



AGENDA

for a meeting of the

NEW ZEALAND GAME BIRD HABITAT TRUST BOARD

Saturday 23 September 2023

Hawke's Bay Fish and Game Council Office,

22 Burness Road, Greenmeadows, Napier 4112

NEW ZEALAND GAME BIRD HABITAT TRUST BOARD

Napier

Friday 22 & Saturday 23 September 2023

Programme

Accommodation at Ballina Motel – 393 Gloucester Street, Taradale.

Meeting at Hawke's Bay Fish and Game Council, 22 Burness Road, Greenmeadows

Thursday 21

6.30 pm Dinner for participants at The Duke of Gloucester – 389 Gloucester St

Friday 22 (bring gumboots, sunhat and/or raincoat)

8.00 am Breakfast at Origin Coffee and Bakery – 297 Gloucester Street, Taradale

9.00 am Meet at Hawke's Bay Fish and Game Council, 22 Burness Road, Greenmeadows

9.30 am Field trip organised by John Cheyne

6.30 pm Dinner for participants at The Duke of Gloucester – 389 Gloucester St

Saturday 23 (Meeting room at the Hawke's Bay F&GC office – breakfast TBC)

9.00 am Meeting Commences

10.00 am Morning Tea

12.00 pm Lunch

3.00 -3.30 pm Meeting Closes

Meeting of the
New Zealand Game Bird Habitat Trust Board
 Napier,
 Saturday 23 September 2023

Agenda

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AGENDA ITEM: 4.1

Minutes of a Meeting of the
NEW ZEALAND GAME BIRD HABITAT TRUST BOARD
held at North Canterbury Fish and Game Council office
Saturday 24 September 2022
Commenced 8.45 am

1. Present

Andy Tannock (Chairman), Neil Candy, John Cheyne & Chantal Whitby

2. In Attendance

Carmel Veitch (Finance) and Robert Sowman (Trust Coordinator).

3. Welcome

The Chairperson opened the meeting, welcoming those attending and recording his appreciation of North Canterbury Fish and Game Council for letting the Board use the Council facility. He acknowledged the death of Jan Riddell earlier in the month and proposed to hold a minute's silence at 12.30 pm, the time set for Jan's memorial service in Winton today. The Board recognised Jan's contribution will be sadly missed and expressed its condolences to her family. It was also noted that Mark Sutton was absent from the meeting to allow his participation in a Memorial Service as a friend and work colleague of many years. The Chairperson also mentioned this is the third and final meeting for this 2020-2023 Board. The appointment process for a 2023 – 2026 Board will require recommendations to the Minister of Conservation by March 2023 and he hoped the synergy and goodwill created with present members can continue.

4. Apologies

Mark Sutton sent his apologies.

Resolved: (John Cheyne/Chantal Whitby)

That the apologies from Mark Sutton be accepted.

5. Conflict of Interest Potential conflicts of interest were asked for with any grant application and other agenda items, acknowledging Board member links to local Fish and Game regions. It was accepted that although individual members knew of applications, there were no financial or perceived interest to record.

6. Confirmation of Minutes

The minutes and notes from the previous meetings and zoom conference were considered and accepted. It was noted Chantal Whitby attended the 2021 meeting and her name needs to be included in the list of attendees. The date of the meeting in the heading needed changing. It is shown as August 2021 and elsewhere, correctly, as October. Although the meeting was scheduled for August it was changed due to Covid disruptions and took place in October 2021.

Resolved: (Neil Candy/John Cheyne):

That the minutes of the meeting of the Trust Board held on October 2021 be confirmed as a true and correct record.

The zoom meeting notes (being part of Board's activity in the 2021/22 financial year) of July 2022 were also considered.

Resolved: (Chantal Whitby/Neil Candy):

That the minutes of the Zoom conference meeting of the Trust Board held on Wednesday 20 July 2022 be confirmed as a true and correct record.

7. 2021 Grant Applications

7.1 Follow-up responses to questions raised in the July Zoom Meeting

Answers to questions raised during the Zoom Conference 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 2022 applications for habitat grant funding.

7.2 2022 grant application decisions

	Project Name	Applicant	F&G Region & referee	GBHT Grant decision \$
1	Mill Valley Wildlife Project	Amanda Harris	Taranaki, Allen Stancliff	5,000
2	Burt Wetland Project	Garry Burt	Eastern, John Meikle	2,000
3	Dolly's Milk Wetland	Kevin Death	Taranaki, Allen Stancliff	2,000
4	Twins Dam	Glenn Howatson	Taranaki, Allen Stancliff	3,000
5	Hulme-Moir Farm Wetland Project	Mike Hulme-Moir	Auck/Waik, David Klee	3,000
6	Long Dam Wetland	Tom Wynne-Lewis	Hawke's Bay, Tom Winlove	4,500
7	Rangimoe Wetland	Rupert Gaddum	Hawke's Bay, Nick Price	4,000
8	Stag Valley Wetland	Simon Saunders	Southland, Zane Moss	10,000
9	Te Aroha Wetland Restoration	David Klee	Auck/Waik, Kevin Hutchinson	19,500 + 7,000 1BT
10	Rangiatea Wetland Project	Tim Gorton	Wellington, Matt Kavermann	Nil
11	Wairiri Wetland	Peter Gane	Taranaki, Allen Stancliff	2,000
12	Watson Wetland	Neil Watson	Taranaki, Allen Stancliff	Nil
13	Will Brown Kiwitea	William (Will) Brown	Wellington, Matt Kavermann	3,000

14	Wilson Wetland	Ben Wilson	Hawke's Bay, Tom Winlove	9,000
15	Everglades Trust Dam Retirement and Wetland Construction	Colin Tyler	Hawke's Bay, Nathan Burkepile	3,000
16	Te Tohe Swamp Dam	Mike Davidson	Hawke's Bay, Nathan Burkepile	7,000
17	Maraetuna Pond #2 Enhancement	Ken Miller	Hawke's Bay, Nathan Burkepile	4,000

For full details see the Spreadsheet (2022 Grant application Matrix) completed during the meeting.

Resolved: (Chantal Whitby/John Cheyne)

1. **That the Game Bird Habitat Trust Board approves 15 grants for 2022 totalling \$81,000 as summarised in the table of these minutes above.**

2. **That these grants were excluding GST.**

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

Projects reviewed by the Board this year are those successful projects that received grants in 2016. Unfortunately, no review was received for four of these nine projects. The Board registered its disappointment in not getting this information and questioned whether it was due to field staff time constraints? The Board asked if there should be a threshold placed on projects to be reviewed to prevent additional time being put into smaller grants being seen perhaps as not worth the extra effort? It was proposed that future reviews could be limited to say, those with grants over \$10,000?

Those projects for five-year review in 2023 will be grants approved in 2017.

Resolved: (John Cheyne/Chantal Whitby)

That the Trust Board:

1. **Acknowledge its appreciation to those who responded with photographs and comments.**
2. **Agree that projects for review in 2023 will be grants approved in 2017 with grants over \$10,000.**

9. **Major projects programme**

The Trust Board's major projects include the North Island's Underwood Wetland in Northland and the JK Donald Wetland in Wellington with those in the South Island being the Para Wetland in Marlborough and Takitakitoa Wetland in Otago.

All but the JK Donald Wetland have been progressed with grant funding. The Board wants to keep the allocation set aside for the JK Donald project for a further year to show its ongoing support with grants of \$18,000 in 2012 and \$82,000 in 2020 (these to be recorded in future in financial statements as \$100,000).

After further discussion it was accepted that the Board's priority should be to progress existing commitments but not discount support for new major projects in the future.

Resolved: (Chantal Whitby/Neil Candy)

That the Trust Board agree to retain the funding approved in 2020 of \$100,000 for the JK Donald project on a 12-month review.

10 Te Uru Rākau One Billion Tree Programme

10.1 Consideration of 1 BT Applications

The Funding Agreement of 2021 with Te Uru Rākau – NZ Forest Service (part of MPI) is to plant 30 ha per annum, for a total of 90 ha over a three-year funding period. It is expected that 800 plants/ha would reach 4m+ at maturity. The agreement runs for three years, ending in 2023.

It was encouraging to receive an amendment to the Funding Agreement, recognising the contribution of in-kind support where no Habitat Grant had previously been issued. This allows additional projects to be considered without limiting it merely to projects that had previously received habitat grant support.

Twenty-six applications have been received to date, requesting a total sum of \$284,480. This is to plant 59,826 trees over 38.2 hectares. This falls somewhat short of the agreed 30 ha per annum target, in part due to rising plant costs. Of these twenty-six projects, ten have progressed as far as trees planted and inspected by referees, with invoices paid out for 75% of the requested value amounting to \$67,607.18.

Two further 1 BT projects were identified through the 2022 Habitat Grant application process. These were Te Aroha with a 1 BT application included and approved for \$7,000, and Stag Valley where the Board judged part of the habitat grant application would be better suited to a 1 BT funding of \$18,350. The Stag Valley applicant is to be asked to submit a 1 BT fund application for this amount.

Emails proposing two additional 1 BT applications had been received prior to this Board meeting (one from Hawke's Bay and one from Taranaki) and were recognised as eligible for funding subject to completion of the required application forms. Allocation of further 1 BT funds will need to be mindful of the residual funds remaining and to not over commit its availability.

Resolved: (Chantal Whitby/Neil Candy)

That the Trust Board note that 25 applications have been accepted totalling \$284,480.

Resolved: (John Cheyne/Neil Candy)

Support the Te Aroha 1BT application of \$7,000.

Resolved: (Neil Candy/Chantal Whitby)

Agree to hold funding for three further projects, being Stag Valley, one from Hawke's Bay & one from Taranaki, subjects to their applications be accepted.

At this point in the proceedings the Chairperson paused the meeting to allow the Board to observe one minute silence for Jan Riddell to coincide with the beginning of her memorial service at 12.30 pm in Winton. Following the one-minute silence the Chairperson read out some of the acknowledgements and achievements of Jan's past.

11. Financial Reporting

11.1 2020/21 Draft Annual Account & Performance Report

A set of draft accounts have been included in this agenda. The draft surplus for the year ended 31 August 2022 is \$52,925. Net Assets are shown at \$1,095,562.

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

Resolved (John Cheyne/Neil Candy)

- a. 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 2021/22 Performance Reports on behalf of the Board.**
- b. That the Draft Financial report as at 31 August 2022 be received.**

11.3 Update on Grants Paid and those Outstanding

There are currently 24 outstanding grants totalling \$225,751, with 7 yet to be uplifted within the required two year period. These 7 grants total \$48,131. It was noted, with the exception of the \$18,000 for the JK Donald project, the two-year period expires in 2022. Therefore, if not claimed they will be recommended at the next meeting to be returned to the grant pool.

It was noted that a request has been received for the Underwood grant to the Northland Fish and Game Council to be paid in part to assist the Council with its cash flow. This amount represents 50% of the amount Northland have spent on this stage of the project to date.

Acceptance by Board members of 1 BT applications has followed email exchanges with each application rather than dealt with collectively at Board meetings. Payment follows once the plants are in the ground and have been inspected by the referees. Therefore, retrospective approval of these sums at this meeting formalises this process.

Resolved (Chantal Whitby/John Cheyne)

That

- 1. Outstanding Grants Schedule of \$225,751 be received as at 31 August 2022.**
- 2. Approval of payments of 6 Grants totalling \$71,932 be accepted.**
- 3. Approval of 1 Billion Tree Payments totalling \$77,748**
- 4. Combine the two figures for JK Donald of \$18,000 and \$82,000 to simplify accounting.**

12. New Financial Year 2022/23

12.1 2022/23 Budget

For the 2022/23 financial year, a draft deficit is showing of \$29,431. No further changes to the budget occurred following discussion at the meeting.

Resolved: (Neil Candy/Chantal Whitby)

That the Trust Board Budget for the 2022/23 with a deficit of \$29,431 year be approved.

12.2 2023 Meeting Schedule

It was suggested the Board considers its annual meeting in 2023 be held in Hawke's Bay in August. From a financial year perspective this meant two meetings (the October 2022 Christchurch meeting and August 2023 Hawke's Bay meeting) would be budgeted in the same year.

Although no decision was made at this meeting, it was acknowledged that a field trip on the Friday and meeting on the Saturday as occurred in Christchurch worked well. It allowed Fish and Game staff to participate on the field trip during normal working week hours and it also gave board members a chance to socialise together before the meeting on the Saturday.

Resolved: (Chantal Whitby/Neil Candy)

That the meeting schedule for 2023 will be:

- a. 30 June for close off of all habitat grant applications**
- b. Wednesday 26 July 2023 11.00 am meeting by Zoom to consider need for further application information.**
- c. Friday 25 and Saturday 26 August meeting in Hawke's Bay.**

13 Habitat Stamp

13.1 Game Bird Habitat Stamp Photo Competition

Selection of the game bird species for 2025 is recommended to follow a similar process to that for the 2024 image, with three monthly prizes during May, July and July sponsored by Kilwell with a \$250 voucher and a final prize of \$1,000 from the Trust Board and \$1,000 voucher from Kilwell going to the overall winner in August. This makes the prize pool \$2,750.

It is recommended that Instagram also be used along with Facebook to promote the winner. The Board also supported the promotion of the competition to photographers and other groups outside normal fish and game social media.

Resolved: (John Cheyne/Neil Candy)

That the Trust Board:

- a. Note the photographic competition to select a winning image for the 2025 habitat stamp is chosen from monthly competitions and voted on by the public.**
- b. Note Judges will endorse the winning shot and contact the winner 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 2025.

- c. **Write to Kilwell and thank them for its sponsorship.**

13.2 Species to appear on the 2025 Habitat Stamp

Species to be depicted on next season's 2023 game bird hunting licence will be the California Quail. In 2024 the winning entry was a Mallard Drake. Both images resulted from a competition to select from 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 2025 habitat stamp.

Resolved: (Chantal Whitby/John Cheyne)

That the NZ Game Bird Habitat Trust Board recommends the NZ Fish and Game Council endorses the best photo competition image of any game bird species to be depicted on the 2025 habitat stamp.

13.3 Habitat Stamp fee recommendation on 2023 game licenses

The subject of habitat stamp fees was examined. The 2020 game season fee was increased from \$3.00 to \$4.00 on every game licence. After three years at this fee, it was increased on the recommendation of the Trust Board to \$5.00 for 2023. The Board thanked the NZ Fish and Game Council for support of this recommendation and accepted there was no wish to propose a further increase in the fee at this time.

Resolved: (Neil Candy/John Cheyne)

To recommend that the NZ Fish and Game Council maintains the Game Bird Habitat Stamp fee contribution made by hunters in 2024 at \$5.00.

14. Grant application process and forms

Discussion started with the Habitat Agreement. It was accepted the amount of the grant requiring a habitat agreement needed to be reviewed, proposing making it \$10,000 before an agreement is required. Similarly, projects reviewed after five years should be limited to projects with a grant greater than \$10,000.

After discussing suggestions contained in the agenda from Chantal Whitby, Mark Sutton, David Klee and John Meikle it was recognised the form and content of applications needed reviewing. Robert Sowman was asked to commence this review by drafting a new set of questions for comment by Board members. It was suggested Robert do this with consultation from those who submitted on this subject.

Agreed

- a. **To thank the recipients for their comments received on how effective the Trust's form and processes are operating.**
- b. **Agree to review the Trust's forms and processes on the basis of the resulting discussion.**

There being no further business, the Chairperson thanked those present before declaring the meeting closed at 2.40 pm on Saturday 24 September 2022.

Confirmed: _____

Date: _____

Recommendation

That the minutes of the New Zealand Game Bird Habitat Trust Board meeting of Saturday 24 September 2022 be confirmed as a true and correct record.



Teams meeting of the Trust Board

11.00 am Wednesday 16 August 2023

AGENDA

Present at the Zoom meeting:

Board Members: Andy Tannock (Chairperson), Neil Candy, Mark Sutton & Chantel Whitby.

Co-opted person: Andy Garrick

Support Staff: Carmel Veitch & Robert Sowman

1. **Apologies:** John Cheyne.
2. **Introductions:** Andy Tannock welcomed all to the meeting with special greetings to Andy Garrick.
3. **Next meeting of the Board:** Carmel outlined proposed travel and accommodation arrangements for the September 2023 meeting. The usual arrangement is for the meeting to start at 8.30/9.00 am, lunch at 12.00 and finish by 4.00/5.00 pm plus a dinner. John Cheyne is to organise a field trip to include a visit to Waingongaro Awa, an application to be considered at the meeting. It therefore made sense to have the field trip on day one and the meeting on day two to allow site visits before decisions are made on the application. Andy Garrick agreed to discuss this with John Cheyne. Either way, people would best arrive Thursday pm and depart Sunday am, unless a late Saturday departure proved possible. Best fit flights, accommodation, meeting venue and field trip to be confirmed and advised.
4. **2023 Grant Applications:** Assessment to determine if further information required.

	Name	Assessors	Information required
1	Bird Haven	Neil/Andy G	Wording cut off in application. Culvet and dam info needed. Is there a weed management plan for the willows? More info on open water area& depths wanted. No topo map or photos supplied. Info superficial. A resource consent is likely required. Costs don't add up. Discuss with Matt. Perhaps resubmit next round?
2	Catherthun Reserve	Mark/Andy T	-
3	Elders Wetland	Chantal/Neil	-

4	Enhancing Native Wetland	Andy G/Mark	Aerial photos would help. Will this trigger a resource consent requirement? What is open water status? Has a fish passage been considered?
5	Forsyth Wetland	Andy T/Chantal	Question of whether a fish passage has been considered.
6	Harakeke Wetland	Andy G/Andy T	-
7	Kinatai Wetland	Mark/Chantal	Refer to a drain. Was this a waterway originally? Is there a reason it has not been fully redirected?
8	Russco Farm Wetland	Neil/Andy T	-
9	Three Greys	Mark/Neil	-
10	Waingongoro Awa Restoration Project	Andy G/Chantal	No maps, site plan, no quotes for construction. Wait for Nathan's return for info. Opportunity to visit
11	Wainui Hills	Andy T/Mark	-

5. **Te Rua Ratau – 1 billion trees**

Andy T provided an update on what has already been shared with Board members. There has been no reply from MPI at the time of this meeting. Robert to resend to Board the attachments sent to MPI.

6. **Other business:**

Corina Jordan (NZFGC CE) has asked for comms to be prepared – re GBHT wetlands. Andy and Robert are to speak with NZF&GC comms person (Latitude) to enable this to happen.

There being no further business, the online meeting closed at 12.20 pm on Wednesday 16 August 2023.

Confirmed: _____

Date: _____

Recommendation

That the notes of the New Zealand Game Bird Habitat Trust Board teams meeting of Wednesday 16 August 2023 be confirmed as a true and correct record.



2023 GRANT APPLICATIONS FOLLOW-UP RESPONSES TO QUESTIONS RAISED

Meeting of the Game Bird Habitat Trust Board, September 2023

Prepared by: Robert Sowman, NZ Game Bird Habitat Trust Administrator

The following table lists the questions raised during the Teams Conference Meeting. Responses received are listed as below.

Bird Haven

Can you please provide further comment on the following issues raised by the Board:

- 1. Wording has been cut off in application, making it difficult to read.*
- 2. Sections of the application form have not been completed*
- 3. No topo map or photos have been included making it difficult to envisage the size and location of the project*
- 4. The costs do not add up*
- 5. More information is wanted on the culvert and dam*
- 6. More information is wanted on the open water area and how deep it will be?*
- 7. Is there a weed management plan for the willows?*
- 8. Is the regional council likely to want a resource consent? Has this been confirmed with the council?*

No reply from the referee, Matt Kavermann.

Enhancing Native Wetland

Can you please provide:

- 1. An aerial photo of the site with the project marked on it.*
- 2. What is the status of the open water? How deep will this be?*
- 3. Has a fish passage been considered*
- 4. Finally, the Board question whether the regional council may require a resource consent. Has this been established with the Council?*

1. Below are two aerial views of the entire site, including native forest. The wetland and pond are located in the lower half of both aerial images. Along with a close up view of the section of wetland where the work will be carried out.



2. The water depth in the middle of the pond reaches 1.5-2 metres. However the base of the pond does go a bit deeper but is a layer of thick mud.

3. The stream's existing entry and exit from the pond will not be altered by this work. The pond and wetlands do not provide long term habitat for fish because of the eel population and muddy waters.

4. This work is not expected to require consent. This application is for maintenance to an existing bank. Similar work has been carried out at this site previously and has not required consent in the past.

Forsyth Wetland

Can you please respond as to whether:

1. *a fish passage been considered*

Fish passage: Fish passage has been considered.

The stream upstream and downstream of the property has been piped and therefore is underground and very unlikely to provide for fish passage.

The 4.1 ha of wetland is therefore an isolated oasis on the south Taranaki ringplain which may well provide habitat for the threatened brown mudfish, which doesn't do well in the presence of eels in particular.

Potentially brown mudfish could already be present, or if not the enhanced wetland will be an excellent site for reintroduction.

So, there will be no requirement for fish passage and in this case the fact that there isn't any is actually a plus :)

Brown mudfish (attachment with reply)

DESCRIPTION

Brown mudfish are a shy, nocturnal fish with elongated, slender bodies, a blunt head and small eyes. They are usually sandy brown-grey with darker blotching. Their skin lacks scales and has a thick mucous coat that helps to protect them from infection and desiccation. They can grow up to 190mm long.

DISTRIBUTION, BREEDING AND FEEDING

The loss of a large percent of New Zealand's wetlands has drastically affected the distribution of brown mudfish, with North Island populations now mainly found from Warea in Taranaki southwards, usually at elevations lower than 240 metres. They tolerate a wide range of habitats including peaty bogs, raupo swamps, lake margins, forest pools and streams.

A lot of the habitats that brown mudfish occupy dry out over summer, forcing the fish to aestivate (summer hibernation). During summer mudfish bury themselves deep in mud or under logs, making sure their refuge is damp enough to avoid dehydration but allows access to air, and wait until the first significant rain autumn. They spawn in autumn after the dry period, laying several hundred eggs that hatch in 3-4 weeks. This gives the fry the longest time to grow before the next dry period. Diet consists of small aquatic or terrestrial animals, such as other larvae, amphipods or copepods. These fish are New Zealand's most specialised freshwater fish and a unique component to our heritage.

BROWN MUDFISH IN TARANAKI

Historically, brown mudfish would have been extremely abundant in Taranaki, especially in the large peat swamps in the Ngaere and Eltham areas. Only a few small natural populations now exist and efforts to protect these habitats have been successful thanks to the goodwill of the landowners. Taranaki is also part of the national survey and monitoring program directed from the "Mudfish Recovery Plan" to assist with the national conservation of this species.

WHAT CAN YOU DO TO HELP

- Protect streamside vegetation by fencing it off from stock.
- Plant native plants along stream edges to provide shaded habitats.
- Create, protect and retire wetlands on your property.
- Report sightings of pest fish and do not spread pest fish to new habitats.
- Report sightings of brown mudfish to the Taranaki Regional Council.

Kinatai Wetland

Can you please provide further comment on the reference to a drain:

- 1. Was this a waterway originally? Is there a reason it has not been fully redirected?*

The area to be enhanced is an old oxbow of the Oaonui Stream that has long been isolated from the stream's mainstem.

During large floods (e.g. February 2022) stormwater from surrounding farmland enters the oxbow and there can also be some overflow from the Oaonui mainstem.

So, the area is essentially an ephemeral wetland, albeit currently grazed by dairy cows.

By excavating some of the bed of the oxbow, Andy is looking to extend the time period when the wetland holds water.

This will provide good shallow water habitat in spring for mallard brood rearing.

If this still is not enough, Andy will look to get consent to divert an adjacent drain into the wetland.

The drain used to be a stream tributary but has long been fully piped except for the last 50m or so.

The way the "drain" currently discharges into the Oaonui is not conducive to fish passage and anyway there is really only 50m of habitat available.

If the drain is diverted into the wetland to provide some permanent shallow water, then a new outlet to the Oaonui Stream will be formed, which will allow for fish passage and will in a small way reconnect the wetland with the Oaonui mainstem.

Although the area is not large, this is an excellent collaborative project that will benefit both game birds and indigenous species.

Waingongoro Awa

- 1. No maps or site plan provided*
- 2. no quotes for construction.*
- 3. Wait for Nathan's return for further information. There will also be the opportunity to visit the site during the field trip.*

No reply from the referee, Nathan Burkepile.

Recommendation

That this further information requested on 2023 Habitat Grant applications be incorporated into consideration of all 2023 applications under Agenda Item 5.2 of this September 2023 meeting.

Agenda Item 5.2

		Open water		Total									
Number	Preliminary Scrutiny	Priority 1 -3	Priority 1 -3	Area Water Hectares	Total Hunters	Project Cost	Grant Request	Grant Allocated	Application Cost per Hectare	Referee Rating	Significance Regional/Local	Referee Queries / Comments	
1	Bird Haven			0.5	1	\$8,400.00	\$4,950.00			mod	reg	Referee Matt Karvemann	
2	Caterhun Reserve			0.25	6	\$11,343.41	\$6,672.29			low	local	Zane Moss	
3	Elders Wetland			0.75	6	\$21,189.55	\$18,389.55			mod	local	Ben Febery	
4	Enhancing Native Wetland			1.2	6	\$2,806.00	\$2,806.00			high	local	Madison Genet	
5	Forsyth Wetland			0.5	4	\$61,578.45	\$4,344.70			mod	local	Allan Stancliff	
6	Harakeke Wetland			1.2	8	\$16,936.01	\$14,386.01			mod	local	Ben Febery	
7	Kinatal Wetland			0.25	0	\$16,800.00	\$12,000.00			mod	local	Allen Stancliff	
8	Russco Farm Wetland			0.3	6	\$8,610.61	\$4,830.00			mod	local	Tom Winlove	
9	Three Greys			0.7	4	\$54,081.00	\$12,765.00			mod	local	Nathan Burkepile	
10	Wainongoro Awa Restoration Project			22	8	\$161,600.00	\$60,000.00			high	reg	Nathan Burkepile	
11	Wainui Hills			2.5	12	\$38,535.26	\$26,964.97			mod		Ben Febery	

Priority 1	Priority 1	Priority 2	Priority 2	Priority 3	Priority 3
30.15	61	\$401,880.29	\$168,108.52		
Total	Total	Total	Total	Total	Total
Hectares	Hunters	Costs	Requested	Granted	

Priority 1
 Priority 2
 Priority 3

\$5,576 av grant per hectare

\$0.00

Recommendation:
 That the Game Bird Habitat Trust Board approves XX grants for 2023 totalling \$XX,000 as summarised in the final matrix table at this September 2023 meeting.



REVIEW OF PROJECTS FUNDED FIVE YEARS AGO

Meeting of the Game Bird Habitat Trust Board, September 2023

Prepared by: Robert Sowman, NZ Game Bird Habitat Trust Administrator

The purpose of this item is to allow the Habitat Trust Board to see how effective its grant allocations have been after a 5-year period and to check projects are being maintained and well looked after.

2017 was an exceptional year. Unusual in that 31 applications were received with 7 being declined. Then, a further 7 grants have since lapsed, not having been actioned within the two-year period.

Another unusual feature is that 8 of the 17 remaining active projects are from one region, refereed (or in Pukeora’s case championed) in Nathan Burkepile’s final period as a Hawke’s Bay Fish and Game staff officer. Nathan is away on leave leading up to this September 2023 Trust Board meeting, so his ability to report on the Hawke’s Bay projects is compromised by time. Regrettably, Hawke’s Bay Fish & Game Council has recently lost a number of staff and so has not been asked to respond.

Other referees listed here (Andrew Kirk, Glenn McLean and Mark Venman) are also no longer with Fish & Game and have not been contacted for an up-date. However, the Northland and Taranaki regional managers have been approached to see if they can visit these sites and respond.

Projects reviewed this year are those **awarded grants in 2017:**

275a Campbell Rd Wetland	\$2,500.00	Andrew Kirk
Tom Ron Ltd	\$3,000.00	Allen Stancliff
TUXDUX Wetland	\$1,500.00	John Dyer
Glen Fouran Wetland	\$2,000.00	Nathan Burkepile
Rotokawa Swamp Development	\$7,000.00	Glenn McLean
Ratamaire Wetland	\$6,000.00	Glenn McLean
Arranmore Wetland	\$10,000.00	Glenn McLean
Greenless Wetland	\$4,000.00	Nathan Burkepile
Wanstead Wetland	\$3,000.00	Nathan Burkepile
Cull Ruain Lochan Wetland	\$3,000.00	Phil Teal
Underwood Wetland	\$5,000.00	Chris Jenkins (ex DoC)
HBF& G Educational Wetland	\$4,000.00	Mark Venman
Te- Hiwi Wetland	\$5,000.00	Nathan Burkepile
Little Hatuma	\$5,000.00	Nathan Burkepile
Pukeora ponds	\$2,000.00	Daniel Winchester
Paretai Wetland (phase 1)	\$4,000.00	Nathan Burkepile
Mellow Rise Wetland	\$1,500.00	Ross Cottle

1. 275a Campbell Rd Wetland

Photo 1 shows the works from an elevated position – the grass peninsula entering the frame from the left sits between the project area and the Waikare Creek (creek shown by line of toe toe). Both sides of the grass peninsula have been fenced off to stock and some riparian planting has been done. You can see the open water areas that have been created along the wetland edge and can also see the piles of spoil (covered over by darker green Juncus rushes) that were dug out to create open water.



Photo 2 shows some of the open water area along the wetland edge with the fencing and some riparian planting shown. This photo was taken from atop one of the spoil piles that was dug out. Photo 4 shows the same area looking from the opposite direction – toward the south.

Photo 3 shows the open water area at the north end of the diggings.



As far as maintenance work goes the owner/project applicant carries out work to clear the open water where required. In particular the toe toe at the northern end are forever encroaching on the open water.

Whilst no game species were present at the time of the inspection the owner stated that he frequently sees mallard duck inhabiting the project area. There are also pheasant known to frequent the area. Some paradise shelduck are there from time to time however not routinely or in large numbers. The owner has a maimai established and hunts the project area for opening weekend. He stated that they get some birds but not very many. He noted that there are other water bodies in the local area that waterfowl take refuge in once shooting starts. Photo 3 is taken from in front of the maimai location.

2. Tom Ron Ltd

It's a major exercise to access this wetland in winter.

In completing this project, the Campbell's and Vesty's dammed a small tributary of Matau Stream to provide an additional water supply to the ponds, but then encountered several "shellrock tomos" when excavating the ponds resulting in a lot more work to build ponds that held water.

As you can see in the aerial photo, water levels fluctuate with some of the ponds drying out in summer but holding water at other times of the year. The wetland is now an oasis of water in a sea of pine trees and is used by grey duck in particular. I don't think the ponds are shot at present.



3. TUXDUX Wetland

No reply from referee, John Dyer

4. Glen Fouran Wetland

No reply from referee, Nathan Burkepile.

5. Rotokawa Swamp Development

This project was about raising the water level in an existing wetland, installing a new outlet, completing fencing and spraying willows. The project has been very successful, so much so that ducks have been trapped for banding at this wetland for the last 4 years in conjunction with 2 other sites on Daniel's Rotokawa farm. The wetland also shoots well during the season in conjunction with the main lake (Lake Rotokawau). According to Taranaki Fish & Game the Rotokawa Swamp wetland has certainly developed into a fantastic wetland, and is improving all the time as the planting comes on with the thanks and appreciation of the owner being passed on to the Gamebird Habitat Trust for their contribution to the project.



6. Ratamaire Wetland

We are unlikely to be able to get to this Ohakune wetland before 4th September (deadline set for returns). Attached is the photo Glenn took in 2019 following the creation of the area.



7. Arranmore Wetland

Visits to the Arranmore wetland twice in the past year for paradise shelduck and swan counts in January, show it was holding around 200 parries and half a dozen swan (including signets). It was also used in August for the national Shoveler survey (the first time it has been counted for Shoveler). The wetland also holds good numbers of mallards and greys, plus a handful of Grey Teal. The site is hunted with some great success over the past couple of years, and there are at least 3 visible maimai on the wetland. They have also planted a number of trees that are doing well. The island in the middle holds a lot of birds as they congregate and sunbath on it.



8. Greenless Wetland

No reply from referee, Nathan Burkepile.

9. Wanstead Wetland

No reply from referee, Nathan Burkepile.

10. Cull Ruain Lochan Wetland

No reply from referee, Phil Teal.

11. Underwood Wetland

Chris Jenkins reports he was very impressed and pleased with what he observed and feels the project has been well run and a good use made of the Trust’s funds. His two visits in 2023 allowed him to assess the wetland design and in particular the wetland’s ability to handle adverse weather (e.g., Cyclone Gabrielle, etc). He was very impressed by how little damage had occurred despite huge amounts of rainfall and gale force winds. Some sediment movement was observed most coming from an adjoining property where sadly cattle can get into a small muddy stream bed. The good news is the design of the top wetland is such that it traps this sediment limiting the amount of sediment getting into lower and larger wetland areas. Overall, the wetlands have been very well designed and are working as planned.

Chris was delighted to note how the wetlands have become havens for wildlife with game birds, native species, eels etc now well established. “I am confident as the planting undertaken over the last two winters becomes more established that this will be one of Northland’s wetland habitat gems”.



Upper valley weirs, well constructed and re vegetated.



Lower valley weir. Note water control structure, good vegetation cover and well-constructed access road.

12. HBF& G Educational Wetland

No reply from referee, Hawke's Bay F&GC.

13. Te- Hiwi Wetland

No reply from referee, Nathan Burkepile.

14. Little Hatuma

No reply from referee, Nathan Burkepile.

15. Pukeora ponds

No reply from referee, Daniel Winchester

16. Paretai Wetland (phase 1)

No reply from referee, Nathan Burkepile.

17. Mellow Rise Wetland

GBHT records show Ross Cottle as the referee for this project. When approached to provide a 5-year review, Ross replied via JC that he has no recollection of being involved with this application and doesn't even know where the wetland is. Coincidentally this project is also a 1 Billion Tree fund recipient with Matt Kavermann as its referee. However at the time of seeking a progress report for 1 BTs Matt did not respond. Being a local Wairarapa property Robert Sowman was able to inspect it to complete a report to Te Uru Rākau. The following comments are taken from that report. The property owner reported pukekos and hares have taken their toll after the initial planting, and these have yet to be replaced. The reason given for maintenance delays has been the trouble in getting the water levels in the pond right without water backing up across the paddocks and flooding some of the planting after a heavy rain.



Recommendation

That the Trust Board:

- 1. Acknowledge its appreciation to those who responded with photographs and comments.**
- 2. Agree that projects for review in 2024 will be grants approved in 2018 with grants over \$10,000.**

Hectares Created over 3 years from Habitat Grants

Year	Project Name	area of habitat	Area of water	Total cost	Grant	% of Cost Funded by GBHT
2020/21	Lake Spencer	8.5	3.6	\$ 16,587.00	\$ 8,000.00	48%
	Beehive Creek	0.2	0.15	\$ 17,904.00	\$ 1,000.00	6%
	Papatahi Wetland	0.5	0.13	\$ 20,750.00	\$ 3,500.00	17%
	MacPhersons Wetland	0.8	0.8	\$ 17,849.00	\$ 5,000.00	28%
	Linton WaterFowl Water park	1.5	0.5	\$ 18,358.00	\$ 6,000.00	33%
	Akatio farms	1	0.4	\$ 31,000.00	\$ 2,000.00	6%
	Waitetuna Wetlands	2.97	0.5	\$ 19,439.00	\$ 6,000.00	31%
	Murphy Wetland Complex	0.5	0.3	\$ 12,000.00	\$ 4,000.00	33%
	Christianson Dam Restoration	1.89	0.52	\$ 26,092.00	\$ 4,500.00	17%
	Ludlow Wetland	2.8	1.36	\$ 77,578.00	\$ 10,000.00	13%
	Templers Flat Wetland Restoration	5	4	\$ 10,000.00	\$ 8,000.00	80%
	JK Donald Project	245	90		\$ 100,000.00	#DIV/0!
		270.66	102.26	\$ 267,557.00	\$ 158,000.00	59%
	Average for the year	22.56	1.11		\$ 5,272.73	
2021/22	Adrian's Wetland	3	1	\$ 24,030.00	\$ 8,000.00	33%
	Barfoote Farm Pond	1.4	1.2	\$ 16,200.00	\$ 7,000.00	43%
	East Pond	4	2.8	\$ 7,170.00	\$ 6,170.00	86%
	Eastwood Wetland	1.8	0.5	\$ 100,000.00	\$ 4,000.00	4%
	Howatson Wetland	0.95	0.1	\$ 15,872.00	\$ 1,000.00	6%
	Mount Rowan Wetland	0.5	0.4	\$ 20,544.00	\$ 3,000.00	15%
	Murphy Pond	3.1	2	\$ 12,622.00	\$ 8,000.00	63%
	Ohakune-Raetihi Rd	5.1	1.5	\$ 29,000.00	\$ 7,000.00	24%
	Pond Gully	1	0.3	\$ 20,580.00	\$ 2,000.00	10%
	Rakautaua Wetland	1.5	0.5	\$ 12,365.00	\$ 4,000.00	32%
	Rumball/Healy Farm	55	6	\$ 403,350.00	\$ 15,000.00	4%
	Silverton Pastoral	9	4	\$ 31,695.00	\$ 10,000.00	32%
	Underwood Stage 2	6	3	\$ 100,394.00	\$ 62,900.00	63%
	Upper Makaretu	1.1	0.5	\$ 39,960.00	\$ 8,000.00	20%
	Waikuku Pond	3.3	1	\$ 79,600.00	\$ 8,000.00	10%
	Whataroa Wetlands	3.4	0.16	\$ -	\$ 1,500.00	#DIV/0!
		100.15	24.96	\$ 913,382.00	\$ 155,570.00	17%
	Average for the year	6.26	1.56		\$ 9,723.13	
2022/23	Mill Valley Wildlife	0.7	0.4	\$ 25,630.00	\$ 5,000.00	20%
	Burt Wetland	7.6	1.7	\$ 72,000.00	\$ 2,000.00	3%
	Dolly's Milk Wetland	0.3	0.2	\$ 23,295.00	\$ 2,000.00	9%
	Twins Dam	2	0.35	\$ 15,400.00	\$ 3,000.00	19%
	Hulme-Moir Farm Wetpand	0.54	0.13	\$ 19,900.00	\$ 3,000.00	15%
	Long Dam Wetland	1.7	1	\$ 26,500.00	\$ 4,500.00	17%
	Rangimoe Wetland	1.4	0.37	\$ 25,960.00	\$ 4,000.00	15%
	Stag Valley Wetland	2.2	0.75	\$ 43,186.00	\$ 10,000.00	23%
	Te Aroha Wetland restoration	35	20	\$ 119,900.00	\$ 19,500.00	16%
	Wairiri Wetland	0.3	0.2	\$ 5,890.00	\$ 2,000.00	34%
	Will Brown Kiwitea	0.35	0.16	\$ 13,840.00	\$ 3,000.00	22%
	Wilson Wetland	2.5	1	\$ 23,500.00	\$ 9,000.00	38%
	Everglades Trust Dam Retirement	1.4	0.3	\$ 17,820.00	\$ 3,000.00	17%
	Te Tohe Swamp Dam	5.12	2	\$ 31,420.00	\$ 7,000.00	22%
	Maraetuna Pond #2	3.1	0.3	\$ 10,000.00	\$ 4,000.00	40%
		64.21	28.86	\$ 474,241.00	\$ 81,000.00	17%
Average for the year	4.28	1.92		\$ 5,400.00		

Presented for your informaiton

Agenda Item 7.2

Habitat Stamp Income over 15 years

Year	licence sales	Stamp sales	total income	Stamp sales as % of total income
2022	\$ 126,188.00	\$ 11,949.00	\$ 138,137.00	9%
2021	\$ 128,598.00	\$ 14,848.00	\$ 143,446.00	10%
2020	\$ 120,263.00	\$ 14,019.00	\$ 134,282.00	10%
2019	\$ 97,933.00	\$ 16,616.00	\$ 114,549.00	15%
2018	\$ 99,991.00	\$ 19,596.00	\$ 119,587.00	16%
2017	\$ 100,425.00	\$ 21,588.00	\$ 122,013.00	18%
2016	\$ 67,845.00	\$ 23,705.00	\$ 91,550.00	26%
2015	\$ 66,205.00	\$ 22,599.00	\$ 88,804.00	25%
2014	\$ 65,890.00	\$ 26,742.00	\$ 92,632.00	29%
2013	\$ 66,424.00	\$ 24,460.00	\$ 90,884.00	27%
2012	\$ 68,261.00	\$ 28,962.00	\$ 97,223.00	30%
2011	\$ 69,059.00	\$ 27,421.00	\$ 96,480.00	28%
2010	\$ 71,040.00	\$ 29,663.00	\$ 100,703.00	29%
2009	\$ 67,922.00	\$ 34,424.00	\$ 102,346.00	34%
2008	\$ 66,683.00	\$ 43,273.00	\$ 109,956.00	39%
Average	\$ 85,515.13	\$ 23,991.00	\$ 109,506.13	

Habitat Grant Applications and Approvals over 15 years

Year	Applications	Approvals	Declines	Total funded	Hunter fee
2022	17	15	2	\$ 81,000.00	
2021	19	15	4	\$ 92,670.00	
2020	12	11	1	\$ 58,000.00	↑
2019	22	19	3	\$ 90,500.00	\$4.00
2018	21	18	3	\$ 86,000.00	↑
2017	31	24	7	\$ 96,000.00	\$3.00
2016	15	13	2	\$ 66,050.00	
2015	20	9	11	\$ 76,254.00	
2014	21	12	9	\$ 102,803.00	
2013	20	12	8	\$ 78,961.00	
2012	22	15	7	\$ 102,170.00	
2011	9	8	1	\$ 96,192.00	
2010	20	10	10	\$ 112,182.00	
2009	19	10	9	\$ 100,391.00	↑
2008	10	9	1	\$ 109,540.00	\$2.00
Average	19	13	5	\$ 89,914.20	

Presented for your informaiton



Summary of 1Billion Trees Programme partnership between Te Uru Rākau - New Zealand Forest Service and GBHT

Meeting of the Game Bird Habitat Trust Board, September 2023

Prepared by: Robert Sowman, NZ Game Bird Habitat Trust Administrator

The Government developed the One Billion Trees programme to increase tree planting across New Zealand. The goal being to double the current planting rate to reach one billion trees planted by 2028.

The agreement reached between Te Uru Rākau – NZ Forest Service (part of MPI) - and the Game Bird Habitat Trust was to receive \$360,000 over three years to support the planting of native species at sites that have approved Habitat Trust support to a total of 90 ha over the three-year period. The bit overlooked in administering this fund was the Agreement criteria of \$4,000 per hectare.

A Teams meeting between two Te Uru Rākau staff (Rowan Grace and Helen Somerville), Andy Tannock, Carmel Veitch and Robert Sowman took place at 1pm on Wednesday 19 July. This was to discuss to \$4,000 per hectare oversight. The meeting concluded with the request for four sets of information:

1. *Total hectares planted.*
2. *How much funding landowners have contributed.*
3. *Reasons for any grants greater than \$6,000 per hectare.*
4. *Implications for the Game Bird Habitat Trust if Te Uru Rakau does not fund grants that exceed \$6,000 per hectare criteria.*

This information was sent to Te Uru Rākau on 9 August 2023. On 17 August, Te Uru Rākau replied that the next steps for them was to put a briefing up to their director to determine a path going forward. They also asked for any *evidence to support the expenditure for the projects Rumball/Healy Farm, Tennent Wetland, Tamatea & Tainui Wetlands, Hazlitt Farm, Kirk Wetland or Ngaruru Station (such as invoices), that would be very helpful but not a requirement.*

Of those listed in the paragraph above Tennent Wetland, Kirk Wetland and Ngaruru Station have not been paid 1 BT funds yet, but the trust has agreed to the amounts.

Invoices to GBHT from Rumball/Healy Farm, Tamatea & Tainui Wetlands and Hazlitt Farm were sent to Te Uru Rākau, along with invoices for larger sums as examples of wider landowner expenditure by Rumball/Healy and Hazlitt Farms totalling some \$268,513.

On 7 September Te Uru Rākau replied *We are making progress with the briefing to our director but we have identified a need for further details please.*

Attached is an expanded spreadsheet which calls for a bit more detail against nine of the projects. We need to be able to understand how many seedlings have been planted plus the specifics on what the 1BT funding has gone towards.

Emails were sent out to the 9 project managers again seeking requested information. Responses have been sent back to Te Uru Rākau. However, it is unlikely any further communication with result before the Trust Board's agenda is sent out for its meeting on 23 September.

Recommendation

That this update of the 1Billion Trees partnership between Te Uru Rākau and the GBHT be received.



2022/23 DRAFT PERFORMANCE REPORT

Meeting of the Game Bird Habitat Trust Board, September 2023

Prepared by: Carmel Veitch, Finance

1. 2022/23 Draft Performance Report

Attached in 9.1a is the Draft Performance Report for the year ended 31 August 2023. Note this a draft and unaudited.

Statement of Comprehensive Income. (Page 8)

The Draft surplus for the year ended 31 August 2023 is \$129,500.

Revenue

Total Revenue \$275,382 against a budget of \$309,449. This is up on last year (\$219,953) by \$55,428.

Note 1 on page 13 of the Draft Performance reports Income from Licence sales to be ahead of last year and ahead of budget. The Increase from last year is due to the increase in the levy from \$4 to \$5. There was a slight decrease in actual sales in the 2 years – 36,301 in 2022 and 36,199 in 2023.

The budget of \$141,500 was based on 32,553 sales @ \$5 (less GST) This figure is actually the LEQ for Game sales – so is understated as every licence sold or given away attracts the GBHT levy.

Income from Stamp sales remains constant at just under \$12k for both years.

Interest rates have improved, and the income has exceeded budget and last year. (\$36,123 vs \$10,624 last year). At the time of writing this report, the Bank confirmation report for accrued income had just been received – this figure seems very high and I will check with the bank on the accuracy.

Grants received from the 1 Billion trees funding is reported at \$66,002. This reflects the payments made in the year – and all funding received from the 1 Billion tree fund that has not been paid out has been treated as Income in Advance.

Expenses

Total Expenses for the year are \$145,882.

These are split into 3 categories.

- Costs related to proving goods and Services – this includes the cost of the Stamp programme – \$25,081 for 2023. See note 2 on page 14 for the breakdown.
- Grants and Donations – Grants paid out for the year were only \$40,438. See agenda 9.2 for breakdown. Grants paid out of the 1 Bill trees fund totalled \$66,001.
- Other Expenses including meeting expenses, audit and accounting fees totalled \$14,362. Note the budget for meeting fees was \$13,000 as originally there was going to be 2 meetings in the financial year – however this meeting was moved from August to September.

Statement of Financial Position. (Page 9)

This report gives a summary of the Assets and Liabilities as at 31 August 2023. Total Assets are \$1,514,773. Debtors and prepayments are \$351,176 – this includes the net pay over owing from NZC for the GBHT levy as well as the \$169,050 outstanding from the 1 Billin tree Fund.

Investments total \$921,375 as at 31 August 2023.

Creditors and accrued expenses include the accrual for the Audit and for administration of the GBHT.

Income in advance \$223,001 represents the \$ charges to the 1 Bill tree fund that has not yet been distributed by way of grants.

2. Process for finalisation of Performance report

I have met with the Auditor and plan to be in Wellington mid-October to finalise the Annual Accounts and Audit.

Before the Accounts are signed, I will send a further copy for your approval. Andy Tannock will then sign the report on your behalf.

3. Charitable Status

The Boards Annual report was Filed with the Charities Commission website as required.

4. Recommendations

- a. 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 2022/23 Performance Report on behalf of the Board.
- b. That that the Draft Financial report as at 31 August 2023 be received.



PERFORMANCE REPORT OF THE

**NEW ZEALAND GAME BIRD HABITAT
TRUST BOARD**

**FOR THE YEAR ENDED
31 AUGUST 2023**

29 November 2022

Hon Willow-Jean Prime

Minister of Conservation
Parliament Buildings
WELLINGTON

Dear Minister

I have the honour to submit, pursuant to Section 150(3) of the Crown Entities Act 2004, the Performance Report of the New Zealand Game Bird Habitat Trust Board, for the year ended 31 August 2023.

Yours sincerely,

Andy Tannock
Chair
New Zealand Game Bird Habitat Trust Board

New Zealand Game Bird Habitat Trust Board

Performance Report For the Year Ended 31 August 2023

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Entity Information

Legal Name

New Zealand Game Bird Habitat Trust

Type of Entity and Legal Basis

The New Zealand Game Bird Habitat Trust is a body corporate established under the Wildlife Amendment Act 1993. The New Zealand Game Bird Habitat Trust is required to comply with the Crown Entities Act 2004 as per the 4th Schedule of the Public Finance Act 1989. The New Zealand Game Bird Habitat Trust is a registered Charity.

Charities Registration Number

CC33828

Entity's Purpose of Mission

The New Zealand Game Bird Habitat Trust Board was set up to improve New Zealand's game bird habitat and secondly to improve the habitat of other wildlife. Its primary function is to promote the protection, restoration and creation of habitat by dispersal of grants, income received from the proceeds of the New Zealand Game Bird Habitat Stamp programme.

Entity Structure

The parent and ultimate controlling party of the Trust is the Game Bird Habitat Trust Board. Trust Board members are elected for a 3-year term, with the current Board sitting until 30 June 2023. The members provide their time free. Administrative support is provided by the New Zealand Fish and Game Council staff.

Members of the Board

Andy Tannock	Chair
John Cheyne	
Mark Sutton	
Jan Riddell	Deceased - 10 September 2022 (RIP)
Neil Candy	
Chantal Whitby	
Andy Garrick	Co-opt member from 16 August 2023

Main Sources of Entities Cash and Resources

Revenue is earned from the Game Bird Habitat Stamp Programme.

- \$5(last year \$4) from each game licence fee is allocated to the Habitat Stamp.
- Revenue from sale of Stamps and associated products via NZ Post
- Interest on deposits

Reliance on Volunteer and Donated Goods and Services

All members of the Board of the New Zealand Gamebird Habitat Trust are volunteers.

Kilwell Sports have donated prizes for the photo competition.

Contact Details

The Game Bird Habitat Trust Board is serviced by the secretariat of:

New Zealand Fish and Game Council
Level 2, Dominion Building
78 Victoria Street
Wellington, 6011

PO Box 25-055,
Wellington, 6140

Telephone (04) 499 4767
Email gbht@fishandgame.org.nz

Chair's Report

Introduction

The financial year for the New Zealand Game Bird Habitat Trust Board covers 1 September to 31 August. My report therefore covers that period for 2022/2023.

The Game Bird Habitat Trust is established under Section 44B of the Wildlife Act 1953 (the Act). The Act sets out the functions of the Trust, primarily to improve New Zealand's game bird habitat and improve the habitat of other wildlife.

Section 44D of the Act set up the New Zealand Game Bird Habitat Trust Board with the function to *identify and evaluate areas of New Zealand worthy of protection, restoration, improvement, creation, or procurement primarily as game bird habitat and secondarily as habitat for other wildlife.*

The Board is charged with *valuating submissions or applications for the purpose of determining whether to support it and disburse by way of grants* income received from the proceeds of the New Zealand Game Bird Habitat Stamp programme and associated products.

Game Bird Habitat Stamp

Introduced in the New Zealand Game Bird Habitat Stamp Regulations 1993, a fee for a habitat stamp was established as a way to help fund the improvement of habitat for game birds and other wildlife. It established the requirement for a game bird habitat stamp to be displayed on every game licence.

Twenty-nine years on, habitat stamps continue to be issued and released on World Wetland Day, 2 February each year. In addition to game bird hunters paying \$5.00 per licence for the stamp, NZ Post also sells the stamp in a number of formats including the stamp \$10.00, a miniature sheet \$11.50, first day cover \$12.00, miniature sheet first day cover \$14.00 and a limited-edition artist proof \$65.00. All provide much needed funds for habitat conservation initiatives.

Each year, the Habitat Trust Board recommends to the New Zealand Fish and Game Council the game bird (or other wildlife) species to be depicted on the appropriate year's game bird habitat stamp (s44D(l)(i) of the Act) and the fee hunters contribute to this programme (s44D(k) of the Act). For the 2023 game season the chosen species was the California quail (*Callipepla californica*).

For the last five years, the Trust has recommended an annual photographic competition to find the best image of the species for the stamp artwork (s44D(l)(ii) of the Act) to be approved by the New Zealand Fish and Game Council. The image for the 2023 stamp of the quail was a photograph taken by Paula Gillett in the Wairarapa.

Habitat Grants

The revenue from the game bird habitat stamp and associated products is disbursed annually by way of grants as the Habitat Trust considers appropriate for the purpose of carrying out its functions (section 44D(j) of the Act).

Grant applications close each year on 30 June. After seeking further information on some applications, these are then considered at the Trust Board's annual meeting. At the September 2022 meeting funding was allocated to the following 16 grants totalling \$93,900:

	Project Name	Applicant	F&G Region & referee	GBHT Grant decision \$
1	Mill Valley Wildlife Project	Amanda Harris	Taranaki, Allen Stancliff	5,000
2	Burt Wetland Project	Garry Burt	Eastern, John Meikle	2,000
3	Dolly's Milk Wetland	Kevin Death	Taranaki, Allen Stancliff	2,000
4	Twins Dam	Glenn Howatson	Taranaki, Allen Stancliff	3,000
5	Hulme-Moir Farm Wetland Project	Mike Hulme-Moir	Auck/Waik, David Klee	3,000
6	Long Dam Wetland	Tom Wynne-Lewis	Hawke's Bay, Tom Winlove	4,500
7	Rangimoe Wetland	Rupert Gaddum	Hawke's Bay, Nick Price	4,000
8	Stag Valley Wetland	Simon Saunders	Southland, Zane Moss	10,000
9	Te Aroha Wetland Restoration	David Klee	Auck/Waik, Kevin Hutchinson	19,500 + 7,000 1BT
10	Rangiatea Wetland Project	Tim Gorton	Wellington, Matt Kavermann	Nil
11	Wairiri Wetland	Peter Gane	Taranaki, Allen Stancliff	2,000
12	Watson Wetland	Neil Watson	Taranaki, Allen Stancliff	Nil
13	Will Brown Kiwitea	William (Will) Brown	Wellington, Matt Kavermann	3,000
14	Wilson Wetland	Ben Wilson	Hawke's Bay, Tom Winlove	9,000
15	Everglades Trust Dam Retirement and Wetland Construction	Colin Tyler	Hawke's Bay, Nathan Burkepile	3,000
16	Te Tohe Swamp Dam	Mike Davidson	Hawke's Bay, Nathan Burkepile	7,000
17	Maratuna Pond #2 Enhancement	Ken Miller	Hawke's Bay, Nathan Burkepile	4,000
18	Underwood additional Funding	Northland Fish and Game Council	Northland Fish and Game Council	12,900

Major Projects

The Trust Board undertook a survey of wetland across New Zealand and selected two 'major projects' in the North Island and two in the South Island to showcase restoration and development opportunities. This programme is nearing completion, with support for parts of the Underwood Wetland near Dargaville and ongoing support for the JK Donald wetland on the North-eastern shores of Lake Wairarapa. Unfortunately, delays on restoring the JK Donald Wetland are due to uncertainty between interested parties over their various roles and responsibilities. The Trust Board has shown its commitment to this project by allocating \$100,000 but this remains unspent.

Wetland margin planting project

The Trust Board has partnered with Te Uru Rākau - New Zealand Forest Service within MPI to allow funding support from its One Billion Trees (1BT) programme planting of native species at sites accepted by the Trust Board. The partnership covers a three-year funding period, commencing January 2021. At the end of this financial year (August 2023), the Trust Board has issued \$66,001 payments and accepted a further 1 project under this partnership.

NZ Game Bird Habitat Trust Board

The Trust Board is appointed by the Minister of Conservation for a three-year term (section 44F of the Act). The six Board trustees, appointed in June 2020 following the nomination by the three agencies are: Andy Tannock (Chairperson), John Cheyne (DOC D-G nominee), Neil Candy (DU NZ nominee), and Jan Riddell (deceased), Mark Sutton and Chantal Whitby (Fish and Game nominees).

The Board's three-year term expired in June 2023. However, due to recent changes in the Cabinet Manual, time lapsed in getting any new appointments made before the 2023 General Election - meaning new trustees cannot be confirmed until after appointments have been considered by the Cabinet Appointment and Honours Committee (APH) and Cabinet. Meanwhile provision under s44G(5) of the Act) enables [unless a member sooner dies, resigns, or is removed from office] every member of the Board to continue in office until that member's successor comes into office, notwithstanding that the term for which that member was appointed may have expired.

The Trust Board holds an annual meeting, which in 2022 was in Christchurch on 24 September 2022. A Teams conference call was also held on 16 August 2023 to enable Board members to follow-up initial consideration of pre-circulated grant applications with a view to obtaining further detail before final decisions are to be made at its 2023 meeting. For this Teams meeting in August 2023 Andy Garrick was invited as a co-opted member to join the discussion. It is hoped that Andy will join the current five members to form the new Trust Board once appointments are confirmed after the General Elections.

Voluntary Board and its support staff

We are fortunate to have a very knowledgeable and dedicated group of Board members who undertake their duties on a voluntary basis, supported by Fish and Game funded staff to maintain the Board's focus during the year.

Sponsorship

The Board wish to acknowledge Kilwell Sports for their sponsorship throughout the year. Vouchers supplied by Kilwell Sports went to the winners of our Photo competition.

Andy Tannock
Chair
New Zealand Game Bird Habitat Trust

NEW ZEALAND GAME BIRD HABITAT TRUST

Statement of Service Performance Year Ended 31 August 2023

The Statement of Service Performance sets out the objectives, targeted outcomes and performance measures set by the New Zealand Game Bird Habitat Trust and documents the outputs achieved.

OBJECTIVE 1

TARGETED OUTCOME

The Trust Board conducts its business in a cost-effective and an efficient manner.

Performance Measure

- At least one meeting of the Trust Board to be held during the year to consider grant applications.
- Other business promoting the funding and development of game bird habitat is developed as necessary.

Output

- *One meeting of the Trust Board was deferred beyond the financial year to 24 September 2022 to consider grant applications.*
- *One telephone conference call between all Board members was conducted on 16 August 2023.*

OBJECTIVE 2

TARGETED OUTCOME

Distribution of funds to approved Game Bird Habitat projects or projects to benefit game bird habitat protection performance measures.

Performance Measure

- Application forms for grants made available and invitations for applications promoted.
- Referees' reports on applications obtained where necessary.
- Successful applications entered in the Habitat Grant Register and appropriate monitoring procedures initiated.

Output

- *Applications for new grants were sought with a close-off date of 30 June for consideration in the 2022/23 grant period.*
- *15 grants for 2022 totalling \$81,000 were approved by the Board at its September 2022 meeting.*
- *1 Grant for Underwood project was approved post meeting for \$12,900*
- *12 grant applications were received for the 2023 grant period complete with referees' reports*
- *Monitoring of past grants were undertaken, and the grant register updated.*
- *1 project was supported under a partnership with Te Uru Rākau - New Zealand Forest Service with the approval of \$29,727 under the One Billion Trees (1BT) programme during this period.*

OBJECTIVE 3

TARGETED OUTCOME

Recommend to New Zealand Fish and Game Council the species to feature on the Game Bird Habitat stamp, the face value of the stamp and the cost of the licence validating stamps for licence holders.

Performance Measure

- Select the bird species and recommend the face value and the fee payable by licence holders for stamps used to validate the Game Bird Hunting licence.

Output

- *The Pukeko was chosen to feature in the artwork for the 2025 New Zealand Game Bird Habitat Collection.*
- *The cost of the licence validating the stamp for game licence holders was recommended to be retained at \$5.00.*



2025 Winning Photo David Towgood

New Zealand Game Bird Habitat Trust Board

Statement of Financial Performance

For the Year Ended

31 August 2023

	Note	Actual 2023 \$	Budget 2023 \$ (Unaudited)	Actual 2022 \$
Revenue				
Revenue from providing goods and services	1	169,672	151,500	138,137
Interest, dividends and other investment revenue	1	36,123	11,000	10,624
Grants	1	69,587	146,999	71,192
Total Revenue		275,382	309,499	219,953
Expenses				
Costs related to providing goods or services	2	25,081	26,870	24,371
Grants and donations made	2	106,439	290,000	120,768
Other expenses	2	14,362	22,060	12,501
Total Expenses		145,882	338,930	157,640
Surplus/(Deficit) for the Year		129,500	(29,431)	62,314

These financial statements should be read in conjunction with the accompanying notes

New Zealand Game Bird Habitat Trust Board

Statement of Financial Position

As at
31 August 2023

	Note	Actual 2023 \$	Actual 2022 \$
Assets			
Current Assets			
Bank Accounts and Cash	3	224,452	400,803
Debtors and Prepayments	3	351,176	145,336
Interest Receivable	3	17,770	5,376
Investments	3	921,375	801,556
Total Current Assets		1,514,773	1,353,071
Total Assets		1,514,773	1,353,071
Liabilities			
Current Liabilities			
Creditors and Accrued Expenses	3	57,321	102,532
Income in Advance	3	223,001	145,588
Total Current Liabilities		280,322	248,120
Total Liabilities		280,322	248,120
Total Assets less Total Liabilities (Net Assets)		1,234,451	1,104,951
Accumulated Funds - Trust Equity			
Accumulated surpluses or (Deficit)	4	1,234,451	1,104,951
Total Accumulated Funds - Trust Equity	4	1,234,451	1,104,951

These financial statements should be read in conjunction with the accompanying notes

New Zealand Game Bird Habitat Trust Board

Statement of Cashflow

For the Year Ended

31 August 2023

To be updated

These financial statements should be read in conjunction with the accompanying notes

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New Zealand Game Bird Habitat Trust Board

Statement of Accounting Policies

For the Year Ended

31 August 2023

Basis of Preparation

New Zealand Game Bird Habitat Trust (The Trust) has elected to apply PBE SFR-A (PS) Public Benefit Entity Simple Format Reporting - Accrual (Public Sector) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Presentation Currency

These financial Statements are presented in New Zealand Dollars. All financial information presented in New Zealand dollars has been rounded to the nearest dollar.

Goods and Services Tax (GST)

The Trust is registered for GST. All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

SPECIFIC ACCOUNTING POLICIES

Revenue Recognition

Revenue is measured at the fair value of consideration received or receivable.

Contributions from the game licence sales and managed stamp sales are recorded as revenue as they are earned in accordance with the substance of agreement between the New Zealand Fish and Game Council.

Interest on investments is recorded as revenue as it is earned during the financial period.

The One Billion Trees Grant is treated as income once the conditions of the contract are met. Any grant money received with conditions not yet met will be treated as a liability.

Income Tax

The New Zealand Game Bird Habitat Trust Board is public authority and consequently exempt for the payment of income tax under CW 31(2).

Bank accounts and cash

Bank accounts and cash comprise cash on hand, cheque or savings accounts, and deposits held at call with banks.

Debtors and prepayments

Debtors and prepayments are initially measured at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment.

Investments

Investments comprise investments in term deposits with banks. Deposits with banks are initially recorded at the amount paid. If it appears that the carrying amount of the investment will not be recovered, it will be written down to the expected recoverable value.

Creditors and accrued expenses

Creditors represent liabilities for goods and services provided to the Trust Board prior to the end of the financial year which are unpaid. Creditors are recorded at the amount of cash required to settle those liabilities. The amounts are unsecured and are usually paid within 30 days of recognition.

Capital Management

The Trust's capital is accumulated surpluses from Trading. The Trust manages its revenue, expenses, assets and liabilities prudently, retaining funds to meet future requirements in order that the objectives of the ultimate charitable group are met. The trust has no third party-imposed management requirements.

Changes in Accounting Policies

There have been no changes in accounting policies since the last date of the last financial statements.

New Zealand Game Bird Habitat Trust Board

Notes to the Performance Report

For the Year Ended

31 August 2023

Note 1: Analysis of Revenue	Actual 2023 \$	Budget 2023 \$	Actual 2022 \$
		(Unaudited)	
Revenue from providing goods and services			
Income from Licence Sales	157,808	141,500	126,188
Income from Stamp Sales	11,864	10,000	11,949
Total	169,672	151,500	138,137
Interest, dividends and other investment revenue			
Interest	36,123	11,000	10,624
Total	36,123	11,000	10,624
Grants received			
1 Billion Trees funding	66,002	143,414	67,607
1 Billion Trees funding - Admin Fee	3,585	3,585	3,585
Total	69,587	146,999	71,192

Sponsorship for the Photo Competition

Killwell Sports Ltd sponsored Vouchers for our Photo Competition winner. Total value \$2,000

New Zealand Game Bird Habitat Trust Board

Notes to the Performance Report For the Year Ended 31 August 2023

Note 2: Analysis of Expenses	Actual 2023 \$	Budget 2023 \$ (Unaudited)	Actual 2022 \$
Costs related to providing goods or services			
Production	10,791	13,000	12,661
Prize money for Photo Competiton *	870	870	870
Programme Administration	13,420	13,000	10,840
Total	25,081	26,870	24,371
Grants and donations made			
GBHT Grants	40,438	140,000	62,550
1 Billion trees Grants	66,001	150,000	58,218
Total	106,439	290,000	120,768
Other expenses			
Accounting Fees	2,389	2,510	2,510
Audit Fees	5,956	6,000	5,020
Trust Board Meeting Expenses	5,944	13,000	4,400
General -includes signs	73	550	571
Total	14,362	22,060	12,501

*** Prize money for the Photo Competition**

An additional \$2,000 of Kilwell Sports Ltd sponsored vouchers were also provided to our Photo Competiton Winners

New Zealand Game Bird Habitat Trust Board

Notes to the Performance Report For the Year Ended 31 August 2023

Note 3 : Analysis of Assets and Liabilities	Actual 2023 \$	Actual 2022 \$
Bank Accounts and Cash		
Cheque Account Balance	129,629	139,324
Savings account balance	94,823	160,824
Term Deposits less than 90 days	-	100,655
Total	224,452	400,803
Debtors and Prepayments		
NZ Fish and Game Council	182,126	142,306
Accounts receivable	169,050	-
Prepayments	-	3,030
GST	-	-
Total	351,176	145,336
Interest Receivable		
Interest Receivable on Term Deposits	17,770	5,376
Total	17,770	5,376
Investments		
Term Deposit Westpac	921,375	801,556
Total	921,375	801,556
Creditors and Accrued Expenses		
Creditors	3,420	56,738
Accruals	20,501	20,938
GST Payable	33,400	24,856
Total	57,321	102,532
Income in Advance		
Income in Advance	223,001	145,588
Total	223,001	145,588

New Zealand Game Bird Habitat Trust Board

Notes to the Performance Report For the Year Ended 31 August 2023

Note 4: Accumulated Funds - Trust Equity	Actual 2023	Actual 2022
	\$	\$
Balance as at 1 September	1,104,951	1,042,637
Surplus/(Deficit)	129,500	62,314
Total Accumulated Funds - Trust Equity	1,234,451	1,104,951

Note 5 : Commitments and Contingencies	Actual 2023	Actual 2022
	\$	\$
Commitments		
Commitments to provide Grants	279,214	225,752
Commitments to 1 Billion trees	190,197	222,872
Total Commitments and Contingencies	469,411	448,624

Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at balance date (2022- nil)

Note 6: Related Party Transactions	Actual 2023	Actual 2022
	\$	\$
New Zealand Game Bird Habitat Stamp Fee	182,082	142,306

New Zealand Fish and Game collects from each Fish and Game Council the Game Bird Habitat stamp fee. The fee is \$5 (2021 - \$4) from the sale of every Game Bird Licence sold from the most recently completed financial year. This fee is restricted in the use for the purpose of improving New Zealand's Game Bird Habitat and secondarily to improve the habitat of other wildlife.

No Fees were paid to the Trustees (2022 -nil)

New Zealand Game Bird Habitat Trust Board

Notes to the Performance Report For the Year Ended 31 August 2023

Note 7: Events after the balance date

There were no events that have occurred after the balance date that would have a material impact on the report (2022-nil)

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Audit Opinion

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UPDATE ON GRANTS PAID AND THOSE OUTSTANDING

Meeting of the Game Bird Habitat Trust Board, September 2023

Prepared by: Carmel Veitch

1. *Grants Schedule as at 31 August 2023*

Attached on Table 1 is the outstanding Grants as at 31 August 2023.

There are currently 34 outstanding grants – totalling \$279,214 (last yr 24 grants \$225,751). This figure represents the GBHT commitment as at 31 August 2023.

Note in this table the GBHT has approved a total of \$2,425,826 in Grants since 1995. Of these 1,876,393 have been paid and \$270,219 have lapsed.

Table 1: NZ Game Bird Habitat Trust - Grants Schedule

	<i>Project</i>	<i>Grant</i>	<i>Date Paid</i>	<i>Amt Pd ex GST</i>	<i>Still to Pay</i>
1	Coutada One	\$ 4,000.00			\$ 4,000.00
2	Pine Pond	\$ 8,000.00			\$ 8,000.00
3	Waikanae Wetland Restoration	\$ 6,000.00			\$ 6,000.00
4	Lower Cannon Bone pond	\$ 2,000.00			\$ 2,000.00
5	Pounamu Rakiraki	\$ 1,500.00	20/02/2021	\$ 1,368.50	\$ 131.50
6	Takitakitoa extension	\$ 10,000.00			\$ 10,000.00
7	Beehive Creek - Adam & Gemma Fisher	\$ 1,000.00			\$ 1,000.00
8	Linton WaterFowl Water park - Jared & Rachel He	\$ 6,000.00			\$ 6,000.00
9	Murphy Wetland Complex - Joe Murphy	\$ 4,000.00			\$ 4,000.00
10	Christianson Dam Restoration - Sam Christianson	\$ 4,500.00			\$ 4,500.00
11	JK Donald Project - Special Project (107) (18k plu	\$ 100,000.00			\$ 100,000.00
12	Barfoote Farm Pond	\$ 7,000.00			\$ 7,000.00
13	East Pond	\$ 6,170.00	13/07/2022	\$ 5,087.35	\$ 1,082.65
14	Eastwood Wetland	\$ 4,000.00			\$ 4,000.00
15	Murphy Pond	\$ 8,000.00			\$ 8,000.00
16	Ohakune-Raetihi Rd	\$ 7,000.00			\$ 7,000.00
17	Rakautaua Wetland	\$ 4,000.00			\$ 4,000.00
18	Rumball/Healy Farm	\$ 15,000.00			\$ 15,000.00
19	Waikuku Pond	\$ 8,000.00			\$ 8,000.00
20	Whataroa Wetlands	\$ 1,500.00			\$ 1,500.00
21	Mill Valley Wildlife - Amanda Harris	\$ 5,000.00			\$ 5,000.00
22	Burt Wetland - Garry Burt	\$ 2,000.00			\$ 2,000.00
23	Dolly's Milk Wetland - Kevin Death	\$ 2,000.00			\$ 2,000.00
24	Hulme-Moir Farm Wetpand - Mike Hulme- Moit	\$ 3,000.00			\$ 3,000.00
25	Long Dam Wetland - Tom Wynne-Lewis	\$ 4,500.00			\$ 4,500.00
26	Rangimoe Wetland - Rupert Gaddum	\$ 4,000.00			\$ 4,000.00
27	Stag Valley Wetland - Simon Saunders	\$ 10,000.00			\$ 10,000.00
28	Te Aroha Wetland restoration -David Klee	\$ 19,500.00			\$ 19,500.00
29	Wairiri Wetland - Peter Gane	\$ 2,000.00			\$ 2,000.00
30	Will Brown Kiwitea - Will Brown	\$ 3,000.00			\$ 3,000.00
31	Wilson Wetland - Ben Wilson	\$ 9,000.00			\$ 9,000.00
32	Everglades Trust Dam Retirement- Colin Tyler	\$ 3,000.00			\$ 3,000.00
33	Te Tohe Swamp Dam - Mike Davidson	\$ 7,000.00			\$ 7,000.00
34	Maraetuna Pond #2 - Ken Miller	\$ 4,000.00			\$ 4,000.00
	TOTALS	\$ 285,670.00		\$ 6,455.85	\$ 279,214.15
	34 Grants Outstanding				

2. Grants uplifted from 1 September to 31 August 2023

Table 2 is a summary of the Grants paid in the period. There were 5 grants totally \$46,503.70 including GST (\$40,438 excluding GST)

Table 2: GBHT Grants Transactions/Paid					
New Zealand Game Bird Habitat Trust					
For the period 1 September 2022 to 31 August 2023					
Date	Description	Reference	Amount Ex GST	Gross	GST
Grants					
23 Nov 2022	Howatson Trusts Partnership - Digger work and materials for Twin Dams Wetland - Grant approved 2022/23	249 Twin Dams	3,000.00	3,450.00	450.00
07 Mar 2023	Northland Fish and Game Council - Wetland Development work at the Underwood Wetland stage 2. Remainder of grant	INV-0222	6,538.00	7,518.70	980.70
07 Mar 2023	Northland Fish and Game Council - Additional grant for completion of Stage 2 work at Underwood Wetland.	INV-0223	12,900.00	14,835.00	1,935.00
23 May 2023	Silverton Pastoral Ltd - Silverton Pastoral Ltd GBHT Grant	511	10,000.00	11,500.00	1,500.00
29 Jun 2023	Tuiburn Trust - Grant as approved 2021/22	230 Adrians Wetland	8,000.00	9,200.00	1,200.00
Total Grants			40,438.00	46,503.70	6,065.70
Total			40,438.00	46,503.70	6,065.70

3. Outstanding Grants not uplifted within 2 years

Table 3 outlines the grants that have not been uplifted within the 2 years. 11 Grants totaling \$145,631.

The Trust Board policy is to review those grants not uplifted within two years. The following table lists these grants with amounts outstanding that are two or more years old.

Table 3: Outstanding Grants - not uplifted within 2 years					
	Year	Project	Grant	Amt Pd ex GST	Still to Pay
1	2019/20	203 Coutada One	\$ 4,000.00		\$ 4,000.00
2	2019/20	208 Pine Pond	\$ 8,000.00		\$ 8,000.00
3	2019/20	209 Waikanae Wetland Restoration	\$ 6,000.00		\$ 6,000.00
4	2019/20	212 Lower Cannon Bone pond	\$ 2,000.00		\$ 2,000.00
5	2019/20	215 Pounamu Rakiraki	\$ 1,500.00	\$ 1,368.50	\$ 131.50
6	2019/20	217 Takitakitooa extension	\$ 10,000.00		\$ 10,000.00
7	2020/21	219 Beehive Creek - Adam & Gemma Fisher	\$ 1,000.00		\$ 1,000.00
8	2020/21	222 Linton WaterFowl Water park - Jared & Rachel Herco	\$ 6,000.00		\$ 6,000.00
9	2020/21	225 Murphy Wetland Complex - Joe Murphy	\$ 4,000.00		\$ 4,000.00
10	2020/21	226 Christianson Dam Restoration - Sam Christianson	\$ 4,500.00		\$ 4,500.00
11	2020/21	229 JK Donald Project - Special Project \$18k plus \$82k	\$ 100,000.00		\$ 100,000.00
TOTALS			\$ 147,000.00	1,368.50	\$ 145,631.50

Each has been followed up with the respective referees.

Wellington region

- Coutada One #1
- Pine Pond #2
- Lower Cannon Bone Pond #4
- Beehive Creek # 7
- Linton Waterfowl Water Park #8
- JK Donald Wetland #11

Eastern region

- *Waikanae Wetland Restoration*. #3 The referee has endeavoured to contact Mr Jobson multiple times by phone over the past two years, has popped into his residence twice over past two years while undertaking other work in Gisborne – to ascertain how he was progressing his wetland project – all to no avail. To the best of the referee’s knowledge (cannot access the site without permission), this project has not commenced.

Hawke’s Bay region

- Murphy Wetland Complex #9
- Christiansen Dam Restoration #10

Otago region

- *Takitakitoa*. #6 Please withdraw the grant. It’s unlikely we’ll get that project off the ground due to landowner concerns about flooding of new plantings of pines.

Taranaki region

- *Pounamu Rakiraki*. #5 Fenced, planted and predator traps delivered. Completed but yet to invoice GBHT.

At the time of the agenda writing there have been 3 replies and the recommendation is as follows

- a. #3 *Waikanae Wetland Restoration* \$6,000 to be withdrawn
- b. #6 *Takitakitoa* \$10,000 to be withdrawn
- c. #5 to be retained – project finished paid out majority Feb 21 – Balance to be withdrawn? \$131.50

4. 1 Billion Tree Payments

Table 4 is a summary of the payments made for the 1 billion Tree project. There were 10 payments made totaling \$75,901.71 including GST and \$66,001.49 excluding GST.

Table 4: Grant for 1 Billion Trees Transactions

New Zealand Game Bird Habitat Trust
For the period 1 May 2021 to 31 August 2023

Date	Description	Amount	Gross	GST
Grant for 1 Billion Trees				
01 Sep 2022	Ben Wilson - Wetland Planting - 3715 native trees	9,389.25	10,797.64	1,408.39
12 Sep 2022	Waikato River Care - PROJECT: MITCHELL FARM PROJECT Supply 2600 plants - 75 % of Invoice	4,793.48	5,512.50	719.02
28 Oct 2022	Koraha Farms Ltd - Final 25% of Planting - Moss Wetland Project	2,162.50	2,486.88	324.38
30 Oct 2022	Ludlow Farms Limited - Ludlow Farms wetland completed	5,606.25	6,447.19	840.94
31 Oct 2022	Thornwood Farms - Planting and restoration project - reimbursement for 75% of plants	7,826.09	9,000.00	1,173.91
23 Nov 2022	Walter Partnership - 75% of cost of Plants purchased	9,000.00	10,350.00	1,350.00
14 Mar 2023	Laugesen Farming Limited -810 Trees	2,343.00	2,694.45	351.45
29 Jun 2023	Northland Fish and Game Council - 75% of the approved grant (\$2305 total) for cost of plants to be planted at the Underwood Wetlands, Stage 2	1,728.75	1,988.06	259.31
22 Jul 2023	Thornwood Farms - Planting and restoration project - reimbursement for the final 25% of plant costs	2,608.69	2,999.99	391.30
25 Jul 2023	Waikato River Care - Supply of 9000 native plants (75% of \$31,500 total funding) Rumball and Healy	20,543.48	23,625.00	3,081.52
Total Grant for 1 Billion Trees		66,001.49	75,901.71	9,900.22
Total		66,001.49	75,901.71	9,900.22

Recommendations

1. Grants Schedule (Table 1) of \$279,214.15 be received as at 31 August 2023.
2. Approval of payments of 6 Grants (Table 2) totally \$46,503.70.
3. Outstanding Grants (Table 3) to be actioned as:
 - a. That Grants #3 *Waikanae Wetland Restoration* and #6 *Takitakitoa* be withdrawn total \$16,000
 - b. Grant # 5 *Pounamu Rakiraki* remaining balance of \$131 to be withdrawn.
 - c. The status of all other outstanding grants per Table 3 to be determined at the meeting
4. Approval of 1 Billion Tree Payments (Table 4) totalling \$75,901.71.



MAKING CHANGES TO BUSINESS ONLINE AND SIGNATORIES

Meeting of the Game Bird Habitat Trust Board, September 2023

Prepared by: Carmel Veitch

1. Adding Term Deposits to Business Online

At Present term Deposits are not visible on the Business on line account.

In order to make access to the current balance and interest earned on the term deposits, the signatories on the account are required to sign the making changes to Business online accounts as attached.

2. Email of the Bank Confirmation Report

At present the Bank Confirmation is mailed to the Auditor with a copy being sent by mail to the NZ Game Bird Habitat trust.

This mail normally takes 2-3 weeks which slows down the preparation of the Annual Accounts.

In order for this to be emailed the following form needs to be signed by Trustees.

3. Updating Signatories on the Bank Account

At Present Jan is still on our Bank Authority as a Trustee/signatory. As she has passed away it is appropriate to remove her from the bank authority.

At this stage I suggest we hold off adding any new trustees to the Authority until the Minister has approved the new Trustees.

The following Trustees will remain on the Bank authority:

John Cheyne

Andrew Tannock and

Neil Candy

Recommendations

1. Term Deposits approved to be accessed via Business online.
2. Bank Confirmation report to be sent by email in the future.
3. Remove Jan Riddell as a signatory on the account
4. Andrew Tannock and Neil Candy to sign all 3 bank forms on behalf of the Trust.



Business Online making changes

- Sections 1 and 9 must be completed. The remaining sections only need to be completed if required.
- If you have any questions about this form please contact your Business Banker or a Westpac branch.
- This form is used to make changes to your Business Online facility. To add a new Administrator/Authoriser, use the "Business Online - User Form"

1. Your details

Business Online ID

Name of company/organisation _____

Trading name (if different from above) _____

Contact name **FIRST**

MIDDLE

LAST

Phone number _____

Email _____

2. Add/remove accounts

The people signing the declaration on the final page must be the owners of all these accounts.

Please tick add or delete.

Transaction and Savings accounts

List transaction / savings / loan / investment accounts that you would like to nominate for online access through this facility.

Add Delete

Account Number

Add Delete

Account Number

Add Delete

Account Number

Add Delete

Account Number

Add Delete

Account Number

Your current company/organisation name will be the 'Other Party Name' that shows up on your payees' bank statement, when you use the accounts listed above to make a payment to them via Business Online. To show the account name instead, please tick this box

Credit Card accounts

Add Delete

Card Number

Cardholder Name _____

Add Delete

Card Number

Cardholder Name _____

Add Delete

Card Number

Cardholder Name _____

Foreign Currency accounts

for example

W R E 1 2 3 4 5 6 U S D 1 2 3 4 5 6

Add Delete

Account Number

Account Name _____

Add Delete

Account Number

Account Name _____

Add Delete

Account Number

Account Name _____

Note: Your Business Online Authorisation Rule will govern the access of Foreign Currency Accounts via Business Online.

3. Business online user roles definition

The three Business Online user roles are listed below in the order of their authority levels

Administrators

These users have the highest level of access to all accounts and functions. They will manage the Business Online access of the other users e.g. Issue/reset passwords, limit users access to particular accounts and functions, register mobile phone numbers of other users.

Authorisers

These users can authorise transactions through Business Online based on your Business Online authorisation rule.

All Administrators are automatically Authorisers as well.

Creator/Viewers

These users can only create or view transactions but not authorise them. The users are created and managed by the Administrators once Business Online is established.

4. Change Business Online authorisation rule

Complete this section if you want to change the existing Authorisation rule for Business Online.

- The Authorisation rule determines how many Authorisers need to approve transactions in Business Online.
- The rule needs to at least match the signing authority you already have on your accounts.
- (Tip: We strongly recommend that you select at least a '2 to Authorise' rule as a means of increasing the security of your Business Online facility.)
- The same rule will be used for ALL accounts on this facility. If you have different signing rules for your accounts, please talk with us so we can find the right solution to enable access to this facility.

Please tick ONE box to tell us which Authorisation rule you want for this facility.

- '1 to Authorise' This will allow any person who is an Authoriser to authorise online transactions by themselves.
- '2 to Authorise' This will require any TWO people who are Authorisers to authorise online transactions together.
- '3 to Authorise' This will require any THREE people who are Authorisers to authorise online transactions together.
- '1 to Authorise transfers, and 2 to Authorise payments' - This will require any ONE person to authorise transfers between your accounts.
It will require any two people who are Authorisers to authorise online transactions to third parties.
- 'View only' - This will allow you to view information only, you will not be able to make any transactions online.

5. Change Business Online administration rule

Complete this section if you want to change the existing Administration rule for Business Online.

Choose whether one or two Administrators are required to authorise administrative tasks like issuing or resetting passwords. We strongly recommend that if your Business Online Authorisation Rule is '2 to Authorise', your Administration rule should be 'Dual Administration'.

Two Administrators (Dual Administration) provides a higher level of internal security e.g. if an Authoriser needs their password reset, then two Administrators will need to approve the reset. (Tip: A Business Online facility with an Authorisation rule of '2 to Authorise' and Dual Administration has greater internal security than a Business Online facility with an Authorisation rule of '2 to Authorise' but only Single Administration.)

Please tick ONE box to tell us which Administration rule you want for this facility.

- Single Administration (one Administrator is required to authorise administration tasks).
- Dual Administration (two Administrators are required to authorise administration tasks).

6. Change billing account information

Complete this section if you want to change the account currently used for Business Online fees and charges.

The account must be owned by the organisation listed in section 1.

For Business Online charge details visit westpac.co.nz/businessonline and select 'Fees'.

Account Number

7. Transfer existing online banking payees

If you already have Westpac online banking, you can easily transfer all of your existing bill payees by entering your Customer ID number(s) here.

Online Banking Customer ID (the login)

Online Banking Customer ID (the login)

8. Direct debit initiators only

Complete this section to add/change a direct debit Authorisation Code and add/delete a Credit Account on your facility.

Add Delete Account Number

Account Name _____

Add Delete Account Number

Account Name _____

9. Declaration and authority

I/We

- instruct Westpac New Zealand Limited (“Westpac”) to make the changes set out in this form to my/our Business Online facility and confirm that I/we are bound by the Business Online Terms and Conditions, the General Terms and Conditions and any other applicable terms and conditions Westpac tells me about. All Westpac terms and conditions are available at westpac.co.nz or at any Westpac branch.
- certify that all information provided in this form is true, correct and complete in every respect, and understand that if it is not true, correct and complete, this application may be declined and /or I/we may be liable to Westpac.
- certify that the person(s) signing below has the authority to do so on behalf of the account owner.
- understand that by completing this form I/we will be providing personal information which will be held securely by Westpac and/or any entity within the Westpac group, and that all information provided by me/us now or in the future will be held and dealt with in accordance with the Westpac Privacy Policy available at westpac.co.nz/privacy. This information will be used now and in the future to provide me with information on the full range of financial services offered by Westpac and/or any entity within the Westpac group. I have the right to access and correct this information subject to the provisions of the Privacy Act 2020. This information may be used to update other information about me held by any member of the Westpac Group.

- authorise any additional accounts nominated in this form to be accessible through Business Online and for fees and charges to be deducted from the nominated billing account.
- understand that, pursuant to the Business Online Terms and Conditions, my/our appointment of authorised persons is solely at my/our own risk and that I/we are solely responsible for any use or misuse of Business Online by authorised persons, and for ensuring that authorised persons are aware of, and comply with, all relevant terms and conditions.

This section must be signed by two account owners (owners of the accounts of the organisation customer)

Note: This form must be signed by the correct people or it will be returned.

Please select one of the following options and sign accordingly:

- Sole Director Companies - One Director must sign and Witness section completed
- Multi Director Companies – Two Directors must sign
- Trusts or Partnerships – Two Trustees or Partners must sign
- NPOs and Schools – Two Appointed/Elected Officials must sign
- Other - Two Account Owners must sign (unless accounts have only one owner)

Note: Account Signatories are not automatically Account Owners for organisations, unless they have one of the roles listed above.

Name	Designation
Signature	
Date DD / MM / YYYY	
Name	Designation
Signature	
Date DD / MM / YYYY	

Witnessed by

Only complete this section as a witness for Sole Director Companies.

Name Occupation

Address

Signature Date DD / MM / YYYY

10. Returning the form

The completed form must be returned to your branch or to your Business Banker to verify.

Westpac use only

Form checklist

To be completed by staff member receiving this form - please tick

- Customer Signing Authority(s) checked for consistency with Authorisation Rule (section 4)
- Ensure section 9 signatories are Account Owners eg Director, Partner, Trustee, President, etc
- Form checked for completeness

Completed by

Staff Number

Signature

Date received DD / MM / YYYY

AUTHORITY FOR BANK AUDIT CERTIFICATE REPORT/ CERTIFICATE OF BALANCE

Name of account: New Zealand Gamebird Habitat Trust

0	3	1	5	3	6
---	---	---	---	---	---

0	0	2	7	2	7	3
---	---	---	---	---	---	---

All suffixes on this account

(Please complete a separate request for additional accounts/entities required)

To:
Westpac Christchurch Transactions Operations
PO Box 203
Christchurch 8140
Email: account_services@westpac.co.nz

To save you delivery time we can now email your Certificate of Balance or Audit Confirmation Report. All you need to do is complete this authority and return to us.

We request and authorise you to complete the Bank's standard:

Bank Audit Certificate Report / Certificate of Balance
(please delete option not required)

From the records of our account(s) at Westpac as at the close of balance on:

31 August XXXX annually/~~one off~~ *(please delete option not required)*

The original is to be sent to our auditors as follows and a copy to be sent to us.

Email is the preferred delivery method for these reports

Name of auditors:
Grant Thornton
Address:
215 Lambton Quay
Wellington Central
Wellington 6011

Copies to be E-mailed: Y / ~~N~~
accountsncz@fishandgame.org.nz
Customer's Email Address
info.wellington@nz.gt.com
Auditor's Email Address

We accept that a fee will be charged, on a time basis, to produce this report.

We understand Westpac will take reasonable care in compiling the report, however no warranty or guarantee (express or implied) is given by Westpac as to the accuracy of this report at the time the auditors rely on it.

This authority supersedes previous authorities, and is to remain in force until we revoke it in writing (if requested above to be yearly)

Signed: _____ Name: Andrew Tannock

Signed: _____ Name: Neil Candy

(Please ensure this form is signed in accordance with current Bank Account Signing Authority i.e. if two signatures required.)

Date: _____
Westpac use: Scan and email the checked form to account_services@westpac.co.nz



Making Changes to Accounts for Organisations

Westpac use only

Date Authority no.

Tick if a Schedule of extra signatories or a Schedule of extra account numbers is attached. If there is more than one schedule enter the number of schedules attached.

A. Your existing details

Legal name of account COMPANY/ORGANISATION/CLUB/SOCIETY/TRUST/PARTNERSHIP

Trading name (if different from above)

Account number

Base Number

Tick here for all suffixes OR for specific suffixes

If your account is on a Base Account Authority, the changes will apply to all suffixes.

Customer Foreign Currency Account

This changes all CFCA accounts under this number

B. What do you want to do

Please tick at least one box.

- Full replacement** – Complete sections A, B, C, D and J. Sole traders must also complete section H. This will remove all existing signing rules and signatories (including Account Holders) and replace them with what has been completed on this form.
- Add a signatory** – Complete sections A, B, D and J. This will add a signatory or signatories to your existing authority. They will have authority to operate the account in accordance with the current signing rule.
- Change of signing rule** – Complete sections A, B, C and J.
- Change of name** – Complete sections A, B, E and J. Refer to documentation requirements in section E to support changes. If there is a change in ownership, a new account application is required.
- Remove a signatory** – Complete sections A, B, F and J. Ensure any access via Phone, Online Banking or card is removed.
- Change of contact details** – Complete sections A, B, G and J. This will only change the contact details of the Account(s) set out in Section A and in the Schedule of Extra Signatories (if any)

C. Signing rules

This tells us how signatories can operate the above accounts.

Please tick just ONE box. If you don't tick anything, we will default to the existing signing rule held.

- Anyone can sign by themselves OR
- Any two to sign together OR
- Any three to sign together OR
- All signatories must sign together

Note: These rules do not apply to your use of our online platforms. Those rules will need to be updated separately.

D. Full replacement or adding extra signatories

Each signatory must complete all the fields.

Ask for a Schedule of Extra Signatories if there are more than four signatories.

*If you are using a New Zealand driver licence, please also supply the card version number. If you are using a passport, please supply the country of issue.

We may be required to verify the identity of the extra signatories listed and certain other information provided in this form. Please refer to Westpac's list of acceptable verification documentation available at westpac.co.nz/AML

Signatory 1 Mr Mrs Miss Ms Other (please specify) _____ Date of birth DD / MM / YYYY

Name FIRST _____ MIDDLE _____ LAST _____

Relationship to customer _____ Email _____

Phone number HOME _____ MOBILE _____

ID type _____ *ID no. _____ Expiry DD / MM / YYYY

ID type _____ *ID no. _____ Expiry DD / MM / YYYY

Home address NUMBER & STREET _____ SUBURB _____

TOWN/CITY _____ POSTCODE _____

Occupation _____

Signature _____ Date DD / MM / YYYY

By signing you are declaring and agreeing to the statements in Section I.

Signatory 2 Mr Mrs Miss Ms Other (please specify) _____ Date of birth DD / MM / YYYY

Name FIRST MIDDLE LAST

Relationship to customer Email

Phone number HOME MOBILE

ID type *ID no. Expiry DD / MM / YYYY

ID type *ID no. Expiry DD / MM / YYYY

Home address NUMBER & STREET SUBURB

TOWN/CITY POSTCODE

Occupation

Signature Date DD / MM / YYYY

By signing you are declaring and agreeing to the statements in Section I.

Signatory 3 Mr Mrs Miss Ms Other (please specify) _____ Date of birth DD / MM / YYYY

Name FIRST MIDDLE LAST

Relationship to customer Email

Phone number HOME MOBILE

ID type *ID no. Expiry DD / MM / YYYY

ID type *ID no. Expiry DD / MM / YYYY

Home address NUMBER & STREET SUBURB

TOWN/CITY POSTCODE

Occupation

Signature Date DD / MM / YYYY

By signing you are declaring and agreeing to the statements in Section I.

Signatory 4 Mr Mrs Miss Ms Other (please specify) _____ Date of birth DD / MM / YYYY

Name FIRST MIDDLE LAST

Relationship to customer Email

Phone number HOME MOBILE

ID type *ID no. Expiry DD / MM / YYYY

ID type *ID no. Expiry DD / MM / YYYY

Home address NUMBER & STREET SUBURB

TOWN/CITY POSTCODE

Occupation

Signature Date DD / MM / YYYY

By signing you are declaring and agreeing to the statements in Section I.

E. Change of name

Change legal name to

If the legal name of the Account Holder(s) has changed, please supply evidence of the change of name (e.g. Deed of Variation/Certificate of Incorporation/Alteration of Trust Deed/meeting minutes etc). If there is a change in ownership, please call us before completing this form.

Registration number (if any)

Change Trading Name to

If changing the trading name of the Account Holder only, the Account Holder(s) need only sign section J – Authorising changes.

F. Removing signatories

If the signatory being removed is authorised to sign on behalf of the Account Holder they may be required to sign section J: Authorising Changes. Ensure any card, phone or online banking channel is updated to ensure the signatory being removed has no further access to your organisation's account.

Full name

Full name

G. Contact details

Westpac may be required to verify your new address. Please refer to Westpac's list of acceptable verification documentation available at westpac.co.nz/AML.

Phone number HOME

MOBILE

Email

Postal address NUMBER & STREET

SUBURB

TOWN/CITY

POSTCODE

Location address NUMBER & STREET

SUBURB

TOWN/CITY

POSTCODE

H. Tax details for sole traders

Please complete all fields.

Other organisations should complete the Organisation Customer Foreign Tax Information form.

Are you a US citizen? Yes No

Main country of tax residency [~] THIS IS THE MAIN COUNTRY WHICH HAS THE RIGHT TO TAX YOUR WORLDWIDE INCOME

Additional country(s) of tax residency (if any) LIST THE ADDITIONAL COUNTRY(S) OF WHICH YOU ARE A TAX RESIDENT

Foreign Tax Identification Number(s) [°] (TIN) YOUR IDENTIFICATION NUMBER FOR TAX PURPOSES IN A PARTICULAR COUNTRY

If you do not have a TIN, please select the reason: TIN not issued by this country
 Country has not issued a TIN to me (e.g. I am under age)

[^] You will be a US citizen if you were born in the US or have acquired US citizenship, unless you have formally renounced your US citizenship.

[~] The country listed will determine the tax rate applied to your products. Please contact your tax advisor if you are unsure.

[°] If you are a US citizen or tax resident, the TIN section must be completed with your social security number or individual tax identification number.

I. Declaration

You certify that all information supplied in this form is true, correct and complete. Westpac is committed to your privacy and has a Privacy Policy which explains how Westpac collects, stores, protects and uses your personal information.

You confirm that you have the authority to sign this form on behalf of the Account Holder organisation, and that you are authorised to provide the personal information included in this form.

You agree:

- only the Account Holder can change this Authority, Signatories cannot do so. Changes can only be made by notice to Westpac in writing. No Signatory can delegate the authority given to them;
- to notify Westpac of a change in details (including your name, registered office, telephone, mobile or facsimile numbers and email address) and changes in circumstances, including those affecting account ownership and changes relating to the tax residency information provided; and
- to be bound by the terms and conditions in this form, the Westpac General Terms and Conditions and terms and conditions relating to specific products and services provided to you by Westpac or any of its related companies (the "Westpac Group").

A copy of the Westpac General Terms and Conditions, specific product and service terms and conditions and the Westpac Privacy Policy is available at any Westpac branch or online at westpac.co.nz

You authorise:

- the Signatories to operate the account(s) in accordance with the signing Rules specified at section C and in the nature of a banker/customer relationship as provided in the Westpac General Terms and Conditions. This extends to accessing and transacting on the account(s) – it does not extend, unless they are also Account Holders, to opening other accounts, applying for certain additional products (such as loan or overdraft facilities), or agreeing to changes to certain existing products relating to the account(s); and
- Westpac to send you electronic messages about Westpac's, and selected third parties, special offers, rewards programmes, products and services, corporate news and request for feedback. Your consent to such electronic messages is contained in the Westpac Privacy Policy.

In respect of accounts operating under a Base Account Authority (one authority governing multiple accounts), you agree:

- this Authority will apply to all accounts opened now or in the future on the Base Number specified at the top of this form ("BAA Accounts");
- Westpac may accept instructions from any one Account Holder in respect of all matters relating to the BAA Accounts, including to open a new account on the Base Number specified on this form, if the Rules specified at section B do not require all signatories to sign together.

J. Authorising changes

I/We confirm everything is correct and I/we have read and accepted Westpac's terms and conditions in section I.

- If signed by a Company, this document must be signed by a minimum of two Directors or by the sole Director.
- In all other cases this form must be signed by all Account Holders (e.g. Trustees, Partners, Officers) etc as applicable. If the relevant person has signed at Section D they do not need to sign again here.
- The signing rule does not determine how many Account Holders need to authorise these changes.
- Persons authorised to act on behalf of the Account Holder organisation must sign in accordance with any rules, requirements or internal policies of the organisation, such as those specified in a constitution or trust deed.
- Written evidence will be required where the Account Holder is either not known by Westpac or we are unclear on who can authorise these changes.

Full name _____

Designation _____

Signature _____ Date DD / MM / YYYY

By signing you are authorising all changes contained in this document to be made to the account(s) in section A and in the Schedule of Extra Account Numbers (if any) and confirming that you remain bound by the Declaration in section I.

Full name _____

Designation _____

Signature _____ Date DD / MM / YYYY

By signing you are authorising all changes contained in this document to be made to the account(s) in section A and in the Schedule of Extra Account Numbers (if any) and confirming that you remain bound by the Declaration in section I.

Full name _____

Designation _____

Signature _____ Date DD / MM / YYYY

By signing you are authorising all changes contained in this document to be made to the account(s) in section A and in the Schedule of Extra Account Numbers (if any) and confirming that you remain bound by the Declaration in section I.

Full name _____

Designation _____

Signature _____ Date DD / MM / YYYY

By signing you are authorising all changes contained in this document to be made to the account(s) in section A and in the Schedule of Extra Account Numbers (if any) and confirming that you remain bound by the Declaration in section I.

Westpac use only

**Branch to complete
(if CFCA or FCD involved)**

Branch No. _____

Salary No. _____

TDC to complete

Once account details have been verified, scan and email form to NZIO static data.

Support centre salary no. _____

Date received _____

**Please tick when completed.
Otherwise leave blank**

- All relevant sections have been completed
- Sales Customer updated
- Phone/Online Banking updated
- Debit/Credit cards updated



Guide to completing 'Making Changes to Accounts for Organisations'

This guide will ensure you have all the right information to enable Westpac to update your account quickly and efficiently and to help ensure we get it right the first time for you.

Is this the correct Making Changes form?

You have the correct form if the account is a Company; Trust; Partnership; Society; or Sole Trader.

How many signatories will there be?

If you are adding more than four signatories, ask for a Schedule of Extra Signatories form.

What's the difference between an Account Holder and a Signatory?

For the purposes of this form, the Account Holder is the person(s) authorised to act on behalf of the Account Holder organisation, including for the purposes of opening accounts and appointing signatories for an account, and are normally one of the following:

- A director of a Company;
- A partner in a Partnership;
- A trustee of a Trust; or
- An appointed/elected officer of a Society (Chairperson, Secretary or Treasurer).

A Signatory is authorised by the Account Holder to operate the specific account(s) in accordance with the signing rule (e.g. make payments and view transactions). An Account Holder may or may not choose to be a Signatory.

What supporting documentation will I need?

We may be required to verify the identity of the people listed and other information provided in this form. Please refer to Westpac's list of acceptable verification documentation available at westpac.co.nz/aml

- Where the signatory holds a particular office within the Account Holder organisation and, by virtue of holding that office, can act on behalf of the organisation, we may need to sight evidence of their appointment or removal.

Examples of what we may require is:

- a Company Director: Westpac will check the Director's details against the information registered on the Companies Office website; or
- a Treasurer of a society being removed: Westpac will need to see the minutes from the meeting at which the new Treasurer was appointed, signed by the Chairperson, previous Treasurer and Secretary. These officers should already be signatories on the account.

What happens if all or some of the signatories we are adding are unable to come into the branch?

Signatories can call into any Westpac branch in New Zealand to complete this form, but it's best to organise this with one branch first, so that we can get it right for you the first time.

- While it's preferable that we sight the original identification document along with the signatory, we realise this is not always possible. In these cases, a certified copy of the original document will be sufficient.

<p>Section A Your existing account details</p>	<ul style="list-style-type: none"> • If the changes are to apply across more than one account and the signatories and the signing rules are the same for all of those accounts, please ask for a Schedule of Extra Account Numbers and fill in the details of the additional account numbers to which the changes will apply. This Schedule will form part of the Making Changes to Account form. • If your account is on a Base Account Authority, any changes will apply to all accounts on the base number. • If the changes are to include your Foreign Currency Account(s), please enter your account information in this section.
<p>Section B What you want to do</p>	<ul style="list-style-type: none"> • You can choose more than one option. • Once you've chosen your option(s), it's important to complete all the applicable sections so that it does not delay your requested changes.
<p>Section C Signing rules</p>	<ul style="list-style-type: none"> • This tells us who the Account Holder(s) has authorised to operate the organisation's accounts. • If this section is not completed, we will default to the existing signing rule held.
<p>Section D Full replacement or adding extra signatories</p>	<ul style="list-style-type: none"> • Treat all fields as mandatory. The more contact information we have the easier it is for us to contact you when there is an issue. Where, for example, you don't have a fax please write N/A. • Each signatory's mobile and email, if applicable, are important should we need to contact anyone urgently regarding the organisation's account, so please ensure these fields are completed. • If you are advising a change of contact details for your organisation, please just complete the relevant fields in Section G of the Making Changes to Account form. • If you are adding another Account Holder (e.g. a director of a company), you need to make this clear on the form under Designation. Westpac will also require evidence from the organisation. • If you are unsure, please call us.
<p>Section E Change of name</p>	<ul style="list-style-type: none"> • As this can sometimes be a fundamental change to the account, we may require to sight the relevant documentation such as: <ul style="list-style-type: none"> – Company Certificate of Incorporation or Re-registration – Incorporated Society Certificate of Incorporation or Re-registration – Club or Group Copy of the minutes signed by the President, Secretary and Treasurer (unincorporated society) – Partnership (formal) Deed of variation to Partnership, evidencing the change – Partnership (not formal) Letter of confirmation from IRD regarding IRD/GST number – Trust Alteration of Trust Deed, evidencing the change • If you are just changing the trading name of the organisation, Westpac will not need to sight any additional evidence outside of the Making Changes to Accounts for Organisations form. • If you're still unsure, please call us.

Section F Removing signatories	<ul style="list-style-type: none"> • If the signatory being removed is also an Account Holder, they may need to sign section J to authorise this change. • Ensure any card, phone or online banking channel is updated to ensure the signatory being removed has no further access to your organisation's account.
Section G Contact details	<ul style="list-style-type: none"> • This will change the contact details on the account mentioned in Section A and the accounts mentioned in the Schedule of Extra Account Numbers (if any).
Section H Tax details for sole traders	<ul style="list-style-type: none"> • This information is required to capture foreign tax information for sole traders. If tax information for other organisations have changed, please contact us for the relevant form.
Section J Authorising changes	<ul style="list-style-type: none"> • the Account Holder(s) can sign this section. • The signing rule does not determine how many Account Holders need to authorise the changes. • Westpac will first check our records to ascertain who is authorised to make these changes. In the absence of any clear instructions, Westpac requires this section to be signed in accordance with any rules, requirements or internal policies of the Account Holder entity, such as those specified in a constitution or trust deed. • If signed by a Company, this document must be signed by a minimum of two Directors or by the sole Director. • In all other cases this form must be signed by all Account Holders (e.g. Trustees, Partners, Officers).

If you have any further questions please either call us on **0800 400 600**, contact your relationship manager or talk to one of our staff at any Westpac branch. Don't forget to ask for our General Terms and Conditions brochure.

Please fill out pages 1-4. You can tab between fields and can mouse click on the options. You're unable to save data typed into this form. Please print out your completed form so that it can be signed and sent on to Westpac.



2023/24 BUDGET

Meeting of the Game Bird Habitat Trust Board, September 2023

Prepared by: Carmel Veitch, Finance

1. 2023/24 Draft Budget

A Draft budget for 2023/24 is attached for your comment. I will finalise the budget in the meetings depending on the decisions made by the Trust.

The draft budget is currently showing a deficit of \$94,930.

Trading Income

The budget for the Income from Licence sales is based on 31,763 (LEQ) licence sales (at new stamp value of \$5 (inc. GST) \$138,000.

I have been conservative in the income from the 1 Bill Tree Fund – and have budgeted \$100k only.

The income from Stamp sales \$10,000.

Interest rates have improved, hence the increase in budget to \$36,000 – based on 4% of the current.

Costs related to proving goods and services

Production - \$13,000 – this it's the cost from NZ Post.

Included in the Programme Administration budget is \$10,000 which is payable to NZC and \$3000 additional budget for additional hours that Robert is providing with additional responsibilities for the One Billion trees programme.

The Grants paid out –

1 Billion trees - \$190,000 which is the amount we have owing as at 31/8/23 and \$140,000 grants – this could be more or less or more depending on the finalised projects approved.

Meeting and travel costs will be double in this financial year as there will be 2 meetings in this year – September 2023 and August 2024.

2. Recommendations

- a. That subject to amendments at the meeting the Trust Board Budget for the 2023/24 with a deficit of \$94,930 year be approved.

11.1a Budget Forecast

New Zealand Game Bird Habitat Trust For the year ended 31 August 2024

	2023 ACTUAL	2023 OVERALL BUDGET	2024 OVERALL BUDGET
Trading Income			
Revenue from providing goods & services			
Income from Licence Sales	157,807.81	141,500.00	138,000.00
Income from Stamp Sales	11,864.05	10,000.00	10,000.00
Total Revenue from providing goods & services	169,671.86	151,500.00	148,000.00
Interest Income	36,122.79	11,000.00	36,000.00
One Billion Trees Contract	66,001.49	143,414.00	100,000.00
One billion tree- Admin Fee	3,585.40	3,585.00	-
Total Trading Income	275,381.54	309,499.00	284,000.00
Gross Profit	275,381.54	309,499.00	284,000.00
Operating Expenses			
Costs related to providing goods and services			
Production	10,791.28	13,000.00	13,000.00
Prize money for Photo competition	869.57	870.00	870.00
Programme Administration	13,420.00	13,000.00	13,000.00
Total Costs related to providing goods and services	25,080.85	26,870.00	26,870.00
Grants			
Grants	40,438.00	140,000.00	140,000.00
Grant for 1 Bill Trees	66,001.49	150,000.00	190,000.00
Total Grants	106,439.49	290,000.00	330,000.00
Other Expense			
Accounting Fees	2,389.27	2,510.00	2,510.00
Audit Fees	5,955.96	6,000.00	6,000.00
Trust Board Meeting Expenses			
Meeting Expenses	4,258.49	7,000.00	7,000.00
Travel	1,685.89	6,000.00	6,000.00
Total Trust Board Meeting Expenses	5,944.38	13,000.00	13,000.00
General			
Bank Fees	27.09	50.00	50.00
General Expenses	44.44	500.00	500.00
Total General	71.53	550.00	550.00
Total Other Expense	14,361.14	22,060.00	22,060.00
Total Operating Expenses	145,881.48	338,930.00	378,930.00
Net Profit	129,500.06	(29,431.00)	(94,930.00)



2024 MEETING DATES

Meeting of the Game Bird Habitat Trust Board, September 2023

Prepared by: Carmel Veitch, Finance

1. Meeting Dates

The GBHT usually meet twice a year to decide on application from the Trust. The first meeting is by zoom and always trust members to seek clarification regarding applications. The second meeting for the year is traditionally in August/September – at this meeting the Board approve the Grants for the following year.

Proposed Schedule for the 2024 year.

Date	Subject
Friday 27 th June 2024	Final Day for submissions for NZGBHT Grant applications
Tuesday 9 th July 2024	Send out grant submissions to GBHT Board members
Wednesday 17 th July 2023	GBHT Board Zoom Conference – 11am
Thursday 22 nd August or	GBHT Board Meeting in Wellington or
Friday 13 th September	GBHT Board Meeting in Wellington

The NZC are meeting in Wellington on the 23rd and 24th August – hence the proposal of a Thursday meeting, otherwise in early September – Friday 13th?

If in August, then there will be two meetings (including the current one) in this financial year, however, if in September only one meeting will fall in the financial year.

2. Recommendations

To accept the Meeting Dates for the GBHT as:

- Wednesday 17th July 2024 11am by zoom
- Thursday 22nd August or Friday 13th September in Wellington.



GAME BIRD HABITAT STAMP PHOTO COMPETITION

Meeting of the Game Bird Habitat Trust Board, September 2023

Prepared by: Robert Sowman, NZ Game Bird Habitat Trust Administrator

The purpose of this item is to select an image (artwork) to be used on the 2026 Game Bird Habitat Stamp.

Section 44D (l) of the Wildlife Act 1953 provides for the GBHT:

(ii) to appoint, or select by competition, an artist to produce the stamp artwork of the species approved by the New Zealand Fish and Game Council

The two judges for the artwork photo competition are Richie Cosgrove and Mark Mitchell. Richie is with the North Canterbury Fish and Game Council. He has spent 25 years working on print media and worked for Fairfax Media as the Southern Regional Visual Manager and National Content Team Manager before joining Fish & Game. Mark is the NZ Herald's Wellington based photographer for over 20 years and a multiple winner of many New Photographer of the Year awards and a passionate game bird hunter. They have both been the judges since the stamp photo competitions began.

The photo competition is now based on an overall winner rather than monthly winners. The winning entry receives a \$1,000 Kilwell Sports voucher and \$1,000 cash from the Game Bird Habitat Trust.

The 2026 competition is open to an image of any game bird species as listed under Schedule 1 of the Wildlife Act 1953.

Recommendation:

The Game Bird Habitat Trust Board:

- 1. Note the judges will select the overall winner of the game photographic competition for the 2026 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.**

HABITAT STAMP SPECIES

Meeting of the Game Bird Habitat Trust Board, September 2023

Prepared by: Robert Sowman, NZ Game Bird Habitat Trust Administrator

Section 44D(l) of the Wildlife Act 1953 provides for the Trust Board:

annually—

- (i) *to recommend to the New Zealand Fish and Game Council the game bird or other wildlife species to be depicted on the following year's game bird habitat stamp:*

The intended purpose for selecting a species two seasons ahead is to allow sufficient lead-in time to prepare and market associated products that can depict the image. To date commercial partnerships and associated products have not eventuated.

Previously selected species featured:

1994	Paradise Shelduck	2012	Bobwhite Quail
1995	NZ Shoveler	2013	Australasian Bittern
1996	Grey Duck	2014	Pukeko
1997	Black Swan	2015	Black Swan
1998	Canada Goose	2016	Grey Duck
1999	California Quail	2017	California Quail
2000	Mallard	2018	Mallard
2001	Pheasant	2019	Chukar
2002	Pukeko	2020	Paradise Shelduck
2003	Grey Teal	2021	NZ Shoveller
2004	Paradise Shelduck	2022	Pheasant
2005	Chukar	2023	California Quail
2006	NZ Scaup	2024	Mallard drake
2007	Brown Quail	2025	Pukeko
2008	Red Legged Partridge	2026	<i>Best image of a game bird species</i>
2009	NZ Shoveler		
2010	Mallard		
2011	Pheasant		

Prior to 2020, a particular species was recommended, and an artist commissioned to prepare the image. With this method it was possible to seek examples of game bird pairs, and young and promote a particular habitat flavour with the artist having greater licence to mix and match subject(s) and background than a photographer does. The adoption of a photographic representation certainly leaves selection up to chance, with any game bird species being eligible, but the best image is determined in an open competition by a wider range of participants.

Recommendation

That the NZ Game Bird Habitat Trust Board recommends the NZ Fish and Game Council continues to endorse the use of the best photo competition image of any game bird species to be depicted on the 2026 habitat stamp.



HABITAT STAMP FEE

Meeting of the Game Bird Habitat Trust Board, September 2023

Prepared by: Robert Sowman, NZ Game Bird Habitat Trust Administrator

The Game Bird Habitat Stamp has a face value of ten dollars (\$10.00). A fee of five dollars (\$5.00) is payable¹ for every game bird habitat stamp supplied with a licence in 2023 to hunt or kill game.

Up until 1999, \$1 of the game licence fee was paid to the programme. From 1999 to 2017, \$2 of the game licence fee has been assigned to the stamp as income to the programme. In 2017, this fee became \$3.00 and in 2019 to \$4.00. The Minister of Conservation approved a new \$5.00 fee for 2023.

Set up under the New Zealand Game Bird Habitat Stamp Regulations 1993, the programme is administered by the New Zealand Fish and Game Council (NZ Council). All expenditure and income is processed through the NZ Council's accounts. Programme expenses are netted against the income received from sales, and the resulting net profit of the programme is transferred annually to the Game Bird Habitat Trust Board.

Section 44D (k) of the Wildlife Act 1953 provides for the GBHT:

(k) to recommend to the New Zealand Fish and Game Council the fees for the following year's game bird habitat stamp:

The NZ Fish and Game Council has already set licence fees for the 2023/24 seasons (starting October 2023 for fish and May 2024 for game). This means the Minister has now approved the Game licence and the Habitat Stamp fees for 2024. The next opportunity for the Trust Board to consider the Habitat Stamp fee is 2025. This will be the third year the Stamp fee of \$5.00 will apply on every Game Licence.

Recommendation:

That the NZ Fish and Game Council maintains the Game Bird Habitat Stamp fee contribution made by hunters in 2025 at \$5.00.

¹Section 72(3A)(e) Wildlife Act 1953



REVIEW OF GRANT APPLICATION FORMS

Meeting of the Game Bird Habitat Trust Board, September 2023

Prepared by: Robert Sowman, NZ Game Bird Habitat Trust Administrator

The 2022 meeting agenda contained a lengthy discussion from both Board members and Fish & Game staff on proposed changes to the grant application form and process of determining grants – this is reproduced as an attachment for background information. At that meeting it was agreed to ask Robert Sowman to start a review by drafting a new set of questions for comment by Boards members.

A draft application and assessment process was forwarded to Board members in January 2023 with feedback received from some members, but there has not been an opportunity for further discussion. Feedback received has been incorporated into the forms now attached.

The third form (Board’s assessment) is my attempt to create a record for Board members through a set of consistent and transparent measures of assessment. Decisions need to be seen to have been made by a representative panel, rather than by a single individual. Each panel members needs to be able to justify their scores. This also helps ensure that all applications are being assessed based on a comparable decision set with the same weighting given in each consideration. Ultimately, it is important that transparent, equitable and succinct assessments are made in awarding funds, should the applicants request proof of decision making through an OIA request. Clearly this form not a finished product, but with further refinement it might prove useful?

A suggested way forward would be for individuals to consider each of the forms prior to the meeting and, at the end of other business of the day, for the Board to deal with them in a workshop style exchange of ideas hopefully arriving at some consensus and resolution.

Once the Board’s had a chance to ponder and spark off each other’s views, further enhancement could then be shared with several referees for their input and acceptance. This could then be returned to the Board for final amendment and approval, perhaps via an online teams meeting.

A new set of forms should be finalised and put on the website before April 2024.

Recommendation

That the new forms be:

- 1. Refined and accepted by the Trust Board.**
- 2. Shared with referees for further input and acceptance.**
- 3. Capable of being completed online (electronically).**

Observations made on the Trust's current set of forms and processes - reproduced from the September 2022 Trust Board Agenda papers.

1. From Chantel Whitby

Priorities for grants revised:

NB: In its initial consideration of grant applications, the Trust Board will assess priorities as follows:

Protection, restoration, improvement or creation of game bird habitat and other wildlife habitat with hunting opportunities on public land or private land, with a high level of secured long term protection (for example, QEII Covenant, Conservation or Game Bird Habitat Enhancement Agreement).

These attributes are valued in this order:

1. Game bird habitat.
2. Other wildlife.
3. Long term protection.
4. Hunting opportunities.

*I also question listing planting and fencing as a lesser priority for the Board (4 of the informal priorities) as planting and fencing could be implemented to enhance existing habitat (first equal informal priority). For me this raises the question of are we focusing on quantity or enabling high quantity habitats?

For example, is it better to have many half-completed wetlands which may focus on earthworks but have limited ecological integrity with planting not carried out as part of the project or are we more interested in ensuring the projects we fund will result in wetland projects which are of high quality with good ecological integrity.

Alterations to referee's report:

Question 10: *How significant is this proposal and its potential benefits to the area's ~~(within 30 kilometre radius)~~ game bird and other wildlife populations and habitat (within 30-kilometre radius)?*

Question 11: *Is the proposal and its potential benefits of regional or local significance for game birds and other wildlife? (please specify)*

How will this project effect natural ecosystems and threatened species? (please elaborate)

Question 13: *Will this project have benefits for ~~other~~ threatened species or communities of plants and wildlife without detracting from the gamebird habitat and/or hunting opportunities? (please elaborate)*

Question 14: *What numbers and range of game bird and other wildlife species will/does it sustain?*

Question 26: *To what extent is the proposed area suitable to promote the benefits of game bird and other wildlife habitat protection and restoration?*

What are the existing habitat values of the proposal area for indigenous species and which indigenous species would naturally exist in this area? (please specify any existing threatened species within the proposal area)

Are existing wetlands or streams within the proposal area? If so, how will the proposal affect the ecological integrity of these wetlands and streams? (please provide details)

*The term 'ecological integrity' is defined in the draft Natural and Built Environment Act.

Is the proposal area the site of a former wetland? If so, is the proposal likely to result in that habitat being regained/restored?

Does the proposal aim to restore the area's natural hydrology and biodiversity? (please provide details)

*Suggested change for fish passage question to use the word "undesirable" species, rather than "pest" species as this better aligns with the intentions and wording in the NPS for Freshwater Management (in the NPS this is not necessarily targeted at legally identified pest species).

*"Structures such as culverts, dams, weirs, fords and tide gates can delay or prevent fish movement and stop them from accessing critical habitats to complete their life cycle and maintain viable populations. Please show how the passage of fish is to be maintained, or improved, by instream structures, except where it is desirable to prevent the passage of some **undesirable** species. Hand drawings are acceptable."*

Wildlife Act: Functions of the Game Bird Habitat Trust

The Board shall have the following functions:

- (a) primarily to improve New Zealand's game bird habitat and secondarily to improve the habitat of other wildlife:
- (b) to identify and evaluate areas of New Zealand worthy of protection, restoration, improvement, creation, or procurement primarily as game bird habitat and secondarily as habitat for other wildlife.

Chantel Whitby

7 August 2022

2. From Mark Sutton

Mark raised the concern for a method to be found to set some form of threshold for entry of applications to "weed out those less deserving". Unfortunately, Mark will not be at the meeting to speak to this point but comments received under 1 above, and 3 below, may assist in the Board's discussion?

3. Comments received from Fish and Game field staff on their perception of the Trust's forms and processes

David Klee, Auckland/Waikato Fish and Game Council:

I'm happy with the process, especially the new forms are much more user friendly. I spend a lot of my time applying for or assisting others to apply for grants. The WRA, WCEET, SSCIF, GBHT, MFE, e.t.c

I put the GBHT at the user-friendly end of the spectrum. I think the budget/timeline aspect is easier to do in a spreadsheet with auto sums e.t.c, hence I usually do these as a separate appendix as it decreases the likelihood of transcription errors.

It's probably more of a case of asking the trustees as to whether the information we supply them meets their needs? Is there anything they wish to see more/less of? My main issue is having enough time to support/ lodge all the various applications and resource consents to complete projects. Basically, every hour I have to do more paperwork, is one less hour I get to spend actually building the wetlands, organising contractors and volunteers to do fencing, planting, weed control and monitoring project outcomes so the KISS principle suits me.

Thanks for the opportunity to provide some feedback.

John Meikle Eastern Fish and Game Council

Firstly, I must state that I recognise that many of the current Trustees have wetland enhancement / construction experience; must make difficult decisions regarding where and to whom funding goes; especially when the annual applications far exceed allocatable funds. I also expect some of the points raised are already part of the discussions undertaken by the Trustees – but require supportive comment.

However, after managing, enhancing, and constructing wetlands for F&G now for 19 years, with multiple funding applications to the NZGBHT I make the below comments not in criticism but for thoughtful consideration by the Trustees.

1/ The most significant issue facing any wetland development currently is the new NES-W. The navigation around rules and procedures and associated time and costs have escalated exponentially. Examples I am currently dealing with, are wetlands, one created 50 years ago, requiring maintenance; two years ago, I could have undertaken all works as a permitted activity; whereas now I require an engineering report, ecological reports, (plus five resource consents to do \$25,000 worth of works for one wetland - please note we are doing this as the wetland is too important to let go). However, my point is the extra effort in time (actual workload and \$) plus consultant fees and consent fees is making smaller projects not cost effective, by either landowners or managers of wetland or potential wetland sites.

Consequently, it now makes more sense to focus on fewer large projects really making a difference for waterfowl rather than multiple small projects (i.e. Para Wetland, Takitakitooa etc). Effectively the same time / work is required to gain funding, consents, design, and planning for any/all sized projects – so best bang for buck should apply.

However, I understand some past projects, like applications approved to Northland and Taranaki F&G regions, are small in nature and can make a difference, especially when local regional / unitary councils don't have good environmental finances; also, there are sites for political or promotional reasons – so in both cases are still worth assisting where possible.

2/ Understanding the difficulty of allocating limited funds; I suggest that offering token to 50% funding of the amount applied for is detrimental to projects. I suggest that the applicant, or better the referee, be contacted to discuss if the project could progress with less funds offered. I state this as often no other funding alternatives are available, or you are working to balance funding to get the overall project result and less than sought is more an issue than being declined (i.e. you apply for \$20k but due to over subscription we can offer you \$10K – trying to appease many.) Now the issue arises of how to find more funds because you are almost there – rather than post pone for re-application – or seek other bigger sources of funding – or cancel the project (which is never good) – but this is reality.

3/ Understandably the NZGBHT wants to protect its funding; but I propose that the current \$5k plus amount requirement to sign the (un-enforceable) Habitat Enhancement Agreement is far too low. Current costs for works etc are much greater than a decade ago, plus in terms of what most projects total costs are today – I would suggest that \$20k would be more realistic and/ or a proportional approach is taken when the GBHT requires an agreement where 50% of costs are covered by a grant

However, I do believe each project could be considered on its classification (to be discussed in point...8 a.), location and who the applicant is – as to amount for the agreement to be applied and in some case it may not be required at all)

4/ I do understand that having an independent referee does add weight to the decision process of the Trustees – but should it be required if a F&G Officer, on behalf of a F&G region or private landowner (being project manager) have to seek an external referee ?? Or if a private individual that has successfully obtained funding and undertaken the project successfully prior with the NZGBHT seek external referee?? My reasoning here is two-fold. Firstly, time efficiency for those writing the application, and those reading the application. (Also; being slightly arrogant here – I do find it offensive going cap in hand to someone at DOC or local regional council to referee an application when you have many more years and project experience than them).

5/ I believe there should be a focus/ priority on providing funding for publicly accessible land. Many of the annual GB licenced hunters are reliant upon public wetlands – and many private wetland users also utilise public wetlands; consequently, funding should be best seen to advantage all.

6/ I believe any private land applicants should at least hold the same year's GB licence as the year they are applying. Although the argument maybe they may contribute to the wider waterfowl population / wetland area – why should those who don't contribute gain funding. This should be a pre-requisite when applying and too bad if your application gets declined (just like many ballots across the country).

7/ The coverage of the NZGBHT and what it does / fund is extremely poor in the more recent versions of the F&G Special Edition magazine. This is the Trust's chance to promote to the very people who annually and compulsory contribute to the Trust!! Additionally, the Trust's coverage / location within the F&G main website is also very poor – under the subtitle of “environment” on the main page.

8/ With direct regard to the application forms and process – may I suggest the below;

- Add a question as the status of the wetland (in light of the NES-W) – i.e. natural, induced, constructed, new

- *Add a question/s seeking information as to any conflicting / detrimental activities to waterfowl occurring within the wetland – i.e. cycleways, walkways, dog exercise areas*
- *As most contractors, quotes etc are received GST exclusive – it would be beneficial to have the application figures sought as GST exclusive (hopefully this way you get correct funding amounts) (and this falls in line with most other agency funding application processes)*
- *Although I think close off time for applications (30th June) is good, I do believe that answers to applicants should be by end of August / mid Sept latest. Reasoning being there is often a lot to plan and organise post approval (i.e. consents) before ideal works summer. Often you don't apply for consents or arrange contractor timings until funding is confirmed – so 4 months is minimum to schedule this into you planed programme.*
- *Also, I think it imperative that approved applicants are well notified that they have only three years to utilise their approved funds or they lose it (unless applied for extensions)*

9- Finally the big one!! Due to increasing pressure on wetlands from external groups (urban expansion, other user groups, eco-warriors etc) on hunters, NZGBHT should consider a total rethink on their approach to wetland and hunter longevity (I do recognise that the Trust is there to represent habitat and not hunters solely, but they are in fact the very high majority of your funding). It may take a few years of no approvals granted, but a large amount be saved by the Trust (e.g. \$1.5m), and then granted to a (poor agricultural or currently drained) land purchase with the intent to convert to wetland, subdivide and sell to hunters with covenants. Utilise the sales monies to start over and do the same again. This way more wetlands are created, hunting interests protected, habitat protected, and funds (plus) recovered to do it again. Within the Bay for Plenty, for example, I know the regional council would pour money into the habitat (with joint covenants) (for water quality and biodiversity enhancement) and would be willing to allow private ownership for hunting etc – but are not able to acquire the land initially – and there lies the problems- no agency or person has the funds to start this process. I believe there are hunters with money to purchase and poor land opportunities to make this work. Just a thought.....

10. It also might be an opportunity in the near future – post this funding round – to get the Trustees to meet with some key F&G habitat staff to sit around the table to discuss the current issues / views / future of wetlands and how the Trust may best approach the future ????

I hope the above assists in some manner.



REVISED GRANT APPLICATION FORM

Meeting of the Game Bird Habitat Trust Board, September 2023

Prepared by: Robert Sowman, NZ Game Bird Habitat Trust Administrator

Funding Application Form

Project Title _____

Project summary _____

Project location – Road address _____

Grant request: \$ _____

Total cost of project: \$ _____

Referee name _____

Section 1 Applicant Information

Name of property owner

Name of project manager/contact

Email address of project manager

Postal and courier addresses

If the project manager and owner or different people, please indicate that the owner is both aware and supportive of this application.

Section 2 Environmental description of project location

Size of project area in hectares

Size of any water are to be created

What is the land type, i.e. hill country, flat, rolling, steep sided gully, etc?

Is there any current legal protection over this area?

Describe the current habitat in this location, i.e. is it native bush, pasture, plantation forestry, streams, swampy, established wetland, scrubby unproductive area.

What modifications to the land currently exist in this location, i.e. earthworks, removed native vegetation, channeled streams, drained former wetlands?

Is the presence of water due to a flowing stream, spring, or ephemeral ponding?

Are there existing culverts or proposed, drainage pipes, weirs, etc that may delay or prevent fish movement and stop them accessing suitable habitats? Will this project address such in-stream barriers to fish passage and, if so, how?

Are any threatened species (either plants or wildlife) known to exist here? How will this project include their protection?

What is the total area of gamebird habitat involved? Please describe whether game birds are using it for feeding, loafing, nesting, molting, etc.

Are there any other users or uses occurring within the project area that may be detrimental to ongoing gamebird activity? e.g. Cycleway, boating, horse riding, etc.

Section 3 Project scope

What are the outcomes hoping to be achieved?

Will the location be used for hunting or not?

What specific activities are you proposing?

Describe the wider ecosystem benefits the project will achieve

Does the proposal aim to restore the area's natural hydrology and biodiversity and if so how?

Section 4 Project Design

Please outline the work to be done with this grant.

Is this funding request part of a staged programme of work?

Please provide a diagram (hand-drawn if necessary) and cross-section of any proposed works – i.e. dam, bund, overflow, access, fence line, etc - to be funded by this grant.

Does this project design cover potential risks and the actions to reduce or manage those risks?

Proposed project start date

Anticipated project completion date

Section 5 Resources required and Budget

All costs should be exclusive (or should this be inclusive?) of GST

Please list all expenses of the project. What are the total estimated costs to complete the project

What is the amount being applied for from the Game Bird Habitat Trust

Please provide any contractor quotes, including hourly rates and total hours on a contractor's letterhead

Where project expenses exceed what is being applied for, please indicate what the grant will fund from the total expenses shown.

Has any funding been secured from other sources?

What labour and materials is to be supplied within the project as in-kind contribution. Please estimate this total cost.

Will the project progress if less funding is offered?

Are there any any permits, permissions, licenses or consents required to deliver this project? What are these and when do you expect to obtain them?

Section 6 Ongoing sustainability

Who will look after the project when it is completed?

To protect the habitat enhanced or created there is a requirement to sign a Habitat Agreement with the Game Bird Habitat Trust where grant funding exceeds \$10,000. Are you happy to sign this Agreement of good will? (it is not a legal property document but a pledged commitment).

Is there a plan to protect the habitat any further, i.e. with a QE II Covenant?

Is there a pest management plan in place or being prepared?

Will ongoing maintenance be deemed a permitted activity or require further local authority reporting and consents?

Section 7 Additional information required

Please include a map of the project area. The map to show location within the wider property and proximity to public rights of way.

Please add photographs of the location highlighting contours, vegetation, drainage, etc.

A referee's report is required to accompany any application, unless the application is written on behalf of a Fish & Game Regional Council. The referee should ideally be a Fish and Game officer, but a private landowner may use an external referee where the qualifications of that person are acceptable to Fish and Game as a match for the proposal.

The referee will be asked to confirm the project has been completed and any conditions of the grant has been complied with.

Please submit your Bank Account details with an invoice to the Game Bird Habitat Trust once the project is completed.

Once the project has been completed a sign is to be erected in an appropriate place noting the involvement of the Game Bird Habitat Trust in the project. The Trust Board will provide this sign for you to erect.

The Trust Board would also like to receive a photograph and summary of the protected habitat five years after the grant is issued. This will allow the Board to assess the success of its programme and this project's sustainability in particular.

Important dates for the funding round

30 June	Funding round closes
Mid-July	Additional information may be required
Late August	Applicants will be advised of the outcome of their application
Two years	length of time approved funding remains valid from date of approval

Please complete and sign the following declaration

I have completed all sections of this application form as accurately as possible.

I declare that as the project contact, I have the authority to sign this application form and to provide this information.

Name:

By typing your name in the space provided you are electronically signing this application form.



REVISED REFEREE REPORT FORM

Meeting of the Game Bird Habitat Trust Board, September 2023

Prepared by: Robert Sowman, NZ Game Bird Habitat Trust Administrator

Referee Report Form

Section 1 Contact information

Project Title _____

Project location – Road address _____

Region _____

Landowner's name _____

Is the landowner or project developer a current game licence holder? _____

Referee's name _____

Referee's email _____

Name or Referee's organization _____

Please acknowledge any conflicts of interest or relationship you may have with the property or applicant(s) _____

Are you willing to monitor and provide progress reports to the Trust Board on this project?

Section 2 Environmental description of project location

Are there existing wetlands or streams within the proposal area? If so, how will the proposal affect the ecological integrity of these wetlands and streams? (please provide details)

Is the proposal area the site of a former natural wetland? If so, is the proposal likely to result in that habitat being regained/restored?

Is the presence of water due to a stream flowing through the property, a spring, or ephemeral ponding?

Are there existing culverts or proposed, drainage pipes, weirs, etc that might delay or prevent fish movement and stop them from accessing critical habitats to complete their life cycle and maintain viable populations? Please rate the appropriateness of how the passage of fish is to be assisted by instream structures, except where it is desirable to prevent the passage of some undesirable species.

How significant is this proposal and its potential benefits to the area's (within 30 kilometre radius) game bird and other wildlife populations and habitat (within 30-kilometre radius)?

What numbers and range of game bird and other wildlife species does it currently sustain? Will the proposal significantly enhance those populations?

What measure are to be put in place that may effect natural ecosystems and threatened species (either plants or wildlife)? (please elaborate)

How will this project include their protection?

Are there any other users or uses occurring within the project area that may be detrimental to ongoing gamebird activity? e.g. Cycleway, boating, horse riding, etc.

Would the project offer publicly accessible land for licensed hunters?

Section 3 Project scope

What are the benefits of this proposal?

Does it provide a link or corridor for wildlife to access other habitat(s) that currently do not exist?

How can the benefits of this project be rated for game bird habitat? HIGH MODERATE LOW

Would this make the site of LOCAL or REGIONAL significance to game birds and other wildlife? (please specify)

Describe the wider ecosystem benefits the project will achieve

From your knowledge, would the project proceed is less funding from the Habitat Trust than that requested was to be offered? What would be a minimum amount for this to happen?

Section 4 Design

Good design and planning are determined and whether the overall proposal and its specific objectives have a clear focus, and the methods and design are likely to produce the required results. Please rate this project against such a measure. HIGH MODERATE LOW

How might the project be improved?

Section 5 Ongoing sustainability

Is there a need for further habitat protection, i.e. with a QE II Covenant?

Is a pest management plan recognised as necessary, in place and capable of being maintained?

Will ongoing maintenance be deemed a permitted activity or require further local authority reporting and consents?

Section 6 Project Rating

Please use the following scale to rate this project.

In your opinion is the project:

1. Outstanding (it should certainly be funded)
2. Excellent (it should very likely be funded)
3. Well above average (it is worthy of being funded)
4. Average (it is unlikely it should be funded)
5. Below average (it should not be funded)

If you rated this project as a 4 or 5, please consider raising the problems with the applicant to have the scope and design reviewed and the application resubmitted in a following year.

Before submitting your referee report, please ensure that all comments have been entered.



PROPOSED ASSESSMENT CRITERIA

Meeting of the Game Bird Habitat Trust Board, September 2023

Prepared by: Robert Sowman, NZ Game Bird Habitat Trust Administrator

This same assessment form is intended to be used for both the individual and composite (meeting) panel rating. Separate columns at the right of the form are for this purpose:

Individual rating *IR*
Composite panel rating *CP*

Form to be set up to have these two columns to the right

	<i>IR</i>	<i>CP</i>

Each assessor will use the IR column. Composite ratings agreed during the meeting discussion to be added in the CP column.

This form once completed can be retained by the individual as a file record. It will also enable a further check should any decisions be challenged.

Rating Checklist – *Please use a rating of 1 – 3 based on whether the information has been provided and whether it is adequate (1 = not provided, 2 = provided but not adequate, 3 = provided and adequate).*

Trust Board’s Assessment Form

Please initial this form here

Section 1 Contact information

Project Title _____

Region _____

Referee’s name _____

Section 2 Environmental description

Is the habitat situation in the target area described?

Does the application describe the:

- Land type
- The presence of water and whether this is ephemeral, spring or stream fed?
- Whether the project aims to restore the area's natural hydrology

Does the application or referee report adequately describe provision for a fish passage.

Does the project make provision for effects on other wildlife, notably threatened species?

Section 3 Project Scope

Are what is proposed likely to meet the outcomes expected? Do they clearly address the identified problem/needs?

Are the primary stakeholders (those with an interest in or affected by project) all identified? Is their relationship to the project adequately described?

Has the total amount of work needed to be done been reasonably described?

Section 4 Project design

Does the workplan clearly link key tasks, funding and resource requirements?

Are the design sketches/outline realistic?

Is the timetable for the proposed activities realistic?

Are the quotes of estimate cost fair and reasonable?

Is it clear what the grant funding will cover?

Section 5 Ongoing sustainability

Can this be project be sustained in the long run?

Will the project contribute to the achievement of sustainable habitat outcomes?

Is the need for habitat protection suitably provided?

Does the referee believe provision has been made for a pest management plan?

Has the issue been addressed as to whether ongoing maintenance requires further local authority requirements?

Section 6 Overall assessment

Have all comments on the application form and referee report been entered?

Are you happy with the adequacy and provision of:

1. Map showing project location
2. Photographs that help understanding of local geography and landscape
3. Contractor quotes, including hourly rate and total hours
4. Where proposal costs exceed grant request, indication of what grant is to be used for
5. Construction specifications for any proposed works, including plans and cross-sections of earthworks
6. Supportive information where resource consents may be required
7. Referee's Report.

Overall, which of the following descriptors best describes how you regard this project?

1. This is a very strong project that fully meets all assessment criteria
2. This is a strong project that broadly meets all assessment criteria
3. This is a good project that meets all assessment criteria but with minor weaknesses
4. The project meets all assessment criteria but with clear weaknesses
5. The project does not meet one or more of the assessment criteria, or is a request for funding outside of the Trust Board's priorities
6. The project is scientifically or technically flawed.

Therefore, using the same rating scale in the referee report, please rank the project as being one of the following:

- | | |
|-----------------------|----------------------------|
| 1. Outstanding | (certain to be funded) |
| 2. Excellent | (very likely to be funded) |
| 3. Well above average | (worthy of being funded) |
| 4. Average | (unlikely to be funded) |
| 5. Below average | (not to be funded). |

