

Agenda For The Meeting of Otago Fish & Game Council
On 31st October 2024
At Roxburgh
Starting 3pm

Timetable	Council Meeting
3.00 pm	Open Meeting
4.00 pm	Public Excluded Session
5.00 pm	Meeting Ends

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1.0 Present and Apologies

2.0 Matters to be raised not on the agenda

3.0 Declarations of Interest

4.0 Confirmation of Previous Minutes

Minutes of a Meeting of Otago Fish & Game Council Held on n 26th September 2024 in Cromwell

1.0 Present and Apologies

Present: Colin Weatherall (Chair), Mike Barker, Rick Boyd, John Highton, Vicky May, Adrian McIntyre, Blair Trevathan, Ian Cole.

In attendance: Ian Hadland (CE), Niall Watson (minutes); John Preedy; Ray Grubb (from 4.00pm).

Apologies: Nil

The Chair welcomed newly elected councillor John Preedy to the meeting and invited him to remain through the public excluded session and to participate in discussions.

Councillors only session

Mr Hadland left the meeting.

The Chair noted the need to review the election process, its promotion and outcome.

The Chair reported that the CE's annual performance review had been completed by the Executive and that key performance indicators (KPIs) had been set for the 2024/25 planning year. KPIs would be circulated to councillors for their information.

Mr Hadland rejoined the meeting

2.0 Matters to be raised not on the agenda

2.1 Alan Hammond - Council acknowledged the recent death of long serving councillor Alan Hammond and Cr McIntyre requested all stand for a minute's silence in remembrance.

2.2 Agenda delivery times - Cr May expressed concern about the transit time for agendas which left little time for meeting preparation. It was noted that some courier services served different areas better than others and that it was useful to identify the fastest courier options for a given area. To be investigated further.

3.0 Declarations of Interest

Nil

4.0 Confirmation of Previous Minutes

Moved (Cr Boyd/Cr McIntyre)

That the minutes of the Council meeting of Otago Fish & Game Council held on 25th July 2024 be confirmed as a true and correct record.

Carried Unanimously

5.0 Matters Arising from the Minutes

5.1 Code of Conduct - Cr Highton queried progress on the letter to NZC on potential edits to the angling and hunting Code of Conduct. Matter to be followed up by the CE for the next meeting.

5.2 Time for discussion of technical reports – Councillors expressed an interest in having time set aside for discussion of technical reports included in the agenda. One option raised was the holding of a pre meeting workshop with the staff who had written reports in attendance. For further consideration.

6.0 Health and Safety Report

Moved (Cr May/Cr Cole)

That this report be received

Carried

7.0 Items Requiring Decisions

7.1 Otago Council Elections

It was noted that returning councillors Vicki May, Colin Weatherall, Adrian McIntyre, Mike Barker, John Highton and Blair Trevathan were to be joined by new Councillors John Preedy and John Cruden.

Inaugural meeting of new Council

The CE advised that an inaugural meeting of the new council needed to be held ahead of the scheduled meeting and AGM to be held in Dunedin on the 28th November 2024.

Moved (Cr Barker/Highton)

That the inaugural meeting of Council be held at 3pm, 31st October at Roxburgh.

Carried

After discussion it was **agreed** that the election of officers to be held at that meeting

The CE outlined the following draft agenda for the meeting:

- Election of Chair
- Election of NZC appointee
- All other appointments (Deputy Chair, Executive Committee) to be considered at this inaugural meeting.
- Adoption of meeting schedule, and feedback on NZC meeting schedule.
- Introduction to Council presentation (staff, resources, agendas, administration, governance). This to be confirmed.

It was noted that the NZC had offered the opportunity for councillor governance training, but it was agreed to defer acceptance to a more convenient time.

7.2 Legislative Compliance 2023-24 Financial Year

The CE introduced the report, noted recent legislative changes and advised the Council was legally compliant. There was a discussion on Holidays Act compliance issues. Mr Hadland advised that changes in holiday pay entitlements were covered through the Xero accounts package. Accumulated holiday pay liability was also discussed, and Mr Hadland advised the current liability was about normal.

The Council acknowledged the CE responses to the issues raised.

Moved (McIntyre/Cole)

That Council notes that the Council currently complies with the relevant legislation as described in the schedule.

Carried

8.0 Public Excluded Items

8.1 Minutes Public Excluded meeting 25th July 2024

Moved (Cr Boyd/ Cr May)

That the Minutes of the Public Excluded meeting on 25th July 2024 be confirmed as a true and correct record

Carried

8.2 Communications and Engagement Implementation Plan Report

Moved (Cr May/Cr McIntyre)

That the Council adopt the Communications and Engagement Implementation Plan and key messages – Carried

Moved (Cr Boyd/McIntyre)

That the Council agrees to fund the budget as tabled (\$62,700) for work over and above that identified in the 2024-25 Operational Work Plan budget from its reserves.

Carried

8.3 Potential Wetland Project

Moved (Cr May/Cr Highton)

That staff further explore the opportunity further including potential funding options -

Carried

8.4 Property Update - Report Received

8.5 Regional Policy Statement Proceedings Update - Update received.

8.6 QLDC Bullock Creek Stormwater Easement Agreement

Moved (Cr May/CrTrevathan)

That the Council agrees that the Bullock Creek Stormwater Easement Agreement with QLDC can be signed

Carried

9.0 Financial Report

The CE spoke to the report noting the good end of year financial position.

Licence sales were discussed with game licence sales volumes slightly behind last year and 2023/4 Fish licence sales ahead of the previous year.

Moved (Cr Cole/Cr Trevathan)

That the Finance Report and Licence Report to 31 August 2024 be received.

Carried

Moved (Cr Weatherall/Cr Boyd)

That the Council adopt the draft set of accounts as circulated for audit.

Carried

10.0 Chief Executives Report September 2024

10.1 Species Management

The Minister's proposed review of designated waters was discussed with concern expressed about the risks involved given it is not clear who would do the work. Cr Boyd noted the designated waters licence was in place and that the Minister's role was to either approve or

not approve recommendations so that simply maintaining the status quo was an option for the Council.

The lack of progress with Guides Licence regulations was discussed.

10.2 Habitat

The imminent notification of the Bendigo WMR Management Plan was noted

10.3 User Participation

Take a Kid Fishing events and Adult fishing classes were discussed with a request for more of the latter events programmed in Southern Lakes area.

10.8 PLANNING AND REPORTING

Preparations for the annual audit were noted.

Staffing

The CE reported the vacant Operations Manager position has been advertised with some adjustment to the role.

Next Council Meeting

The CE reminded councillors the next full Council meeting was scheduled to be in Dunedin on 28th November 2024. The AGM would be held in the middle of that meeting as usual. There would be an interim meeting of the new Council on the 31st October as discussed earlier.

Moved (Cr McIntyre/Cr Highton)

That the CE's report to September 2024 be received

Carried

11.0 RMA Planning and Consents Report

Noted there was no standard report for August/September

12.0 Committee and Delegate Reports

12.1 Clutha Fisheries Trust

Cr Cole noted the Trust's consideration of the ORC request for funding support for non-migratory galaxiid conservation efforts focussed on trout removal and the view that a clearer picture of a long-term strategy was required involving where possible more permanent solutions.

Also noted was funding support for Bendigo WMR management works of \$15,000; commissioning of a wildlife assessment of Lake Dunstan; and enquiries of LINZ over monitoring of effects of lagarosiphon control works on benthic invertebrates in Lake Wanaka.

12.2 Clutha Mata Au Sports Fish and Habitat Trust

Cr Boyd reported that no further meetings had been held but there was a work programme outlined. There was an establishment issue over charitable trust status for the Trust which was causing delay, but which Contact were looking into.

Moved (From the Chair)

That the reports from the Clutha Fisheries Trust and the Clutha Mata Au Sports Fish and Habitat Trust be received.

Carried

12.3 Ngai Tahu

No report

12.4 Conservation Board

No Report

12.5 New Zealand Fish & Game Council

Cr Barker reported on the NZC meeting held on the 23rd August 2024. Matters considered included:

- Discussion on budgets, licence fees and levies
- Advice on correct use of funds from diversion
- A report on mallard survival
- Guidance advice on Sports Fish and Game Plan preparation
- Discussion on Otago and Southlands letter.
- The Minister's advice that changes to the organisation should be based on need and would require a strong case.
- Receipt of a draft economic report from NZIER
- Consideration of the recently prepared Risk Register which seemed in Cr Barkers view to rate risks such as avian flu and golden clam spread as too low and internal Fish and Game relationship issues as too high a risk

Moved (Cr Boyd/ Cr Trevathan)

That the report be received

Carried

12.6 Tiaki Maniototo

Cr Highton reported on discussion at the meeting on 5th September over scroll plain management, identification of wetlands and control of grazing in wetlands. These matters remain unresolved.

Moved (Cr Weatherall/Cr Boyd)

That the report be received

Carried

13.0 Correspondence

13.1 NZC to Otago

13.1.1 NZC Zero Based Budgeting

The CEs report on NZC's Zero Based Budgeting (ZBB) initiative was discussed at length noting the lack of due process in developing the proposal and the unrealistically short timeframe for implementation.

The lack of consultation, which was contrary to National Policy on consultation, over a major financial policy change was noted.

Mr Hadland said that Otago and other Councils already undertook ZBB in advance of the annual budget round. He noted the contestable funding process had replaced an earlier zero based approach due to the preponderance of fixed costs such as salaries.

The mismatch between the legal advice received by NZC and their interpretation of it was noted along with the concern of excluding regional CEs/Managers as operational experts from giving advice on their budgets within the process and expecting regional chairs to take on that task unsupported.

Cr Weatherall said it was important to stay in the loop and to help lead the charge to a satisfactory solution to the issue.

It was **agreed** that incoming correspondence be received.

Moved (Cr Cole/Cr Trevathan)

That Council write to NZC and request that they urgently review and replace the current financial policy to save further ad-hoc adjustments to it.

Carried

Moved (From the Chair)

That the CE report to the November meeting with an update on the zero budgeting process

Carried

13.2 Otago to NZC

Nil

13.3 General Correspondence In

13.3.1 ORC – Thanks for Bendigo WMR visit

13.3.2 Hon Todd McClay – Matters Concerning NZC

13.4 General Correspondence Out

13.4.1 Letter to Hon Todd Mclay

Moved (Cr Cole/Cr Boyd)

That inward correspondence be received and outward correspondence be confirmed

Carried

14.0 Items to be Received or Noted

- 14.1 Climate Change Literature Review 2024**
- 14.2 Game Season Harvest Report 2024**
- 14.3 Rainbow Trout Growth Rate in Put & Take Fisheries**
- 14.4 Otago Pukeko Monitoring 2024**
- 14.5 Upper Clutha Salmon Spawning 2024**
- 14.6 Clutha/Mata-Au Sports Fish Management Plan Programme Report**
- 14.7 ORC - The Restoration on Non-Migratory Galaxids Otago Region**

Moved (Cr May/Cr Trevathan)

That reports be received

Carried

15.0 General Business

The Chair acknowledged the work of councillors in the last triennium and particularly Ray Grubb who had also served on NZC and as its Chair after Cr Weatherall had had to stand down.

Moved (Cr Weatherall/Cr Trevathan)

Council resolved to express its appreciation to retiring councillors Cole and Boyd for their many years of service to Otago Fish and Game Council.

Carried unanimously

Chair declared the meeting closed at 4.55pm

5.0 Matters Arising from the Minutes

6.0 Items Requiring Decisions

6.1 Election of Officers

The Standing Orders require that the CE chair the meeting until chairperson is appointed.

Positions required:

1. **Election of Chair** - Call for nominations
2. **Election of a New Zealand Fish & Game Council Appointee** – Cr Mike Barker has filled the role over the last two years. Next NZC meeting is scheduled for 13 & 14th December 2024.
3. **Election of Executive committee** - ideally the number of executive committee members should be less than half of the entire council. The Governance manual says between three and five. The chair has previously suggested three being an appropriate number. (the Chair and two others). The role of the executive is described below in Appendix 1.
4. **Election of Deputy Chair** (optional) The role isn't specifically described in the Councils governance manual but does perform a useful function and helps clarify lines of accountability, especially if the chair becomes unwell or is absent

Initial term of office

Council usually reconsider these roles at its new year planning meeting (proposed for late January 2025) but consideration should be given to pushing that out to the 2026 planning meeting.

CE to lead the election process for Chair

Ian Hadland
Chief Executive
20.10.2024

Appendix 1

Otago Governance Manual

An Executive Committee, consisting of not less than three and not more than five members shall be charged with the following:

- *To carry out the functions of a Committee of the Otago Council in a manner consistent with the Council's Governance Policies and Standing Orders.*
- *To assist and advise the CE in the consideration and action of matters of urgency, confidentiality and sensitivity and inform the Otago Council in a manner deemed appropriate whilst ensuring adherence to the Council's high standards of ethics, corporate behaviour and transparency.*
- *To provide advice, guidance and support to the CE on an as requested basis but without impinging on the CE's delegated powers.*
- *At the Chairperson's discretion, the Executive Committee may collectively assume the Chairperson's representation and communication role outside of Otago Council meetings as prescribed in Governance Policy 1.6 The Role of the Chairperson and specifically as regards policies 1.6.1.3 and 1.6.1.4.*
- *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 Otago Council meeting.*
- *Attend to the preparation and completion of the CE's annual performance appraisal including remuneration arrangements, succession planning and professional development.*
- *Report to Otago Council on its activities.*
- *To assume such other responsibilities as Otago Council deems appropriate.*

6.2 DRAFT Meeting Schedule 2024-25

Meeting requirements

The Council has to have a minimum of 6 meetings per year. Attached is a draft Meeting Schedule for your consideration where you will note that meetings have been spread evenly across the year.

I have also compared the schedule with that of New Zealand Council to ensure it meets the budget timelines and also allows for input into regulations setting processes (both Angling and Gamebird Gazette Notices). Those are fixed deadlines.

Day change – Tuesday meetings?

To remove any potential conflict between council meetings in Central South Island and Otago, it is proposed to move to a **Tuesday meeting**. Central South Island has already adopted its meeting schedule so I have tried to avoid any clashes with those meeting dates.

Meetings - Timing of day

Meetings typically run for 3 – 4 hours. I have assumed that a midweek afternoon meeting remains suitable for most Councillors. While moving to an evening meeting is an option, it could result in late-night drives or the need to provide accommodation to ensure the safety of travelling Councillors.

Joint Meeting with Southland

This usually runs after our standard meeting in Tapanui in July. Considered worthwhile and helps compliance with our Memorandum of Understanding with them.

Recommendation

Council adopts the 2025 meeting schedule

Ian Hadland
Chief Executive
21 October 2024

Date	28th Nov 2024 (+AGM)	Saturday/Sunday 25th & 26th Jan 25	Tuesday 18th March 2025	Tuesday 20th May 2025	Tuesday 22nd July 2025	Tuesday 23rd Sept 2025	Tuesday 2nd December (+AGM)
Venue	Dunedin	Cromwell	Dunedin/Otakou	Roxburgh	Tapanui	Cromwell	Dunedin
Time	11:45am Lunch 12:30pm Meeting 3pm AGM	10am Saturday to 1pm Sunday	11:45am Lunch 12:30pm Meeting	11:45am Lunch 12:30pm Meeting	11:45am Lunch 12:30pm Meeting	11:45am Lunch 12:30pm Meeting	11:45am Lunch 12:30pm Meeting 3:00pm AGM
Planning, Licence fees and Budgets	Adopt Annual Report	Strategic Planning session	Approve draft Operational Workplan and budget	Final Licence fee recommendation	Adopt final OWP and Budget	Approve draft set of accounts for audit	Adopt Annual Report
Governance		Risk Mgt Report		Executive meeting (CE review)	Executive meeting - Finalise CE review	Confirm meeting schedule for following year	Chairs report
Regulations		Approve Game Gazette Draft report on Anglers Notice changes		Approve Anglers Notice			
Health and safety	Adopt H&S policy	H&S self Audit report	Bi monthly report	Bi monthly report	Bi monthly report	Bi monthly report	Adopt H&S policy
Policy Review and other					Schedule of legislative compliance Joint meeting with Southland in evening	Compliance Guidelines Outgoing Cr presentations?	

7.0 Public Excluded Items

7.1 Draft Minutes of Public Excluded meeting 26th September 2024

7.2 RMA Matters

7.3 Otago Property Update

8.0 General Business