When the conflict has been identified, the Council must determine how that conflict

## 4. DEALING WITH THE CONFLICT OF INTEREST

- a. When a Conflict of Interest arises in respect of a Matter, the affected Member:  
Must promptly declare a direct or indirect conflict at the Council meeting, other than any interest that they hold in



common with the public

Will be excluded from discussions regarding the Matter (including not being in the same room when the Matter is discussed);

Will not vote on issues related to the Matter;

Will not receive papers or any other information on the Matter; and

Will not discuss the Matter with other Members.

b. Members may be asked at any time to complete and sign a Material Interest Declaration ( attached)

## 5. DEALING WITH A POTENTIAL CONFLICT OF INTEREST

- a. Where there is a Potential Conflict of Interest, the Council (excluding the affected Member) will determine an appropriate course of action, which may include the following:
- Applying some or all of the Actions applied to a Member with a Conflict of Interest (set out at 4);
  - Sending a written explanation to stakeholders, members and licence holders outlining why there is no legal conflict of interest; and/or
  - Monitoring the Matter to determine whether at any point the Matter changes such that there is a Conflict of Interest.
- b. In determining the appropriate course of action, the Council will have regard to:
- The type or size of the Member's other interest;
  - The nature or significance of the relevant Matter; and
  - The extent to which the situation could undermine public trust and confidence in the Member or the Council.
- c. The Member will be given the opportunity to be heard by the Council on the points in 5.a and 5.b and the Member's submissions will be taken into consideration by the Council.
- d. If a Member is concerned that another Member has an actual, perceived or potential conflict of interest:
- the concerned Member must inform the Chair of all material facts at the earliest reasonable opportunity;
  - the Chair will report that concern to the next meeting of the Council;
  - the concern will be recorded in the minutes of the meeting;
  - the Council will determine the appropriate further steps to be taken.

(Members are reminded that invoking this Policy for their own strategic or political purposes, rather than to uphold the integrity of the HBC, would be contrary to the Governance Policies and their duties as members)

## 6. PREDETERMINATION

A conflict of interest may arise when a Member has strong views about matter that create a risk of bias, prejudice,

or predetermination that is inconsistent with performing his or her duties to the NZ Council in an impartial, objective and independent manner. Members must not approach NZ Council decisions with a closed mind but rather be willing to consider fairly all relevant information and arguments.

If the Member's approach to a Matter is likely to be predetermined, they will be excluded from participating in the Matter in the manner set out in 4.

## 7. REGISTER OF INTERESTS

The Chief Executive is responsible for maintaining a Register of Interests. This must record:

- The date on which the interest is declared or identified;
  - The name of the Member of the Council having the relevant interest;
  - The relationship between the Member of Council and the person holding the relevant interest(if relevant); and
  - A reference to action taken
- **DOCUMENT MANAGEMENT CONTROL**

<b>Prepared by:</b> Jane Hutchings, HR Business Partner
<b>Owned by:</b> NZC/NZC CEO
<b>Authorised by:</b> Hawke's Bay Fish and Game Council
<b>Date Issued (for Consultation):</b> N/A
<b>Next Review:</b> August 2026

## Schedule to Conflicts of Interest Policy

### Material Interests Declaration

Name: \_\_\_\_\_

Member of Council

Staff

My current occupation (other than with HBFGC):

Directorships and trusteeships held by me (or my immediate family) which could be considered relevant to HBFGC

Shareholdings in publicly listed companies held by me (or my immediate family) which could be considered relevant to HBFGC activities:

Shareholding in private companies (if greater than 5% of issued shares) held by me (or my immediate family) which could be considered relevant to HBFGC activities:

My property interests within Hawke's Bay Fish & Game Region which could be considered relevant to HBFGC activities:

My involvement in community organisations within Hawke's Bay Fish & Game Region, or which could be considered relevant to HBFGC activities:

I declare that the above disclosures are true and complete record of my interest and the interests of my immediate family in accordance with the HBFGC Conflict of Interests Policy

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 8. DOCUMENT MANAGEMENT CONTROL

<b>Prepared by:</b> Jane Hutchings, HR Business Partner
<b>Owned by:</b> HBC CEO
<b>Authorised by:</b> Fish and Game Hawke's Bay Council
<b>Date Issued (for Consultation):</b> N/A
<b>Next Review:</b> August 2026

DRAFT

Schedule to Conflicts of Interest Policy

Material Interests Declaration

Name: \_\_\_\_\_

Member of Council

Staff

My current occupation (other than with HBFGC):

Directorships and trusteeships held by me (or my immediate family) which could be considered relevant to HBFGC

Shareholdings in publicly listed companies held by me (or my immediate family) which could be considered relevant to HBFGC activities:

Shareholding in private companies (if greater than 5% of issued shares) held by me (or my immediate family) which could be considered relevant to HBFGC activities:

My property interests within Hawke's Bay Fish & Game Region which could be considered relevant to HBFGC activities:

My involvement in community organisations within Hawke's Bay Fish & Game Region, or which could be considered relevant to HBFGC activities:

I declare that the above disclosures are true and complete record of my interest and the interests of my immediate family in accordance with the HBFGC Conflict of Interests Policy

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# MINUTES (in Review)

## HB FISH & GAME COUNCIL MEETING

<b>Name:</b>	Hawke's Bay Fish & Game Council
<b>Date:</b>	Tuesday, 24 September 2024
<b>Time:</b>	6:00 pm to 8:00 pm (NZST)
<b>Location:</b>	Hawkes Bay Fish & Game , 22a Burness Road Jervois town Napier
<b>Board Members:</b>	Blair Slavin, Callum Slavin, Gary Bowcock, Greg Duley, Henry Melville, Jeff Niblett, Ross Mackay, Bruce Bates (Chair)
<b>Attendees:</b>	Corina Jordan, Sam Robinson, John Lumsden

### 1. Opening Meeting

#### 1.1 HBFGC Meeting

#### 1.2 Confirmation of Agenda & General Business



##### Education Trust

Manager to get a legal opinion & cost to set up a trust for the education center, either with or without the land, as an education trust by February

**Decision Date:** 24 Sept 2024  
**Mover:** Callum Slavin  
**Seconder:** Gary Bowcock  
**Outcome:** Approved

#### 1.3 Apologies & Conflict of Interests Register

Apologies from Ross Mckay & Jeff Niblett

All council members signed conflict of interest register.

#### 1.4 Confirm Minutes



##### Meeting Minutes 24th July 2024

That having previously been circulated to members, the minutes of the meetings of the Hawke's Bay Fish and Game Council held on the 24th July 2024 are a true and accurate record.

**Decision Date:** 10 Sept 2024  
**Mover:** Gary Bowcock  
**Seconder:** Blair Slavin  
**Outcome:** Approved

#### 1.5 Health & Safety Report



##### Health & Safety Report

That HBFGC accepts the Health & Safety report.

**Decision Date:** 10 Sept 2024

Discussion around risks. Recommend camera's. Actions – lone worker policy, and investigate camera's. Records incidents. Like a shot cam. Mirror or dashboard. Looks forward and an look back at driver as well.

Report needs to be updated with actions.



### **Council accepts the H&S report**

Council accepts the H&S report

**Decision Date:** 24 Sept 2024

**Mover:** Callum Slavin

**Seconded:** Blair Slavin

**Outcome:** Approved

Manager to investigate the options to have cameras in vehicles to record front forward, rear view or driver cameras to record incidents.

## **1.6 Hawkes Bay Risk Register**

- Review & discuss HBFGC draft risk assessment;
- Accept HBFGC risk assessment, as amended through discussion;
- HBFGC can provide feedback on the NZC risk assessment if the council chooses.

Sam recommended explaining what is a 1,2,3,4 in the table.



### **HBFGC Risk Register Adoption**

Motion adopt with amendments:

Staff H&S 2

Council behaviour 3

Review at the HBFGC meeting February

**Decision Date:** 24 Sept 2024

**Mover:** Callum Slavin

**Seconded:** Gary Bowcock

**Outcome:** Approved

## **1.7 Public Enquiries**

Members of the public:

Ban lead in 410 shotguns – issue with costs of alternative shot. Recommendation from Council - Start running social media for what alternative shot is available for 410 early for the start of the game season. Federal steel.

Concern that there are no photos for elections. Issue knowing who people are. Photos should be included.

Let hunters know when game season regulation are to be discussed. Consider making hunting hours longer ie it is still light at 6pm. Make it 6.30pm.

## **2. Discussions & Decisions**

### **2.1 NZC Update**

- Verbal update by CEO;

- Note NZC resolution to replace contestable bid system with a 'Zero based budgeting' system;
- Note Solicitor Generals guidelines in relation to "making amends" and "avoid the appearance of a private bargain"(3.8).

Received

## 2.2 2024/25 MEETING & BUDGET SCHEDULE



### Provide Feedback

Feedback on the Meeting and Budget timetable is required by 29th November 2024.

Regional Councils need to set meeting dates for the 2024 25 year at times that ensure a Region can meet and respond to Consultation. The Regions must hold a meeting between 16th April and 29th May 2025 to give feedback to the NZC by 30 May on the licence fee proposals, Angler Notice & SLFFN, Designated waters proposals and sea-run salmon limit changes.

**Due Date:** 29 Nov 2024

**Owner:** Bruce Bates



### HBFGC Meeting Dates

Adopt NZC schedule with amendment "*Draft regional budgets to NZC CEO 13 March*", and schedule HBFGC meetings 2 weeks after NZC meeting. Circulate meeting dates to council.

**Decision Date:** 24 Sept 2024

**Mover:** Blair Slavin

**Seconded:** Gary Bowcock

**Outcome:** Approved

## 2.3 Update to HBFG Standing Orders



### Adopt with amendment to provide for hard copy agendas at each mee...

Adopt with amendment to provide for hard copy agendas at each meeting.

**Decision Date:** 24 Sept 2024

**Mover:** Callum Slavin

**Seconded:** Henry Melville

**Outcome:** Approved

## 2.4 Sports Fish & Game Bird Management Plan



### Sports Fish & Gamebird Management Plan

Adopt the consultation, key elements, guide as HBC policy and the mana whenua engagement SFGMP work as guidance.

**Decision Date:** 24 Sept 2024

## 2.5 Elections Update

Receive the information - received



## 2.6 Operational Work Plan & Budget



### Operational Workplan 2024-25

That HBFGC accepts & adopts the Operational Workplan & budget for 2024/25

**Decision Date:** 24 Sept 2024  
**Mover:** Gary Bowcock  
**Seconder:** Henry Melville  
**Outcome:** Approved

## 3. Management Reports

### 3.1 Operations Report

- Receive the information - received

Discussion around Shoveler. SOP's to be developed mainly around bird identification and use of high resolution bino's.

Swan hunt care on how swan are pushed up

### 3.2 Finance Reports



#### Finance reports

That the payments for 1 June to 31 August totalling \$148,387.14 be approved.

**Decision Date:** 24 Sept 2024  
**Mover:** Callum Slavin  
**Seconder:** Henry Melville  
**Outcome:** Approved

### 3.3 Licence Report

- Receive the information - received

## 4. Public Excluded Session

### 4.1 New Agenda Item



#### Move to Public Excluded

That HBFGC moves into public excluded session to discuss matters containing legally sensitive information.

**Decision Date:** 24 Sept 2024

## 5. General Business

### 5.1 New Agenda Item

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** HB Fish & Game Council Meeting - 12 Nov 2024, 6:00 pm

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Risk Register

### Hawkes Bay Fish and Game Council Meeting Tuesday 12<sup>th</sup> November 2024

Prepared by: Corina Jordan, Kerry Meehan

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#### Kōrero taunaki - Summary of considerations

##### *Purpose*

1. This report to the Hawkes Bay Fish and Game Council provides an analysis of the risks facing Fish & Game as an organisation.

##### *Financial considerations*

Nil       Budgetary provision       Unbudgeted

##### *Risk*

Low       Medium       High       Extreme

#### Ngā taunaki – HBFGC Manager Recommendations

2. The HBFGC Manager recommends that the Hawkes Bay Fish and Game Council:
  1. Receive the information.
  2. Review and discuss the risk assessment
  3. Accept as amended through discussion.

## Whakarāpopoto - Executive Summary

- 3 The Risk Register report provides an analysis of the organisational and Hawkes Bay Fish & Game Council (HBC) risks associated with achievement of the Councils Strategic Objectives. These risks if not appropriately managed, could impede the achievement of the New Zealand Fish & Game Councils strategic priorities and effective implementation of the Organisational Strategy.
- 4 The main areas highlighted as high (2) or very high (1) center mainly around: organisational culture, cohesion, and resilience; social licence; recruitment, retention, and reactivation (R<sup>3</sup>); and environmental management.
- 5 The Risk Register Report summarises mitigation approaches to effectively manage the majority of risks. However, some identified risks may be outside of the direct control of the Hawkes Bay Fish & Game Council, such as organisational culture and cohesion and wider fiscal management and efficiency.

## Takenga mai - Background

- 6 Risk assessment is the identification and analysis of relevant risks to achieving the councils' objectives and forms a basis for determining how the risk should be managed (accept, reject, manage).
- 7 Fish & Game faces a variety of risks from both external and internal sources. Appendix 1 to this report outlines these risks across key categories:
  - a) Operational/ assets;
  - b) Financial;
  - c) Human resources;
  - d) Governance;
  - e) Strategic;
  - f) Reputational;
  - g) Social/ demographic;
  - h) Species/ population;
  - i) Compliance and prosecutions
  - j) Environmental
  - k) Contractors/ third party risks
  - l) Health and safety; and
  - m) Produce quality/ value.
- 8 Risk assessments should inform the development of annual operational work programs and budgets, and should be undertaken before introducing new processes or activities, before introducing changes to existing processes or activities, when embarking on organisational change, or when a new risk becomes apparent.
- 9 The goal of the Risk Register (Appendix 1) is to assist the HBC to identify the relative risks to the organisation and to assist the council prepare for and manage risk. The assessment should be considered as the council reviews and considers for approval

the HBC annual operating work plan, and final budgets. Risks are identified as low (4), moderate (3), high (orange), or very high (red).

		Impact			
		Minor	Moderate	Major	Critical
Likelihood		Little or No Effect	Effects are Felt but Not Critical	Effects are significant	Effects are critical
Improbable	Unlikely to Occur	4	4	3	2
Possible	May Occur	4	3	2	1
Probable	Will Likely Occur	3	2	1	1
		<b>Risk Key</b>			
		4	Low		
		3	Moderate		
		2	High		
		1	Very High		

### Kōrerorero - Discussion

- 8 Appendix 1 Risk Register sets out the relative risks to the Hawkes Bay Fish & Game Council (HBC), and the wider Fish & Game organisation. The Risk Register also summarises mitigation approaches to effectively manage risk to a desirable level.
- 9 Priorities for the Hawkes Bay Fish & Game Council team for 2024/25, based on the Risk Register and assessment for 2024/25, in addition to the teams well established and historical focus areas and projects, include:
  - a) Communications and engagement which continue to build off the “Rewild” campaign, and increased focus on internal and external communications
  - b) Building strong and enduring relationships across key stakeholders and local government. Ongoing connection to hunting and angling influencers including clubs;
  - c) Finalising, consultation and implementation of the 10 year Sports Fish & Gamebird Management Plan.
  - d) Consultation with NZC and regions on establishing population monitoring systems and procedures.
  - e) Developing more opportunities for licence holders to access to fishing & gamebird hunting resources.
  - f) Development of an extension program and resources to support R3, and build stronger licence holder engagement and value add;
  - g) Building relationships with Mana Whenua and implementation of Fish & Games Section 4 Te Tiriti o Waitangi obligations.

**Ngā kōwhiringa - Options**

- 10 The Council may
  - a. Adopt the risk assessment; or
  - b. Adopt the risk assessment with X amendments; or
  - c. Agree to not adopt the risk assessment.

**Whai whakaaro ki ngā whakataunga - Considerations for decision-making*****Financial Implications***

- 11 The financial implications of the risk assessment should be considered. The annual operational work program and budget has been developed to specifically manage the majority of the risks identified.
- 12 Legislative change for Fish & Game, or/and cross organisational governance support for change may be required to effectively manage these risks.

***Legislative Implications***

- 13 Some identified risks require legislative changes for the organisation or/ and cross organisational collaboration in order to effectively manage the risk.

***Section 4 Treaty Responsibilities***

- 14 The paper includes risks associated with Fish & Games implementation of its section 4 obligations under Te Tiriti o Waitangi.

***Policy Implications***

- 15 The risk assessment considers implementation of the Organisational Strategy, and the long term viability of Fish & Game.

***Risks and mitigations***

- 16 The paper provides a risk assessment for Fish & Game as an organisation and the New Zealand Fish & Game Council.

***Consultation***

- 17 Council to consider if they would like NZ Council feedback on any matters discussed in the report.

**Ngā mahinga e whai ake nei - Next actions**

- 18 The council will consider the Annual Operational Work Plan, and budget, in light of the discussion around organisational risks, with a particular focus on those risks identified as high (2) or very high (1).

Risk Register Hawkes Bay Fish & Game			as at 6 September 2024
Risk Type	Description	Mitigation	Risk Code
<b>Operational/assets</b>			1 to 4
	Flood, fire, theft, earthquake	Insurance, alarms, theft prevention, key codes changed	3
	Internet, files storage and security	Security software up to date, Internet supplier agreement in place	4
	Physical files	Security software up to date, Internet supplier agreement in place	3
<b>Financial</b>			
	Reliance on licence income	Secure other sources of income	3
	Ongoing or new pandemic impact on Non residents	Use of reserves	2
	Investment income weak	Reduced reliance on interest revenue	2
	Depleted reserves		4
	Fraud	Fraud prevention measures in place and audited	4
	Declining licence sales	R3 programme	1
	Licensing system failure	Contracts in place and being monitored	3
	Agent commission increase	Progressive movement to online sales	2
	NZC levies	Proposed changes to NZC levy payments be based on actual sales rather than budgeted sales.	3
<b>Human resource</b>			
	Pay and conditions of staff	Retain good working conditions, <b>provide JD's</b> & job sizing with Strategic Pay and test against market.	3
	Loss of key staff and recruitment of required skills	Promote professional development opportunities, incorporate resilience and cultural support and address capacity and capability gaps.	2
	Succession planning	CE to have succession plans in place to ensure transition of institutional knowledge.	2
	Staff stress and wellbeing	Monitoring in place and regular contact through one on one meetings. Development of individualised My Plans linked to strategic priorities. Encourage staff to take time off. Provide stable management structure & consistency for staff.	3
	HB Team Culture	Maintain positive and transparent workplace culture	4
	Inter-office staff culture	Cultural challenges across organisation continue. The current organisational structure and budgeting approach creates conflict. Minister of Hunting and Fishing legislation changes for F&G will be foundational for cultural change. Past regional conflicts between staff and council have created some barriers to relationship building between regional staff.	2
	HBC Governor/staff culture	Training on culture, reestablishing boundaries, building trust and cohesion, creating culture of kindness.	3
<b>Governance</b>			
	Governance and Cr skill level	Governance and chair training, coopting specialist skills and education	2
	Councillor behaviour	Use and knowledge of standing orders and governance policies. Minister of Hunting and Fishing legislative review for F&G will be foundational in addressing challenges around policy implementation and enforcement.	3
	Representation	Encouragement of diversity (and gender) at elections, encourage diverse appointments to HBC	2
	Councillor safety	No addresses, limited personal info	4
	Culture	Ongoing training for governors on culture and governance. Induction for new councils in 2024.	1
	Disconnect between customers and governors	Increase awareness of process of NZC and opportunities for public engagement.	4
<b>Strategic</b>			
	Lack of organisation strategy	Organisational strategy built collectively across the organisation, and socialised.	4
	Lack of organisational strategic implementation plans	Build annual operational work plans to ensure these are linked to the NZC organisational strategy, and annual SSP. Contribute to consolidated annual reporting which links to organisational strategy.	1

Risk Register Hawkes Bay Fish & Game		as at 6 September 2024	
Risk Type	Description	Mitigation	Risk Code
<b>Reputational</b>			
	Social Licence	Gather insights on what licence holders, wider stakeholders and public think and feel of Fish and Game to inform social licence campaign, increasing social media profile of organisation, commissioning analysis report summarising last decade of environmental activities undertaken by Fish and Game	3
	Public perceptions of Fish and Game	Broaden awareness and respect for Fish and Game through social licence campaign, including comms and advocacy	3
	Perceptions of trout	Promote value of trout- commercial, recreational, tablefare.	2
	Catch and release	Promote sustainable harvest	2
	Perceptions around hunting	Promote sustainable harvest and ethical shooting.	2
	Diversity of membership and Council	Recruitment at elections, encouragement of diversity through R3 planning.	2
	Seen as adversarial and litigious	Comms strategy to better articulate reasons of objections and legal actions	3
<b>Social/demographic</b>			
	Perceived value of introduced trout and ducks diminishing?	Value to be promoted through communications plan	2
	Population is diversifying and increasingly urban	R3 programme to target specific audiences	1
	Older population (baby boomers) aging out of sport	R3 programme	2
	Rural community trust in F&G low	Regain trust via regular contact on positive projects - Catchment groups, wetland enhancement projects (strategic priority 20-23)	2
	Game Park Educational program	Changes to council or regional management may see change to priority to maintain the development of the educational program	3
<b>Species/Population</b>			
	Sedimentation of waterways	Govt intervention should slow the pace of inputs. Removal may be challenging.	2
	Species interactions - natives V introduced	Engage and support research on this. Collaborate with manawhenua on research projects to build understanding of values & joint ownership of solutions.	2
	Ducks as pests/contributor to ecoli levels	Research and social messaging	3
	New incursions of pest fish species	Monitoring	3
	Increase in gamebird populations/increased crop predation.	Population monitoring for Mallards and Parries in place	3
	Cultural Harvest	Facilitate and encourage engagement with iwi & consideration to support legislative changes	3
<b>Political</b>			
	DOC advocacy positions	Strategic priority 22 - 27 to engage and support stakeholder groups and build relationships	3
	RMA review	Govt announced review of RMA, NES FW, and NPS FW. Continue to work closely with the government on environmental legislative reform, along with key stakeholders (such as GAC, EDS, F&B, Hunting and Fishing Influencers, Clubs etc), and Ministries (DOC, MPI, MfE).	2
	Wildlife Act Review	Engagement with DOC and GAC. Consider legislative changes, and build policy positions.	2
	Conservation Act Review	Engagement with DOC, GAC, and eNGO's	2
	F&G Legislative Review	Details to come. Will be essential to address cultural challenges across the organisation and to effectively implement F&G Organisational Strategy	1
	NPS -FM/NES implementation for wetlands and maimai's	Propose regulatory changes to enable the protection, enhancement, and establishment of wetlands in supporting the work of F&G, GBHT, and Hunters	3
	Relationship with DOC	Continue to build strong relationships with DOC.	3
	Treaty of Waitangi and our obligations	Strategic priority 22 - 27 to engage with iwi more regularly and meaningfully	2
<b>Compliance and prosecutions</b>			
	Perceptions about F&G prosecutions	Prosecution guidelines in place and regularly reviewed. Public interest test considered. Build and implement an infringement system.	2



Risk Register Hawkes Bay Fish & Game			as at 6 September 2024
Risk Type	Description	Mitigation	Risk Code
<b>Environmental</b>			
	Didymo, lake snow etc more pests	Assisting Biosecurity with messaging. Promotion of Check, clean,dry through our own publications	2
	Climate change - heat/flooding	Climate change research? Return of flows to rivers through plan changes	1
	Declining water quality and quantity	Pressure on regional councils plans and recording of complaints	1
	Biosecurity - fish and bird diseases	Monitoring and reporting of incidents and observations to BNZ	3
	Intensive land use/ urban sprawl - reduced access	Pressure on regional councils to monitor. Reporting on issues	2
	Gravel extraction/ river straightening/ willow problems	Regional councils global consent for river works up for renewal. F&G input with other stakeholders.	4
	Carbon Farming - Forestry in headwaters	National advocacy, supporting regional engagement with district plans	2
<b>Contractors/third party risks</b>			
	Contractors	Check values align. Annual work programmes from FOBC	4
	Rangers and Volunteers	NZCE working with National Compliance Coordinator to review current systems.	2
<b>Health &amp; Safety</b>			
	Mental stability, stress, personal conflicts	Open door policy with Manager for raising issues. H&S manual covers identification of risk factors	2
	Fire and emergency	Regular fire drills, emergency contacts on list at office.	3
	Ranger Safety	Vetting and approval process	3
<b>Product quality/value</b>			
	Decreasing perception of value of trout and ducks	Trout/Ducks promoted as highly valued species through comms channels	2
	Reducing perception of value for money in licence	Communications plan to sell benefits. R3 plan to make people more successful. Ranging to check licences.	2
	Licence category choices	Review of licence categories initiated.	4
	Reduced access availability	Identification of public access points. Improved relationships with landowners	2

		Impact			
		Minor	Moderate	Major	Critical
Likelihood		Little or No Effect	Effects are Felt but Not Critical	Effects are significant	Effects are critical
Improbable	Unlikely to Occur	4	4	3	2
Possible	May Occur	4	3	2	1
Probable	Will Likely Occur	3	2	1	1
		Risk Key			
		4	Low		
		3	Moderate		
		2	High		
		1	Very High		

## Council Election of Officers

### Hawkes Bay Fish and Game Council Meeting

**Prepared by:** Kerry Meehan

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#### Kōrero taunaki - Summary of considerations

##### *Purpose*

This report to the Hawkes Bay Fish and Game Council seeks approval for.....

##### *Financial considerations*

Nil       Budgetary provision       Unbudgeted

##### *Risk*

Low       Medium       High       Extreme

#### Ngā taunaki – HBFGC Manager Recommendations

The HBFGC Manager recommends that the Hawkes Bay Fish and Game Council:

1. Receive the information.
2. Agree to elect a Chairperson for Hawkes Bay Fish and Game Council
3. Agree to appointment of an NZ Fish & Game Council representative.

## Whakarāpopoto - Executive Summary

- 1 **The election of a Chairperson is governed by Section 26ZC(1) of the Conservation Act 1987:  
*26ZC Chairpersons of Fish and Game Councils***
- 2 *(1) The members of each Fish and Game Council shall appoint one of their number to be the chairperson of the Fish and Game Council for the term of that member's appointment or for such lesser period as the members think fit.*
- 3 **The election of a member of New Zealand Fish and Game Council is governed by Section 26D(2) of the Conservation Act:  
*26D Membership of NZ Council***
- 4 *(2) Each Fish and Game Council shall be entitled to appoint one of its members to be a member of the New Zealand Fish and Game Council, and any person so appointed may from time to time be reappointed.*

## Takenga mai - Background

- 5 The role of the NZ Councillor is an important one. Besides filling the normal role on Hawke's Bay Fish and Game Council, the NZ Councillor will need to be available for about six meetings per year of the New Zealand Council, each of which normally takes two days across a weekend. When acting as a NZ Councillor, a member is expected to represent the interests of anglers and hunters generally rather than representing Hawke's Bay Fish and Game Council per se.

## Kōrerorero - Discussion

- 6 The Manager will chair this part of the meeting and will call for nominations and seconders for the position of chairman & NZ Council Representative.

## Ngā kōwhiringa - Options

- 7 The Council may
  - a. Call for nominations for Chairperson
  - b. Call for nominations for NZ Council Representative

## Whai whakaaro ki ngā whakataunga - Considerations for decision-making

### *Financial Implications*

- 8 NZ Councillors are not paid but all costs of travel, accommodation, meals, and incidentals are met by the NZ Council

### *Legislative Implications*

- 9 The election of a Chairperson is governed by Section 26ZC(1) of the Conservation Act 1987: *26ZC Chairpersons of Fish and Game Councils*
- 10 The election of a member of New Zealand Fish and Game Council is governed by Section 26D(2) of the Conservation Act: *26D Membership of NZ Council*

**Section 4 Treaty Responsibilities**

11 N/A

**Policy Implications**

12 N/A

**Risks and mitigations**

13 N/A

**Consultation**

14 N/A

**Ngā mahinga e whai ake nei - Next actions**

***that the Hawke's Bay Fish and Game Council:***

15 elect a Chair

16 elect an appointee to NZ Fish and Game Council



Date 5 November 2024

Dear Hawke's Bay Fish & Game Council

## Election as a member of the Hawkes Bay Fish and Game Council

Congratulations on being elected as a councillor for the Hawke's Bay Fish and Game Council.

This letter sets out the expectations of Councillors. It should be read in conjunction with the relevant provisions of the Conservation Act 1987 and the Council's own governance documentation, which will be provided to you as part of the new Council's induction.

### Duration of Service

Your membership in the Hawke's Bay Fish and Game Council (HBFGC) commenced on 30 October 2024. Your obligation is to act in the best interests of the HBFGC and the wider organisation.

You may resign from the HBFGC at any time by giving notice to the Minister for Hunting and Fishing and the Chair of the HBFGC.

### Role of the Council

The Council is responsible for representing the interests of Hawkes Bay anglers and hunters and providing coordination for the management, enhancement, and maintenance of sports fish and game. (Conservation Act s26P).

Its specific functions include:

- to assess and monitor sports fish and game populations; and the success rate and degree of satisfaction of users of the sports fish and game resource; and the condition and trend of ecosystems as habitats for sports fish and game:
- to maintain and improve the sports fish and game resource by maintaining and improving access; and by maintaining the hatchery and breeding programmes where required for stocking or restocking the sports fisheries and game habitat; and by formulating and recommending to the New Zealand Fish and Game Council conditions for fishing and game seasons; and by ensuring that there are sufficient resources to enforce fishing and hunting season conditions; and by undertaking such works as may be necessary to maintain and enhance the habitat of sports fish and game.



- to promote and educate by defining and promoting ethical standards of behaviour to be followed by anglers and hunters; and by promoting recreation based on sports fish and game; and by keeping anglers and hunters informed on matters affecting their interests:
- to assess the costs attributable to the management of sports fish and game, and to develop and recommend to the New Zealand Fish and Game Council appropriate licence fees to recover costs and game bird habitat stamp fees; and
- to represent the region's interests with the New Zealand Fish and Game Council(NZC): in the determination and distribution of levies on licences and
- to formulate and adopt an annual operational work plan; and to prepare draft sports fish and game management plans; and to identify and recommend to NZC the region's sports fish and game requirements for research; and to implement national policy determined by the NZC; and to liaise with local Conservation Boards; and to advocate the interests of the Council, including its interests in habitats:
- to issue licences to hunt or kill fish and game.

### Expectations of Council members

Council members are expected to carry out their duties at all times in accordance with all legal requirements and accepted standards of good corporate governance. All Council members have the same legal responsibilities. At the first meeting of the HBFGC, council members as a whole will select a member as Chair of the Council.

Council decisions are taken collectively, objectively and in the best interests of HBFGC.

HBFGC members are expected to exercise independent judgment with respect to the decisions to be made by the HBFGC.

Once made, decisions are binding on all members of the Council and the Council 'speaks with one voice' on the matter.

Regarding its role, the HBFGC *governs* the affairs of Hawkes Bay Fish and Game and the management of the business and delegates the day-to-day conduct of its affairs to the regional Manager

Each member of the HBFGC is expected to support the Council in, for example:

- Ensuring goals are clearly established and strategies are in place for achieving them,
- Establishing policies consistent with goals and strategies and coordination of HBFGC organisational activities and interests generally,
- The continual strengthening of the performance of the organisation through quality science, innovation, technology and quality management,
- Ensuring that adequate resources are in place to implement strategies, policies and priorities and maintain legal compliance,
- Ensuring HBFGC's financial statements are true and fair and conform with the law,



- Ensuring HBFGC adheres to high standards of good employer legislation, ethics and corporate behaviour,
- Ensuring HBFGC has appropriate risk management/regulatory compliance policies in place
- Ensuring Health, Safety and Wellness policies are implemented in a manner that meets legislative standards as a minimum

### Council Meetings and Time Commitments

The Council must hold at least six meetings per year, but typically it schedules meetings on a two-monthly cycle. Meetings are usually held at the Game Park, 22 Burness Road. The Council may also convene video meetings or hold additional face-to-face meetings as required. Council workloads and travel logistics for Council members mean that scheduled meetings are normally Tuesday evenings. So far as possible, meetings and other commitments are scheduled to minimise the amount of time members may be required to be absent from their place of employment.

Any meeting absences must be approved by the Council Chair.

Meeting materials usually become available 8 working days in advance via BoardPro, and paper copies which will be mailed to you.

Because there will be times when discussions and decisions are necessarily made via email, and/or telephone or video meetings. Council meeting materials and other resources are increasingly only available online in electronic form. It is important, therefore, that Council members are conversant with and have access to appropriate technology. Training and support will be available to ensure members are competent in using the software associated with Council meetings and the retrieval of the papers and reports involved, including archival material.

In addition to the routine Council meetings, you should allow time for meeting preparation and related travel. You may be invited to participate in committee and/or working group meetings. Naturally, you are expected to have read the Council papers and related material for all meetings and come well-prepared and able and willing to contribute to open debate. Honesty, integrity, and open-mindedness are essential for the HBC to function effectively.

By accepting this appointment, you confirm that:

- you can allocate enough time to meet these expectations,
- that you are aware of your responsibilities as a member of the Hawkes Bay Fish and Game Council and
- that you will be able to discharge them to the expected level.

### Volunteer Role

This is a volunteer position, and as such, no fees are payable. For any expenses you expect to incur, you should seek the advice of the Regional Manager regarding the possibility of you claiming them from Fish



& Game. The prior approval of the Chair should be sought in unusual situations. Authorised expense claims must be submitted with proof of expenditure.

### Council Evaluation processes and professional development

From time to time, recognising the serious responsibilities involved in the governance process and in the interests of continuous improvement of the Council's governance effectiveness, Council members will be expected to contribute to reviews of Council performance.

When agreed, this may also extend to gathering feedback to inform and support the professional development of individual Council members. In this regard, Council members are encouraged to join relevant professional bodies such as the Institute of Directors and The Chartered Governance Institute NZ. The [Community Governance](#) organisation is also a source of support for those new to a governance role. Fish & Game will also make governance training and support available from time to time.

If there are matters which cause you concern about your role you should discuss them with the Chair of the Council as soon as appropriate.

### Outside Business and other Interests

Disclosure of interests that may be perceived at times to conflict with those of HBFGC is a continuing obligation. A Register of Interests will be tabled at each Council meeting. If you consider that an item on any Council meeting's agenda or in the business activity of the organisation might materially conflict with any of your other interests, you are responsible for immediately informing the Chair who will consider how this conflict is best managed.

Please ensure that you provide any updates to your interests promptly and in writing to the Regional Manager.

Interests that are in continuous conflict with Fish and Game's business or are periodic of such a scale as to make them irreconcilable with Fish and Games' interests and/or that materially interfere with your performance as a council member may call into question your continued membership of the Council.

### Confidentiality

During your term as a Council member, you will have access to and be entrusted with confidential information and other private information relating to HBFGC business.

As a member of the HBFGC you agree not to (except as expressly authorised or required by the HBFGC) divulge, pass on or otherwise make available directly or indirectly any confidential information to any other person, firm or corporation at any time during your term as a Council member or at any time after your term ends. At times a confidentiality requirement may also extend to other Fish & Game Councils.





You agree not to (except with the express written consent of HBFGC) use, apply or otherwise exploit the benefit of any HBFGC confidential information or HBFGC documentation for personal gain or advantage or for the gain or advantage of any other person, firm or corporation.

The rights and interests of the confidential information (including intellectual property) always belong to HBFGC. You do not have any right or interest in confidential information at any time during your term as a Council member or at any time thereafter.

#### Insurance and Indemnity

HBFG will provide Councillors' and officers' liability insurance and to the extent permissible under law, indemnify you from and against all actions, claims and demands brought against you by any third party relating to your performance, provided that your actions were in good faith and did not involve recklessness, wilful neglect or any wilful failure to carry out a lawful instruction from Fish and Game

We look forward to working with you. Please sign this letter and return a copy to the Fish and Game New Zealand CEO. Thank you in anticipation

A handwritten signature in blue ink, appearing to read 'Corina Jordan', on a light grey rectangular background.

Corina Jordan  
Acting Regional Manager  
Hawkes Bay Fish and Game



## Councillor Affirmations:

Councillor	Signature	Date
Bruce Bates		
Gary Bowcock		
Peter Coles		
Greg Duley		
Steve Evans		
Karl Goodchild		
Dan Jones		
Henry Melville		
Glenn Morgan		
Jeff Niblett		
Blair Slavin		
Callum Slavin		



## Competencies and Capabilities Needed as an HBFGC Councillor

**Strategic** – the ability to understand and review strategy;

**Legal** – the Council’s responsibility involves overseeing compliance with numerous legislation as well as understanding an individual councillor’s legal duties and responsibilities;

**Risk management** – experience in managing areas of major risk to the organisation;

**Managing people and achieving change** – Ability to support the management of HBFGC and support any changes required to further enhance the achievement of strategy.

## Personal qualities of a Council Member

While different Councillors can bring different technical skills and knowledge to a Council, there are personal qualities that are desirable in all Councillors:

**Integrity** – fulfilling a councillor’s duties and responsibilities, putting the organisation’s interests before personal interests, acting ethically. You must have complete integrity;

**Curiosity and courage** – a councillor must have the curiosity to ask questions and the courage to persist in asking or to challenge management and fellow Council members where necessary. You must be open-minded;

**Interpersonal skills** – a councillor must work well in a group, listen well, be tactful but able to communicate their point of view frankly. You must be open;

**Genuine interest** – in Fish & Game and its business;

**Instinct** – good business instincts and acumen, ability to get to the crux of the issue quickly;

**An active contributor** – there is no room on Councils for those who do not contribute- this includes listening as well as talking.

# Governance

Information and Support for Governors:  
November 2024



In a nutshell, its  
regulated and  
complicated



Conservation; Wildlife; Public Sector; Public Finance; Public Audit; Crown Entities; Local Government Information and Meetings; Official Information; Privacy; Ombudsman/ judicial review; Health and Safety; Resource Management; Overseas Investment; Walking Access Employment, Holidays, Public Good

- What you do
- Why you do it
- How you do it
- When you do it
- Who you do it to, for and with
- Who is responsible
- Who is accountable
- Who knows



# What is Fish and Game New Zealand?

- Statutory body
- Globally unique public entity, 150-year history and mandate
  - Manage a public resource - specific wildlife, freshwater fisheries and natural water bodies,
  - Represent nationally the interests of anglers and hunters
  - Provide co-ordination of the management, enhancement, and maintenance of sports fish and game
  - Give effect to the principles of The Treaty of Waitangi

# Why do we need Fish and Game NZ?

The Crown owns all wildlife except unprotected species

Freshwater is owned by no one and is a public good

Both are managed by a range of entities

Game bird hunting and freshwater fishing are huge activities

Wildlife often associated with bodies of freshwater

Fish and Game NZ has an essential role in regulating and managing them,

And an important role in advocating for them.....

(70% of the advocacy for freshwaters and wetlands)



# Each Region is its own Statutory Government Entity

- Reports to the Minister for Hunting and Fishing
- Supported by the Department of Conservation
- Across NZ **accountable** to c.130,000 licence holders
- Licence Holders **elect** Regional Councillors
- who in turn vote a Regional Chair
- and vote a single appointee to the New Zealand Council;
- all with three-year terms

# What we look like

Twelve regional entities

and

one national body

each with different responsibilities



**ANGLERS & HUNTERS FOR CONSERVATION**

**You're elected to govern!**  
**By definition you are a governor**

**ANGLERS & HUNTERS FOR CONSERVATION**



# A Regional Councillor?

You are:

Required to behave **professionally**, courteously and respectfully

Behaviours promoted or encouraged Include	Behaviours banned or discouraged Include
Acting in good faith, honestly and with integrity	Bullying and harassment
Respecting diverse views, beliefs, values and cultures	Undermining your colleagues or Fish and Game publicly or privately
Leading by example and supporting management	Promoting your private interests/ exercising conflicts on interest

# Responsibilities of a Regional Councillor

- **manage, maintain, and enhance** the sports fish and game resource in the recreational interests of anglers and hunters
- **represent** the anglers and hunters that elected you;
- act in the **best interests** of anglers and hunters everywhere in NZ
- **not represent** any particular group or constituency,

ANGLERS & HUNTERS FOR CONSERVATION

# What's expected?

assessing and monitoring  
maintaining and improving  
consulting  
issuing licences

planning  
promoting and educating  
managing costs  
ensure the implementation of the  
operational work plan

**Critical** – develop 10 year sports fish and game bird management plan

ANGLERS & HUNTERS FOR CONSERVATION



# The Council has Powers

- acquire & dispose of land;
- enter into contracts;
- employ staff;
- expend money;
- appear before the Courts

**High duty of care**

**High levels of accountability**



# Represent Fish and Game as a whole

No member of a Fish and Game Council is personally liable for any default made by the Council or by any member of it, in good faith during its operations.

**ANGLERS & HUNTERS FOR CONSERVATION**



# Your responsibility is to Govern

It is the responsibility of each Fish and Game Council's manager  
and their staff

to define how best to implement the Operational Work Plan

to get on and do it,

and

report back on how well they are doing it.

**ANGLERS & HUNTERS FOR CONSERVATION**

# The New Zealand Council (NZC)

- Develop national policies
- Redistribute licence income for regional and national operations
- Audit Fish and Game Councils
- Oversee the councillor electoral system
- Advise the Minister of Hunting and Fishing on a range of issues
- Prepare Anglers and Games Season Gazette Notices
- Recommend to the Minister licence fees + oversee a licencing system
- Advocate for the interests of Fish and Game New Zealand

**ANGLERS & HUNTERS FOR CONSERVATION**

# Integrity is at the core of how we must and do work

Links Fish and Game NZ's culture with its practices

With 6 ways of working underpinned by continuous improvement:

1. Ongoing **commitment**
2. Build **alignment**
3. Prioritise **relationships**
4. Provide **transparency**
5. Make it **easy**
6. Be **inclusive**

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# OUR VALUES

- TRUST

We are trusted as consistent and capable providers

- INCLUSION

We recognise and respect diverse perspectives and cultural interests

- CONNECTION

We are deeply connected with anglers, hunters, regulators and the public

- SERVICE

We are enthusiastic, kind and accountable

# A high public standard?

**Fairness and impartiality** in all dealings

**Consistency** in the way circumstances and issues are treated

**Transparency** to explain and justify decisions

**Legitimacy** by proper authorization and use of power

**Ethical obligations** include

professionalism and integrity

Honesty, faithfulness, efficiency and the respect of others' rights

**Never favouring one's personal interests**

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# What is a “good employer”?

Public entities like Fish and Game Councils *must* be good employers

Employment policies must provide for fair and proper treatment of all employees:

- good and safe working conditions
- an equal employment opportunities programme
- the impartial selection of suitably qualified persons for appointment
- And recognise
  - the aims, aspirations and employment requirements of Maori
  - cultural differences, ethnic and minority groups
  - employment requirements of women
  - employment requirements of persons with disabilities

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# A healthy and safe workplace?

Fish and Game Councils are the Person Conducting a Business or Undertaking (PCBU) with the primary duty of care.

You are liable.

You can't contract out of or insure against this; consequences are serious

- providing and keeping a safe work environment;
- including employees when developing health and safety procedures, using an agreed employee involvement process;
- identifying hazards, being familiar with and finding practical ways to control them;
- giving employees information about workplace hazards; and
- maintaining a hazards and incidents register

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# Who does what? Regional and the NZ Councils

**Regional Councils are the powerhouse for their region**

A lot of Fish and Game work is performed regionally.

They confederate the New Zealand Council

But policy development, political lobbying and advocacy are driven centrally and are indispensable.

NZ Council assists and supports professionally, especially at management level.

**This is important.**

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# Standing orders; a must read

To be effective you must meet, contemplate & decide or recommend

*In public, except when the public is specifically excluded*

Experience of this in local government has led to very detailed rules:

I

nformed by Part 7 of The Local Government Official Information and Meetings Act 1987

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# But what is governance?

Governance is listening, talking and deciding: Not doing.  
That's management!

The Institute of Directors has four pillars of governance:

1. Determine purpose and strategy
2. Effective governance culture
3. Hold management to account
4. Effective compliance

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# Fish and Game NZ needs you to:

- **Set a governance policy and live by it**
- **Evaluate your own Council's effectiveness,**
- **Develop Council member competence**
- ***read* the Councillor Guide 2024**

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# What is not governance?

- Always diving into detail.
- *Meddling*
- *Being mates* with management and staff
- *Being a loner*

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# Supporting your Chair, is supporting your Council

- You vote the Chair.
- One manager reports to each Fish and Game Council.
- Council decision-making is give and take
- **If you can't live with that decision(s) then ultimately resignation is the viable option.**

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# Support from the NZ Council for regions

- National Policies:
  - Government liaison
  - Governance frameworks
  - Resource management
  - Advocacy
- 
- **and support from the professional team in the NZC office**

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# Trends in global governance

- General congruence around:
  - Shareholder activism and scrutiny
  - Board culture and thus performance
  - Diversity of members/ governors
  - Sustainability matters (“ESG”)
  - Technological impact, especially artificial intelligence
- All of that is true of New Zealand governance but I’d add
  - Financial performance – arguably the worst recession since the 1980s

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# Trends in the physical environment of NZ

- Potentially, the biggest is The Fast Track Approvals Bill
- Development takes priority and is not qualified by any environmental consideration.
- Wildlife can be harmed. Recreational rights will not necessarily have consideration.
- Almost all opportunities for the public to be involved in decisions that may significantly damage the environment are dispensed with.
- Likely biggest impacts on game bird hunting and sports fishing will be approved dams, mines and roads.
- **Fish and Game's advocacy is increasingly important**

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# A growing demand on Fish and Game yet limited resourcing

- New Zealand's population has been growing at 2% annually.
- Doubling every 37 years. By 2061, 11 million and 2098, 22 million.
- Pressure on natural resources and access to them is growing.
- Massive increase in pine carbon farming affecting water bodies.
- As is sprawling urbanisation and the primacy of development.
- Yet # of licenced anglers and game bird hunters is falling.
- **Your income has been falling.**
- Pressure grows on you to act collectively, in unison, to encourage more recreational hunting & fishing, and resource protection.

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# GOVERNANCE POLICIES

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## DEFINITIONS

### **COUNCIL**

Means the Hawke's Bay Fish and Game Council.

### **MANAGER**

Means the Manager as appointed by Council to that role.

### **MANAGEMENT**

Means the Manager and the staff of Hawke's Bay Fish & Game.

### **STAFF**

Means all staff who report directly or indirectly to the Manager.



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# 1 PURPOSE

- a The Hawke's Bay Fish and Game Council is a statutory body established under the Conservation Act 1987.
- b The purpose of the Council is to represent the interests of anglers and hunters and provide co-ordination of the management, enhancement and maintenance of sports fish and game.

## 1.2 THE FUNCTIONS OF THE COUNCIL

These are specified by Section 26Q of the Conservation Act 1987, and are as follows;

- a To manage, maintain and enhance the sports fish and game resource in the recreational interests of anglers and hunters;
- b To assess and monitor sports fish and game populations, the success rate and degree of satisfaction of users of the sports fish and game resource, and the condition and trend of eco-systems as habitats for sports fish and game;
- c To maintain and improve the sports fish and game resource by;
  - c.1 Maintaining and improving access;
  - c.2 Maintaining hatchery and breeding programs where required for stocking or restocking sports fisheries and game habitat;
  - c.3 Formulating and recommending to the New Zealand Fish & Game Council conditions for fish and game seasons;
  - c.4 Ensuring that there are sufficient resources to enforce fishing and hunting season conditions;
  - c.5 Undertaking such works as may be necessary to maintain and enhance the habitat of sports fish and game, subject to the approval of the Minister, the land owner, or the administering authority, as the case may require.
- d To promote and educate by;
  - d.1 Defining and promoting ethical standards of behaviour to be followed by anglers and hunters;
  - d.2 Promoting recreation based on sports fish and game;
  - d.3 Keeping anglers and hunters informed on matters affecting their interests.
- e To assess the costs attributable to the management of sports fish and game;



## **GOVERNANCE POLICIES**

- f To develop and recommend to the New Zealand Fish and Game Council appropriate licence fees to recover costs and game bird habitat stamp fees;
- g To represent the region's interests with the New Zealand Fish & Game Council in the determination and distribution of levies on licences;
- h To represent the interests and aspirations of anglers and hunters in the statutory planning process;
- i To formulate and adopt an annual operational work plan;
- j To prepare draft sports fish and game management plans in accordance with the Conservation Act;
- k To identify and recommend to the New Zealand Fish & Game Council the region's sports fish and game requirements for research;
- l To implement national policy determined by the New Zealand Fish and Game Council;
- m To liaise with local Conservation Councils;
- n To advocate the interests of the Council, including its interests in habitats;
- o To issue fish and game licences and game bird habitat stamps in accordance with relevant Acts and Regulations;
- p To issue hunting guide and fishing guide licences in accordance with relevant Acts;
- q To sell or arrange the sale of, in New Zealand or outside New Zealand, game bird habitat stamps and associated products;
- r To recommend to the New Zealand Fish & Game Council the form of game bird habitat stamps;
- s To perform such other functions as are conferred on it by or under any Act.

### **1.3 THE POWERS OF THE COUNCIL**

- a The Council has all such powers as are reasonably necessary or expedient to enable it to carry out its functions.
- b The Council may:
  - b.1 make rules for the conduct of its business and financial requirements;
  - b.2 appoint a manager and other staff for the efficient and economic administration of the affairs of the Council;
  - b.3 expend money received by it from any source arising under this the Conservation Act 1987 for the purposes of carrying out its functions under the Conservation Act 1987; and
  - b.4 enter into contracts for the provision of services by it.
- c The Council shall be entitled to appear before courts and tribunals in New Zealand and be heard on matters affecting or relating to the Council's functions.

## **GOVERNANCE POLICIES**

### **1.4 THE ROLE OF THE COUNCIL**

- a The role of the Council is to:
- a.1 first and foremost to ensure that strategies are developed, approved, monitored and successfully implemented to achieve its fundamental purpose.
  - a.2 be the ultimately accountable governance entity. The Council holds ultimate authority over Management.
  - a.3 create and maintain a climate for operational success.
  - a.4 direct and supervise the management and affairs of the Council and its Office through the Manager.
  - a.5 establish policies for strengthening the performance of the Council, the Manager, and its Office.
  - a.6 monitor the performance of Management through the Manager employed by the Council.
  - a.7 appoint the Manager, setting the terms of the Manager's employment contract, monitoring performance and, where necessary, terminating the Manager's employment with the Council.
  - a.8 decide on whatever steps are necessary to protect the Council's financial position and the ability to meet debts and obligations when they fall due, and ensuring that such steps are taken.
  - a.9 ensure the Council's financial statements are true and fair and otherwise conform with the law.
  - a.10 ensure that the Council and Management adhere to high standards of ethics and corporate behaviour.
  - a.11 ensure that the Council has appropriate risk management / regulatory compliance policies in place.

### **1.5 THE ROLE OF THE CHAIRPERSON**

- a The Chairperson of the Council is responsible for:
- a.1 Representing the Council to stakeholders;
  - a.2 Ensuring the Council as a whole is always aware of and committed to the integrity and effectiveness of its governance processes.;
  - a.3 Between meetings of Council the Chairperson of the Council is responsible for maintaining regular dialogue with the Manager and receiving communications from the Manager over all operational matters which the Chairperson or Manager judge to require discussion. The Manager is not to communicate with other Councillors on such matters as staff complaints, policy formulation or Council politics without informing the Chairperson. The Chairperson shall decide, with input from the Manager, on the nature of any communication to Council, or Executive Committee, if any is required, whether a meeting should be called or an agenda item created for the next Council meeting.;

## **GOVERNANCE POLICIES**

- a.4 Representing the Council to the Manager outside of Council meetings and being the sole channel of communication between the Council and Manager on Council business outside of Council meetings; and
- a.5 Acting as facilitator at meetings of the Council to ensure that no Council member (“member”), or executive, dominates discussion and that appropriate discussion takes place on the correct issues. The Chairperson will ensure all Council Members contribute, all points of views are discussed and that Council concentrates diligently and professionally on the affairs of Council. The Chairperson will ensure that discussions result in logical and understandable outcomes.
- a.6 Chairing the Executive Committee.

### **1.6 THE ROLE OF THE MANAGER**

- a The Manager is employed by Council to efficiently and economically administer the affairs of Council. The Manager is accountable in all matters to Council.
- b. The Manager shall:
  - b.1 Develop and recommend business plans, policies and objectives for consideration by the Council;
  - b.2 Submit reports, financial statements and consolidated budgets for consideration by the Council;
  - b.3 Implement all plans, policies and programmes approved by Council;
  - b.4 Oversee the effective operation and administration of the Council’s staff according to Council approved plans, processes and objectives;
  - b.5 Oversee the financial management of the Council’s Office including financial planning, cash flow and management reporting according to approved requirements, standards and processes;
  - b.6 Appoint staff for the efficient and economic administration of the affairs of the Council.
  - b.7 Ensure appropriate human resource strategies are in place to meet the Council’s objectives as approved by Council and legal compliance obligations;
  - b.8 Maintain personal awareness of business, economic and political trends that may affect the operations of the Council and its Office, and provide any appropriate advice to the Council;
  - b.9 Ensure compliance by the Council and its Office with statutory and regulatory requirements;
  - b.10 Attend Council meetings unless otherwise informed by Council through the Chairperson.
  - b.11 The Manager is not a Member of Council.

## **GOVERNANCE POLICIES**

### **1.7 KEY COMPETENCIES FOR COUNCIL MEMBERS**

- a. Council Members are to contribute the skills and approaches that best enable the execution of their duties and complement the competencies and culture that the Council constantly seeks to demonstrate. These include:
- Informed Business Judgement
  - Integrity
  - Organisational Awareness
  - Honesty and Accountability
  - Adaptability
  - Teamwork.



## 2 CULTURE

### 2.1 CODE OF CONDUCT FOR COUNCIL MEMBERS

- a. Fiduciary Responsibility. Council Members have a duty to ensure that the Council governs well in the performance of its statutory roles. To meet this obligation, Members will:
- Act in good faith;
  - Act with honesty and integrity;
  - Exercise reasonable care, diligence and skill at all times;
  - Lay aside all private and personal interests in decision-making.
- b. Commitment
- b.1 In accepting the position Member, individuals make a commitment to undertake the work of the Council, to commit the time required to acquit these responsibilities and abide by this Code.
- b.2 Members will endeavour to be as informed and as knowledgeable as they can be about the responsibilities of Council and the issues presented to it, in order to arrive at the best decisions possible.
- b.3 Members commit to acting on Council as a governing body accountable for its regional responsibilities as defined under the Conservation Act 1987. They recognise that they represent the Council's fundamental purpose to represent the interests of anglers and hunters and provide coordination of the management, enhancement and maintenance of sports fish and game.
- b.4 Members therefore commit to actively promoting and supporting the Council and its collective decisions in all relevant fora, and to supporting Management in its reasonable actions to effect Council policies.
- c. Collective Responsibility
- Members recognise that there may be tension at times between the concepts of collective accountability of Members and individual accountability. Therefore Members agree to the following principles:
- Members will clearly express views at Council meetings, and endeavour to achieve a particular decision and course of action. However, Members accept that once a decision has been formally reached by the Council, this decision becomes the resolve of the Council;

## **GOVERNANCE POLICIES**

- That it is unacceptable for a Member to undermine a decision of the Council or to engage in any action or public debate which might frustrate its implementation. Such actions are grounds for Council to request replacement of the Member concerned;
  - Members will not attempt to re-litigate previous decisions at future meetings of the Council, unless the majority of Members agree to re-open the debate; and
  - Members are mindful that personal actions should not bring the Council into disrepute or cause a loss of confidence in the activities and decisions of the Council, or a loss of confidence in any Councillor.
- d. Separation of Roles
- d.1 Members are responsible for the governance responsibilities assigned to the Council, and delegate to the Manager responsibility for implementing the decisions of the Council, and for providing the Council with free and frank advice to assist it in reaching high quality decisions.
  - d.2 Members agree that, for the purposes of accountability, clarity between the roles of governance and management is essential and, subject to 2.1.d.4, Council Members must not become involved with management's activities.
  - d.3 For matters of settled policy Members will endeavour to comment publicly only on policy and governance matters for which Members are responsible, and to leave public comment on operational and management matters to the Chairperson and Management according to the Council's media policy.
  - d.4 Council always remains accountable for the performance of its statutory roles by itself, its delegates and employees and is expressly able to intervene and direct Management when it considers such action is required in its best interests. Such intervention will be justified for example when Council has reasonable grounds to be concerned that its fundamental objective is not being effectively pursued through Council approved strategies and implementation plans, or Management Limitations have not been observed to Council satisfaction or it is otherwise unable or about to be unable to function effectively and efficiently as an organisation.
  - d.5 In undertaking their separate roles, the Council and the Manager will adopt the principle of "no surprises".
- e. Employment Relationship
- e.1 Members recognise Council's role as the employer of Management. Council will exercise this employment responsibility professionally and responsibly. To that end:
    - Members will be supportive of employees of Council and will not criticise employees or the service provided by Council and Management to anyone other than the Chairperson or Executive Committee.
    - Members will exercise judgement and courtesy in respecting the protocol of communicating outside of Council meetings through the Chairperson in raising matters with the Manager and/or senior staff.



## **GOVERNANCE POLICIES**

- Members will not attempt to influence any employee of the Council to present material in a particular way, such that it might affect the outcome of a decision to be made by the Council.
  - Members should not communicate privately with employees of the Council on matters which fall under Council and Manager responsibility in such a way as to threaten or weaken the relationship of trust, candour, commitment and diligence among Council members and between Council and the Manager. Any staff with complaints or concerns should be referred back to the Manager.
- f      Complaints
- f.1      Members need to appreciate their role in providing a community voice to the activities of the Council and Management. Equally, however, Members recognise that the organisation through the mandate of the Council will have processes in place to seek public consultation, prioritise resources etc.
- f.2      Members will not advocate on behalf of an individual beyond advising them of the complaints procedure and later checking that the matter has been addressed satisfactorily by the Council and Management. ('Satisfactorily' refers to the procedures followed by the organisation in addressing the matter, not necessarily whether the outcome is as the individual would wish.)
- f.3      Members will not make commitments for Council related work or expenditure which have not been previously approved by Council, nor create any liability for Council and its Office beyond authorised delegations.
- g      Legislative Compliance
- g.1      Members will be familiar with the Acts and Regulations that govern their responsibilities as Members of the Council, and will obey the law, be aware of and respect the processes of the law.
- g.2      Members will comply with the health and safety policies and procedures for the Council and its Office.
- h      Media and Public Comment
- h.1      In accepting that Members are each entitled to their own views, Members agree to exercise care and judgement when commenting on unresolved policy or matters of public debate. Members should check the official Council position with the Manager, and /or chair before speaking with the media or members of the public, or posting/sharing information on social media. For matters which are unresolved by Council it is preferable for members to defer comment to the Chairperson or Manager or otherwise according to the media policy.
- h.2      Members may comment on matters relating to existing policy and practice which have been formally decided by the Council in a manner consistent and in accord with those decisions.
- h.3      Members will refrain from acting in public in a manner that undermines other Members, the Council or its decisions, and will not act for self-promotion purposes at the expense of the image of the Council and its Office.

## **GOVERNANCE POLICIES**

- h.4 Members agree that their individual activities and contribution to any public debate or discussion should be consistent with the objective of maintaining a non-partisan work environment for the Council.

### **2.2 COUNCIL PROCEDURES**

- a. The conduct of Members will be consistent with their duties and responsibilities to the Council and, indirectly, to licence holders and other stakeholders. The Council will be disciplined in carrying out its role, with the emphasis on strategic issues and policy. Members will always act within any limitations imposed by the Council on its activities.
- b. Members will use their best endeavours to attend Council meetings and to prepare thoroughly. Members are expected to participate fully, frankly and constructively in Council discussions and other activities and to bring the benefit of their particular knowledge, skills and abilities to the Council table. Members unable to attend a meeting will advise the Chairperson at as earlier date as possible.
- c. Members shall foster trust with other Members and with the Manager at all times by respecting information given to Council in confidence by the Manager or by other members, or vice versa, by always acting professionally in the Council's interests and in accordance with Council process.
- d. Council discussions will be open and constructive, recognising that genuinely-held differences of opinion can, in such circumstances, bring greater clarity and lead to better decisions. The Chairperson will, nevertheless, seek a consensus in the Council but may, where considered necessary, call for a vote. All discussions and their record will remain public to the extent allowed by relevant legislation and unless there is a specific direction from the Council to the contrary.
- e. The Manager will attend Council meetings to discharge his or her responsibilities unless otherwise advised by the Council through the Chairperson.
- f. The Council has sole authority over its agenda and exercises this through the Chairperson. Any Member may, through the Chairperson, request the addition of an item to the agenda. The agenda will be set by the Chairperson in consultation with the Manager.
- g. At each normal meeting the Council will receive:
- g.1 An operational report from the Manager;
  - g.2 A financial report from the Manager;
  - g.3 Specific proposals for capital expenditure and acquisitions when necessary; and
  - g.4 Notification of any major issues and opportunities for the Council.
- h. The Council will, at intervals of not more than one year directly or through recommendation by a relevant committee of Council:
- h.1 Review the annual performance targets as set out in the strategic plan;
  - h.2 Review the strategies for achieving the annual performance targets and their progress against those targets;
  - h.3 Approve the annual budget;

## **GOVERNANCE POLICIES**

- h.4 Approve the annual financial statements, reports to the Minister and makes public announcements in line with the media policy;
- h.5 Approve the annual performance report;
- h.6 Review the Council's audit requirements;
- h.7 Review the performance of, necessity for and composition of Council committees;
- h.8 Undertake Council and individual Member evaluations;
- h.9 Review the Manager's performance and remuneration;
- h.10 Review remuneration policies and practices in general;
- h.11 Review risk assessment policies and controls including insurance covers and compliance with legal and regulatory requirements;
- h.12 Review the Council's code of conduct;
- h.13 Settle the following year's work plan.

### **2.3 COMMITTEES OF THE COUNCIL**

- a. Council committees will be formed only when it is efficient or necessary to facilitate efficient decision-making.
- b. Council committees will observe the same rules of conduct and procedure as the Council unless the Council determines otherwise.
- c. Council committees will only speak or act for the Council when so authorised.
- d. Council may maintain standing committees with the following roles:
  - d.1 An Executive Committee, consisting of not less than three members shall be charged with the following:
    - o To carry out the functions of a Committee of the Council in a manner consistent with the Council's Governance Policies and Standing Orders.
    - o To assist and advise the Manager in the consideration and action of matters of urgency, confidentiality and sensitivity and inform the Council in a manner deemed appropriate whilst ensuring adherence to the Council's high standards of ethics, corporate behaviour and transparency.
    - o To provide advice, guidance and support to the Manager on an as requested basis but without impinging on the Manager's delegated powers.
    - o At the Chairperson's discretion, the Executive Committee may collectively assume the Chairperson's representation and communication role outside of Council meetings as prescribed in Governance Policy 1.5 The Role of the Chairperson and specifically as regards policies 1.6.a.3 and 1.6.a.4.

## **GOVERNANCE POLICIES**

- To temporarily act in the place of the Chairperson in the event of the Chairperson's unavoidable or unexpected absence or unavailability in any period prior to the next Council meeting.
  - Attend to the preparation and completion of the Manager's annual performance appraisal.
  - Report to Council on its activities.
  - To assume such other responsibilities as Council deems appropriate.
- e. All committees, either standing or ad hoc, will be formally constituted by Council resolution and have well defined terms of reference.

### **2.4 INDUCTION & TRAINING**

- a. On appointment, Members will have an induction programme aimed at deepening their understanding of Fish and Game nationwide and the environment in which it operates. As part of the programme Members will receive a folder of essential Council and organisational information and will meet key members of Management.
- b. Members are expected to keep themselves abreast of changes and trends in the organisation and to keep abreast of changes and trends in the economic, political, social and legal climate generally.
- c. A governance induction training session for the whole Council should be conducted at the start of each new Council. The training should be conducted by a suitably competent person.

### **2.5 PROVISION OF SERVICES TO THE COUNCIL BY COUNCIL MEMBERS**

- a. Members should not, generally, provide business or professional services of an ongoing nature to the Council because a conflict of interest (actual or perceived) may be created.
- b. Notwithstanding the general rule and subject to 2.8, the Council is at liberty to:
- b.1 For the purpose of a special assignment, engage the services of any Member having special expertise in the particular field; or
  - b.2 Engage the services of another person from a Member's business, spouse or close associate's business so long as the terms of engagement are competitive, are clearly recorded and all legal requirements for disclosure of the engagement are properly observed.

### **2.6 EVALUATION OF THE COUNCIL**

- a. The Council will, each year, appraise its own performance, and its own processes and procedures to ensure that they are not unduly complex and are designed to assist the Council in effectively fulfilling its role.
- b. Each year, individual Members and the chairperson will be evaluated by a process whereby the Council determines questions to be asked about him or herself and about each other including the Chairperson, each Member answers the questions, and the responses are collected and collated by the Chairperson who then discusses the results with each Member.

## **GOVERNANCE POLICIES**

- c. The Manager will be invited to evaluate the Council as a whole annually against mutually agreed criteria.

### **2.7 CONFLICTS OF INTEREST**

- a. For the purposes of this policy, “**Matter**” means:
  - a.1 The Council’s performance of its functions or exercise of its powers as set out in Part 5A of the Conservation Act 1987, subject to the Council’s statutory purpose set out in section 26P(1) of the Conservation Act; or
  - a.2 An arrangement, agreement, or contract made or entered into, or proposed to be entered into, by the Council.
- b. For the purposes of these Governance Policies, a Conflict of Interest arises in respect of a Matter when the Member can be shown to have actual bias or apparent bias.
- c. A Member can be shown to have actual bias when a Member’s decision or act in relation to a Matter could give rise to an expectation of financial gain or loss (that is more than trivial) to the Member (and/or to the Member’s parent(s), child(ren), spouse, civil union partner, de facto partner, business partner(s)/associate(s), debtor(s) or creditor(s)).
- d. A Member can be shown to have apparent bias when a Member’s official duties or responsibilities to the Council in relation to a Matter could reasonably be said to be affected by some other interest or duty that the Member has.
- e. A Member’s “interest or duty” includes the interests of that Member’s parent(s), child(ren), spouse, civil union partner or de facto partner that may be affected by the matter at issue. It also includes the interests of a person with whom the Member has a close, personal relationship where there is a real danger of personal favouritism.
- f. There is no Conflict of Interest where the Member’s other interest or duty is so remote or insignificant that it cannot reasonably be regarded as likely to influence him or her in carrying out his or her responsibility.

### **2.8 POTENTIAL CONFLICT OF INTEREST**

- a. For the purposes of these Governance Policies, a Potential Conflict of Interest arises when:
  - a.1 There is a realistic connection between the Member’s private interest(s) and the interest(s) of the Council;
  - a.2 The Member’s other interest could specifically affect, or be affected by, the actions of the Council in relation to a Matter;
  - a.3 A fair-minded lay observer might reasonably consider that the Member’s private interest or duty may influence or motivate the actions of the Member in relation to a Matter; and
  - a.4 There is a risk that the situation could undermine public trust and confidence in the Member or the Council.

## **GOVERNANCE POLICIES**

### **2.9 DISCLOSURE**

- a. A Member with a Conflict of Interest or a Potential Conflict of Interest must identify the conflict and disclose it to the Council in a timely and effective manner. The Member must disclose:
  - a.1 The nature of the interest and the monetary value of the interest (if the monetary value can be quantified); and/or
  - a.2 The nature and extent of the interest (if a monetary value cannot be quantified).
- b. If a Member is uncertain of whether there is any Conflict of Interest or Potential Conflict of Interest, the Member should disclose it to the Council as a Potential Conflict of Interest for consideration by the Council.
- c. The disclosure of any conflict must be recorded in the minutes and entered in a separate interests register.

### **2.10 DEALING WITH THE CONFLICT OF INTEREST**

- a. When a Conflict of Interest arises in respect of a Matter, the affected Member:
  - a.1 Will be excluded from discussions regarding the Matter (including not being in the same room when the Matter is discussed);
  - a.2 Will not vote on issues related to the Matter;
  - a.3 Will not receive papers or any other information on the Matter; and
  - a.4 Will not discuss the Matter with other Members.

### **2.11 DEALING WITH A POTENTIAL CONFLICT OF INTEREST**

- a. Where there is a Potential Conflict of Interest, the Council (excluding the affected Member) will determine an appropriate course of action, which may include the following:
  - a.1 Applying some or all of the Actions applied to a Member with a Conflict of Interest (set out at 2.10.a);
  - a.2 Sending a written explanation to stakeholders, members and licence holders outlining why there is no legal conflict of interest; and/or
  - a.3 Monitoring the Matter to determine whether at any point the Matter changes such that there is a Conflict of Interest.
- b. In determining the appropriate course of action, the Council will have regard to:
  - b.1 The type or size of the Member's other interest;
  - b.2 The nature or significance of the relevant Matter; and
  - b.3 The extent to which the situation could undermine public trust and confidence in the Member or the Council.
- c. The Member will be given the opportunity to be heard by the Council on the points in 2.11.a and 2.11.b and the Member's submissions will be taken into consideration by the Council.



## **GOVERNANCE POLICIES**

### **2.12 PREDETERMINATION**

Where a Member can be shown to have a closed mind to a decision, such that their approach to a Matter is likely to be predetermined, they will be excluded from participating in the Matter in the manner set out in 2.10.a.

### **2.13 GIFTS, REWARDS OR BENEFITS**

- a. Members will not use their official position for personal gain, or solicit or accept gifts, rewards or benefits which are likely to be perceived as inducements and which are likely to compromise their integrity.
- b. Members will exercise care and judgement in accepting any gifts, and advise the Chair and/or Council of any offer received.

### **2.14 CONFIDENTIALITY**

- a. Members recognise that they receive information that is both public and private and that the release of information, and access to and handling of information, is governed by the Official Information Act 1982 and the Privacy Act 1993. In order to protect the Council and Management from inappropriate use of information:
  - a.1. Members will make themselves familiar with this legislation, and refer any requests for information to the Chairperson.
  - a.2. Members will not disclose publicly any business discussed at a meeting or part of a meeting held 'in committee', and/or information for which good reason exists for it to be withheld from the public, unless the Council decides by resolution to make such information public.
  - a.3. Members accept that they may acquire information of a confidential nature. Members agree not to use any such information for personal advantage, nor to disclose it to any other person unless first authorised by the Council.

### **2.15 ACCESS TO INFORMATION BY THE COUNCIL**

The Council by resolution is entitled to have access, at all reasonable times, to all relevant organisational information and to Management.

## 3

**ACCOUNTABILITY****3.1 COUNCIL - MANAGEMENT RELATIONSHIP**

- a. Council is the ultimately accountable governance entity holding authority over Management. Council employs the Manager.
- b. All Council authority conferred on Management is delegated through the Manager so that the authority and accountability of Management is considered to be the authority and accountability of the Manager so far as the Council is concerned.
- c. The Council will agree with the Manager annual performance targets as set out in the strategic plan.
- d. Between Council meetings the Chairperson will maintain an informal link between the Council and the Manager, will be kept informed by the Manager on all important matters, and will be available to the Manager to provide counsel and advice where appropriate.
- e. Only decisions of the Council acting as a body are binding on the Manager. Decisions or instructions of individual Members, officers or committees are not binding except in those instances where specific authorisation is given by the Council.

**3.2 ACCOUNTABILITY OF THE MANAGER TO THE COUNCIL**

- a. The Manager is accountable to the Council for the achievement of Council goals through implementation of the Council approved strategic plans and operational plans.
- b. The Manager is accountable to the Council for the observance of the Management Limitations.
- c. At each of its normal meetings the Council shall receive from or through the Manager:
  - c.1 The operational and other reports and proposals as referred to in paragraph 2.2.g
  - c.2 Such assurances as the Council considers necessary to confirm that the Management Limitations are being observed.
  - c.3 Any other material, responses or assurances that Council considers necessary relating to Council objectives, strategies, plans, performance, risks, operation, resources and structure.

## **GOVERNANCE POLICIES**

### **3.3 MANAGEMENT LIMITATIONS**

- a. The Manager shall always act within all specific authorities delegated to him or her by Council.
- b. The Manager shall not cause or permit any practice, activity or decision that is contrary to commonly accepted good business practice or professional ethics.
- c. In allocating the capital and resources of Council, the Manager shall adhere to the organisational goals as expressed in the strategic and operational plans and annual operational targets contained therein.
- d. The Manager shall not cause or permit any action without taking into account the health, safety, environmental and political consequences and their effect.
- e. In financial matters relating to the Council, conducted pursuant to Council approved budgets, the Manager shall not cause or permit any action that is likely to result in the organisation becoming financially embarrassed.
- f. The Manager shall ensure that the assets of the Council are adequately maintained and protected, and not unnecessarily placed at risk. In particular, the organisation must be operated with a comprehensive system of internal control, and assets or funds must not be received, processed or disbursed without controls that, as a minimum, are sufficient to meet standards acceptable to the Council's external auditors. In managing the risks of the organisation, the Manager shall not cause or permit anyone to substitute their own risk preferences for those of the Council.
- g. The Manager shall not permit employees and other parties working for the Council to be subjected to treatment or conditions that are in breach of workplace safety requirements or other employer obligations.
- h. The Manager shall not cause or permit payments to be made or rewards given unless they are in return for contributions towards the purposes of the Council and are proportional to the extent that the contribution in question has furthered such purposes.

### **3.4 APPOINTMENT OF THE MANAGER**

Responsibility for the appointment of the Manager rests with the Council. The Performance and Remuneration Committee may, in addition to its other responsibilities, identify, short-list, and interview candidates and make recommendations to the Council. Responsibility for the appointment of the Manager rests with the Council.

### **3.5 PERFORMANCE MANAGEMENT**

- a. The Performance and Remuneration Committee will manage the performance of the Manager, as per the Terms of Reference for the committee.
- b. The performance agreement with the Manager will include objective targets for:
  - b.1 Financial performance – including operating within a budget approved by Council and any other management limitation policies;
  - b.2 Operational goals – at a minimum those laid out in the annual plan;
  - b.3 Stakeholder relations – maintaining effectiveness of internal and external relationships;

## **GOVERNANCE POLICIES**

- b.4 Manager – Council relationships – working effectively with Council;
  - b.5 Strategic vision and leadership; and
  - b.6 Integrity.
- c An annual performance evaluation and remuneration review process for the Manager will be conducted by the Performance and Remuneration Committee and will generally take the following format:
- c.1 To gather and compile the performance assessment information required from the review process;
  - c.2 To discuss with the manager the summary results of the review process and the managers expectations from the review;
  - c.3 To evaluate the manager’s performance against the goals and targets set in the previous year and through discussion and agreement with the manager to modify and set new goals for the forth coming year. Manager – Council relationships – working effectively with Council;
  - c.4 To obtain, at three yearly intervals, an independent assessment of the market position of a Fish and Game Council Managers job sizing and remuneration. The Committee will also obtain when necessary any cost-of-living information for the Council;
  - c.5 To recommend to the Council an appropriate outcome from the review process regarding any changes to the managers performance indicators, training requirements, changes to remuneration or conditions of employment Integrity;
  - c.6 To communicate the outcome of the review process to the manager and to ensure any necessary adjustments are made to employment conditions;
  - c.7 To investigate and discuss with the manager any issues of significant non-performance, staff employment concerns, conflict of interest or changes in personal circumstances that may affect work abilities;
  - c.8 To review the managers employment contract when required to ensure that it complies with existing New Zealand employment law.

### **3.6 REPORTING**

- a. All reports to the Council should emanate from, and carry the authority of, the Manager.
- b. Reports intended for information only should be clearly so marked.
- c. Reports calling for a decision should be clearly so marked, and carry specific recommendations from management.
- d. The following reports are to be prepared for all ordinary meetings of Council:
  - d.1 Appropriate financial reports which may include surplus and deficit, cash flow, capital expenditure and debtors.
  - d.2 Operational reports including actual and budget data on a monthly and year to date basis, including variants and exception reporting.

## **GOVERNANCE POLICIES**

- d.3 Project reports on any projects either in planning or being conducted. The report content and frequency will be dictated by the reporting and communications structure described and agreed in the project plan.
- e. The following reports are to be provided on a less frequent basis as set in the Council's annual work plan:
  - e.1 Summary of matters under litigation;
  - e.2 Report on current insurance covers;
  - e.3 Report on statutory compliance including health, safety and environmental obligations;
  - e.4 Report on general risk management;
  - e.5 Reports from Council committees and on actions taken under other delegations from the Council; and
  - e.6 Report on progress against the Council's strategic plan.

### **3.7 MANAGER'S EMPLOYMENT CONTRACT**

- a. The Manager's terms and conditions of employment will be negotiated between the parties in good faith and should be guided by independent advice sought at the time of employment and then as required. Notwithstanding this however, the contract should include the following:
  - a.1 A description of the position to which the Manager is being appointed.
  - a.2 A description of the Manager's duties and responsibilities and an indication of the times and locations where these duties and responsibilities are to be performed.
  - a.3 Details of the Council's annual performance targets (refer para 2.2.h.1) which the Manager is expected to pursue through sound planning, implementation and management.
  - a.4 The extent of the Manager's authority.
  - a.5 The timing of reviews of the Manager's performance.
  - a.6 The commencement date for the agreement and, if the term of employment is for a fixed duration, the date on which the employment will end.
  - a.7 The Manager's remuneration including:
    - o base salary;
    - o performance incentives and/or bonuses and the criteria and/or formulae by which they are calculated;
    - o entitlements to benefits such as, cars, telephone rentals, club memberships, medical insurance and entertainment expenses; and
    - o allowances in lieu of benefits;
  - a.8 The right of the Manager to re-imbursement of all reasonable expenses outlaid on Council business.



## **GOVERNANCE POLICIES**

- a.9 The timing of reviews of the Manager's remuneration.
- a.10 A commitment by the Manager to such hours of work, at no additional remuneration, as will enable proper discharge of his or her duties and responsibilities.
- a.11 The Manager's annual, statutory, special and long term leave entitlements.
- a.12 A commitment by the Manager not to engage in any other business activity without the approval of the council, to always promote the interests of the Council and not engage in any activity which might conflict with such interests.
- a.13 A commitment by the Manager, both for the duration of the agreement and after its termination, to preserve the confidentiality of all matters relating to the Council's affairs.
- a.14 The circumstances in which the agreement may be terminated by the parties.
- a.15 The ability of the Council to suspend the Manager from the performance of his or her duties and/or exclude the Manager from Council and Office premises (on full pay) at any time for the purpose of carrying out an investigation into any conduct of the Manager.
- a.16 An obligation on the part of the Manager to deliver up to the Council, on termination of the agreement for whatever reason, all records, information and other property belonging to the Council and its Office.
- a.17 The ownership of any copyright, patent and trademark rights over any invention, ideas and processes developed by the Manager arising from the Manager's position and activities with the Council and its National Office.

### **3.8 DELEGATIONS**

- a. The Council will delegate those powers, authorities or responsibilities it deems appropriate in order to ensure that:
  - a.1 the Council's responsibilities are managed effectively and efficiently and that management is able to operate the business without unnecessary delays and enables them to carry out the day-to-day running of the business.
  - a.2 The Council is able to meet its statutory and other obligations.
  - a.3 The Councils objectives are met.

- b. Powers reserved by Council

The Council reserves the following powers:

- Approval of the strategic plan, annual business plan and annual performance report;
- Appointment, dismissal, performance review and remuneration of the Manager;
- All transactions on land and buildings including leases;
- Authority to borrow money;



## **GOVERNANCE POLICIES**

- Authority to settle personal grievances;
  - Authority to approve overseas travel; and
  - All other matters not expressly delegated.
- c. Delegations to the Manager
- c.1 The Council delegates to the Manager the following powers:
- Day to day staff and office management of the Office;
  - Recruitment and dismissal of staff consistent with legislation and good employer provisions;
  - Operating expenditure - up to \$10,000.00 excl GST on any service item or collection of unbudgeted items, any one contract of an ongoing nature or any order with a single supplier;
  - Capital expenditure - up to a \$10,000.00 excl GST purchase price (or purchase price equivalent, if leased) whether minor or major capital, on any one item, or set of like items, excluding land and buildings.
  - Capital disposals - up to a book value or sale price (whichever is the greater) of \$5,000.00 per item or collection of like items;
  - Bank accounts - The Manager may approve changes to the bank accounts, bank signatories and signatories for electronic banking subject to Council approval.
- c.2 The Council will regularly review and update delegations to the Manager.
- c.3 The Council may, by resolution, revoke or alter any delegation made to the Manager.

## 4

**COMPLIANCE****4.1 LEGISLATION**

The Council will ensure, through assurance and enquiry of Management and external professional advice if appropriate, that the Council and its Office are at all times complying with relevant legislation, and with all other applicable rules and regulations.

**4.2 ASSET PROTECTION**

The Manager will ensure that the assets of the Council and its Office are not unprotected, inadequately maintained or unnecessarily placed at risk.

**4.3 EQUAL EMPLOYMENT**

The Manager will foster conditions that are consistent with the principles of equal opportunity in employment, training and promotion that are in accordance with relevant employment legislation and are not discriminatory as defined in the Human Rights Act.

**4.4 TREATMENT OF STAFF AND CUSTOMERS**

The Council shall ensure safe working conditions for staff and confidentiality and privacy for staff and customers in accordance with relevant legislation.

**4.5 AUDIT**

The activities of the Council including its Office will be subject to normal statutory external audit.

**4.6 GOVERNANCE POLICY REVIEW**

These governance policies are to be reviewed by Council every three years. After their adoption by Council, the minuted review date is to be included on the policies doc. Cover as Reviewed dd/mm/yy. Council is to seek independent advice in this process where deemed appropriate.



# STANDING ORDERS





Approved August 2024

Based on revision of 2009 NZC Standing Orders  
and an adaptation of draft 2015 LGNZ model orders.  
Revised following Council review September 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 1987<sup>1</sup> LGOIMA
- Fish and Game Council Elections Regulations 1990 FGCE
- Local Government Act 2002<sup>2</sup> 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 Orders<sup>3</sup>

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'.

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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 a an electronic email address to which notices and material relating to meetings and council business may be sent.

## **standing orders**

### **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.

## **standing orders**

### **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.

## **standing orders**

### **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.

## **standing orders**

### **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.



## **standing orders**

### **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.

## STANDING ORDERS RULES OF MEETING CONDUCT

# 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.

## **standing orders**

### **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.

## **standing orders**

### **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]

## **standing orders**

### **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.



## STANDING ORDERS RULES OF MEETING CONDUCT

# 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]

## **standing orders**

### **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.

## **standing orders**

### **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



## **standing orders**

### **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.

## **standing orders**

### **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.

## **standing orders**

### **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.



## **standing orders**

### **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.

## **standing orders**

### **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.

## **standing orders**

### **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.

## **standing orders**

### **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.



## **standing orders**

### **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.

## **standing orders**

### **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.

## **standing orders**

### **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.

## **standing orders**

### **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.





# Fish and Game Councillor Guide

October 2024



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# 1 Welcome to Fish & Game New Zealand

This booklet is an introduction for Councillors to Fish & Game New Zealand.

It is designed to provide an overview of Fish & Game as a public entity, the role of the Minister and Department of Conservation and the responsibilities of Councillors and Councils and the relationship between regional councils and the New Zealand Council.

It also outlines meeting procedures, the key principles of governance, the budget system and setting of licence fees, the national licence administration system and functions of councils.



## 2 Introduction

The fish and game councils which make up Fish & Game New Zealand were established in 1990 under the Conservation Act 1987:

**for the purposes of the management, maintenance, and enhancement of sports fish and game [26P(1) Conservation Act 1987] in the recreational interests of anglers and hunters [26Q(1) Conservation Act 1987]**

The Conservation Act 1987 sets out the main functions and responsibilities of the NZ Council and regional Fish and Game Councils.

Our vision is a New Zealand where freshwater habitats and species flourish, where hunting and fishing traditions thrive, and all Kiwis enjoy access to sustainable wild fish and game resources

## 3 About Fish and Game

- The fish and game councils that make up Fish & Game New Zealand is a model unique in the world as it requires Fish & Game New Zealand to manage a public resource for the benefit of all present and future New Zealanders.
- Fish & Game is the most effective advocate for freshwater and wetlands across the country. We attribute 70% of our advocacy work to a direct public benefit as well to our sport.
- Fish & Game is an independent, self-governing organisation with a 150-year statutory mandate; a situation unique in New Zealand legislation. We answer directly to the Minister for Hunting and Fishing.
- Fish & Game New Zealand directly represents 130,000 licence holders who value the cultural traditions of trout and salmon fishing and game bird hunting, the skills associated with these pursuits and the recreational opportunities and time outdoors they afford.
- As well as the Conservation Act, Fish & Game New Zealand has specific responsibilities under several other Acts of Parliament, the Wildlife Act 1953, the Freshwater Fisheries Regulations 1983, the Wildlife Regulations 1955, the Fish and Game Council Election Regulations 1990 and the New Zealand Game Bird Habitat Stamp Regulations 1993.
- Fish & Game New Zealand's interests are also explicitly provided for in the Resource Management Act 1991, the Overseas Investment Act 2005 and the Walking Access Act 2008.

- Fish & Game Councils are required to give effect to the principles of the Treaty of Waitangi per Section 4 of the Conservation Act 1987.
- All Councils report annually to the Minister for Hunting and Fishing and are audited by the Office of the Controller and Auditor-General in accordance with the requirements of the Public Finance Act.
- Fish & Game New Zealand receives no public money or financial support from central or local government. Funding is primarily provided through the sale of licences to freshwater anglers and gamebird hunters and totals around \$11 million a year.
- The organisation can trace its statutory origins back to the Protection of Animals Act 1867, which sought to encourage acclimatisation societies and has always involved anglers and hunters managing their own affairs under a Parliamentary mandate.
- One significant consequence of this history is that wildlife, freshwater fisheries, and natural water do not attach to land title under New Zealand law but remain a part of the public estate.
- Fish & Game New Zealand's 80 staff are committed, professional, and experts in their fields. We have a high level of long-serving staff with advanced environmental qualifications.
- By fulfilling its legal obligation, Fish & Game New Zealand has become one of this country's leading environmental organisations and is a key member of the environmental NGO network.
- The systems strength is that it harnesses the enthusiasm of anglers and hunters in a statutorily regulated manner:
- Ehara taku toa i te toa takitahi, engari he toa takitini - My strength is not that of a single warrior, but that of many.

## 4 The role of a public entity

A public entity can take different forms – it might be part of the Crown, a body created by statute, a company, a board, a trust, an incorporated society, or a single office-holder. All public entities (including Fish & Game councils) are subject to audit by the Auditor General, as defined in the Public Audit Act 2001.

Under the Public Finance Act 1989 (amended by the Public Finance Amendment Act 2004) and the Crown Entities Act 2004, Fish & Game councils must prepare financial statements that comply with generally accepted accounting practice and fairly reflect their financial position.



Section 45M1 of the Public Finance Act 1989 sets out the requirements for public entities.

1. The following provisions of the Crown Entities Act 2004 apply to an organisation named or described in Schedule 4, [*i.e. Fish and Game Councils*] as if the organisation were a Crown entity under the Crown Entities Act 2004:
  - a. sections 133 and 134 (which relate to supply of information under the Official Information Act)
  - b. sections 154 to 156 (which relate to annual reporting) and any regulations that apply to the matters referred to in those sections
  - c. section 158 (which relates to bank accounts)
2. An organisation named or described in Schedule 4 that is required to produce a statement of service performance must present that statement to the House of Representatives with the annual financial statements required under subsection (1)(b). [*applicable to Fish and Game Councils*]
3. The provisions applied by this section apply to the organisation subject to any negation or modification of the provision in the entity's Act.
4. A provision that applies to a parent organisation, and any negation or modification of the provision in the entity's Act, applies also to the subsidiaries of the organisation, except to the extent that the entity's Act provides otherwise."

Although behavioural obligations may differ according to a Crown (or public) entity's function, there are underpinning ethical requirements which apply.

- ***to fulfil lawful obligations to the Government with professionalism and integrity***
- ***to perform official duties honestly, faithfully and efficiently, respecting the rights of the public and colleagues***

The collective duty on statutory entities is to act in a manner consistent with the spirit of service to the public. This means these entities should be able to demonstrate:

- ***fairness and impartiality*** – all individuals and organisations with which the entity has dealings must be treated impartially
- ***consistency*** – people in similar circumstances or with similar issues must be treated similarly in terms of the processes that the entity follows, the way policy is applied, and the decisions that are made
- ***transparency*** – entities must be able to provide reasons to explain and justify all decisions, *i.e.* they must be able to demonstrate that they were 'fair and reasonable' in the circumstances
- ***legitimacy*** – entities must be able to demonstrate that powers were properly authorised and used properly.

**This means that councillors and officials need to take great care to avoid situations where they could be accused of using their position to further their personal interests.**

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<sup>1</sup> found in Subpart 2 of the Public Finance Act 1989 - Subpart 2 deals with the application of provisions of Crown Entities Act 2004 to organisations named or described in Schedule 4 of the Public Finance Act

## 5 The role of the Minister

Ministers are guardians of the Crown's interests in Crown or public entities, and are responsible for them to Cabinet and ultimately to Parliament. A relationship between a Minister and a Crown or public entity is typically more arm's length than that between a Minister and a department. Departments are part of the legal Crown, have a close relationship with their Minister and share a common statutory framework with other departments. The Minister has powers to direct the department.

It is the responsibility of the governing body(ies) of the entity to run the organisation according to its legal mandate and to take operational decisions about the entity. Crown or public entity governing bodies are, however, accountable to their responsible Minister.

The key functions involving annual recommendations to Fish & Game's responsible Minister - the Minister for Hunting and Fishing are:

- ***setting of an appropriate fee for fishing and hunting licences, having regard to the views and recommendations of Fish and Game Councils (Section 26C(1)(e) of the Conservation Act 1987).***
- anglers notice that sets out the conditions under which a licence holder may fish for sports fish in a particular area (Section 26R(3) of the Conservation Act 1987).
- open season for game notice that sets out the conditions under which a licence holder may hunt for game birds in a particular area (Section 15(1) of the Wildlife Act 1953).
- form of the game bird habitat stamp to be affixed to every licence to hunt or kill game (Sections 15 and 19A of the Wildlife Act 1953).

From a regional Fish & Game council point of view, other important functions of the Minister are:

- to approve sports fish and game management plans, or where this plan is not in force, the annual operational work plan
- to table in Parliament the council's annual report.

Typically, a government department provides support to the responsible Minister to help them manage their broad responsibility for the Crown or public entity and to ensure that the Minister meets their statutory obligations. For Fish & Game, the Department of Conservation fulfils the monitoring role also has policy responsibility for the general area in which Fish & Game operates and for the legislation that establishes the councils and sets out their functions.

The Conservation Act 1987 also provides for the Director General of Conservation to attend and speak at any meetings of the New Zealand Fish and Game Council (26L) and meetings of Fish and Game Councils (26ZE). Notice in writing of every meeting and the business proposed for that meeting must be given to the Director General prior to the meeting.

## 6 Functions of Fish & Game Councils

The duties of Fish and Game Councils are spelt out in the Conservation Act 1987. While this is a long list of things to do, it does not mean that everything has to be done every year or equally. This is part of the role of the Council to look at those key things that contribute to the agreed outcomes of the organisation. It is important, however, that you are aware of what the Act prescribes.

[Abridged from 26Q(1), *Conservation Act*]

Fish and Game Councils are to manage, maintain, and enhance the sports fish and game resource in the recreational interests of anglers and hunters, and in particular:

### 6.1 *Assess and monitor*

- Sports fish and game populations
- The success rate and degree of satisfaction by licence holders
- The condition and trend of eco-systems as habitats for sports fish and game

### 6.2 *Maintain and improve the sports fish and game resource by*

- Maintaining and improving access
- Maintaining hatchery and breeding programmes, where required for stocking or re-stocking sports fish and game habitat
- Preparing fishing and game season recommendations and submitting them through the New Zealand Council for Ministerial approval (Anglers Notice / Game Gazette Notice)
- Ensuring there are sufficient resources to enforce fishing and hunting season conditions.
- Subject to various approvals, undertake works to maintain and enhance sports fish and game habitat.

### 6.3 *Promote and educate by*

- Defining and promoting ethical standards of behaviour by anglers and hunters
- Promoting recreation based on sports fish and game
- Keeping anglers and hunters informed on matters affecting their interests.

### 6.4 *In relation to costs to*

- Assess the costs attributable to the management of sports fish and game
- Develop and recommend to the New Zealand Council appropriate licence fees to recover costs and game bird habitat stamp fees
- Consult with the New Zealand Council in the determination and distribution of levies on licences.

### 6.5 *In relation to planning, to*

- Represent the interests and aspirations of anglers and hunters in the statutory planning process.
- Formulate and adopt an annual operational work plan
- Prepare draft sports fish and game management plans in accordance with the Conservation Act
- Identify and recommend to the New Zealand Council, the region's sports fish and game research requirements
- Implement national policy determined by the New Zealand Council
- Liaise with local Conservation Boards
- Advocate the interests of the Council, including its interests in habitat.

### **6.6 To issue**

Licences to hunt or kill game, and game bird habitat stamps, and licences to take sports fish. Except as provided in 26Q(1) (see above) Fish and Game councils shall not within their areas jurisdiction engage in any activity that has as its predominant purposes the making of a commercial gain from that activity (26R(2) Conservation Act)

## **7 Powers of Fish & Game Councils**

- 26P 3 of the Conservation Act states that  
“A Fish and Game Council shall not exercise any of its rights, powers or privileges except for the purpose of performing its functions”
- Except as provided in 26Q(1) [see above] Fish and Game Councils shall not, within their areas of jurisdiction, engage in any activity that has as its predominant purpose the making of a commercial gain from that activity. [26R(2) *Conservation Act*]

[26S - Powers of Fish and Game Councils *Conservation Act*]

Fish and Game Councils:

- Have all powers as are reasonably necessary or expedient to enable it to carry out its functions.
- May acquire and dispose of land. Section 26S(3) (a-d) sets down requirements for the purchasing or disposal of land. In brief, any purchase or disposal of land has to be for the purposes of managing sports fish or game, and the protection of their habitat, and be open to the public.
- Enter into contracts for the provision of services.
- Expend money received from any source arising from under the Conservation Act, for the purposes of carrying out its functions.
- Appear before courts and tribunals in New Zealand and be heard on matters affecting or relating to the Council's functions.
- Money not immediately required for expenditure may be invested.
- With the consent of the Minister, borrow money or renew loans.
- Employ staff.

## 8 The New Zealand Fish & Game Council

### 8.1 *Functions of the New Zealand Council*

Develop, in consultation with Fish and Game Councils, national policies for carrying out its functions for sports fish and game, and the effective implementation of relevant general policies established under the Wildlife Act 1953 and the Conservation Act.

- Advise the Minister on issues relating to sports fish and game.
- Co-ordinate the preparation and recommendation, for the Minister's approval, Anglers Notices and the Game Season Gazette notice; advise the Minister in relation to such matters and to have the notices gazetted.
- Develop research programmes promoting the management of sports fish and game, with the Department of Conservation.
- Oversee the Fish & Game New Zealand electoral system.
- Recommend to the Minister, fishing and game bird hunting licence fees, after having regard to the views and recommendations of Fish and Game Councils.
- Recommend to the Minister fees for game bird hunting and fishing guide licences, after having regard to the views and recommendations of Fish and Game Councils.
- Determine, in consultation with Fish and Game Councils, the re-distribution of licence income to fund the operations of Fish & Game New Zealand.
- Advocate generally and in any statutory planning process the interests of Fish & Game New Zealand and, with its agreement, any regional Fish and Game Council in the management of sports fish and game, and habitats.
- Liaise with the New Zealand Conservation Authority.
- Audit the operations of Fish and Game Councils.
- Recommend to the Minister, after having regard to the views and recommendations (if any) of Fish and Game Councils and the NZ Game Bird Habitat Trust Board, an appropriate fee in respect of any game bird habitat stamp and the form of such stamps.
- Sell or arrange the sale of game bird habitat stamps and associated products.
- Such other sports fish and game functions as the Minister may require.
- Co-ordinate the management, enhancement of sports fish and game by regional Fish and Game Councils (additional function required by the Minister for Conservation pursuant to Section 26C(1)(k)).

### 8.2 *Powers of the New Zealand Council*

- All such powers as are reasonably necessary or expedient to enable it to carry out its functions.
- Rules for the conduct of its business and financial requirements
- Employ staff
- Expend money received by it from any source arising from the Conservation Act for the purposes of carrying out its functions
- Be entitled to appear before courts and tribunals in New Zealand and be heard on matters affecting or relating to the Council's functions.
- Invest funds



- Borrow or renew loans with the prior approval of the minister.

### **8.3 Relationship between the New Zealand Council & other Fish and Game Councils**

In essence the Government/Parliament expects Fish & Game New Zealand to properly look after fish and game management and to oversee the effective management of the country's sports fish and game resources carried out by 12 regions. NZC has a number of formal statutory powers, but the need for the whole organisation to work co-operatively in the interests of anglers and hunters is paramount.

The New Zealand Council is made up of a councillor nominated by every regions. However, they are not representatives of their region as Each NZC councillor must take a national overview in their deliberations, and not simply represent their region or regions views. They are the link between the New Zealand Council and the regions. They must be able to stand by and be able to explain to their fellow regional Councillors why the New Zealand Council decided on a particular course of action. They are required to advance and implement national policy back in their particular regions.

The governance rules adopted by the New Zealand Council to govern the way it operates as a Council means that all its members are bound by a democratic Council decision and must work to implement it, whether or not they necessarily agreed with the decision or supported it.

The New Zealand Council does have specific powers to develop national policy which is binding on the whole organisation. This is a formal process and is subject to consultation with the regions before any policies are adopted.

A key role of the New Zealand Council relates to the budget round which leads to the development of a recommendation to the Minister for Conservation on the licence fees each year.

Another is the New Zealand Council's responsibility to audit the operations of the regions.

## **9 The role of a Fish & Game Councillor**

Fish & Game New Zealand is the collective name of the New Zealand Council and 12 regional Fish and Game Councils.

One member of each regional Council is, by a Council vote, appointed to the New Zealand Council. While each of the thirteen Fish and Game Councils is a separate entity, it is the expectation of Parliament that Fish & Game New Zealand as a whole properly manages the sports fish and game resource. It is up to the New Zealand Council to ensure that happens. Because of this the New Zealand Council is the primary advisor to the Minister for Hunting and Fishing on fish and game matters.

Even though the New Zealand Council is a separate body, with its own staff, members are all members of a regional council. It is through the New Zealand Council that the organisation as a whole makes decisions. For important decisions such as new national policies and the cost of the licence, a formal consultation process ensures that every regional councillor has the opportunity to have a say.

Because Councillors are elected by licence holders, their primary responsibility is to identify what their region, and the organisation as a whole, needs to achieve for the anglers and hunters. Councils need to decide what needs to be achieved (the outcomes and business plan) – it is the responsibility of your Council’s manager and the staff to decide how best to do it (the activities and outputs or operational plan ) and for actually achieving the outcomes. (See the section on Governance).

As a Councillor, you represent the anglers and hunters that elected you and it is your role to be a link between them and the Fish & Game New Zealand organisation. You must accept responsibility to act in the best interests of anglers and hunters everywhere and the organisation as a whole and not represent any particular group or constituency. Although it should be noted that elected ward councillors are responsible for bringing forward and supporting the views of their ward.

## **9.1 Conservation Act provisions for Fish & Game Councillors**

### **91.1 Term of office**

26ZA sets out the provisions for term in office. Unless you die, resign or are removed from office by the Minister (due to bankruptcy, disability, neglect of duty, misconduct, conviction of an offence involving sports fish or game), your term of office runs to the next (triennial) election and you continue in office until your successor comes into office. At the conclusion of the term, you may stand for re-election.

### **9.1.2 Resignation**

You may resign at any time by writing to the Minister explaining your intention. [26ZA(4)]

### **9.1.3 Remuneration/reimbursement**

26ZF of the Act says that no Councillor “shall be entitled to receive any remuneration, allowances, or expenses in respect to his or her service as a member of that Council”.

This clause is read as prohibiting the paying of ‘meeting attendance fees’.

Each Council will have a policy on reimbursing the accommodation and travel expenses of Councillors attending meetings. Receipts need to be produced. Vehicle mileage is reimbursed in accordance with the IRD rate. There are some instances where Councillors live outside their region. In these cases, although there is no national policy, it is common practice to pay mileage inside the region only – i.e. after the Councillor gets across the regional boundary, mileage for that part of the trip is covered.

### **9.1.4 Licences**

No member of any Fish and Game Council can be given a licence to take sports fish or to hunt or kill game free of charge. [26ZF(2)]

### **9.1.5 Members not personally liable**

No member of a Fish and Game Council shall be personally liable for any default made by the Council or by any member of it, in good faith in the course of its operations. [26ZB]

### **9.1.6 Co-opting Councillors**

Councils can co-opt people onto the Council if they wish in cases where it is seeking to bring on board special skills and expertise. These co-opted members have full speaking rights but cannot vote (26V). If, when the Council election took place, and less than 12 Councillors were nominated and therefore automatically elected, that fixes the size of the voting Council. For example, if at the time of the election only 10 Councillors were nominated then for the rest of the term the total number of voting Councillors will be 10. Although additional Councillors could be co-opted they remain co-opted Councillors and do not have a vote.

### **9.1.7 Replacement of Councillors Leaving Office during the term of a Council**

If a member of a Council leaves office earlier than six months before their term of office is due to expire, the Act provides that if the majority of eligible voters request an election be held to fill the vacancy, an election be held accordingly. In other cases the Council may appoint a person to fill the vacancy after giving public notice of its intention to do so.

The common practice has been for a Council to advertise the vacancy and seek submissions from eligible voters on whether an election should be held. In the same advertisement, to save money, it has become common practice to advise that, in the event of a special election not being required, the Council intends to appoint a replacement member. The Council may call for nominations or, particularly within a year of an election being held, a Council may invite the next highest polling candidate in the election onto the Council.

The method of selecting an appointed candidate is up to the Council although, as with all Council decisions, there must be clear reasons for a decision made.

## **10 The Fish and Game community**

The Fish & Game community comprises around 80 staff, 116 Councillors, 105+ honorary rangers and most importantly 130,000 individual licence holders. Around this exists an industry of fishing and hunting guides, licence vendors, suppliers to the industry such as hunting and fishing lodges and the like. When all these elements work well together, the sports will grow and thrive.

Fish & Game New Zealand has an opportunity to lead this sector. As a Councillor you are a key player in that community through ensuring the effective representation of anglers and hunters and promoting constructive and effective relationships within that community. The tools to do this are your political and communication skills.

## 11 Informal consultation

Apart from the Annual Meeting and recommendations for changes to regulations, there are other times when public input into the decisions of your Council is appropriate. Consultation is not just about getting input from anglers and hunters on what is being proposed or on what they feel is appropriate, but is also about having the opportunity to inform them of some of the background information on the state of the resource and the reason why particular decisions are necessary. There may also, depending on the situation, be need to consult beyond the angling and hunting community to local interest groups or landholders.

Often some groups feel strongly about an issue or a particular method or restriction where the scientific evidence does not support that view. In other cases what some people think is an appropriate restriction, may spoil the angling or hunting for another group. Often there is no right or wrong answer, but talking ideas through can lead to agreement, understanding and overall satisfaction.

Council meetings are public meetings. Sometimes members of the public or groups may ask to speak to the Council. Some Councils allow members of the public to speak on matters during a Council debate. Others provide a set time for public comment. Either way it is important to allow such opportunities. In addition the 'laws' of natural justice mean that if your Council is making a decision affecting a particular person, group or organisation, if they request it, they should have the opportunity to put their case.

Fish & Game's legislation also requires that consultation takes place within the wider organisation. This can involve the circulation of papers that carry with them varying levels of confidentiality or restrictions of use. Mishandling of these papers ultimately makes it harder for Fish & Game in its dealings with Ministers and officials. It is important to observe the responsibility set out in Section 57 of the Crown Entities Act 2004:

**'Duty not to disclose information'**, that a member of a statutory entity who has information in his or her capacity as a member that would not otherwise be available to him or her must not disclose that information to any person, or make use of, or act on, that information (unless authorised to by the Council).

## 12 Communicating, public awareness and political advocacy

### **12.1      *Being a political force***

In recent years Fish & Game New Zealand has achieved some significant “successes” for “habitat” and “access” through using the public relations tactics of news media management, winning public support, and using the political process.

While monitoring of species and setting regulations is a core part of our business, the threats to preserving the fisheries and game bird habitat are so many – significant hydro development, irrigation, agricultural development and the like – that Fish & Game New Zealand has had to become an increasingly political operation. More and more of our future will be determined by public and political opinion.

Winning in the court of public opinion has proven to be a very effective tool. Fish & Game New Zealand is a small organisation with limited resources, but we are structured to initiate nationwide public support through the local media and other public awareness tactics. In other words, we punch well above our weight. Our focus group research shows clearly that licence holders want Fish & Game New Zealand to be an influential and effective political force.

As a Councillor you are uniquely placed as a community representative and as a person knowledgeable about Fish & Game New Zealand to represent our issues.

The fish and game movement is a very effective lobby if licence holders feel communicated with and involved. Councillors can provide “grass roots” feedback to the organisation and keep it in tune with the aspirations of licence holders. And at the same time you can disseminate information. You can:

- Speak at angling and hunting clubs.
- Network with other anglers and hunters.
- Write articles for angling and hunting clubs’ newsletters.
- Contribute to the Fish & Game website and the Reel Life and Both Barrels E-zines and Fish & Game magazine.
- Support staff to carry out angler attitude/game bird hunter research.
- Promote a “customer focused” culture within Fish & Game New Zealand.

### **12.2      *Consistency of messages***

While inside the organisation we have issues that are at times controversial and are strongly debated, voicing that dissent outside our organisation causes the public to lose faith in us and our credibility. It provides an opportunity for our opponents to attack us. Fish & Game New Zealand strives to achieve consensus. It is important that in our external communications we represent the consensus of our colleagues, even if we may not personally be in agreement.

One hundred Councillors going out into the world saying one hundred different things causes confusion, muddles messages and is ineffective. Whereas one hundred Councillors who are clear on the organisation’s position on key issues, and articulate this consistently, are a very effective resource for enabling Fish & Game New Zealand to get its message across and win support.

### **12.3      *Increasing participation and gaining public support***



Councillors have a vital role in maintaining and developing public support and awareness.

National and regional level public relations, public awareness and advertising largely involves “mass media”, such as newspaper, radio and TV coverage, regional and national information pamphlets, paid advertising, and other programmes and projects. This activity is aimed at both the general public and licence holders.

An extremely important element of any public awareness activity or recruitment programme is the face-to-face, on-the-ground ingredient. And this is where you as Councillors come in. All the slick advertising and media coverage in the world has limited effect unless our messages and information are also promoted on the ground in a direct people-to-people way. The quality of any personal connection is huge!

Your participation in organised events such as fishing seminars, camps, or kids’ fish-out days, in Fish & Game New Zealand stands at public events, in talking to local and national politicians and other stakeholders, and talking in schools is invaluable. Please take every opportunity to share your experience, wisdom and opinions in support of Fish & Game New Zealand goals with as many people as you can.

## 13 R3–Retention, Reactivation & Recruitment

R3 is focussed on “enhancing participation through customer satisfaction to achieve revenue objectives”. This requires the continuing development of a customer centric culture by putting licence holders, past present and future, at the centre of strategic planning and decisions.

Councillors have a role to play in the promotion of angling and game bird hunting as part of the kiwi culture. The implications of declining participation in these sports on the NZ environment are concerning. R3 is a term that we all need to be familiar with and the R3 roadmap is a document that all councillors should familiarise themselves with.

The definition of the 3 R’s is as follows:

**Retention** – maintaining our existing licence holders, they are our key group with the skills and interest to remain active and pass their skills on to others.

**Reactivation** – encouraging those who have experienced fishing or game bird hunting who have lapsed but can be encouraged to return. They represent our best opportunity for growth.

**Recruitment** – The hardest one to achieve but essential for the long term sustainability of Fish & Game. These are people who have not participated and need to be made aware of opportunities, then become interested and can find a pathway to participating.

## 14 Council Meetings

### 14.1 *Frequency of meeting*

Regional Council’s are required to meet on at least six occasions between 1 February and 31 December in each year. [26ZD(1)]

Your Council will determine the frequency of meetings, venues, time of convening etc. Most Councils meet bi-monthly, to a schedule that allows timely feedback between regional and New Zealand Council meetings.

New Zealand Fish and Game Council is only required to meet twice a year, but by tradition meets four times per year. [26K(1)]

#### **14.2 Special Meetings**

A special meeting shall be called by the Chairperson whenever 3 or more members so request in writing. [26K(2), 26ZD(2)]

#### **14.3 The Director-General of Conservation**

(or representative) is entitled to attend and speak at Council meetings but is not entitled to vote. [26L, 26ZE]

## **15 Meeting Procedures**

#### **15.1 Standing Orders**

Included within the Councillor folder are the model rules/standing orders for the conduct of Fish and Game Council meetings.

Fish and Game Councils are also subject to Part 7 (meetings) of the *Local Government Official Information and Meetings Act 1987*.

#### **15.2 Attendance at meetings**

Councillors are elected by their peers and therefore are expected to attend meetings. If a member cannot make a meeting they should present their apologies. If a member knows he or she will be unable to attend meetings for a period of time – travel, sickness, work etc, then they should ask for leave of absence from the Council. Failure to attend three meetings in a row without the leave of the Council may constitute neglect of duty. In such cases the Minister for Hunting and Fishing has asked to be informed. The Minister may then write to the absent member and if they do not respond in a satisfactory manner by a specified date, dismiss them from the Council.

#### **15.3 Chairperson**

Your Council elects one of its members to be chairperson for the term of that member's appointment or for such lesser period as the Council members see fit. Some Councils review the Chairperson and New Zealand Councillor appointments annually. Most make the appointment for the three-year term, unless by resolution a new person is appointed. [26J(1), 26ZC(1)]

The chairperson presides at all meetings of your Council when present. [26J(2), 26ZC(2)]

If the chairperson is absent from any meeting, the members present shall appoint one of their number to be the chairperson of that meeting.[26J(3), 26ZC(3)]

The chairperson has both a deliberative and casting vote. [26ZC, 26ZD(5)]

#### **15.4 Procedures**

A majority of members in office forms a quorum. No business is to be transacted without a quorum. [26K(3), 26ZD(3)]

Every question before any meeting shall be determined by a majority of the members present and voting on the question. There is no provision for proxy/absentee voting. [26K(4), 26ZD(4)]

The powers of a Fish and Game Council shall not be affected by any vacancy in its membership, nor shall the proceedings of the Council be invalidated merely because of the subsequent discovery that some defect existed in the appointment of any member.

## **16 Governance**

The Council's role is to govern not manage the organisation, therefore the Council addresses outcomes , approves the business plan and delegates the activities and outputs to its manager

Councils undertake three vital functions relating to

- setting expectations for the organisation's overall performance;
- performance monitoring and assurance of legal and contractual compliance or conformance,
- assurance and management of the council's own performance, including selecting and directing the manager

Effective governance can benefit the organisations by:

- providing leadership
- development of strategy to accomplish that purpose
- ensuring accountability, compliance and transparency
- optimising the allocation of resources and supporting management
- reducing the risk of financial and other crises that can have devastating economic and social costs
- ensuring key stakeholder relationships are managed and enhanced.
- direct senior management's attention to the issues that matter most to the organisation.

From a hunter and anglers' perspective, the knowledge that skilled and trusted professionals elected by them have close oversight of the entity can reassure them that their interests are represented and encourage them to continue to support the organisation.

The council has the ultimate decision-making power, requires reporting at regular council meetings and has the separation from the detail that can create accountability and a focus on performance.

Each Fish & Game Council *must* have an agreement on process and protocols that provide guidance on roles and responsibilities. The New Zealand Council adopted a set of governance policies in November 2016 (since updated) These are available for other councils to adapt and adopt if they wish. The following adapted for Fish & Game Councils provides a summary of the various elements of good governance.

### **16.1 Ownership and governance structure**

- Councils represents the owners of the organisation, both legal and moral.
- Council members are trustees on behalf of others, usually shareholders or stakeholders.
- The Council is the only governing body.
- Ownership rights and the governance structure are clearly defined in the organisation's main legal documents, e.g. a constitution or Articles.
- Councils with a smaller number of members can be more effective than larger Councils.
- While there is no magic number, group theory and current trends point towards the ideal Council size being less than ten, with seven increasingly seen as an ideal number.
- The Council should comprise of people who have appropriate skills rather than those who are only there as representatives of constituent groups or who are focused on single issues.
- Where constituent representation is required, the Council takes all reasonable steps to ensure that those responsible for election or appointment of Council members understand the need for effective governance and nominate candidates with relevant capabilities.
- Members should be familiar with all aspects of the role and contribute across a wide range of governance issues
- They may bring specific skills related to financial analysis or other corporate disciplines and organisation specific skills and experience,
- The Council must govern the organisation in the best interests of the whole organisation not of sector or interest groups.
- All Council members should understand their fiduciary duties (including the duty of loyalty and the duty of care) and that they share equal responsibility and accountability for the decisions and actions of the Council.
- ***The Council's role is to govern, and remain focussed on meeting owners expectations (until such time as these may change)***
- The Council analyses the needs of the organisation's various stakeholders, making every reasonable effort to consult with and report to them as appropriate.
- The Council influences management performance – not by 'micro-managing' – but by setting performance expectations and monitoring achievements against these.

### **16.2 Setting strategic direction**

*"The Council's role is to create the future not to manage the today."*

- Strategic thinking is the process used to continually assess the external organisational environment, to identify and understand key issues, to determine key results and to relate organisational competencies and capabilities to the tasks and challenges faced in the achievement of those results.
- The Council must regularly schedule into its meetings, time for strategic thinking around specific strategic issues.

- The Council sets the organisation's strategic direction, ensuring that it is appropriate for the circumstances and understood by management.
- Once the Council has set the strategic direction, the manager is delegated the task of preparing a draft strategic plan for the council to review and approve. Once approved, the manager will develop the various operational or business plans needed to ensure the achievement of desired strategic results.
- Every time the manager reports against the outcomes policies, the Council, should engage in a strategic conversation about their future relevance. Have there been changes in the nature or needs of the beneficiary group? Are the outcomes still achievable?

### **16.3      *Creating governance policy***

- The Council sets 'rules' for the organisation's operations and its own processes in the form of governance policies.
- By the process of creating governance policies, the Council simultaneously establishes the values and ethical framework for the organisation.
- A sound governance policy framework will include policies defining:
  - the strategic results or outcomes to be achieved
  - the Council's own operating principles and processes
  - the nature of the Council's relationship with its manager and the processes for transacting that
  - the extent of the manager's freedom to make decisions without further recourse to the council.
  - Confirming the behaviours that the Council will work within and expects from its employees
- The Council defines policy in response to as many issues and to a depth of detail as is needed to make clear its expectations and requirements for implementing the policy. When addressing policies that instruct the manager, the Council understands that policy needs to ensure delegation clear and unambiguous.
- Having defined governance policies, the council undertakes a vigorous and systematic programme of monitoring to assure itself that its policies are being implemented as intended.

### **16.4      *Running effective council meetings***

- The Council does most of its work at its regular meetings where it undertakes policy-making, strategic thinking, risk analysis, performance review, monitoring and evaluation, strategic design, compliance monitoring and team building.
- Meetings are as long as needed for effective and productive deliberations on these important topics and to fulfil the governance role, however there is clear evidence that meetings should be no longer at a sitting than three (3) hours.
- Meetings are held as often as necessary. To fulfil all the requirements of good governance and, at the same time, create a strong governance team, Councils should probably not meet less often than every two months.
- The Council controls its own policy-focused meeting agenda, developing this from an 'annual' or 'one-year agenda'. The chairperson confirms ahead of time the various crucial elements of its role, scheduling and planning for each meeting.



- Council meetings are designed to facilitate both the monitoring of compliance matters and effective attention to organisational performance achievement. Effective compliance monitoring and reporting systems allow the council to deal with the various compliance issues quickly to ensure maximum time is available for future focused strategic discussions.
- Meetings are structured and facilitated so that every member can participate as appropriate.
- The chairperson's job is not to be the 'boss' of the Council but to assist it as a peer 'leader' to achieve the highest possible level of performance. All Council members pay attention to group dynamics and individual operating style preferences and help ensure that meetings are managed to produce maximum effectiveness and efficiency.
- Meetings are creative, stimulating sessions at which individual Council members have the opportunity to add value to governance processes and to increase their own learning.
- Whilst the meetings should be held with free and frank discussions, bullying, harassment or undermining other members is not tolerated
- Council meetings are an integral part of the organisation's learning system.

### **16.5 Council-manager relationships**

- The Council directs organisational performance through the manager instructing only that person. All other staff are employed, managed and evaluated by the manager, not the Council.
- The manager reports to and is accountable to the council as a whole, not to its individual members, including the chairperson.
- The manager's relationship with the Council is managed through the chairperson, who in some cases will delegate through specific sub committees
- The Council/manager relationship is the pivotal relationship in any governed organisation and is based on trust and mutual respect - both working honestly and diligently in the best interests of the organisation.
- The Council/manager relationship works best when both parties are open and are prepared to examine strengths and weaknesses - capitalising on strengths and addressing deficiencies.
- The manager can only do his/her job and be held accountable when the Council has done its job of setting organisational direction and developing governance policies.
- In creating the framework within which the manager is to work, the Council takes all possible reasonable and prudent steps to empower the manager, so that there need only be minimal intrusion or interference by the Council.
- The Council views the manager as an equal but never loses sight of its responsibility for the manager's performance and of its good employer responsibilities.

### **16.6 Monitoring the manager's performance**

- Once the Council has delegated authority to act, it holds the manager rigorously accountable. The Council monitors the manager's performance against pre-stated performance expectations. These should be expressed primarily as results to be achieved and situations and circumstances to be avoided.

- The Council makes manager performance assessment judgements only against previously agreed criteria. Data that do not relate to such criteria should not be considered in the performance assessment process.
- Because the manager is an employee of the Council as a whole, an assessment of the manager's performance is ultimately the responsibility of the whole Council. Some of the preliminary tasks may, however, be assigned to a Council committee.
- The Council establishes a schedule for regular policy compliance reporting and assessments of the manager's performance. The Council also reserves the right to monitor any policy at any time using any suitable method.
- Every Council meeting should consider organisational performance as a component in a continual process of manager performance monitoring and assessment.

#### **16.7 Council officers and committees**

- The number of specified Council officers (e.g. Secretary) and standing committees is kept to a minimum to avoid fragmentation of the governance process and confusion of accountability.
- Where used, Council committees (e.g. Executive Committee) are focused on better preparing the Council to do its own job, but never to instruct or interfere with staff work. Council committees or subcommittees never undermine or compromise the Council's delegation to the manager.
- Rather than standing (i.e. permanent) committees, the Council uses working parties to explore certain issues or carry out certain Council tasks. When a working party has completed its task it disbands.

#### **16.8 Monitoring organisational achievements and compliance**

- Every Council member has a duty to exercise care and diligence while they are a member of the Council.
- The Council must ensure that the organisation is meeting all legal and contractual requirements, especially in respect of its financial and employee obligations.
- Through a compliance-monitoring schedule, the Council determines a framework and timetable for reporting by the manager. Where appropriate the Council also specifies where other sources and forms of data collection (e.g. audit) will be required and taken into account.

#### **16.9 Financial responsibilities**

- The Council sets the financial policies that guide the manager in management of finance
- The Council's role is financial governance role *not* financial management.
- Section 26Q(1)(d) requires regional Fish and Game Councils to first assess costs for the management of sports fish and game and then to recommend "appropriate" licence fees to recover those costs.
- Cost recovery is therefore a central component in the assessment of an "appropriate" fee.
- The New Zealand Council must take close account of the regional Fish and Game Councils' assessed management costs when reaching its recommendation as to an "appropriate" licence fee.

- The Council's financial policies include policies that address operational, capital and delegations.
- The criteria for the development and ongoing management of the budget are set by the Council and the budget is the manager's planning and working document.
- The Council ensures the ongoing financial viability of the organisation and the fiscal integrity of manager actions by monitoring actual performance against criteria set by the council.
- Legislation requires the Council to meet certain financial monitoring requirements on time and to required standards.
- The Council, through its Executive Committee ensures that it receives reports that provide assurance of the integrity of the financial processes, systems and reporting.
- The Council establishes and manages the relationship with the external auditor.

#### **16.10 Risk management**

- Council members recognise that risk is an unavoidable element in all organisational activity.
- Developing the organisational risk framework, identifying risks, the management of risk including the level of risk allowable, and monitoring of risk is a key activity of the Council's annual work programme.
- Governance policies contribute to the management and monitoring of internal risks.
- External risks are typically defined and kept under review through the process of strategic and business planning.

#### **16.11 Good Employer Obligations**

Public entities like Fish and Game Councils *must* be good employers. This means that:

- Council members must ensure that the organisation operates employment policies containing provisions accepted as and defined in the Public Service Act 2020 necessary for the fair and proper treatment of employees in all aspects of their employment.
- The Public Service Act defines fair and proper treatment of all employees as:
  - good and safe working conditions
  - an equal employment opportunities programme
  - the impartial selection of suitably qualified persons for appointment
 And recognise
  - the aims, aspirations and employment requirements of Maori
  - cultural differences, ethnic and minority groups
  - employment requirements of women
  - employment requirements of persons with disabilities

#### **16.12 Health Safety and Wellbeing**

**Employers are to ensure safety of employees and shall take all practicable steps to ensure the safety of employees whilst at work  
(Health and Safety in Employment Act 1992 part 2.6)**

- As a councilor you each hold the primary accountability for Health and Safety in your organisation and cannot contract out or insure against this. You must ensure that all policies, strategies and procedures meet the needs of the organisation.
- You must
  - provide and keep a safe work environment;
  - include employees when developing health and safety procedures, using an agreed employee involvement process;
  - identify hazards, being familiar with and finding practical ways to control them;
  - give employees information about workplace hazards; and
  - maintain a hazards and incidents register
- NZ council will develop Health Safety and Wellbeing policies and strategies that are consistently required across the whole of Fish and Game

### **16.13      *Evaluating the Council's effectiveness***

- The Council explicitly sets standards for its own performance and aims to be as good at its own job, as it expects the manager to be at his/hers.
- The Council undertakes an annual performance review evaluating its performance against its own written policy expectations.
- Governance performance evaluation extends to the contribution of each Council member through a process of self and peer assessment.
- The focus of performance evaluation is the development of increased governance capability.

### **16.14      *Council member competence, development and education***

- The following competencies are generic to all council members:
  - The ability to focus on longer-term strategic issues i.e. is able to adopt an overview of issues and concerns.
  - The ability to refrain from becoming involved in immediate operational issues,
  - Independence of thought and action in the role.
  - The ability to provide leadership in relation to organisational values.
  - Knowledge of the organisation, its business, and marketplace.
  - Conceptual and analytical skills in the areas of finance and key strategic issues facing the organisation.
  - A willingness to delegate to others, e.g. the manager or Council committees, as appropriate.
  - The ability to ask questions that go beyond the immediate and the obvious to the heart of critical organisational performance matters.
- The Council establishes a plan and budget for its collective and its individual members' governance capability development.
- The Council should schedule an annual meeting, with the manager and senior staff, to traverse a wide range of strategic governance and organisational issues, with an expected outcome of the strengthening of teamwork within the Council and between the Council and senior staff.
- NZC and the Council will provide all new members with a thorough induction programme.
- NZC will facilitate governance development opportunities for the Council as a whole and to individual members as required.

## 17 Managing sports fish and game as a public resource

Sports fish and game in New Zealand are a public shared resource.

This is one of the underlying principles of the angling and hunting tradition in New Zealand. Their populations have been established and nurtured by generations of anglers and hunters over 150 years.

Parliament has entrusted their administration and management, and their habitats, to Fish & Game New Zealand. Your primary responsibility as a Councillor is to decide what needs to be achieved to best manage, maintain and enhance sports fish and game within your region. You need to remember that you do this on behalf of the New Zealand public (present and future), not solely the licence holder.

While you make decisions on matters within your region, you also need to be aware that your region is one of 13 councils making up Fish & Game New Zealand. The resources of your region belong to all New Zealanders, and all licence holders have a right to access those resources. At the same time, in buying a licence, every licence purchaser is buying the services of Fish & Game New Zealand nationwide – not just the services of your region. That is why the licence price is based on the cost of running the whole organisation – not just your region.

At times it will be necessary for you to put aside local considerations and view issues in a national context. You are dealing with public resources under powers delegated by Parliament.

Because you are probably an experienced angler and/or hunter, it is also important that, in carrying out your responsibilities as a Councillor, you remember all the thousands of licence holders who are not as experienced as you, who may like to use different methods to you, and/or who like different angling and hunting experiences. You have to represent them and look after their interests along with those who share the same ideas as you.

## 18 Planning and Management Plans

In the past, Fish & Game New Zealand has largely been able to manage its resources without too much interaction from other agencies. In future, Fish & Game's own planning will need to recognise other users and uses.

Because we are dealing with public resources, an important feature of the changes brought in by the Conservation Act was to ensure the public have a say in how those resources are to be managed. The emphasis is on public input, not licence holders alone.



One of the main reasons behind requiring Fish and Game Councils to prepare sports fish and game management plans was to ensure that decision-making is in accordance with policy approved through a public consultation process.

### **18.1 Sports fish and game management plans**

Fish and Game Councils are required to prepare sports fish and game management plans which will guide the Fish & Game Council to meet its statutory responsibilities over a *10 year time frame*. [17L, *Conservation Act*]. The Management Plan must:

- establish objectives for the management of sports fish and game, or both, within any region or part of any region.
- have regard for any conservation management strategy, conservation management plan, or freshwater fisheries management plan.
- have regard to the sustainability of sports fish and game in your region.
- have regard to the impact that the management proposed is likely to have on other natural resources and other users of the habitat concerned.
- include such provisions as may be necessary to maximise recreational opportunities for hunters and anglers.
- be approved by the Minister for Hunting and Fishing

It is essential that you make yourself familiar with the approved plan or if it is being reviewed, the latest draft. It is a legal document, when approved by the Minister, that guides (and limits) how your council operates and what it does. It should be an empowering document – the policies should guide decision making and the formulation of annual work plans – not make the decisions. It is also important because other planning agencies like DOC and local authorities must take your plan into account in their own planning.

As statutory agencies, Fish and Game Councils have to be consistent in that decision-making, take account of natural justice and be based on the facts of each case. Decisions by Fish and Game Councils can be challenged by the Ombudsman, or by judicial review. A management plan can provide a statutory basis for decision-making, and this is particularly the case when a Fish and Game Council wishes to turn down an application for an activity which it believes is inappropriate in its region.

### **18.2 Operational Work Plans**

Operational work plans are prepared annually by managers for regional councils. They set out the projects/work to be undertaken during the financial year and give effect to the policies contained in the Management Plan. Where there is no approved Management Plan in force, the operational work plan must be approved by the Minister before being undertaken. [26Q(3) *Conservation Act*].

Your Council will ensure the operational work plan is being drafted from around February. It is the manager's job to prepare the draft document but it is the Council's responsibility to define the outcomes it wants to see achieved in that year. When the manager has interpreted the Council's wishes, (the management plan) it is then up to the Council to review the operational plan and make sure it reflects the priorities it has set. Obviously this is a matter of discussion

between the Council and its manager as they are responsible for the way outcomes and priorities are addressed.

While there is no statutory requirement to do so, it is important and of value that your Council gets some public/licence holder input into the development of its priorities for the year. Some regions seek comments by clubs, while others hold public meetings. Feedback from surveys (national or regional) is also a good way to feed the interests of a wider selection of licence holders into the priority pot. Obtaining public input is one of the questions asked of New Zealand Council staff when they are advocating licence fee recommendations to the Minister and Treasury, and Parliament's Regulations Review Committee.

Once your Council has completed its draft plan it becomes part of the national budget round. (See the section on national budget and licence fee setting process). It is unlikely everything the Councillors of the 13 Councils think is important can be funded from the available money. Everything is inter-related and an extra dollar spent by one Council is a dollar less available to others. In the end, it is the responsibility of the New Zealand Council to recommend to the Minister the cost of the licence (and hence the amount of money available to the organisation for the coming year).

Once the New Zealand Council makes preliminary recommendations on the licence fee and indicative regional budgets, regions are asked for comment. This is the opportunity for your Council to comment on the proposed licence fee and on the amount of money it is likely to have to spend.

Some Councillors ask

“why, if the New Zealand Council, on the advice of its staff and the managers, cuts out some projects seen as a priority by regional Councillors, is there any point being a Councillor?”

In fact, in any year the majority of the projects included in regional operational work plans can be funded – but there will always be some which have to be cut to ensure financial stability. If your Council is unhappy with its budget, it has an opportunity to have its case reviewed as part of the consultation round outlined above. But in the end the New Zealand Council has to set the budget levels and unfortunately not everything can be funded.

## 19 Fish & Game New Zealand's Budget System

### 19.1

Section 26Q(1)(d) of the Act requires that regional Fish and Game Councils shall:

- a. *“Assess the costs attributable to the management of sports fish and game”;*
- and*
- b. *Develop and recommend to the New Zealand Council “appropriate licence fees to recover costs”.*

The Fish and Game Council financial years run from 1 September to 31 August. Financial planning starts as early as November the year before and uses a standard zero based budgeting

process to review and consider each budget item against strategic priorities and revenues. Internal cross examination of priorities can be vigorous.

All Fish and Game Councils use the zero based budget financial model and once the overall national priorities for the year have been agreed upon, regions start developing their own plans - taking into account the national key priorities. There is only a limited amount of money to go around so it is necessary to prioritise carefully.

The funding required to cover costs, research and legal fund allocations is assessed against the targeted licence sales (based on the last two years of actual sales) to determine the new licence fees. Once completed, the draft budgets are considered by the NZ Council, which makes an interim decision in respect of the budgets and the consequential proposed licence fee. Consultation across the regional Fish and Game Councils is repeated.

Managers and the NZ Council look at activities regarded as necessary to achieve the organisation's purpose along with a list of additional items proposed by the respective councils. Approval of these additional fund items are dependent on the contribution to enable the organisation to better achieve its purpose and not impose an unacceptable licence fee. Once the regional Fish and Game Councils' views have been received, the NZ Council then makes a recommendation on the new season's fees to the Minister.

This process is summarised in the following budget cycle:

February	<ul style="list-style-type: none"> <li>▪ Preparation of business and operational work plans for new financial year (NFY)</li> <li>▪ All council budgets are developed using a zero based methodology</li> <li>▪ Priorities for NFY are discussed at Regional Manager &amp; NZC meetings</li> </ul>
March	<ul style="list-style-type: none"> <li>▪ Draft council budgets finalised for NFY</li> </ul>
May	<ul style="list-style-type: none"> <li>▪ Regional councils consider NZC licence fee recommendation</li> </ul>
June	<ul style="list-style-type: none"> <li>▪ NZC consider regional response and agree on licence fees for inclusion in the F&amp;G NZ budget for approval by the Minister</li> </ul>

## **19.2      *The setting of licence fees***

The cost of the licence fee represents the cost of Fish and Game management in New Zealand as a whole. It does not relate to the costs of Fish and Game management in individual regions. The budget process is the means by which we collectively set the budgets for each Council/region. It is not about taking away the powers of individual Councils to decide what is necessary for their region, but rather how much work we can actually afford to do and which work gets done collectively.

The setting of the licence fee is, at a conceptual level, a very simple process. It is set by adding up the total approved budgets for all 13 Councils and dividing that total by the number of licences (adult whole season licence equivalents, referred to as LEQs) that we expect to sell nationally. The fee is set to reflect the cost required to achieve the statutory functions for the organisation. If the licence fee necessarily, as a result of the calculation above, is considered to be too high, then the choice is either to cut budgets or sell more licences.

The levy/grant payable for each Council is the difference between its approved budget and the predicted licence income. There is no direct link between the income a region receives from licence sales and its budget. The 'levy' is simply the difference between the approved budget for a region and the amount of licences it is predicted will be sold in that region.

The licence fee setting process is a lengthy one. Common sense dictates that the 13 Councils that make up Fish & Game New Zealand must make prudent decisions which weigh up what is a reasonable level of licence fee against what is needed to protect the Fish and Game resource and provide the necessary services and benefits to anglers and hunters.

### **19.3      *The external approval process***

- Consultation with the Department of Conservation over the licence fee in June. Usually a draft submission is sent to the Department of Conservation (DOC)
- The actual submission incorporate DOC comments needs to be completed and submitted to the Minister for Hunting and Fishing by the beginning of July.
- Once signed off by the Minister, the licence fees are published in the NZ Gazette as two separate Licences, Fees and Forms Notice (one for Sports Fish, the other for Game). These effectively become "deemed" regulations and are reviewable by Parliament's Regulation Review Committee.
- After the notices have been gazetted, this Committee usually seeks a detailed explanation of the reasons for the fees and assurance they were calculated according to government guidelines.

### **19.4      *Year end reporting***

At the end of each financial year an annual Statement of Service Performance report and financial statement (the Annual Report) is prepared, approved and audited before being submitted to the Minister of Hunting and Fishing for tabling in Parliament. The annual report is the key resource for financial reviews of the performance and current operations of a council as a public entity.

Most Fish & Game Councils present these reports at a public annual public meeting (s26ZD(7) Conservation Act 1987) and approve them at their November or December meetings. The Auditor-General, as the entity's auditor (although usually another auditor acts on their behalf), is required to provide an audit report for inclusion in the Council's annual report. Once the audit report has been received, the Council has 15 working days to provide the annual report to the Minister for presenting in Parliament.

## **20      *Setting other regulations***

### **20.2      *Anglers Notice***

The annual Anglers Notice round normally starts in April when regional councils consider their draft conditions for the coming season. Some regions don't carry out a significant review of their angling regulations every year, but possibly every second or third year. Again, focus on

making changes to season conditions that help simplify them and increase licence holder opportunity and enjoyment.

As with the licence fees and Game Notice, any proposed regulation requiring Ministerial approval should have the politically sensitive issues sorted out earlier and ideally be supported by the regional Conservator of Conservation and/or appropriate government agency.

## **20.2      *Game Notice***

The Game Notice is similar to the Anglers Notice. Unlike the Anglers Notice, however, the game notice is normally done in two parts. Regions should be looking at their game recommendations in November, or early December, with a view to bringing their preliminary recommendations together and sending them to the NZ Council Office some time in December.

In early January and beginning of February regions finalise recommendations. It is important in managing any controversy, that issues which might be politically sensitive to make these known to the Minister and the Department of Conservation and to get their tacit agreement before the formal submission is made to the Minister.

Remember, the more changes made and the greater the controversy associated with them, the longer the approval process takes.

Resist the temptation to over regulate. Instead, focus on making changes to season conditions that help simplify them and increase licence holder opportunity and enjoyment.

# **21      Fish & Game's national licence administration system**

Licence administration was once the responsibility of each Fish & Game region. The adoption of a one-licence-for-all-regions policy meant it was more efficient to provide licences through a national administration process. The first year this was attempted was for the 2004 season.

Since 2005 Fish & Game New Zealand has contracted ESL Limited to administer its licencing requirements. The services provided by ESL include:

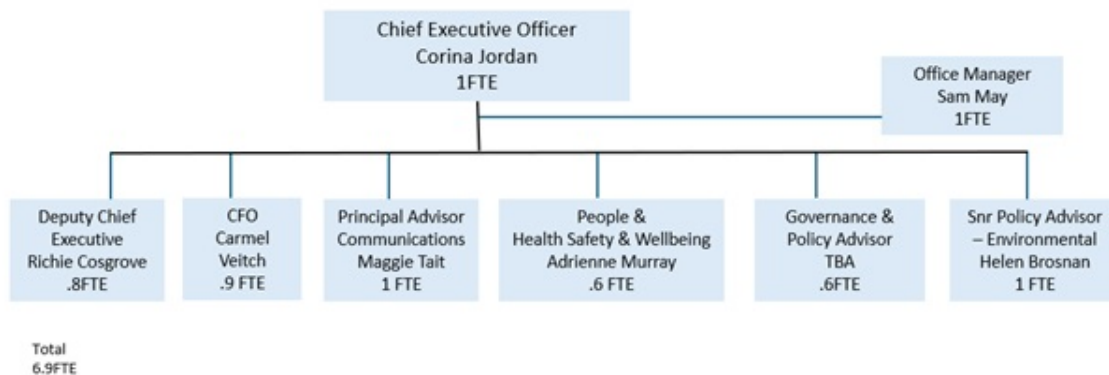
- design, management and maintenance of an online (internet) licensing system, including provision for credit card direct payment facilities
- printing and mail-out of plastic licences, ordered online or by 0800 telephone
- database hosting and maintenance of licence and licensee data
- collection, banking and management of monies to a 'trust' account for Fish & Game New Zealand, including full financial reconciliations, and monthly settlement/return of collected revenues to the 12 Regional Councils
- reporting on sales volumes and revenues, financials, inventories, and agent performance.



Each year Fish & Game New Zealand sells about 103,000 sports fishing licences and 36,000 game licences. These licences are valid throughout the country (except in the Taupo fishing district), with many expenses funded nationally. Therefore each licence sold represents the licensee's contribution to the overall cost of managing fish and game in New Zealand each year.

## 22 New Zealand Council Staff

The New Zealand Council employs its own staff through its Chief Executive. Their role is to implement the outcomes adopted by the New Zealand Council, to provide independent advice to it and ensure statutory requirements are complied with. Key specific roles of the Chief Executive and staff include national advocacy on behalf of anglers and hunters, raising the public awareness of the organisation and of angling and hunting and co-ordinating and auditing the operations of the regions.



The **Chief Executive** is the New Zealand Council's Manager. She has direct accountability for delivery of the business plan set by the New Zealand Council. She is the public front of the Fish and Game organisation

Seven staff are employed by the NZ Council CEO

1. **Deputy Chief Executive:** Provides technical support to the CEO, is the technical lead for licencing and provides communications and advocacy support to the Principal Advisor Communications. Acts for the CEO in her absence
2. **Chief Financial Officer:** responsible for all the budgets, forecasting, treasury, and accounting functions. Provides support to the regions on an "as required basis" with annual and day to day finance requirements.
3. **Principal Communications Advisors:** communicating the purpose, values, and activity of the organisation to licence holders and the wider population. Development and distribution of broad and targeted messaging through multiple media channels to ensure that relevant, topical and at times critical information reaches the right people at the right time. Promotion of participation and engagement in freshwater angling and game bird hunting. A focus on R3 (Retention, Reactivation and Recruitment). Management of all our digital and print channels including website, social media, Fish & Game magazine, and direct email communications. Other areas include licence production, sales monitoring, and stakeholder surveys.

4. **People and Health Safety and Wellbeing:** Provides advice and support to NZ Council, CEO and Regions on people policy, strategy and operational matters as well as advice and support on Health Safety and Wellbeing policy, strategy and processes ensuring that Fish and Game as a whole meet the requirements of a safe and healthy workplace for all staff and meets its obligations as a good employer.
5. **Governance and Policy Advisor:** manages Fish and Game's statutory processes, policy development and coordination with regional Fish and Game councils and provide governance support to the New Zealand Fish and Game Council. It also provides political advice and maintains external relationships, manages NZC's planning and governance functions and significantly inputs into Fish and Game's strategic engagement, particularly with the government. It also provides co-ordination in Fish and Game's resource management sphere.
6. **Senior Policy Advisor – Environmental:** Responsible for developing and influencing environmental policy, reviewing and advising on proposed and operative environmental policy, supporting and empowering the NZ Fish & Games statutory role in environmental advocacy.

## Legislation that Relates to the Role of Councillor

Conservation Act 1987

<https://www.legislation.govt.nz/act/public/1987/0065/latest/DLM104083.html>

specifically, Part 5A 26A to 26ZF

Wildlife Act

<https://www.doc.govt.nz/globalassets/documents/about-doc/role/legislation/wildlife-act-summary-brochure.pdf>

This is a summary document written by DOC

Resource Management

<https://www.legislation.govt.nz/act/public/1991/0069/latest/DLM230265.html>

This Act is administered by The Ministry for the Environment. The RMA promotes the sustainable management of natural and physical resources such as land, air and water.

Walking Access

<https://legislation.govt.nz/act/public/2008/0101/latest/DLM1244016.html>

This Act is about providing free access to the outdoors for walking and for types of access that may be associated with walking

Public Sector Act

<https://www.legislation.govt.nz/act/public/2020/0040/latest/LMS356871.html>

Boards of Crown agents are responsible for ensuring that the entities they govern uphold the public service principles when carrying out their functions.

The responsibility of a board of a Crown agent under subsection (6) is a collective duty of the board under the [Crown Entities Act 2004](#) that is owed only to the responsible Minister in accordance with [section 58](#) of that Act.

Read the article below for additional information on the requirements of delegation

<https://www.publicservice.govt.nz/guidance/guidance-for-statutory-crown-entities/delegations>

Local Government Official Information and Meetings Act 1987

[www.legislation.govt.nz>latest:DLM122242](http://www.legislation.govt.nz/latest:DLM122242)

An Act to make official information held by local authorities more freely available, to provide for proper access by each person to official information.

Official Information

[www.legislation.govt.nz>act>latest>DLM64785](http://www.legislation.govt.nz/act/latest/DLM64785)

An Act to make official information more freely available, to provide for proper access by each person to official information relating to that person. It is NZ's primary freedom of information law and has become an important part of NZ's constitutional framework

### Privacy

<https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html>

Governs how organisations and businesses can collect, store, use and share information

### Ombudsman Judicial Review

[www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz)

This is a document explaining the role of the Ombudsman

### Overseas Investment

<https://www.legislation.govt.nz/act/public/2005/0082/latest/DLM356881.html>

This Act sets out criteria for applications for consent for overseas investments, notification of transactions, and gives powers to impose conditions on investment and management of risk

### Public Service Act 2020

<https://www.legislation.govt.nz/act/public/2020/0040/latest/LMS219482.html>

Good Employer requirements of a government department or entity

### Employment

<https://www.legislation.govt.nz/act/public/2000/0024/latest/DLM58317.html>

This Act provides the legal backdrop for all relationships between employees, employers and unions

### Holidays Act

<https://www.legislation.govt.nz/act/public/2003/0129/latest/DLM236387.html>

Provides for the management of all types of leave available to employees

### Other Employment related Acts:

Wages Protection Act

Minimum Wage Act

Parental Leave and Employment Protection Act

Equal Pay Act

### Health and Safety Act 2015

<https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>

Requires the provision of healthy and safe work environments

Office of the Auditor General: Integrity Framework

<https://oag.parliament.nz/good-practice/integrity/integrity-framework>



# GOVERNANCE PRINCIPLES

The principles are based on the Institute of Directors and are designed to be a flexible framework. They consist of three components:

1. Individual principles, accompanied by supporting practices and guidance.
2. Supporting practices which describe activities or behaviors of Fish & Game that are likely to be meeting the principles.
3. Outcomes based. They describe the outcome the supporting practice aims to achieve but do not prescribe how this is to be accomplished

While the principles are intended to be voluntary in application, they seek to go beyond what may be considered a minimum standard of governance and aim to encourage Fish & Game to strive for and achieve good governance.

## 1. Purpose and strategy

- There is a clear purpose and a strategy which aligns its activities to its purpose
- The purpose is clear, recorded in its governing documents and understood by the Council
- The Council approves a strategy to carry out the purpose
- Decisions by the Council further the purpose and strategy
- The Council regularly devotes time to consider strategy
- The Council periodically reviews the purpose and strategy

## 2. Roles and responsibilities

There is clarity about the roles, responsibilities and relationships of the Council

- Councilors' roles are clear and understood by the Council
- Councilors understand and meet their duties under the legislation
- Councilors meet any eligibility requirements relevant to their position
- Delegations of the Council's authority is recorded and periodically reviewed
- The role of the Council is clearly delineated from the role of management

## 3. Council composition

The Council's structure and composition enable it to fulfil its role effectively

- Councilors are appointed by each regional council, through a transparent process, and in alignment with the purpose and strategy
- The Council reflects a mix of personal attributes which enable it to fulfil its role effectively

## 4. Council effectiveness

The Council is run effectively, and its performance is periodically evaluated

- Council meetings are chaired effectively and provide opportunity for all Councilors to contribute
- Councilors seek and are provided with the information they need to fulfil their responsibilities
- Councilors are appropriately inducted and undertake ongoing education to fulfil their responsibilities
- The Council's performance, as well as the performance of its chair and other Councilors, is periodically evaluated
- The relationship between the Council and management is effective

## 5. Risk management

Council decision making is informed by an understanding of risk and how it is managed

- oversee a risk management framework that aligns to the purpose and strategy

## GOVERNANCE PRINCIPLES

- Councilors seek and are provided with information about risk and how it is managed
- Periodically review the risk management framework

### 6. Performance

Fish & Game uses its resources appropriately and evaluates its performance

- The Council oversees appropriate use of the organisation's resources
- The Council approves an annual budget for Fish & Game
- The Council receives and considers measures which evaluate performance against the strategy
- The Council oversees the performance of the CEO
- The Council monitors the solvency of the organization

### 7. Accountability and transparency

The Council demonstrates accountability by providing information to license holders about the Fish & Game

- The governing documents and policies relevant to its governance are available to stakeholders
- The Council oversees appropriate reporting about Fish & Game performance and financial position
- Transactions between related parties, if any, are disclosed to stakeholders

### 8. Stakeholder engagement

There is meaningful engagement with license holders and other stakeholders, and their interests are understood and considered by the Council

- The Council understands stakeholder needs and their expectations
- The Council oversees a framework for meaningful engagement
- Stakeholders are considered in relevant Council decision making
- There is a process for gathering and responding to complaints and feedback from stakeholders

### 9. Conduct and compliance:

The expectations of behavior for the people involved in Fish and Game are clear and understood

- The Council articulates its expectations of conduct, and the consequences for misconduct, for the people involved with Fish and Game New Zealand
- The Council oversees compliance with relevant laws, regulations and internal policies
- Conflicts of interest are identified, disclosed and managed
- There is a process for investigating misconduct and relevant instances are brought to the attention of the Council

### 10. Culture

- The Council models and works to instill a culture that supports the Fish & Game purpose and strategy
- The Council defines and models a desired culture that aligns to the purpose and strategy The Council oversees a strategy to develop and maintain the desired culture
- The Council oversees mechanisms to monitor and evaluate culture
- Fish and Games values are clear, periodically reviewed and communicated to staff, license holders and the public via the Fish and Game New Zealand website.

## GOVERNANCE PRINCIPLES

<https://www.publicservice.govt.nz/guidance/guidance-for-statutory-crown-entities/delegations>

- Crown entity boards remain legally responsible for the exercise of any functions and powers exercised under delegation
- delegation policies and procedures, which should include areas such as:
  - the process for reviewing delegations
  - any generic conditions or restrictions around delegations
  - policies for the reporting of decisions made under delegation
- schedules of delegations, which should include areas such as:
  - the legislative authority for delegation
  - strategy (planning, setting policy, compliance)
  - expenditure (budgets, contracts, operating and capital expenditure)
  - financial management (bank accounts, investment, financial reporting, audit, taxation)
  - communications (marketing, media, [Official Information Act 1982](#), government)
  - risk (risk management, insurance)
  - legal (appointment, dispute resolution, litigation).

## 2024-25 Annual Budget & Meeting Schedule - For Regional Consultation

Month	Date	Meeting/Activity	Location
Sep-2024	Sunday 1 Sep	Fish & Game New Financial Year	
	Wednesday 11 Sep	Election Roll Closes	
	Thursday 19 Sept	Fish & Game Election Papers Out	
Oct-2024	Tuesday 1 Oct	Sports Fishing Opening	
	Tuesday 15 Oct	Election Postal dates Close	
	Monday 28 Oct	<b>Labour Day</b>	
	Wednesday 30 Oct	Elected members take Office	
Nov-2024	Friday 1 Nov	High Country Sports Fishing Opening	Otago/Sthland
	Saturday 2 Nov	High Country Sport Fishing Opening	Nth Cant/CSI
	Thursday 7 Nov	<b>Regional Managers/CEs Meeting</b> <i>(Feed into 13 &amp; 14 Dec NZC Meeting)</i>	Online
	Wednesday 20 Nov	New Regional Councils Last Day to hold Inaugural Meeting <i>(3 weeks after taking office)</i>	
Dec-2024	Friday 13 & Saturday 14 Dec	<b>NZ Council Meeting (Held over 2 days)</b> <i>(2025/26 Strategy)</i>	Wellington
	Friday 20 Dec	Variance Reports & Reserves Schedules sent to CFO	
	Wednesday 25 Dec	<b>Christmas Day</b>	
	Thursday 26 Dec	<b>Boxing Day</b>	
	Tuesday 31 Dec	All Regional Council 2024 Meetings to be complete/held	
Jan-2025	Wednesday 1 Jan	<b>New Year's Day</b>	
	Thursday 2 Jan	<b>New Year's Day Observed</b>	
	Friday 24 Jan	Variance Reports & Reserves Updates Distributed	
	Friday 31 Jan	Licence Working Party Licence Sales Forecast	
	Friday 31 Jan	Regulation Details Due for Game Notice <i>(From all Regional Councils)</i>	
Feb-2025	Sunday 2 Feb	World Wetland Day/Release of 2025 Habitat Stamp	
	Monday 3 Feb	Draft Game Notice Submission to DOC for comment	
	Wednesday 5 Feb	Variance reports Final Circulation back to Managers	
	Thursday 6 Feb	<b>Waitangi Day</b>	
	Friday 7 Feb	Game Regulation Guide Content Due to NZC Office	
	Feb/March	<b>Regional Managers/CEs Meeting</b> <i>(held over 2 days)</i>	Wellington
	Monday 17 Feb	Game Notice & Submission to MOC & Gazette Office	
	Friday 21 Feb/or the following week	Publish Game Notice in NZ Gazette	
	Wednesday 26th Feb	<b>NZ Council Meeting (Part 1 of 2)</b>	Online 6-8pm
Friday 28 Feb	<b>NZ Council Meeting - (Part 2 of 2)</b>	Wellington	
Mar-2025	Saturday 1 Mar	<b>Governors Forum - Regional Chairs &amp; NZC (Planning)</b>	Wellington
	Thursday 13 Mar	Game Bird Hunting Licences on Sale <i>(2<sup>nd</sup> Thursday)</i>	
	Friday 14 Mar	<b>Draft Game Notice Submission to DOC for comment</b>	
	Monday 17 Mar	<b>Staff Development Grant Applications Close</b>	
	Monday 17 Mar	Game Magazine Released	
Thursday 20 Mar	<b>Regional Managers/CEs Meeting (feed into NZC 11/4)</b>	Online	

Month	Date	Meeting/Activity	Location
Mar-2025	Friday 28 March	Budgets, Budget Summaries Circulated back to Regions	
Apr-2025	Sunday 6 Apr	Mark-up/Pegging Day ( <i>4 weekends before opening</i> )	
	Friday 11 Apr	<b>NZ Council Budget meeting</b>	Wellington
	Saturday 12 Apr	<b>NZ Council Meeting</b>	Wellington
	Wednesday 16 April	Licence Fee Consultaion doc distributed to Regions (3 working days after NZC meeting)	
	Friday 18 April	<b>Good Friday</b>	
	Monday 21 Apr	<b>Easter Monday</b>	
	Friday 25 Apr	<b>Anzac Day</b>	
May-2025	Saturday 3 May	Game Bird Season Opening	
	Thursday 22 May	<b>Regional Managers/CEs Meeting (feed into NZC 17/6)</b>	Online
	Friday 30 May	Regional responses to Licence Fee proposals, Anglers Notice & SFLFFN DW/sea run salmon Due to NZC Office	
Jun-2025	Monday 2 June	<b>King's Birthday</b>	
	Tue 17 June & Wed 18 June	<b>NZ Council Meeting (6pm -8pm)</b> <i>(Consider Licence Fee, Anglers Notice &amp; SFLFFN)</i>	Online 6pm-8pm
	Friday 20 June	<b>Matariki</b>	
	Monday 23 June	Licence fee, Anglers Notice & SFLFFN submission to MOC	
	Thursday 26 June	<b>GBHT Grant Applications Close</b>	
Jul-2025	Wednesday 9 July	<b>GBHT Grant Applications Distributed to Board</b>	
	Thursday 17 July	Anglers Notice Published in NZ Gazette	
Aug-2025	Monday 28 July	<b>GBHT Board Meeting (11am)</b>	Online
	Friday 22 Aug	<b>GBHT Field Trip</b>	Hamilton
	Saturday 23 Aug	<b>GBHT Board Meeting</b>	Hamilton
	Monday 25 Aug	Fishing Magazine published	
	Wednesday 27 Aug	<b>NZ Council Meeting (Part 1 of 2)</b>	Online 6-8pm
	Friday 29 Aug	<b>NZ Council Meeting - (Part 2 of 2)</b>	Wellington
	Sunday 31 Aug	Fish & Game End of Financial Year	
	Thursday 1 Sept	Sports Fishing Licences on Sale	
	Wednesday 1 Oct	Sports Fishing Opening	
	Wed/Thu 16/17th Oct	<b>Regional Managers/CEs Meeting in Person</b>	TBC
Oct-2025	Monday 27 Oct	<b>Labour Day</b>	
	Saturday 1 Nov	High Country Sports Fishing Opening (CSI & NC 1st Sat Nov)	
Nov-2025	Thursday 6 Nov	<b>Reg Managers/CEs Meeting(feed into NZC 27/11)</b>	Online
	Friday 28 Nov & Saturday 29 Nov	<b>NZ Council Meeting (Held over 2 days)</b> <i>(2026/27 Strategy)</i>	Wellington
	Friday 19 Dec	All Variance & Reserves Schedules to CFO	
Dec-2025	Wednesday 31 Dec	All Regional Council 2025 Meetings to be complete/held	

<b>KEY</b>	Public Holiday
	NZ Council Meeting
	Regional Managers/CEs Meeting
	GBHT Board Meeting
	Governors Forum (Regional Chairs & NZC)

## 2024-2025 Meeting Dates

NZC Dates	Consultation Gap	HB Proposed Dates	Decision Register
23-Aug		24-Sep	
		12-Nov	Game season reg recommendations
		10-Dec	AGM To be confirmed
13-Dec	3 weeks	21-Jan	Game season regs confirmed
26-Feb	3 weeks	18-Mar	2025-26 OWP & Budget draft
11-Apr	4 weeks	13-May	Draft anglers notice
17-Jun	4 weeks	22-Jul	Final anglers notice
27-Aug	3 weeks	16-Sep	Adopt OWP & Budget
28-Nov	2 weeks	10-Dec	Game season reg recommendations, AGM



**Health & Safety Report****Hawkes Bay Fish and Game Council Meeting  
Tuesday 12<sup>th</sup> November 2024**

**Prepared by:** Kerry Meehan

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**Kōrero taunaki - Summary of considerations*****Purpose***

This report to the Hawkes Bay Fish and Game Council is to provide a summary of health & safety across the organisation

***Financial considerations***

Nil       Budgetary provision       Unbudgeted

***Risk***

Low       Medium       High       Extreme

**Ngā taunaki – HBFGC Manager Recommendations**

The HBFGC Manager recommends that the Hawkes Bay Fish and Game Council:

1. Receive the information.
2. Accepts the H&S report.

**Whakarāpopoto - Executive Summary**

- 1 As part of its commitment to Health and Safety and providing a safe workplace, the Hawkes Bay Fish and Game Council require a report at each meeting describing:
  - 1.1 Implementation and adherence to the Health and Safety policy/manual – including H&S as an agenda item for staff and ranger meetings
  - 1.2 Monitoring and Reporting – in accordance with the Health and Safety plan; Risk Management (identification and treatment) – any new issues or hazards that have arisen and how these have been addressed
  - 1.3 Training programme – information sharing and training of staff and volunteers
  - 1.4 H&S incidents – near misses or injuries sustained, plus updates on past events

**Takenga mai - Background**

- 2 This report provides a summary of:
  - 2.1 The health and safety performance across the organisation inclusive of any contract work.
  - 2.2 Health and safety risk across the organisation.
  - 2.3 Any significant health and safety incidents for the months reported and any recent updates on past incidents.
  - 2.4 Any near-miss events and subsequent follow-up actions.
  - 2.5 The report also responds to any matters arising from the last Council Meeting.

**Kōrerorero – Discussion**

- 3 Staff have been involved in a national group headed by Adrienne Murray to update & develop national Health & Safety policies with regional specific options.
- 4 The table below summarises the reporting statistics for this period. Further information regarding context and follow up process is captured in a register.

Lost time injuries this period	Lost time injuries this year 2024-25	Incidents this period	Incidents this year 2024-25	Near miss events this period	Near miss events this year 2024-25	New hazards reported this period	New hazards reported this year 2024-25
0	0	0	0	0	0	0	0

**Near Miss & Incident Events**

4. None

**Ngā kōwhiringa - Options**

5. The HBFG Council may
  - a. Take the report as read
  - b. Accept the Health & Safety report.

**2025 Game Bird Regulation.****Hawke's Bay Fish and Game Council Meeting  
Tuesday 12<sup>th</sup> November 2024****Prepared by:** John Lumsden**Kōrero taunaki - Summary of considerations*****Purpose***

1. This report to the Hawkes Bay Fish and Game Council seeks to initiate discussion around regulation setting for the 2025 game bird season

***Financial Considerations***

- Nil             Budgetary provision             Unbudgeted

***Risk***

- Low             Medium             High             Extreme

**Ngā taunaki – HBFGC Manager Recommendations**

2. The HBFGC Manager recommends that the Hawkes Bay Fish and Game Council:
  - a. Receive the information;
  - b. Start to consider the gamebird conditions for the 2025 season, and the process for development of the recommendations to the Minister for Hunting and Fishing.

**Whakarāpopoto - Executive Summary**

3. Fish and Game have a statutory responsibility, under the Conservation Act 1987 26Q, to manage and maintain our gamebird populations.

*Conservation Act 1987 Q26 Functions of Fish and Game Councils:*

*(1) The functions of each Fish and Game Council shall be to manage, maintain, and enhance the sports fish and game resource in the recreational interests of anglers and hunters,*

4. Game Season Conditions are constrained by the Wildlife Act 1953 and the Wildlife Regulations 1955.
5. Regional Fish & Game Councils are required to recommend gamebird season regulations and conditions to the Minister for Hunting and Fishing by 24 January 2025. These recommendations are required to be based on sound evidence and licence holder engagement. Appendix 1 sets out the production schedule timetable for the 2025 Gamebird season.
6. Staff are recommending that the HBFGC consider amending the season regulations set last year to include a new Black Swan Management Zone and a higher daily bag limit of 5 birds a day.

7. Staff are recommending that the HBFGC consider amending the season regulations set last year to include a new Pukeko Management Zone and align this area to the Mallard season length.
8. Appendix 2 summarises the Hawkes Bay Fish & Game Councils Gamebird season conditions for 2024. Appendix 3 sets out those species considered to be Gamebirds under the Wildlife Act.

### **Takenga mai - Background**

9. Population trends are monitored via the game bird hunter harvest survey and game bird monitoring programs before each game bird season. Based on this information and feedback from licence holders, and Iwi (in relation to indigenous gamebird species), the Hawkes Bay Fish and Game Council proposes bag limits and season length conditions for that season's Game Bird Regulations to the Minister for Hunting and Fishing. Proposed gamebird season regulations are due to the Minister by 24 January 2025
10. Note that the next aerial gamebird surveys are due to be undertaken in early 2025. Given the tight timeframes by which to propose Hawkes Bay Fish & Game season conditions to the Minister, this means that the Hawkes Bay Fish & Game Council should consider drafting proposed gamebird season regulations and consulting on these ahead of the early 2025 surveys. The survey results can be utilised to make changes to the proposed regulations in the event that aerial survey results indicate a gamebird population has experienced a rapid decline in numbers/ or health.

### **Kōrerorero – Discussion**

11. Game bird regulations need to be set to maximise hunter opportunity whilst limiting the likelihood of over-harvest, and where necessary, be used as a tool to reduce nuisance impacts. Populations and their distribution are affected by weather conditions, farming practices, culling under permits to disturb, disease, food/ habitat availability, and hunter harvest. The setting of season conditions should aim to sustainably manage gamebird populations so that they can sustain harvest, while managing nuisance events, and with a mind to maintaining or building hunters social licence.
12. Staff have identified two gamebird populations, Black Swan and Pukeko, in the Hawkes Bay Region, that have the potential to cause additional challenges when considering regulation setting. Staff are seeking Council start to consider specific changes to the gamebird conditions for Black Swam and Pukeko. Further analysis is intended to be provided at the next council meeting, ahead of the Christmas break.
13. **Pukeko** – we actively encourage our local shooters to hunt Pukeko during their current four-month upland game bird season; however, over this period, we are not able to issue permits to disturb, as this would be in direct contravention to the Ministers Gamebird season conditions.
14. Many growers, particularly market gardeners, find this extremely frustrating as under the season conditions they can only control Pukeko from May to August under a game bird licence – i.e. with a shotgun in flight. Given the nature of horticultural operations in the Hawkes Bay, hunting Pukeko under the season regulations are also not always possible due to the close proximity of neighbours. A potential solutions could be to align the Pukeko season with the waterfowl season.
15. Staff have started a Pukeko monitoring program using driven transects over a range of mixed sites through Hawkes Bay. This is to assess the overall population health, and also to identify areas where Pukeko populations may be concentrated, resulting in nuisance impacts.
16. **Black Swan** – Staff have identified challenges with large numbers of swan around Lake Poukawa, with peak numbers estimated at around 7000 on the lake and surrounding cropping and farmed land in 2024. A large grower had organised shoots by licenced hunters during the 2024 game bird season, with small goods produced from the harvested meat donated to a local marae. The aim was to reduce the need to issue permits to disturb and utilise the harvested swan meat and minimise the risks to social license that may occur if they were simply culled outside the game season; a small cultural harvest of swan eggs was also trialled.

17. Recent annual aerial counts may have underestimated the Lake Poukawa area Black Swan population. A program of drone-based counts is recommended to be used to monitor swan numbers in this area, complementing the annual aerial counts. This is to provide a more nuanced assessment of population size and distributions, along with seasonal fluctuations.
18. Staff indicate that there is likely a benefit in managing the population in the area surrounding Lake Poukawa separately from the rest of the Hawkes Bay Region. Potentially allowing a higher daily bag limit for a new Black Swan management zone around Lake Poukawa, during the game bird season would reduce out-of-season management responses.

### **Ngā kōwhiringa - Options**

19. The Council may agree to start to consider the Hawkes Bay Fish & Game Regions recommended gamebird season conditions for 2025, to be recommended to the Minister for Hunting and Fishing.
20. The Council may indicate an early preference for consideration of changes to the Pukeko and Black Swan season conditions.
21. The Council may agree to start to consider consultation on proposed gamebird season conditions for the 2025 season.
22. The Council will have a further opportunity to consider the 2025 Game Bird Regulations at the next council meeting ahead of the Christmas break.

### **Whai whakaaro ki ngā whakataunga - Considerations for decision-making**

#### ***Financial Implications***

23. All Fish and Game regions are reliant on the sale of licences to generate revenue, this revenue is vital for the management and maintenance of game bird populations.

#### ***Legislative Implications***

#### **Statutory Considerations**

24. The Conservation Act 1987 specifies matters the Council must consider when formulating its Sports Fish and Game Management Plan. These matters are relevant when the Council deliberates the game season conditions.
25. Specifically, these are:
  - a. "...the sustainability of ... game..."
  - b. "...the impact ... on other natural resources and users of the habitat..."
  - c. "Include such provisions as may be necessary to maximise recreational opportunities for hunters..."
26. The game season conditions are constrained by the Wildlife Act 1953 and Wildlife Regulations 1955 to address the following:
  - a. An open season is to be declared;
  - b. The sex and species of game to be hunted;
  - c. The number of decoys that may be used;
  - d. Decoys to be artificial and anchored;
  - e. The number of game that may be taken by a person on a day;
  - f. Other conditions as Council may see fit;

- g. Type of shotgun and magazine size of shotguns;
- h. Timing and placement of food as bait for attracting waterfowl;
- i. Use of camouflaged boats, power boats, vehicles and aircraft;
- j. Use of lights for hunting game;
- k. Hunting stand claim (pegging) provisions.

#### **Section 4 Treaty Responsibilities**

27. Conservation Act 1987 4 - Act to give effect to Treaty of Waitangi

#### **Policy Implications**

28. This fits within our current policy

#### **Risks and mitigations**

29. All hunting and use of firearms have a risk of negative reaction. Educating hunters on safe firearms use, hunter ethics, and collection and utilisation of any game harvested, will help reduce risks.
30. Staff are recommending to maximise the acceptable harvest of Black Swan around Lake Poukawa during the shooting season, as harvesting or “disturbing” Black Swan out of season on surrounding properties is likely to be seen as a cull, with a high chance of negative media coverage.
31. Whilst not directly related to the game season conditions, perceptions around cultural swan egg harvest need to be carefully managed. The timing of harvest is important to ensure they are useable, and expectations of other groups will need to be carefully managed.

#### **Consultation**

32. An invitation for feedback from shooters and shooter groups is encouraged before the Council finalises its recommendation to the Minister for Hunting and Fishing.

#### **Ngā mahinga e whai ake nei - Next actions**

33. If agreed upon, the staff will propose consulting with interested parties on the 2025 game season conditions after the next council meeting and early 2025.

#### **Appendix 1**

Production Schedule for regulations

<b>Date</b>	<b>Action</b>
13 December 2024	Notice and regulation guide content should be sent to regions by NZC
24 <sup>th</sup> January	Regional Fish & Game Councils must update above document (if your meeting is not until after this date, please update the document with the conditions being recommended to Council and then confirm once Council has decided).
3 <sup>rd</sup> February	Draft Notice & submission to DOC for comment
10 <sup>th</sup> February	Draft Notice to NZ Gazette Office



17 <sup>th</sup> February	Notice & submission to MFHF. No further changes from regions after this date
3 <sup>rd</sup> March approximately	Notice approved & signed by MFHF and Gazette notice published

## Appendix 2

### 2024 Game Bird Regulations for Reference

Grey/Mallard Duck	4 <sup>th</sup> May to 30 <sup>th</sup> June	8	All Areas
NZ Shoveler Duck	4 <sup>th</sup> May to 30 <sup>th</sup> June	2	All Areas
Paradise Shelduck	4 <sup>th</sup> May to 30 <sup>th</sup> June	8	All Areas
Pūkeko	4 <sup>th</sup> May to 25 <sup>th</sup> August	10	All Areas
Black Swan	4 <sup>th</sup> May to 30 <sup>th</sup> June	3	All Areas
Brown Quail	Closed Season	0	All Areas
California quail	4 <sup>th</sup> May to 25 <sup>th</sup> August	10	All Areas
Cock Pheasant	4 <sup>th</sup> May to 25 <sup>th</sup> August	2	All Areas

## Appendix 3

Wildlife Act Schedule 1, Section 4, Wildlife declared to be game:

- Spoonbill duck (New Zealand shoveler) (*Anas rhynchotis*).
- Grey duck (*Anas superciliosa*)
- Mallard duck (*Anas platyrhynchos*)
- Paradise Shelduck (*Tadorna variegata*)
- Black Swan (*Cygnus atratus*)
- Pukeko (*Porphyrio melanotus*)
- Ringnecked pheasant (*Phasianus sp.*)
- California quail. (*Lophortyx californica*)
- Chukar (*Alectoris graeca chukar*)
- Australian brown quail (*Synoicus*)
- Virginian quail (*Colinus virginianus*)

## Operations report for 12 November 2024 Council Meeting

### Hawkes Bay Fish and Game Council Meeting

Prepared by: John Lumsden

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#### Kōrero taunaki - Summary of considerations

##### *Purpose*

1. To provide an update to the Hawkes Bay Fish & Game Council (HBFGC) of staff activities since the last council meeting.

##### *Financial considerations*

Nil       Budgetary provision       Unbudgeted

##### *Risk*

Low       Medium       High       Extreme

#### Ngā taunaki – HBFGC Manager Recommendations

2. The HBFGC Manager recommends that the HBFGC:
  - a. Receive the information

#### Whakarāpopoto - Executive Summary

3. The Operations Report is provided at each HBFGC meeting in order to keep the Council updated on the activities of the operational team over the period since the last council meeting.
4. The Operations Report provides an opportunity for Council to discuss any matters arising through the implementation of the annual operational work program, including delivery of key project, and the development of key relationships between staff and our wider communities including any collaborative initiatives and opportunities.

#### Takenga mai – Background

5. The HBFGC annual operational work program is split into project clusters, that have staff and direct costs apportioned against, staff hours are recorded against these project clusters. The aim of this report is to provide a summary of staff

activities, so councillors are kept informed and have the opportunity to seek further information and where necessary to provide input.

## Kōrerorero – Discussion

6. The following Operations Report is a summary of staff activities since the last council meeting up to 31 October 2024.

<b>Species Management</b>		
<b>Code</b>	<b>Project</b>	<b>Discussion</b>
1111	River investigations	Esk River walk completed 24/10/24 revisiting the same stretch as surveyed May 2024 – Only 3 mature fish seen in approximately 12Km of river upstream for end Ellis - Wallace road, good numbers of mayfly nymphs and caddis under rocks.
1118	Waterfowl monitoring programme	Pukeko transects monitoring program started – 28 road transects driven and counted throughout Hawkes Bay.
1119	Predator Control	DOC200 traps provided to landowners on request. Request for traps from Puketapu volunteer group under investigation. Staff investigating options for sourcing more traps as current stocks are low, possibility that volunteer group-built trap boxes and FnG supply trap mechanisms
1122	Gamebird hunter survey	Preliminary results for Gamebird hunter survey received 30/10/24 via Wellington FnG - some erroneous results for total pheasant, pukeko and swan numbers harvested in HB noted, investigated and corrections requested via Mathew McDougall (Eastern)
1161	Gamebird Liberations	75 banded cock Pheasants were released at various Hawkes Bay sites 12 September.
1181	Gamebird Control	Many requests from growers & pest controllers for permits to disturb Pukeko
<b>Habitat Protection &amp; Maintenance</b>		
1211	RMA Planning	Staff & NZC staff have been liaising with experts and lawyers to present evidence at hearing for the Tranche 2 appeal
1212	Consent Applications	Weekly reports received from HBRC on consent applications, reviewed by staff
1231	Maintain & Enhance Gamebird Habitat	1x additional 1 billion trees fund (administered by GBHT) referee checks completed and submitted to trust for payment for landowner. Gamebird habitat signs distributed to 5 landowners for 11 wetlands that have been assisted by GBHT. Several new wetland projects under investigation/ discussion.
1232	Nursery	An agreement has been made with Te Ngahere to take over the rear nursery. Volunteers have been notified and will continue to provide assistance around the grounds where required
1311	Maintain & enhance access	Staff have been checking signage and access in Northern HB and Central HB and updating information where necessary. Amendment requests sent to website developer to be uploaded onto the F&G website. Physical brochures will be updated as stocks levels

		decrease or if there is outdated information that needs to be rectified. Maintenance to access track at Glennfalls planned for early November.
<b>Participation</b>		
1312	Signage	Signage updated/ replaced at Twin Lakes carpark Kuripapango. Working with NZC on a redesign of access signs to include Rewild branding and bi-lingual
1331	Weekly fishing reports	Weekly fishing reports commenced 17 October, being sent locally through Mail Chimp. A 'buy a licence' EDM sent out via Hothouse in mid October, telling of the great start to the fishing season to those yet to purchase from last year and two seasons lapsed for Hawkes bay region from our database. Monthly reel life completed, but we will appreciate help with content and photographs – up to date fishing and river conditions reports will be welcomed
1333	F&G Website	Website and social media updated regularly. A new private group has been created for the women's group which is gaining traction with 100+ members and a Student's group with over 60 members
1351	Take Me Fishing programme	A successful "Kids fish out day" was run on 28 September with many fish caught - several mature fish were harvested and smoked, with the remainder returned to the ponds. The heaviest fish caught on the day was 8 pound, staff appreciated the help from a good team of volunteers.
1352	Angler/Hunter Training	The 6 weeks women's fly fishing course concludes on 3 <sup>rd</sup> November with 16 ladies having participated and the two student groups concluded on 30 <sup>th</sup> October with 17 students completing the course. A half day event is being organised for the student club at Red Bridge mid November. Volunteers required
1361	Fish & Game Club communications	Richie and John met with members from Hastings Anglers club 18 September
1371	Fish & Game Hut	Maintenance checks, weed eating and spraying planned for early November. Bookings are being encouraged through social media and newsletters. The hut is fully booked over the xmas/new year period.
<b>Public Interface</b>		
1451	Education	Parkvale school visited over 3 days with 150 students and participated in planting ferns, water studies, eel feeding & building birdhouses that were installed around the grounds. Hastings Boys High visited with 20 students for a day of fly fishing.
1454	Infrastructure	Pathways have been extended with more limestone tracks being laid through the bush areas and limestone gabions installed to lake carpark area. More plantings completed around wetland areas. Discussion with Te Ngahere to assist with the Maori pa site on the rear mound have led to the area being cleared and a digger will be used to start developing the mound to a useable space.
1411	Statutory Liaison	Manager & staff met with HBRC staff responsible for gravel extraction and river access. Shared concerns

		about access via Walker Road and reports from angler regarding 4WD and Quad bike use in sensitive riverbed areas
1511	Ranging	2 teams out opening day and first weekend of trout fishing season, plus additional ranging concurrent with subsequent other field work activities. 45 anglers contacted, many more 'calling cards' left on vehicles and no major offences detected so far.

### **Ngā kōwhiringa - Options**

7. The Council may either accept the paper as read or seek further information via the manager.

### **Whai whakaaro ki ngā whakataunga - Considerations for decision-making**

#### ***Financial Implications***

8. NA - Please see accounts and sales reports

#### ***Legislative Implications***

9. NA

### **Section 4 Treaty Responsibilities**

10. Discussed in the table above where appropriate. HBFGC has section obligations under the Conservation Act in relation to Te Tiriti o Waitangi.

#### ***Policy Implications***

11. Discussed in the table above where appropriate

#### ***Risks and mitigations***

12. NA

#### ***Consultation***

13. Implementation of annual work program as approved by HBFGC.

### **Ngā mahinga e whai ake nei - Next actions**

14. If agreed, the council will take the content as read.
15. If further information is required, this will be identified as an action and provided as appropriate.
16. Items that require a council vote will have a specific paper provided at the next council meeting.

### 3.3 FINANCE REPORT

Ref: 8.03.01

31 October 2024

#### 1. Purpose

To inform the Council of the YTD financial position and approve payments for the month of September 2024.

Tables within this report:

Table 1	Other Income to 30 September 2024
Table 2	Profit and Loss to 30 September 2024
Table 3	Balance Sheet as at 30 September 2024
Table 4	Variance Report to 30 September 2024
Table 5	Bank Transactions September 2024
Table 6	Credit Card Transactions September 2024

#### 2. YTD Profit and Loss

The Profit & Loss statement for the period ending 30 September is provided in Table 2. This report documents the income and expenditure for the first month of the 2024-2025 financial year. *Note: the depreciation budget of \$11,134 represents the asset replacement fund (ARF) budget and will be updated for the next report when proposed fixed asset purchases for 2024-25 have been confirmed.*

#### **Summary**

With the new season licence revenue flowing nicely a net profit of \$34,241 is reported YTD.

#### **Income**

##### **Licence Sales**

Fish licence revenue YTD is \$66,971 compared to an annual budget of \$303,861. Sales are currently reporting higher than for the same period last season following recovery from cyclone Gabrielle.

A more up to date picture of licence sales performance can be found within the licence sales report.

##### **Other Income** \$3,367 YTD (Table 1)

The negative -\$2,582 shown under interest income relates to 2023-24 end of year accruals and this will return to positive figures as term investments mature, and interest is paid.

<b>Table 1: Other Income</b>	<b>Total Budget</b>	<b>YTD Actual</b>
Glen Falls Hut	\$1,500	\$348
Game Farm & Promotional Income	\$8,000	\$3,269
Take a kid fishing		\$223
Sundry Income		\$5
Meeting Room Hire	\$2,000	\$304
Rental Income	\$23,400	\$1,800
Interest Income	\$34,340	-\$2,582
<b>Total</b>	<b>\$69,240</b>	<b>\$3,367</b>



**Expenditure**

Total expenditure to 30 September 2024 was \$36,097, being 5% of budgeted total expenditure for the 2024-25 financial year which was 8% complete as at 30 September 2024.

**Species Management**

There were no Species Management expenses reported in the month of September.

**Habitat Protection/Management**

Significant expenditure is reported in the Resource Management Act output relating to the Ruataniwha Tranche 2 Groundwater Take Appeal. These costs have been approved to be funded from reserves.

**Participation**

Newsletter expenditure for the period related to the mailchimp subscription fees. Angler and hunter training spending covered the purchase of fishing tackle for the student fly fishing courses and a BBQ for the kids fishing programme and volunteers.

**Public Interface**

Public Promotions spending for the relates to the purchase of lollies for kids fishing and open days.

Within the Visitor Facility budgets spending related to lime rock for entrance gabions and lime sand for pathways, sprinkler and irrigation supplies, labour for the game farm, and various hand tools. Painting supplies were also purchased for a kitset activity.

***Compliance***

There were no Compliance expenses reported in the month of September.

***Licensing***

The Commission budget includes agent commission, and the fees associated with the Public Online sales.

***Council***

Expenses are reported within the Council budgets relating to the governance advisor, catering, and postage for the September meeting of Council.

***Planning***

A negative figure is shown in the reporting/audit budget of \$5,565 and this relates to the accrual of the 2023-24 audit fee which will be charged to Council in the next month.

***Administration***

- Salaries - YTD \$14,393, Total Budget \$355,090.
- Staff Expenses - various expenses are reported relating to lunches for; ranger training, staff working in Christchurch, volunteers, and meetings. Accommodation costs are reported for NZC staff attending Hawke's Bay meetings and small expenses were incurred for a taxi for training in Christchurch and earmuffs. Spent YTD \$660, total budget \$9,500.
- Staff House – spending relates to the annual insurance premium. Spent YTD \$4107, total budget \$7,700

- Office Premises – the usual expenditure related to electricity was incurred and maintenance costs included the purchase of a security window for the front office. Spent YTD \$991, total budget \$6,800.
- Office Equipment – spending relates to the photocopier lease. Spent YTD \$106, total budget \$2,700.
- Communications/Consumables – spending includes photocopying, phones, and stationery. Spent YTD \$583, total budget \$9,700.
- General - expenses include bank fees and Facebook promotions. A significant cost is reported for insuring Huia birds (\$4,999), this expense is not budgeted. Spent YTD \$5,137, total budget \$8,000.
- General equipment - expenses relate to the purchase of a hammer drill, fire extinguisher purchases. Spent YTD \$477, total budget \$7,100.
- Vehicle spending relates to fuel, and a service and repairs on MAE457. Total spending YTD \$2,741 – total budget for year \$14,100.

### **3. Balance Sheet**

The Balance Sheet as at 30 September 2024 is shown in Table 3 and compares the YTD position with the prior year financial year.

#### **Cash Position: As at 30 September 2024**

\$ 159,605	Cash & Call accounts (includes \$1,692 Donations)
<u>\$ 635,344</u>	Investments (includes \$39,721 Donations)
<b>\$ 794,949</b>	<b>Total</b>

**Debtors:** Outstanding Debtors \$75,655 as at 30 September 2024 (\$44,561 as at 30 September 2023). The current debtor balance includes licence sales at \$68,120.

### **4. Variance Report**

The variance report is shown in Table 4. The figures in the “Variance Report” are taken from the Profit and Loss (Table 2), however, this report includes a comparison of staff hours against budget. Overhead costs are allocated against each project based on hours worked on the project giving an internal cost and a total project cost.

YTD actual staff hours are entered for each project to provide Council with an overview of the staff time component of the Operational Work Plan.

<b>Table 4 2024/2025 REPORT OF VARIANCES BETWEEN TOTAL BUDGET AND YEAR TO DATE ACTUAL EXPENDITURE AND INCOME</b>													
<b>as at 30 September 2024</b>													
Schedule B	Project	EXTERNAL COSTS		HOURS		INTERNAL COST		NETABLE INCOME		NET COST		NET COST	%
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual		
1110	Species Monitoring	\$ 28,000	\$ -	925	35	\$ 73,275	\$ 2,394	\$ -	\$ -	\$ 101,275	\$ 2,394	\$ 98,881	2.4
1120	Harvest Assessment	\$ 2,000	\$ -	100		\$ 7,922	\$ -	\$ -	\$ -	\$ 9,922	\$ -	\$ 9,922	0.0
1140	Hatchery Operations	\$ -	\$ -	0		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1160	Releases	\$ 1,500	\$ -	20	20	\$ 1,584	\$ 1,368	\$ -	\$ -	\$ 3,084	\$ 1,368	\$ 1,716	44.4
1170	Regulations	\$ -	\$ -	100		\$ 7,922	\$ -	\$ -	\$ -	\$ 7,922	\$ -	\$ 7,922	0.0
1180	Control	\$ -	\$ -	75	2	\$ 5,941	\$ 137	\$ -	\$ -	\$ 5,941	\$ 137	\$ 5,804	2.3
	<b>TOTAL - SPECIES MANAGEMENT</b>	<b>\$ 31,500</b>	<b>\$ -</b>	<b>1,220</b>	<b>57</b>	<b>\$ 96,644</b>	<b>\$ 3,899</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 128,144</b>	<b>\$ 3,899</b>	<b>\$ 124,245</b>	<b>3.0</b>
1210	Resource Management Act	\$ 37,000	\$ 5,963	240		\$ 19,012	\$ -	\$ -	\$ -	\$ 56,012	\$ 5,963	\$ 50,049	10.6
1220	Works & Management	\$ 2,300	\$ -	80		\$ 6,337	\$ -	\$ -	\$ -	\$ 8,637	\$ -	\$ 8,637	0.0
1230	Assisted Habitat	\$ 6,000	\$ -	70	17	\$ 5,545	\$ 1,163	\$ -	\$ -	\$ 11,545	\$ 1,163	\$ 10,382	10.1
1240	Assess & Monitor	\$ -	\$ -	0		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
	<b>TOTAL - HABITAT PROTECTION &amp; M</b>	<b>\$ 45,300</b>	<b>\$ 5,963</b>	<b>390</b>	<b>17</b>	<b>\$ 30,894</b>	<b>\$ 1,163</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 76,194</b>	<b>\$ 7,126</b>	<b>\$ 69,069</b>	<b>9.4</b>
1310	Access	\$ 5,000	\$ -	40	27	\$ 3,169	\$ 1,847	\$ -	\$ -	\$ 8,169	\$ 1,847	\$ 6,322	22.6
1320	Satisfaction Survey	\$ -	\$ -	10	2	\$ 792	\$ 137	\$ -	\$ -	\$ 792	\$ 137	\$ 655	17.3
1330	Newsletters/Information	\$ 3,500	\$ 85	135	16	\$ 10,694	\$ 1,094	\$ -	\$ -	\$ 14,194	\$ 1,179	\$ 13,015	8.3
1340	Other Publications	\$ 2,000	\$ -	10		\$ 792	\$ -	\$ -	\$ -	\$ 2,792	\$ -	\$ 2,792	0.0
1350	Training	\$ 4,500	\$ 157	235	40	\$ 18,616	\$ 2,736	\$ -	\$ 223	\$ 23,116	\$ 2,670	\$ 20,446	11.6
1360	Club Relations	\$ 200	\$ -	25	4	\$ 1,980	\$ 274	\$ -	\$ -	\$ 2,180	\$ 274	\$ 1,907	12.5
1370	Huts	\$ 500	\$ -	50		\$ 3,961	\$ -	\$ 1,500	\$ 348	\$ 2,961	\$ (348)	\$ 3,309	-11.8
	<b>TOTAL - ANGLER &amp; HUNTER PARTIC</b>	<b>\$ 15,700</b>	<b>\$ 242</b>	<b>505</b>	<b>89</b>	<b>\$ 40,004</b>	<b>\$ 6,088</b>	<b>\$ 1,500</b>	<b>\$ 571</b>	<b>\$ 54,204</b>	<b>\$ 5,759</b>	<b>\$ 48,446</b>	<b>10.6</b>
1410	Liaison	\$ -	\$ -	70		\$ 5,545	\$ -	\$ -	\$ -	\$ 5,545	\$ -	\$ 5,545	0.0
1420	Communication	\$ -	\$ -	0		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1430	Advocacy	\$ -	\$ -	50		\$ 3,961	\$ -	\$ -	\$ -	\$ 3,961	\$ -	\$ 3,961	0.0
1440	Public Promotions	\$ 4,000	\$ 64	25	2	\$ 1,980	\$ 137	\$ -	\$ -	\$ 5,980	\$ 201	\$ 5,780	3.4
1450	Visitor Facilities/Education	\$ 64,000	\$ 1,386	1,540	164	\$ 121,993	\$ 11,217	\$ 8,000	\$ 3,269	\$ 177,993	\$ 9,334	\$ 168,659	5.2
	<b>TOTAL - PUBLIC INTERFACE</b>	<b>\$ 68,000</b>	<b>\$ 1,450</b>	<b>1,685</b>	<b>166</b>	<b>\$ 133,480</b>	<b>\$ 11,354</b>	<b>\$ 8,000</b>	<b>\$ 3,269</b>	<b>\$ 193,480</b>	<b>\$ 9,535</b>	<b>\$ 183,944</b>	<b>4.9</b>
1510	Ranging	\$ 1,500	\$ -	575	8	\$ 45,549	\$ 547	\$ -	\$ -	\$ 47,049	\$ 547	\$ 46,502	1.2
1520	Ranger Training	\$ 1,000	\$ -	40		\$ 3,169	\$ -	\$ -	\$ -	\$ 4,169	\$ -	\$ 4,169	0.0
1530	Compliance Prosecutions	\$ 1,000	\$ -	20		\$ 1,584	\$ -	\$ -	\$ -	\$ 2,584	\$ -	\$ 2,584	0.0
	<b>TOTAL - COMPLIANCE</b>	<b>\$ 3,500</b>	<b>\$ -</b>	<b>635</b>	<b>8</b>	<b>\$ 50,302</b>	<b>\$ 547</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 53,802</b>	<b>\$ 547</b>	<b>\$ 53,255</b>	<b>1.0</b>
1610	Licensing	\$ -	\$ -	50	5	\$ 3,961	\$ 342	\$ -	\$ -	\$ 3,961	\$ 342	\$ 3,619	8.6
1620	Agent Servicing	\$ 100	\$ -	25	1	\$ 1,980	\$ 68	\$ -	\$ -	\$ 2,080	\$ 68	\$ 2,012	3.3
	<b>TOTAL - LICENSING</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>75</b>	<b>6</b>	<b>\$ 5,941</b>	<b>\$ 410</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,041</b>	<b>\$ 410</b>	<b>\$ 5,631</b>	<b>6.8</b>
1710	Council Elections	\$ 1,000	\$ -	30	5	\$ 2,376	\$ 342	\$ -	\$ -	\$ 3,376	\$ 342	\$ 3,034	10.1
1720	Council Meetings	\$ 1,500	\$ 479	170	42	\$ 13,467	\$ 2,873	\$ -	\$ -	\$ 14,967	\$ 3,352	\$ 11,615	22.4
	<b>TOTAL - COUNCILS</b>	<b>\$ 2,500</b>	<b>\$ 479</b>	<b>200</b>	<b>47</b>	<b>\$ 15,843</b>	<b>\$ 3,215</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,343</b>	<b>\$ 3,694</b>	<b>\$ 14,650</b>	<b>20.1</b>
1810	Management Planning	\$ -	\$ -	0		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1820	Annual Planning	\$ -	\$ -	120		\$ 9,506	\$ -	\$ -	\$ -	\$ 9,506	\$ -	\$ 9,506	0.0
1830	Reporting/Audit	\$ 8,000	\$ (5,565)	150	6	\$ 11,882	\$ 410	\$ -	\$ -	\$ 19,882	\$ (5,155)	\$ 25,037	-25.9
1840	National Liaison	\$ 100	\$ -	10		\$ 792	\$ -	\$ -	\$ -	\$ 892	\$ -	\$ 892	0.0
	<b>TOTAL - PLANNING/REPORTING</b>	<b>\$ 8,100</b>	<b>\$ (5,565)</b>	<b>280</b>	<b>6</b>	<b>\$ 22,181</b>	<b>\$ 410</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,281</b>	<b>\$ (5,155)</b>	<b>\$ 35,435</b>	<b>-17.0</b>
		<b>\$ 174,700</b>	<b>\$ 2,569</b>	<b>4,990</b>	<b>396</b>	<b>\$ 395,290</b>	<b>\$ 27,086</b>	<b>\$ 9,500</b>	<b>\$ 3,840</b>	<b>\$ 560,490</b>	<b>\$ 25,815</b>	<b>\$ 534,675</b>	<b>4.6</b>

Table 4 Cont...		EXTERNAL COSTS		NETABLE INCOME		NET COST		NET COST		%	
OVERHEADS		Budget	Actual	Budget	Actual	Budget	Actual	Variance			
1910	Salaries	\$ 355,090	\$ 14,393	\$ -	\$ -	\$ 355,090	\$ 14,393	\$ 340,697	4.1		
1920	Staff Expenses	\$ 9,500	\$ 660	\$ -	\$ -	\$ 9,500	\$ 660	\$ 8,840	6.9		
1930	Staff Houses	\$ 7,700	\$ 4,107	\$ 23,400	\$ 1,800	\$ (15,700)	\$ 2,307	\$ (18,007)	-14.7		
1940	Office Premises	\$ 6,800	\$ 991	\$ 2,000	\$ 304	\$ 4,800	\$ 687	\$ 4,113	14.3		
1950	Office Equipment	\$ 2,700	\$ 106	\$ -	\$ -	\$ 2,700	\$ 106	\$ 2,594	3.9		
1960	Communications/Consumables	\$ 9,700	\$ 583	\$ -	\$ -	\$ 9,700	\$ 583	\$ 9,117	6.0		
1970	General	\$ 8,000	\$ 5,137	\$ -	\$ 5	\$ 8,000	\$ 5,132	\$ 2,868	64.2		
1980	General Equipment	\$ 7,100	\$ 477	\$ -	\$ -	\$ 7,100	\$ 477	\$ 6,623	6.7		
1990	Vehicles	\$ 14,100	\$ 2,741	\$ -	\$ -	\$ 14,100	\$ 2,741	\$ 11,359	19.4		
<b>Administration</b>		<b>\$ 420,690</b>	<b>\$ 29,195</b>	<b>\$ 25,400</b>	<b>\$ 2,109</b>	<b>\$ 395,290</b>	<b>\$ 27,086</b>	<b>\$ 368,204</b>	<b>6.9</b>		
<b>Total Overhead Net Cost</b>								\$ 395,290	\$ 27,086		
<b>Total Outputs Staff Hours</b>								4,990	396		
<b>Internal Cost Per Hour</b>								79.22	68.40		

**2024/2025 REPORT OF VARIANCES BETWEEN TOTAL BUDGET AND YEAR TO DATE ACTUAL EXPENDITURE AND INCOME**

Schedule C	EXTERNAL COSTS		HOURS	INTERNAL COST		NETABLE INCOME		NET COST		NET COST		%	
Code	Output	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance			
1	Species Management	\$ 31,500	\$ -	1,220	57	\$ 96,644	\$ 3,899	\$ -	\$ -	\$ 128,144	\$ 3,899	\$ 124,245	3.0
2	Habitat Protection & Management	\$ 45,300	\$ 5,963	390	17	\$ 30,894	\$ 1,163	\$ -	\$ -	\$ 76,194	\$ 7,126	\$ 69,069	9.4
3	Angler & Hunter Participation	\$ 15,700	\$ 242	505	89	\$ 40,004	\$ 6,088	\$ 1,500	\$ 571	\$ 54,204	\$ 5,759	\$ 48,446	10.6
4	Public Interface	\$ 68,000	\$ 1,450	1,685	166	\$ 133,480	\$ 11,354	\$ 8,000	\$ 3,269	\$ 193,480	\$ 9,535	\$ 183,944	4.9
5	Compliance	\$ 3,500	\$ -	635	8	\$ 50,302	\$ 547	\$ -	\$ -	\$ 53,802	\$ 547	\$ 53,255	1.0
6	Licensing	\$ 100	\$ -	75	6	\$ 5,941	\$ 410	\$ -	\$ -	\$ 6,041	\$ 410	\$ 5,631	6.8
7	Councils	\$ 2,500	\$ 479	200	47	\$ 15,843	\$ 3,215	\$ -	\$ -	\$ 18,343	\$ 3,694	\$ 14,650	20.1
8	Planning, Reporting	\$ 8,100	\$ (5,565)	280	6	\$ 22,181	\$ 410	\$ -	\$ -	\$ 30,281	\$ (5,155)	\$ 35,435	-17.0
9	Administration												
<b>Total Overhead Staff Hours</b>				<b>1,150</b>	<b>73</b>								
<b>TOTAL BUDGET</b>		<b>\$ 174,700</b>	<b>\$ 2,569</b>	<b>6,140</b>	<b>469</b>	<b>\$ 395,290</b>	<b>\$ 27,086</b>	<b>\$ 9,500</b>	<b>\$ 3,840</b>	<b>\$ 560,490</b>	<b>\$ 25,815</b>	<b>\$ 534,675</b>	

Licence Income 2024-2025		Budget	Actual
2024-2025	Fish Licence Income	\$ 303,861	\$ 66,971
	Less Commission	-\$ 12,154	
	<b>Net Fish Licence Income</b>	<b>\$ 291,707</b>	<b>\$ 66,971</b>
2025	Game Licence Income	\$ 160,902	\$ -
	Less Commission	-\$ 6,436	\$ -
	<b>Net Game Licence Income</b>	<b>\$ 154,466</b>	<b>\$ -</b>
	<b>Total Licence Income</b>	<b>\$ 466,763</b>	<b>\$ 66,971</b>
	<b>Total Commission</b>	<b>-\$ 18,591</b>	<b>-\$ 2,208</b>
<b>Total Net 2024-25 Licence Revenue</b>		<b>\$ 446,172</b>	<b>\$ 64,763</b>

% year complete		% of OWP budget spent		8%	5%
<b>OWP Bulk Fund</b>	<b>Actual Net Cost YTD</b>	<b>\$ 560,490</b>	<b>\$ 25,815</b>		
<b>Adjustment to OWP budgets - National Approved Budget</b>					
	less Interest	\$ (34,340)	\$ 2,582		
	Plus NZ Fish & Game Levies	\$ 110,605			
	Less Licence Revenue	\$ (464,763)	\$ (66,971)		
	Plus Commission Expense	\$ 18,591	\$ 2,208		
	Plus Gain Loss on Sale/revaluation	\$ -	\$ -		
	Depreciation	\$ 11,134	\$ 2,126		
<b>Adjusted Budget</b>	<b>Actual(surplus)/deficit YTD</b>	<b>Total \$ 201,717</b>	<b>\$ (34,241)</b>		

## 5. Bank Transactions

Bank and credit card transactions for the period 1 September to 30 September are shown on Tables 5 and 6.

<b>Table 5: Westpac Current Account Transactions</b>			
Hawke's Bay Fish and Game Council for period 1 – 30 September 2024			
<b>Date</b>	<b>Payee</b>	<b>DC Batch</b>	<b>Amount</b>
06 Sep 2024	John Lumsden		199.00
06 Sep 2024	Aranatui B&B		650.00
06 Sep 2024	Gallagher (formerly Crombie Lockwood)		4,106.81
06 Sep 2024	Gallagher (formerly Crombie Lockwood)		11,034.71
09 Sep 2024	Cardlink Systems DD		641.19
09 Sep 2024	Generated by Xero Payroll		7,455.41
11 Sep 2024	Bank Fees		25.00
11 Sep 2024	One New Zealand Group DD		374.93
19 Sep 2024	Davy Jones	41.03	
19 Sep 2024	Davy Jones	78.05	
19 Sep 2024	Eastern Fish and Game Council	81.48	
19 Sep 2024	OfficeMax	92.69	
19 Sep 2024	Smartrak Limited	110.33	
19 Sep 2024	Hawkes Bay Embroidery	244.70	
19 Sep 2024	Twin Needle	312.66	
19 Sep 2024	Mitre 10 Mega Napier	438.18	
19 Sep 2024	Metro Direct	654.08	
19 Sep 2024	Mitre 10 Mega Napier	846.32	
19 Sep 2024	Bay Ford Napier	1,117.50	
19 Sep 2024	Eastern Fish and Game Council	2,210.88	
19 Sep 2024	Lincoln Agritech	9,582.98	
19 Sep 2024	Irrigation Services Limited	14,970.22	
19 Sep 2024	New Zealand Fish and Game Council	39,588.75	70,369.85
19 Sep 2024	Inland Revenue Department		6,985.33
20 Sep 2024	FujiFilm DD		290.21
20 Sep 2024	Frank Energy DD		464.45
20 Sep 2024	Hawkes Bay Regional Council DD		685.40
23 Sep 2024	Generated by Xero Payroll		6,978.86
28 Sep 2024	BOL Monthly Charges		3.99
<b>Total</b>			<b>110,265.14</b>

<b>Table 6: Westpac Mastercard KM</b>		
Hawke's Bay Fish and Game Council for period 1 – 30 September 2024		
<b>Date</b>	<b>Payee</b>	<b>Amount</b>
02 Sep 2024	Taxi Service Chch	62.30
02 Sep 2024	Coupland Bakeries	27.36
02 Sep 2024	Fly thru cafe	14.20
02 Sep 2024	The Cottage Cafe	26.00
04 Sep 2024	Mailchimp	97.75
10 Sep 2024	NZ Post Limited	8.00
11 Sep 2024	Meta (Facebook)	11.63
11 Sep 2024	Meta (Facebook)	55.67
11 Sep 2024	Warehouse Stationery	35.00
11 Sep 2024	Paper Plus	80.30
13 Sep 2024	Origin Cafe & Bakery	30.60
24 Sep 2024	Dominos	80.75
24 Sep 2024	Cafe Florian	17.00
24 Sep 2024	New World Greenmeadows	19.48
27 Sep 2024	Pak n save	124.30
28 Sep 2024	Star Foods (Owen Family Holdings Ltd)	73.81
<b>Total</b>		<b>764.15</b>

**Recommendation**

***That the payments for 1 September to 30 September 2024 totalling \$111,029.29 be approved.***

Current Account – September 2024	\$110,265.14
Credit Card (KM) – September 2024	\$764.15
<b>Total</b>	<b><u>\$111,029.29</u></b>



# Table 2 Profit and Loss

## Hawke's Bay Fish and Game Council For the month ended 30 September 2024

	SEPT 2024	YTD ACTUAL	TOTAL BUDGET	REMAINING	% REMAINING
<b>Income</b>					
<b>Licence Income</b>					
Fish Licence Income	66,971	66,971	303,861	(236,890)	(78)
Game Licence Income	-	-	160,902	(160,902)	(100)
<b>Total Licence Income</b>	<b>66,971</b>	<b>66,971</b>	<b>464,763</b>	<b>(397,792)</b>	<b>(86)</b>
Other Income	3,366	3,366	69,240	(65,874)	(95)
<b>Total Income</b>	<b>70,338</b>	<b>70,338</b>	<b>534,003</b>	<b>(463,665)</b>	<b>(87)</b>
<b>Operating Expenses</b>					
Depreciation	2,126	2,126	11,134	(9,008)	(81)
<b>1100 SPECIES MANAGEMENT</b>					
1110 Population Monitoring	-	-	28,000	(28,000)	(100)
1120 Harvest Assessment	-	-	2,000	(2,000)	(100)
1160 Releases	-	-	1,500	(1,500)	(100)
<b>Total 1100 SPECIES MANAGEMENT</b>	<b>-</b>	<b>-</b>	<b>31,500</b>	<b>(31,500)</b>	<b>(100)</b>
<b>1200 HABITAT PROTECTION MANAGEMENT</b>					
1210 Resource Management Act	5,963	5,963	37,000	(31,038)	(84)
1220 Works & Management	-	-	2,300	(2,300)	(100)
1230 Assisted Habitat	-	-	6,000	(6,000)	(100)
<b>Total 1200 HABITAT PROTECTION MANAGEMENT</b>	<b>5,963</b>	<b>5,963</b>	<b>45,300</b>	<b>(39,338)</b>	<b>(87)</b>
<b>1300 PARTICIPATION</b>					
1310 Access	-	-	5,000	(5,000)	(100)
1330 Newsletters	85	85	3,500	(3,415)	(98)
1340 Informational Publications	-	-	2,000	(2,000)	(100)
1350 Angler & Hunter Training	157	157	4,500	(4,343)	(97)
1360 Club Relations	-	-	200	(200)	(100)
1370 Fish & Game Huts	-	-	500	(500)	(100)
<b>Total 1300 PARTICIPATION</b>	<b>242</b>	<b>242</b>	<b>15,700</b>	<b>(15,458)</b>	<b>(98)</b>
<b>1400 PUBLIC INTERFACE</b>					
1440 Public Promotions	64	64	4,000	(3,936)	(98)
1450 Visitor Facility	1,386	1,386	64,000	(62,614)	(98)
<b>Total 1400 PUBLIC INTERFACE</b>	<b>1,450</b>	<b>1,450</b>	<b>68,000</b>	<b>(66,550)</b>	<b>(98)</b>
<b>1500 COMPLIANCE</b>					
1510 Ranging	-	-	1,500	(1,500)	(100)
1520 Ranger Training	-	-	1,000	(1,000)	(100)
1530 Compliance/Prosecutions	-	-	1,000	(1,000)	(100)
<b>Total 1500 COMPLIANCE</b>	<b>-</b>	<b>-</b>	<b>3,500</b>	<b>(3,500)</b>	<b>(100)</b>
<b>1600 LICENSING</b>					
1620 Agent Servicing	-	-	100	(100)	(100)

Table 2 Profit and Loss

	SEPT 2024	YTD ACTUAL	TOTAL BUDGET	REMAINING	% REMAINING
1630 Commission	2,208	2,208	18,591	(16,383)	(88)
<b>Total 1600 LICENSING</b>	<b>2,208</b>	<b>2,208</b>	<b>18,691</b>	<b>(16,483)</b>	<b>(88)</b>
<b>1700 COUNCILS</b>					
1710 Council Elections	-	-	1,000	(1,000)	(100)
1720 Council Meetings	479	479	1,500	(1,021)	(68)
<b>Total 1700 COUNCILS</b>	<b>479</b>	<b>479</b>	<b>2,500</b>	<b>(2,021)</b>	<b>(81)</b>
<b>1800 PLANNING/REPORTING</b>					
1830 Reporting/Audit	(5,565)	(5,565)	8,000	(13,565)	(170)
1840 National Liaison	-	-	110,705	(110,705)	(100)
<b>Total 1800 PLANNING/REPORTING</b>	<b>(5,565)</b>	<b>(5,565)</b>	<b>118,705</b>	<b>(124,270)</b>	<b>(105)</b>
<b>1900 ADMINISTRATION</b>					
1910 Salaries	14,393	14,393	355,090	(340,697)	(96)
1920 Staff Expenses	660	660	9,500	(8,840)	(93)
1930 Staff Houses	4,107	4,107	7,700	(3,593)	(47)
1940 Office Premises	991	991	6,800	(5,809)	(85)
1950 Office Equipment	106	106	2,700	(2,594)	(96)
1960 Communications/Consumables	583	583	9,700	(9,117)	(94)
1970 General	5,137	5,137	8,000	(2,864)	(36)
1980 General Equipment	477	477	7,100	(6,623)	(93)
1990 Vehicles	2,741	2,741	14,100	(11,359)	(81)
<b>Total 1900 ADMINISTRATION</b>	<b>29,195</b>	<b>29,195</b>	<b>420,690</b>	<b>(391,495)</b>	<b>(93)</b>
<b>Total Operating Expenses</b>	<b>36,097</b>	<b>36,097</b>	<b>735,720</b>	<b>(699,623)</b>	<b>(95)</b>
<b>Net Profit</b>	<b>34,241</b>	<b>34,241</b>	<b>(201,717)</b>	<b>235,958</b>	<b>(117)</b>

# Table 3: Balance Sheet

## Hawke's Bay Fish and Game Council As at 30 September 2024

	30 SEPT 2024	31 AUG 2024
<b>Assets</b>		
<b>Bank</b>		
Westpac Call Account	85,007	84,836
Westpac Current Account	72,526	107,249
Donation Account	72,321	72,321
Westpac Mastercard K Meehan	6	770
Petty Cash	424	10
<b>Total Bank</b>	<b>230,284</b>	<b>265,186</b>
<b>Current Assets</b>		
<b>Debtors &amp; prepayments</b>		
Accounts Receivable	70,655	44,561
Accounts Receivable - External/Staff	(17)	-
Interest Accrued & Prepayments	-	11,055
GST	-	25,185
<b>Total Debtors &amp; prepayments</b>	<b>70,638</b>	<b>80,802</b>
Investments	561,100	557,211
Farmlands Shares	1,835	1,835
<b>Total Current Assets</b>	<b>633,573</b>	<b>639,848</b>
Fixed Assets	391,760	393,886
<b>Total Assets</b>	<b>1,255,617</b>	<b>1,298,921</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Creditors and accrued expenses</b>		
Accounts Payable	50,259	117,846
Accrued Expenses	78,200	84,600
Income in Advance	23,941	31,703
GST	11,160	-
Westpac Mastercard - CN	50	-
<b>Total Creditors and accrued expenses</b>	<b>163,609</b>	<b>234,148</b>
Employee costs payable	18,639	25,666
Rounding	-	-
Designated Waters Clearing	21	-
<b>Total Current Liabilities</b>	<b>182,269</b>	<b>259,814</b>
<b>Total Liabilities</b>	<b>182,269</b>	<b>259,814</b>
<b>Net Assets</b>	<b>1,073,347</b>	<b>1,039,107</b>

Table 3: Balance Sheet

	30 SEPT 2024	31 AUG 2024
<b>Equity</b>		
<b>Accumulated Funds</b>		
Accumulated Funds	858,477	887,531
Current Year Earnings	34,241	(45,161)
Transfer To/From Reserves	-	16,107
<b>Total Accumulated Funds</b>	<b>892,717</b>	<b>858,477</b>
<b>Dedicated Reserves</b>		
Asset Replacement Reserve	52,770	52,770
Back Country Fisheries Reserve	86,492	86,492
Hawke's Bay Pheasants Unlimited	1,647	1,647
River/Water Quality Donations	39,721	39,721
<b>Total Dedicated Reserves</b>	<b>180,630</b>	<b>180,630</b>
<b>Total Equity</b>	<b>1,073,347</b>	<b>1,039,107</b>

### 3.4 LICENCE SALES REPORT

31 October 2024

#### 1. 2024-2025 Fish Licence Sales

- 1.1 Fish licence sales for the 2024-25 season compared with the 2023-24 season to 31 October are summarised in Table One.
- 1.2 Fish licence sales are reporting to be 34.7% (317 LEQ's) ahead of the 2023-24 season results for the same period.

*Table One: Fish Licence Sales 2024-25 vs 2023-24 YTD results to 30 October 2024*

Licence Category	Agency Online	Public Online & Call Centre	Total YTD 2023-24	Agency Online	Public Online & Call Centre	Total YTD 2024-25	Inc/Dec on prior Season
<b>Fish Adult</b>							
Family Season	63	87	150	75	120	195	45
Season Non-Resident	219	219	438	234	352	586	148
Loyal Senior	4	29	33	7	38	45	12
Local Area Adult	87	66	153	104	93	197	44
Winter Adult	21	30	51	44	48	92	41
Long Break Adult	0	0	0	0	0	0	0
Short Break Adult	0	0	0	0	3	3	3
Day	7	25	32	11	21	32	0
Day Non-Resident	11	36	47	22	79	101	54
	37	32	69	25	10	35	-34
<b>Total Adult</b>	<b>449</b>	<b>524</b>	<b>973</b>	<b>522</b>	<b>764</b>	<b>1,286</b>	<b>313</b>
<b>Fish Junior</b>							
Season	28	54	82	53	100	153	71
Season Non-Resident	0	0	0	1	0	1	1
Day	4	13	17	3	14	17	0
Day Non-Resident	0	0	0	0	0	0	0
<b>Total Junior</b>	<b>32</b>	<b>67</b>	<b>99</b>	<b>57</b>	<b>114</b>	<b>171</b>	<b>72</b>
<b>Fish Child</b>							
Season Non-Resident	0	0	0	0	0	0	0
Day Non-Resident	0	0	0	0	0	0	0
<b>Total Child</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Fish</b>	<b>481</b>	<b>591</b>	<b>1,072</b>	<b>579</b>	<b>878</b>	<b>1,457</b>	<b>385</b>
<b>Whole Season Equivalent (LEQ)</b>			912			1,229	317
<b>Variance between Seasons</b>							34.7%
<b>\$ (excl GST)</b>			\$121,397			\$166,715	\$45,318

#### Summary 2024-2025 Season YTD Actual vs Total Budget

2024-25 Annual Budgeted FISH LEQs	2,240	100.0%	\$303,861
2024-25 Actual	1,229	54.9%	\$166,715
<b>Variance to budget</b>	<b>-1,011</b>	<b>-45.1%</b>	<b>-\$137,146</b>