

Agenda

Standing Finance Committee of The New Zealand Fish and Game Council Meeting

Meeting #1 Thursday April 30 2020 @ 9:30am Online by Zoom

Open Meeting

1. Welcome - P Shortis (Chair NZC), R J Grubb (Otago), D Isbister (Central South Island), R O'Keefe (North Canterbury), M Taylor (NZC CEO), C Veitch (Accountant), & D Mair (Policy Advisor)
2. Apologies - NONE
3. Identify Conflicts of Interest against items on this meeting's agenda - NONE

Decision

4. Election of Chair -

Ray Grubb, nominated by Richard, seconded Dan, elected unopposed

Agenda and Procedure

Martin noted that the same obligations regarding minutes and agenda apply to the SFC as the NZC and that minutes, agenda, and recordings need to be posted on the website. *He also advised Public Excluded must be actioned on specific grounds.*

He was advised the Committee would consider the need for video recordings

It was agreed to re-order the Agenda to consider Terms of Reference first

5. Terms of Reference

Terms of Reference for the Standing Finance Committee

That the committee report to the NZC on:

- Principles to apply to this year's budget
- Principles to apply to next year's budget
- Principles to apply to reserves management
- Principles around determining levies and grants
- Any other matters that are relevant to the above

The actions of this Committee should reflect and be in line with the Strategic Financial Review Recommendations as adopted by the NZ Council

Draft TOR were presented and discussed. It was agreed to amend the reference to the Strategic Financial Review Recommendations adoption to: The actions of this Committee should reflect and be in line with the Strategic Financial Review Recommendations as adopted by the NZ Council

There was agreement that SFC does not have the ability under standing orders or governance policies to implement anything in its own right and that the process must be that all recommendations will go back to the NZC for adoption.

Moved Ray Seconded Paul

That the Terms of Reference as amended, *including membership and support*, be recommended to the NZ Council.

Passed

6. Co-opting of members

Paul has followed up on *the possibility of a Ministerial or Departmental nominee being co-opted* but *there was* no response as yet.

Resolution to move into Public Excluded

Ray moved that the committee move into Public excluded on the grounds of maintaining the privacy of people being discussed.

Resolution to move into Public Excluded under privacy when discussing potential candidates for inclusion in the Standing Committee's reference group (Ray/Dan) Passed

7. Co-opting of regional support and others as required

It was agreed to co-opt Glen Maclean. Paul is to approach the Chair of Taranaki.

8. Committee Servicing

In responding to an earlier email from Martin suggesting that the Committee must spell out prior to this meeting its information needs, which would need to be fitted into work programmes, Ray said his experience in Fish and Game and elsewhere was a standard expectation, such as:

The Committee shall require any information, commission reports or reviews, and take or require actions that will assist it to fulfil its roles. Any information or actions required shall be exercised in a timely fashion to meet the requirements of the Committee.

It was agreed these guidelines would be followed.

At this stage in the meeting no information requests *had been* identified.

Martin noted that *staff* need to have time to respond. He noted we have 12 weeks to set budgets for next year and that we need some deadlines, *and he was advised the Committee will continue to proceed with urgency and welcomes the same approach to its servicing.*

Moved Paul seconded Ray That we come out of public excluded.
Passed

9. Intervals for reporting to NZC

There was a discussion about reporting arrangements. It was noted that reports would be provided to NZC meetings and in between if information was available in view of the tight timeframe

Moved Ray seconded Paul

**That the SFC would report to NZC when it had information finalised.
Passed**

10. General Business

Ray noted the policy position should be, for the balance of 2019/20, that it not be Business as usual, that Regional Councils are requested to restrict their Capex and nonessential spending and advise Carmel of resulting savings as soon as possible.

Ray asked for a region by region breakdown of revenue under Scenario A from Martin's paper to NZC (25% reduction in game bird sales and no winter fishing licence sales), which he was aware had been done, and projected spending until the end of this 2019/20 year. Paul said that the expenditure information was a reforecast exercise based on any savings they can make.

Martin asked Carmel if we could do this by early this week and she said possibly if regions send in the information.

Financial Year 2020/21

Paul asked that regions provide their view on expenditure and licence sales for the 20/21 financial year and said we should do it as a top down and bottom up broad estimate for next years' budget. We can ask managers, who know precisely which type of licence they sell each year, for assumptions on licence sales for next year

Martin said we have done the top down for the next two years in terms of revenue on the basis of 10% drop in fishing licence sales, no non-resident licence sales, and a normal game bird season. Bottom up can be done it is just a matter of how much time to spend on the exercise.

Carmel said she has already set up forms on this and sent them out. Awaiting response. Carmel noted some of the information coming back is incomplete or does not add up so needs clarification.

Richard noted that 78% of our expenses are salaries across regions so making savings is going to be difficult. It was agreed we can still save on Capex, vehicles, staff replacement, non-essential projects and similar We need a picture at the end of the year and the Managers are the best placed to give it.

Martin noted that the NZC has no principles on how to set budgets or a policy on budgets.

Agreements

- Modelling to be done for 20/21 for both 10% and 20% reduction in licence sales.
- Regions do quarterly forecasting that could be monitored and Dan noted that must be for all 13 Regions
- Transparency in the whole organisation in relation to financial accounts and reporting.
- Defer question on reserves for next meeting. Reallocation of resources from a ground swell from the regions.

Martin noted that we do not have any policy on levying and granting and there was discussion around the need for principles to guide setting budgets and allocating resources.

Paul noted we are facing significant organisational change. We can assist by relocating reserves around our regions. In essence it is not just about the drift of licence sales south but ensuring we resource where we can gain the best result and positioning for post Covid-19.

Martin noted regardless of what we do there is going to have to be a redistribution because we will be out of reserves in 18 months if our modelling is accurate.

Ray pointed out that dealing with that is the role of this Committee

Carmel said communication needs to be considered and re assurance given and we know we can survive until the end of this year. Everyone has concerns about losing staff etc.

Paul said he will draft up a communication to the organisation to maintain transparency.

Ray said we need to control information from committee through one person and suggested Paul be that person.

All comms from committee to only be made by from Paul. Moved Ray/Dan

Ray closed the meeting at 11:28am

11. Next meeting date Tuesday 0930am 5/5/20

Action Points from SFC#1 on Thurs 30/4/20

1	Ray moved and all agreed to co-opt Glen Maclean. Paul to approach the chair of Taranaki.	DONE 1/5
2	Ray requested region by region breakdown on revenue and spending until the end of this year. Martin and Carmel agreed this could be done early next week, if regions send in the information.	DONE 4/5
3	Ray wants to <i>know</i> impacts <i>by Region</i> on revenue at 25% reduction in game licence sales and no winter fishing licence sales (gross level). Carmel said she had this.	DONE 4/5
4	Ray requested modelling done on 10% and 20% reduction in licence sales for 20/21 (<i>plus the other assumptions, no non-resident sales and normal game bird season</i>).	DONE 4/5
5	All 13 Regions to be asked if they will do bi- monthly reporting using a standard template	AGREED
6	Transparency in the whole organisation in relation to financial accounts and reporting.	AGREED
7	All communications in and out regarding the Standing Finance Committee through Paul.	AGREED