

## **AGENDA ITEM: 4.1**

Minutes of the 29<sup>th</sup> meeting of the  
**NEW ZEALAND GAME BIRD HABITAT TRUST BOARD**  
held at New Zealand Fish and Game Council office  
166 Featherston St, Wellington  
Thursday 22 August 2024  
Commenced 8.35 am

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**1. Present**

Andy Tannock (Chairman), Neil Candy, Andy Garrick, Erin Garrick, Mark Sutton & Chantal Whitby

**2. In Attendance**

Carmel Veitch (Finance) and Robert Sowman (Administrator).

**3. Welcome**

The Chairperson opened the meeting, welcoming those attending with specific greetings to Erin Garrick at her first Board meeting and her efforts made to be here with her baby. It is also important to record the Board's appreciation of the service provided by John Cheyne who retired from the Board this year. John was appointed to the NZ Game Bird Habitat Trust in 2010 as a Ducks Unlimited representative then as a DOC representative since 2020.

**4. Apologies**

No apologies.

**5. Conflict of Interest** Potential conflicts of interest were asked for with any grant application or other agenda items. It was accepted that although individual members knew of particular applications, there were no financial or perceived interest to record.

**6. Confirmation of Minutes**

The minutes and notes from the previous meetings and Teams online meeting were considered and accepted.

Resolved: (Neil Candy/Andy Garrick):

**That the minutes of the meeting of the Trust Board held on September 2023 be confirmed as a true and correct record.**

The Chair provided an update on the Hunters for Conservation group initiative.

Robert was asked to provide an update on the Waingongoro awa and email this to the Board.

The online meeting notes (being part of Board's activity in the 2023/24 financial year) of July 2024 were also considered.

Resolved: Chantal Whitby/Mark Sutton):

**That the minutes of the online meeting of the Trust Board held on Wednesday 17 July 2024 be confirmed as a true and correct record.**

**7. 2024 Grant Applications**

**7.1 Criteria for assessing applications**

An informal discussion took place about reworking the application forms and a request was made to Andy Garrick and Chantal Whitby to provide the required information that will streamline the process and make it easier for field staff.

After discussion on the Habitat Agreement and concerns some had in signing the document, it was decided to stop using the Agreement. There has become less of a need for it with other safeguards in place to protect wetlands and the Agreement without a link to land title held legal limitations.

*Resolved: Erin Garrick/Neil Candy*

***That the Habitat Agreement be withdrawn.***

**7.2 Follow-up responses to questions raised in the August Online Meeting**

Answers to questions raised during the online meeting are set out in Item 5.1 of this agenda. With this added information the Trust Board was able to turn its attention to consideration of all 2024 applications for habitat grant funding.

**7.3 2024 grant application decisions**

	Project Name	Applicant	Region	Referee	Funding Request	Funding Decision (Incl GST)	Comments
1	Beaconsfield	Nick & Vaness Eames	Wellington	Matt Kavermann	\$5,724.12	decline	Deficient in details, contribution seems low
2	Burnridge Te Kawa	Dan & Gina Duncan	Auck/Waik	Dani Lievre	\$8,775.00	8,000	Has potential
3	Hydes	Tom Collier	Hawke's Bay	Nathan Burkepile	\$14,950.00	8,000	Good application
4	Living Legend Waitetuna	Madelin Watson	Auck/Waik	David Klee	\$10,000.00	1,000	Not core business for Trust
5	Long Island	Rick Hunter	Hawke's Bay	John Lumsden	\$4,456.25	4,456	Good project. Suggest an overflow rather than a culvert
6	Otope	Hamish Buchanan	Wellington	Matt Kavermann	\$5,000.00	5,000	Reasonable project. what is amount after \$3K for earthworks for?
7	Redward	Judith Redward	Wellington	Matt Kavermann	\$11,500.00	Decline	Doesn't meet GBHT criteria. Not seen as value for money

	Project Name	Applicant	Region	Referee	Funding Request	Funding Decision (Incl GST)	Comments
8	Springvale	Tim & Lucy Mouat	Hawke's Bay	John Lumsden	\$14,000	10,000	Condition requiring consideration of future eel habitat & need of native fish passage
9	Studleigh	Josh Murray	Wellington	Matt Kavermann	\$5,000.00	5,000	Good application
10	Tuit Farm Lake	Ann & Tony Wass	Hawke's Bay	Nathan Burkepile	\$23,998.00	declined	Has potential. Deficient in details. Recommend resubmitting.
11	Wards	Murray Wards	Southland	Ben Febery	\$17,000.00	17,000	Great application. Good value for money
12	Waynes	Joe Murphy	Hawke's Bay	Nathan Burkepile	\$9,000.00	2,000	No breakdown of quote. Cannot find appendices or response to questions raised.
13	Weggery	Daniel Weggery	Hawke's Bay	Nathan Burkepile	\$41,000.00	decline	Has potential but not sufficient detail. Recommend resubmitting.
	<b>TOTAL Approved 2024</b>				<b>\$60,096.25</b>		

Four applications were declined. For full details see the Spreadsheet (2024 Grant application Matrix) completed during the meeting.

Resolved: (Mark Sutton/Chantal Whitby)

- 1. That the Game Bird Habitat Trust Board approves nine grants for 2024 totalling \$ 60,096.25 including GST (\$52,961 ex GST) as summarised in the table of these minutes above.**

Discussion during assessment of applications focused on how to improve the quality of applications and participation. It was agreed this needs to be discussed with Corina Jordan about a way forward that might involve talking to field staff with interests in habitat creation as a group.

#### **8. Review of Projects Funded Five Years Ago.**

Projects reviewed by the Board this year are those successful projects that received grants in 2018. Eleven projects received grants and seven of these were reviewed by Fish & Game Council field staff.

The merits of continuing to review projects received wide support and it was decided to include large and small grants, rather than merely those over \$10,000.

Those projects for five-year review in 2025 will be grants approved in 2019.

Resolved: (Andy Garrick/Neil Candy)

**That the Trust Board:**

- 1. Acknowledge its appreciation to those who responded with photographs and comments.**
- 2. Agree that projects for review in 2025 will be grants approved in 2019.**

## **9. Te Uru Rākau One Billion Tree Programme**

### **9.1 Summary report of 1 BT partnership with GBHT**

The Funding Agreement of 2021 with Te Uru Rākau – NZ Forest Service (part of MPI) was to receive \$360,000 over three years with an end date of 30 April 2024 to support the planting of native species. The Trust Board agreed to utilise the 1 BT fund to support 31 projects. The fund is now closed with no further funding of projects being accepted. However, many projects remain active with final inspection and payment still to occur.

The agreement has had three variations agreed to by Te Uru Rākau – NZ Forest Service since introduced in December 2020. The latest includes an extension in time to allow the completion of projects delayed due to various weather events.

Resolved (Mark Sutton/Neil Candy)

**That this update of the One Billion Trees partnership between Te Uru Rakau and the GBHT be received.**

## **10. Financial Reporting**

### **10.1 2023/24 Draft Position for year ended 31 August 2024**

A set of draft accounts have been included in this agenda. The draft surplus for the year ended 31 August 2024 is \$66,410. Total Assets are \$1,422,294.

Before the Accounts are signed by the Chairperson for auditing, a final copy will be sent out to the Board.

Resolved (Chantal Whitby/Mark Sutton)

- a. That the Draft Financial report as at 12 August 2024 be received.**
- b. That subject to the audited annual accounts being circulated to the Board members for approval, and any queries satisfactorily explained, the Chairperson be authorised to sign the 2023/24 Performance Report on behalf of the Board.**

## **10.2 Update on Grants Paid and those Outstanding**

There are currently 30 outstanding grants – totalling \$185,035 (last yr 34 grants \$279,214). This includes 11 grants totalling \$53,000 that have not been uplifted within the set 2 years criteria.

Discussion concluded that only those requesting a continuation of the grant period should be retained. The rest should be withdrawn with the understanding that such funding can be reapplied for in the future.

Resolved (Mark Sutton/Chantal Whitby)

**That**

**1. The Grants Schedule of \$185,035 be received as at 31 August 2024.**

**2. Outstanding Grants to be actioned include:**

**Return to the fund**

- a. #223 Christianson Dam \$4,500**
- b. #233 Eastwood Wetland \$4,000**
- c. #245 Whataroa Wetlands \$1,500**
- d. the three Wellington Projects (\$16,000).**

During the 2023/24 financial year there were 19 payments made to One Billion Tree projects totalling \$123,103.91 including GST and \$114,392.99 excluding GST.

**3. Approval of 1 Billion-Tree Payments totalling \$123,103.91**

## **11. New Financial Year 2024/25**

### **11.1 2024/25 Budget**

For the 2024/25 financial year, a draft surplus was initially set at \$2,450. Changes made on the day to the budget included putting a contingency aside to stage a webinar to reach out to Fish & Game wetland habitat specialists. A workshop or other associated costs may also be involved with an estimated figure suggested.

Resolved (Erin Garrick/Mark Sutton)

**To allocate \$25,000 in the 2024/25 budget**

A revised 2024/25 budget was prepared and submitted for the Board's consideration.

Resolved: (Neil Candy/Chantal Whitby)

**That the Trust Board Budget for the 2023/24 with a surplus of \$62,450 be approved.**

## **11.2 2025 Meeting dates**

It was suggested the Board considers its annual meeting in 2025 to be in Hamilton in August. It is proposed to hold a field trip and dinner the evening before the meeting to allow for the Board to see past projects it has supported, to socialise and be able to advance discussions on any particular issue before the meeting.

A more convenient time slot for the online meeting was considered with Monday at 11.00 am receiving support.

Resolved: (Chantal Whitby/Erin Garrick)

**That the meeting schedule for 2024 will be:**

- 1. Monday 28<sup>th</sup> July 2025 11am for an online meeting**
- 2. Friday 22nd August (Field trip) and Saturday 23rd 2025 August meeting.**

## **12 Habitat Stamp**

### **12.1 Species to appear on the 2026 Habitat Stamp**

The species to be depicted on next season's 2025 game bird hunting licence will be the pukeko. A winning entry for 2026 is still to be determined. Both images result from a competition to select a winning image of any game bird species.

It was agreed that the Trust Board recommends the NZ Fish and Game Council continues to endorse "**any game bird species**" for depiction on the 2027 habitat stamp rather than select a specific game bird.

Resolved: (Mark Sutton/Chantal Whitby)

**That the NZ Game Bird Habitat Trust Board recommends the NZ Fish and Game Council endorses through a photo competition the best image of any game bird species to be depicted on the 2027 habitat stamp.**

### **12.2 Game Bird Habitat Stamp Photo Competition**

Selection of the game bird species for 2027 is recommended to follow the established process adopted for the photo competition in recent years, with a prize of \$1,000 from the Trust Board and \$1,000 voucher from sponsors Kilwell going to the overall winner in August. This makes a grand prize of \$2,000 for the competition. The competition for 2026 needed to be revised due to complications with online registrations and as a result was limited to a period of two months – July – August 2024.

Resolved: (Erin Garrick/Neil Candy)

**That the Trust Board:**

- 1. Note that a revised competition was run during July - August 2024 to select an image to be used on the 2026 Game Bird Habitat Stamp.**

2. **Note the winner will be contacted privately. The public will not be informed of the winner until the Game Bird Habitat Stamp is launched on World Wetland's Day, 2 February 2026.**

**12.3 Habitat Stamp fee recommendation on game licenses**

The 2023 game season saw the habitat stamp fee increased from \$4.00 to \$5.00 on every game licence. It is recognised that Fish & Game New Zealand has already set its licence fees for the 2024/25 seasons. The Board accepted there was no wish to propose a further increase in the fee at this time with the \$5.00 being retained for the 2026 game licence.

Resolved: (Chantal Whitby/Neil Candy)

**To recommend that the NZ Fish and Game Council maintains the Game Bird Habitat Stamp fee contribution made by hunters in 2026 at \$5.00.**

There being no further business, the Chairperson thanked those present before declaring the meeting closed at 3.41 pm on Thursday 22 August 2024.

Confirmed: \_\_\_\_\_

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