



# **TARANAKI FISH & GAME COUNCIL**

## **AGENDA PAPERS**

### **COUNCIL MEETING**

**SATURDAY  
5 AUGUST 2017**

*Statutory managers of freshwater sports fish, game birds and their habitats*

**Taranaki Region**

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## AGENDA

SATURDAY 5<sup>TH</sup> AUGUST 2017

TO BE HELD AT  
UPSTAIRS MEETING ROOM, SANDFORD EVENT CENTRE  
150 TASMAN STREET, OPUNAKE

COMMENCING AT 10:00AM

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## **TARANAKI FISH & GAME COUNCIL**

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MINUTES OF THE MEETING OF THE TARANAKI FISH & GAME COUNCIL, HELD AT THE OFFICES OF TARANAKI FISH & GAME, 124 RIDGWAY STREET, WHANGANUI, ON 10<sup>TH</sup> JUNE 2017, COMMENCING AT 10:00AM.

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The Chairman, Paul Blewman, tendered his apologies for this meeting. Councillors unanimously decided that Chris Donald should act as chairman for this meeting. Chris Donald assumed the chair and called the meeting to order at 10:24am. He welcomed his fellow councillors, fish and game staff and visitors to the meeting.

**1. PRESENT**

Councillors, Alan Flynn, Craig McEwen, Gerard Karalus, Romon Sargeson, Steve Hugo, Cory Potroz, Chris Donald, David Potroz, Chris Bright and John Nancarrow.

**IN ATTENDANCE**

Manager Glenn Maclean, Senior Field Officer Allen Stancliff and Secretary Jilli Steedman. Gary Hawken, Blue Cumberworth and Graeme Mackenzie.

**2. APOLOGIES**

Apologies were received from the Chairman, Paul Blewman and former chairman Terry Russell.

MOVED HUGO / C POTROZ

THAT THE APOLOGIES RECEIVED BE SUSTAINED

CARRIED

**3. CONFLICT OF INTEREST**

There were none that hadn't already been notified at previous meetings.

**4. MINUTES OF THE PREVIOUS MEETING 8<sup>th</sup> APRIL 2017**

MOVED NANCARROW / C POTROZ

THAT THE MINUTES OF THE PREVIOUS MEETING HELD ON 8<sup>TH</sup> APRIL 2017 IN WAITARA, BE CONFIRMED AS A TRUE AND CORRECT RECORD.

CARRIED.

**5. MATTERS ARISING**

The signs at the Taranaki / Wellington boundary are with a contractor who is working through the approval process in preparation to install them. Photos of the completed upgrade of the fishing platform at Lake Mangamahoe were circulated.

**6. AGENDA MANAGEMENT**

Councillors noted items that could be removed from the list, also the correct spelling of Normanby was noted.

**7. HEALTH AND SAFETY**

- New HSE Manuals, in compliance with the Act, have been completed.
- Chris Bright explained the progress of the hatchery trailer maintenance.

MOVED C POTROZ / D POTROZ

THAT THE MANAGERS HEALTH AND SAFETY REPORT, BE RECEIVED  
CARRIED

**8. DRAFT 2017/2018 ANGLERS NOTICE**

The manager spoke to his paper and noted that the changes made to the current season anglers notice are functioning well, and there have been no issues raised by licence holders.

MOVED HUGO / KARALUS

THAT TARANAKI FISH AND GAME COUNCIL APPROVE THE DRAFT 2017 SECOND SCHEDULE TO THE ANGLERS' NOTICE FOR RECOMMENDATION TO THE NEW ZEALAND FISH AND GAME COUNCIL.  
CARRIED

**9. 2017/2018 LICENCE FEE RECOMMENDATION**

MOVED HUGO / SARGESON

THAT THE TARANAKI FISH & GAME COUNCIL SUPPORT THE RECOMMENDATION FROM NEW ZEALAND COUNCIL FOR A \$2 INCREASE TO THE FEE FOR THE ADULT WHOLE SEASON SPORTS FISH LICENCE FOR THE 2017/18 SEASON AND 1\$ INCREASE TO THE 2018 ADULT WHOLE SEASON GAME LICENCE  
CARRIED

**10. LICENCE SALES REPORT**

MOVED D POTROZ / NANCARROW

THAT THE 2017 OPENING WEEKEND LICENCE SALES REPORT SHOWN ON PAGE 26 OF THE AGENDA, BE RECEIVED.  
CARRIED

**11. 2017 SUMMER SEASON REPORT**

Allen Stancliff spoke to his paper and noted that the highest number of permits to disturb are issued around December/January and reduce after the gamebird season starts.

There is still support to hold the special season over two weekends.

The Manager noted that two Permits were issued to landowners to address problem aggregations within Area B with conditions consistent with those for the special season in Area C.

MOVED D POTROZ / NANCARROW

THAT THE REPORT ON THE 2017 SPECIAL PARADISE SEASON, DATED 24<sup>TH</sup> MAY 2017, BE RECEIVED  
CARRIED

**12. 2017 BRUCE MCKENZIE AWARD**

Councillors will consider nominees and decide on the recipient at the next meeting.

**13. CHAIRMAN'S REPORT**

The acting Chairman advised councillors of his conversation with Paul Blewman, who had attended, with Allen Stancliff, a meeting on the Taranaki Maunga Negotiations. The chairman offered the support and assistance from Taranaki Fish & Game which was well received. Paul also passed on his opening weekend experience which was disappointing from a harvest point of view.

MOVED DONALD / C POTROZ

THAT THE CHAIRMAN'S VERBAL REPORT BE RECEIVED.  
CARRIED

**14. NATIONAL COUNCILLORS REPORT**

National Council appointee Alan Flynn was unable to attend the last meeting of the National Council. He was able to advise councillors on;

- The treatment of reserves held by Fish & Game Regions is being considered as part of the national financial review.
- The Minister of Conservation has deferred the Guides Licences proposal.
- National Councillors will be required to sign the conflicts of interest register for each agenda item.
- Publicity for the cessation of the 20g lead shot exemption.

MOVED FLYNN / BRIGHT

THAT NATIONAL COUNCIL APPOINTEE, ALAN FLYNN'S VERBAL REPORT BE RECEIVED  
CARRIED

**15. WORK PLAN TO 31 MAY 2017 AND BUDGET PROGRESS REPORT TO 30 APRIL 2017**

The distribution of our Game Bird newsletter to all rural delivery holders within our region has increased the external cost of the Magazine/Newsletters/Ezine, but from all accounts has been well received.

Councillors discussed the recent loss of fish at the Hatchery. Of the remaining 930 trout, 300 will be grown to 2 years old for the Stratford kids' fishing day. There is a national

review of stocking policy for hatcheries to which the manager has provided draft terms of reference.

Office accommodation in New Plymouth was discussed.

MOVED BRIGHT / FLYNN

THAT THE BUDGET REPORT TO 30 APRIL 2017 AND THE PROJECT PROGRESS REPORT TO 31 MAY 2017, BE RECEIVED  
CARRIED

Break for lunch 12:30pm

Reconvened 1:30pm

**16. FINANCIAL REPORT**

MOVED D POTROZ / SARGESON

THAT PAYMENTS OF \$84,094.33 AND INCOME OF \$37,051.32 FOR MARCH AND APRIL 2017 AS SHOWN ON PAGE 56 OF THE AGENDA, BE APPROVED.  
CARRIED.

**17. CORRESPONDENCE**

MOVED D POTROZ / C POTROZ

THAT INWARDS AND OUTWARDS CORRESPONDENCE SCHEDULES TO 27 MARCH 2017, AS SHOWN ON PAGES 60 & 61 OF THE AGENDA, BE RECEIVED.  
CARRIED

**18. GENERAL BUSINESS**

The manager advised councillors of the successful candidates for the Game Bird Habitat Trust.

Councillor Cory Potroz wondered if consideration could be given to increasing the bag limit for pukekos.

The AGM for Inglewood Rod, Gun and Recreation Club is to be held on 18 August 2017. The Manager and Senior Field Officer are invited to attend.

**19. NEXT MEETING**

The next meeting will be held on 5<sup>th</sup> August 2017, in Opunake.

**20. CLOSURE**

There being no further business the Chairman closed the meeting at 1:45pm.

**APPROVED AS A TRUE AND CORRECT RECORD**

**CHAIRMAN** \_\_\_\_\_

**DATE** \_\_\_\_\_

## TARANAKI FISH & GAME COUNCIL

The Chairman  
Taranaki Fish & Game Council

### AGENDA MANAGEMENT

Council should do the following things;

- Review progress with items on the Action List, these items derived from past Council meetings
- Review the Annual Program for Meeting Agendas, and decide if any items should be added/ moved or deleted from this
- Review the Current Agenda and decide on the order of items, the timing requirements for items, any items to be deferred, or any new business to be tabled.

No resolutions should be necessary here, unless to resolve debate on a future course of action. The Minutes will record all issues that Council agrees, and these will be reflected in future Action Lists, Annual Programs, and Agendas as may be appropriate.

Glenn Maclean  
Regional Manager  
11 July 2017

TARANAKI FISH & GAME COUNCIL

ACTION LIST ARISING FROM COUNCIL DECISIONS

Subject	Responsible	Target Date	Item Update – Actions Required
Reinstatement of sign at Lake Mangamahoe/ erection of fishing platforms	Manager	June 2017	Allen organizing onsite meeting with Council planner to explore whether there are any options for a platform at the turnaround.
Taranaki / Wellington boundary sign on state highway 4	Manager	October 2016	Signs erected – completed.
Fishing access – Normanby Loop	Field Officer	May 2017	Ongoing. Monitoring plan includes using expert angler diaries which may help facilitate access



**TARANAKI FISH & GAME COUNCIL**  
**ANNUAL MEETING AGENDA PROGRAM**

<b>Meeting</b>	<b>Board</b>	<b>Operational</b>	<b>Statutory</b>	<b>Strategic/Policy</b>
11 February 2017 Raetihi	All Board Items	All Operational Items, to be received	Confirm Game Season Regulations.	Review 5 Year Strategic Plan
8 April 2017 Waitara	All Board Items	All Operational Items, to be received	Consider Draft 2017/2018 Annual Operational Work Plan & Budget.	
10 June 2017 Whanganui	All Board Items.	All Operational Items, to be Received	<ul style="list-style-type: none"> <li>• Fish Season Regs.</li> <li>• Licence fee recommendation</li> </ul>	<ul style="list-style-type: none"> <li>• Nominations for Bruce McKenzie Memorial Award</li> </ul>
5 August 2016 Opunake	All Board Items.	All Operational Items, to be Received	<ul style="list-style-type: none"> <li>• Adopt 2017 / 2018 Annual Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Receive nominations for Bruce McKenzie Memorial Award</li> <li>• 2016 Game Season Report</li> </ul>
14 October 2017 Stratford	All Board Items.	All Operational Items, to be Received	<ul style="list-style-type: none"> <li>• End of Year Project Reports</li> </ul>	<ul style="list-style-type: none"> <li>• 2018 meeting dates</li> </ul>
2 December 2017 Whanganui Ordinary meeting and AGM	All Board Items.	All Operational Items, to be Received	<ul style="list-style-type: none"> <li>• 2018 Game Gazette Notice</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

2016/17 – 2020/21 Strategic Plan  
Presented & Adopted 11<sup>th</sup> February 2017

Work Area	Key Result	2016/17	2017/18	2018/19	2019/20	2020/21
Advocacy	Signage	Lake Mangamahoe information signs	Replace/ erect new signs on rivers and lakes around the region consistent with the priorities identified			
		Identify sign locations and priorities and prescribe replacement schedule				
New or updated angling and hunting pamphlets		Coastal lakes with emphasis on how to catch perch		Whanganui River		
		Update Waimarino pamphlet including Manganuioteao and Mangawhero rivers				
		Update Waingongoro pamphlet				
		Update Taranaki Ringplain pamphlet				
Effective use of the Media		Introduction to pheasant hunting in Taranaki Region		Introduction to duck hunting opportunities in the Taranaki Region		
		Develop new pages when new platform available and then regularly update		Review media strategy		
		Develop facebook page				

	Children's fishing days	Trial to rear fish for Stratford fishing day			
	Increase participation	Develop displays that promote local fishing and hunting	Develop mentoring schemes for hunters and anglers	Explore options for discounted licences for beginning hunters	
	Support for F&G				
Compliance	Compliance strategy				Review Strategy
	Honorary Rangers	Implement outcomes of compliance strategy review			
Resource Management Act	Taranaki Freshwater Plan	Actively engage in process as opportunities arise			
	Our long-term approach		Review strategic approach (to include priorities and time commitments)		
Administration	Simplify operational outputs and coding	Implement any outcomes of National Council financial review			
	New Plymouth office	Consider implications and options when tenant retires		Implement preferred option	
	Whanganui office	Consider options when lease up (1 Nov 2017)			
	Administrative support	Review computing requirements including file storage/ sharing			

Sports fish monitoring and management	Obtain baseline information for key streams	Manganuioteao River			
Investigate value of stocking specific streams and lakes	Waingongoro, Kapuni Kaupokonui Stream and tributaries	Waiwhakaiti system			
Investigate opportunities to restore fisheries	Stony River	Timaru Stream			
Improve angler access	Investigate provision of increased angling access around Lake Mangamahoe				
Use of angler surveys and diaries	Review opportunities to monitor specific rivers in light of NAS results and to include satisfaction				
Review Management Plan				Review and complete new Management Plan (expired 8 August 2021)	
Long-term operation	Review requirements and options. Will be influenced by needs studies above, children's fishing day review and also by future NP office requirements	Implement decisions			
Hatchery	Exotic disease response plan				

<b>Gamebird monitoring and investigations</b>	<b>Mallard Duck monitoring</b>	Investigate movement of ducks between high and low country and implications for any monitoring programme	Implement long-term monitoring plan	
		Implement trial monitoring protocol and refine as required		Review option of a summer season
<b>Pukeko monitoring</b>	<b>Habitat enhancement</b>	Review options to promote and encourage predator control	Promote practical outcomes out of the Mallard Research Project	Establish environmental award
		Explore option for wider Nukumarū wildlife area		
<b>New opportunities</b>		Predator trapping trial/s to enhance game populations		
		Resolve permits to rear, release and banding Review criteria/ policy to rear and release upland game	Locate and publicise quality gamebird recipes especially for paradise duck	
<b>Hunter aspirations</b>		Options to enhance access to lakes Wiritōa, Kohatā and Kaitōke	Investigate feasibility of Red Legged Partridge	
			Survey of aspirations of upland game bird hunters	Survey of aspirations of waterfowl hunters

Review: February 2018 Council Meeting



## TARANAKI FISH AND GAME COUNCIL

The Chairman  
Taranaki Fish and Game Council

### HEALTH AND SAFETY – August 2017

#### Background

As part of its commitment to Health and Safety and providing a safe workplace the Council requires a report at each meeting detailing the implementation and adherence to the Health and Safety policy and manual including;

1. any new issues or hazards that have arisen and how these have been addressed
2. progress with any ongoing issues
3. outcomes of audits and reviews required in the Health and Safety manual
4. any near misses or injuries and including investigation outcomes and recommendations

#### Update

<b>1. New issues or hazards</b>	
<p>New Health and Safety at Work Act (HSAW) came into effect on 4 April 2016.</p> <p>Sharp edge of shelf opposite photocopier at Whanganui Office</p> <p>Slippery NP Office back stairs</p>	<p>Completed F&amp;G self-audit (attached) assessing implementation to date. Only significant issue is a need to be more rigorous regarding leaving intentions note and also completing tailgate assessment. Identified a couple of more minor administrative aspects to also be addressed.</p> <p>Jilli to follow up with landlord again to move onto adjacent wall where it is out of the way</p> <p>Allen sprayed steps with mould remover which has resolved the issue</p>

<b>3. Ongoing issues</b>	
<p>Safe storage</p>	<p>Allen continues to chip away at decluttering NP office. SFO has renewed his firearms licence, however need a new chain to meet storage requirements</p>

<p>CERT safety training required for 3 Taranaki F&amp;G honorary rangers</p> <p>Confusion regarding landowner responsibilities regarding people recreating on their property.</p> <p>Safe use of quads.</p> <p>Hatchery trailer upgrade</p> <p>First Aid refresher</p>	<p>Refresher training day tentatively planned for Rotorua in Feb/ Mar 2018</p> <p>Ongoing. Asked National Office to clarify with WorkSafe landowners obligations with respect to recreational visitors riding quads and also if they provide these – no answer to date</p> <p>Need to finalise storage in New Plymouth</p> <p>Completed</p> <p>SFO and Manager have outdoor first aid training course in Rotorua in August</p>
<p><b>4. Audits , reviews and meetings</b></p>	
<p>HSE included as agenda item for staff meeting</p> <p>Annual review of Health and Safety Manual</p> <p>F&amp;G self-audit</p>	<p>Staff meeting held 27 July 2017</p> <p>Due September 2017</p> <p>Completed July 2017</p>
<p><b>5. Near misses and injuries</b></p>	
<p>Field officer has damaged tendon in ankle which is exacerbated by walking on uneven ground</p>	<p>Swelling continues, has a specialist appointment in September</p>

Glenn Maclean

Manager

June 2017





# Health & Safety Audit Checklist

Dear Regional Manager/Chief Executive

At the April 2017 meeting of managers it was agreed to provide an around-the-region survey to determine (by way of a desk-top audit) what Councils' are doing on Health & Safety. You are therefore asked to please complete the following checklist and determine by self-audit your preparedness.

Copy this tick ✓ and paste it in the relevant row where you are compliant (i.e. as shown below for question 1. in the second column "Compliant").

Repeat per question to determine how many ticks you can honestly make. A tally at the end will help decide your current rating:

- Poor (less than 50%)
- Good (less than 60%)
- Very good (less than 80%)
- Excellent (more than 80%).

There is no magic "achievement rating", rather this exercise is to help identify areas for improving health & safety provision and to create a greater awareness of what Fish & Game Councils are doing.

## Policy

### Checklist

question number	recorded compliant	provision
1.	✓	The H&S Policy is kept current with workplace changes and legislation
2.	✓	The H&S Policy is clearly stated and easily understood
3.	✓	The H&S Policy is communicated to all employees
4.	✓	The H&S Policy is signed by the Regional Manager/Chief Executive
5.	✓	The H&S Policy is adhered to in all work activities
6.	✓	The H&S Policy is well displayed around the site
7.	✓	The H&S Policy is clear about the worksite/s to which it applies
8.	✓	The H&S Policy is reviewed at least every year

Score

7	8.
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## Planning & Improvements

### Checklist

question number	recorded compliant	provision
9.	✓	There is emphasis on the use and continuous improvement of systems.
10.	✓	An annual improvement plan was put in place. Hours and dollars are allocated vis the OWP.
11.	✓	Progress has been made towards the goals on the plan.

### Score

3	3.
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## Document management

### Checklist

question number	recorded compliant	provision
12.		All documents are marked with version, date and the appropriate organisation, function, activity, or contact person.
13.	✓	All documents are regularly reviewed, updated as necessary and approved by authorised personnel before issue.
14.	✓	Current documents are available at all locations where needed.
15.	✓	Outdated documents are promptly removed from all points of issue.
16.	✓	There is a "Document Master List" which provides a record of all processes and registers.

### Score

4	5.
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## Participation & Responsibilities

### Checklist

question number	recorded compliant	provision
17.	✓	All tasks have been allocated and documented to a responsible and competent person. A back-up person has been allocated in each case.
18.	✓	Induction and/or training on each task has been delivered.
19.	✓	Regular scheduled H&S meetings are being held and minutes are distributed to all staff.
20.	✓	All people are involved in hazard identification.

### Score

4	4.
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## Hazards

### Checklist

question number	recorded compliant	provision
21.		Responsibility has been allocated for hazard management briefing of everyone who comes on to the site.
22.	✓	There is a continual process of hazard identification and review.
23.	✓	Identified hazards are controlled and monitored.
24.	✓	The hazard register is kept up to date.

### Score

3	4.
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## Workplace inspections & emergency planning

### Checklist

question number	recorded compliant	provision
25.		The site is formally inspected regularly.
26.	✓	Staff are encouraged to conduct informal checks before and during work.
27.	✓	Inspection documentation is kept up to date.
28.	✓	Procedures have been agreed upon and documented, with signage prominently displayed.
29.	✓	All first-aid, fire extinguishers and earthquake kits checked and maintained.
30.	✓	All emergency documentation, including records of first aiders is kept up to date.
31.		Emergency drills are conducted regularly.

### Score

5	7.
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## Maintenance

### Checklist

question number	recorded compliant	provision
32.		An equipment register has been established, as well as maintenance records for each piece of equipment.
33.	✓	Maintenance has been completed and certified on all equipment, including boats.
34.	✓	Repairs are completed promptly by a competent person, and certified where appropriate or needed.
35.		All maintenance documentation, including service manuals, is kept up to date.

Score

2	4
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## Incident reporting

### Checklist

question number	recorded compliant	provision
36.	✓	An incident register has been established, and includes all incidents including near misses.
37.	✓	Any incidents are reported promptly.
38.	✓	Investigations are conducted to determine the cause of any incidents.
39.	✓	Processes are put in place to prevent the same incidents from reoccurring.

Score

4	4.
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## Contractor/Visitor Management

### Checklist

question number	recorded compliant	provision
40.	✓	Sign in and out procedures are in operation.
41.	✓	Induction has been developed for all visitors and contractors, including emergency procedures and site rules.
42.		The induction process is reviewed regularly and documented.

Score

2	3.
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## Training & supervision

### Checklist

question number	recorded compliant	provision
43.	✓	Employee records include training schedules and certification.
44.	✓	Training and re-training of staff and volunteers is conducted promptly giving everyone the knowledge and skills to do the job safely.
45.	✓	Necessary qualifications are maintained, including CERT ranger training and boat operator certificates.
46.	✓	Processes are put in place to prevent the same incidents from reoccurring.

Score

4	4.
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## Hazardous substances

### Checklist

question number	recorded compliant	provision
47.	✓	All hazardous substances and dangerous goods stored on the site are identified.
48.	✓	Approved handlers are trained and identified where necessary.
49.	✓	Safety data sheets (SDSs) exist for all HSNO substances.
50.	✓	HSNO substances are included in the hazard register.

### Score

4	4.
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## Workplace health & safety culture

### Checklist

question number	recorded compliant	provision
51.	✓	Everyone knows what their health and safety responsibilities and duties are.
52.	✓	Everyone actively reports incidents, hazards and near misses.
53.	✓	The organisation learns from incidents and near misses and makes sure they don't happen again.
54.	✓	Health and safety is adequately resourced with sufficient people, equipment and time.

### Score

4	4.
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## Overall Score

Add the total number of ticks per checklist above and then determine your rating.

### Score

7	8.	Policy
3	3.	Planning & Improvements
4	5.	Document management
4	4.	Participation & responsibilities
3	4.	Hazards
5	7.	Workplace inspections & emergency planning
2	4.	Maintenance
4	4.	Incident reporting
2	3.	Contractor/visitor management
4	4.	Training & supervision
4	4.	Hazardous substances
4	4.	Workplace health & safety culture
<b>46</b>	<b>54</b>	<b>Total</b>

### Rating

	Poor (less than 27)
	Good (less than 32)
	Very good (less than 43)
	Excellent (more than 43)

### Completed by

Name:	Glenn Maclean
Position:	Regional Manager
Fish and Game Council	Taranaki
Date:	11 July 2017

Once completed please return this page to:

Robert Sowman, Policy & Planning Manager, New Zealand Fish and Game Council  
[rsowman@fishandgame.org.nz](mailto:rsowman@fishandgame.org.nz)

## **TARANAKI FISH AND GAME COUNCIL**

The Chairman  
Taranaki Fish and Game Council

### **2017/2018 Annual Operational Work Plan and Budget**

The 2017/18 Annual Operational Work Plan and Budget is included for adoption by Council.

The Minister of Conservation approved the licence fee recommendation on 6<sup>th</sup> July 2017.

The financial pages have been updated to reflect the new licence fees.

Recommendation That the 2017 / 2018 Annual Operational Work Plan and Budget be adopted.

**TARANAKI FISH AND GAME COUNCIL**

**ANNUAL OPERATIONAL PLAN**

**FOR THE YEAR**

**1 SEPTEMBER 2017 TO 31 AUGUST 2018**

Presented 8<sup>th</sup> April 2017

Adopted



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## **1 INTRODUCTION**

Section 26 Q(1)(e)(ii) of the Conservation Act 1987 requires an Annual Operational Plan be prepared by each Fish and Game Council. This Plan is the Council's contract with its stakeholders and defines the results to be achieved and costs to be incurred for the financial year.

## **2 PURPOSE OF TARANAKI FISH & GAME COUNCIL**

The Council is a public entity, created by statute (The Conservation Act 1987) to manage, maintain and enhance the sports fish and game bird resources of its region, in the recreational interests of anglers and hunters.

## **3 OPERATION OF TARANAKI FISH & GAME COUNCIL**

The Council currently consists of 11 Councillors who were elected in November 2015. Councillors are elected three-yearly by fish and game licence holders in the Council's region and the next elections will be held in November 2018. The Council meets at least six times per year to direct the Council's management and to make its policy decisions.

The Council's Regional Office is based in Whanganui, with an office also in New Plymouth. The Council has three members of staff, a Regional Manager and Secretary at the Regional Office and a Senior Field Officer at the New Plymouth office.

## 4 DIRECTORY

### Councillors

Name	Locality	Home Phone
Paul Blewman (Chairman)	Hamilton	07 854 3342
Chris Bright	Raetihi	06 385 4754
Alan Flynn (NZ Councillor)	New Plymouth	06 758 9635
Chris Donald	Waitara	06 752 0127
David Potroz	Waitara	06 754 4384
Gerard Karalus	Hawera	06 278 7900
Craig McEwen	Egmont Village	06 752 2582
Romon Sargeson	Waiouru	06 387 6540
John Nancarrow	Inglewood	06 756 7929
Cory Potroz	Inglewood	027 930 9882
Steve Hugo	Whanganui	06 344 3789

### Staff

Name		Home Phone
Glenn Maclean	Manager	07 895 5826
Allen Stancliff	Senior Field Officer	06 758 7461
Jilli Steedman	Secretary	06 343 1977

### WANGANUI OFFICE

124 Ridgway Street  
Whanganui 4500

P O Box 4152  
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### NEW PLYMOUTH OFFICE

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**AUDIT** Cotton Kelly, Palmerston North  
**INSURANCE** Wanganui Insurance Brokers, Whanganui

**5 STATEMENT OF SERVICE PERFORMANCE  
FOR THE YEAR TO 31 AUGUST 2018**

**5.1 SPECIES MANAGEMENT**

The Council's role is to manage its region's populations of sports fish and game bird species by assessing populations and harvest levels, augmenting or dispersing local populations as required and formulating season conditions that will best provide for the long term requirements of anglers and hunters.

<b>Project</b>	<b>Objective</b>	<b>Planned Result</b>
Fish Population Assessment	To keep Council informed of the state of the region's sports fish populations.  (Mgt Plan ref para 1.2.7, 2.1.8, 2.2.3)	<ol style="list-style-type: none"> <li>1. Report to Council detailing the status of the sports fish population and implications for management by 31 August 2018.</li> <li>2. Baseline trout population information obtained and reported for the Manganuioteao River (year 2 of 2).</li> <li>3. Opportunities to enhance the Timaru Stream fishery investigated and reported to Council.</li> </ol>
Game Bird Population Assessment	A robust system of game bird population assessment is operative, to enable sustainable population management.  (Mgt Plan ref para 1.2.7, 2.2.3)	<ol style="list-style-type: none"> <li>1. Presentation to the Council detailing population status and implications for management of the region's black swan and paradise shelduck populations. The report to be presented to Council at its first planned meeting in 2018.</li> <li>2. Study continued into the movement of mallards between the Taranaki high country and coastal regions and the implications for long-term monitoring programme.</li> <li>3. Mallard monitoring protocol based around banding in the Waimarino Region and aerial counts on the Taranaki ring plain implemented and the 2nd year's results reported to Council.</li> <li>4. Pukeko counts conducted in April and shoveler duck counts in August. Analysis presented to Council by 31<sup>st</sup> of December 2017 as part of the Draft Game Gazette notice.</li> </ol>

<b>Project</b>	<b>Objective</b>	<b>Planned Result</b>
National Hunter Survey	An effective system of harvest assessment for game birds is operative.  (Mgt Plan ref para 1.2.7)	<ol style="list-style-type: none"> <li>1. Full participation in Fish &amp; Game New Zealand's national hunter harvest survey during the 2018 game season, and including recording of banded birds shot.</li> <li>2. Hunter survey results for 2017 game season included in analysis presented to Council by 31<sup>st</sup> December 2017 as part of draft Game Gazette Notice.</li> </ol>
Special Game Bird Seasons	The maximisation of recreational opportunities for paradise shelduck hunters, and the dispersal and harvest of post moult congregations of paradise shelduck.  (Mgt Plan ref para 3.2.13, 3.2.14)	<ol style="list-style-type: none"> <li>1. The co-ordination of a 2-weekend special game bird hunting season for paradise shelduck in Area C.</li> <li>2. Presentation to Council by 31 August 2018 of the results of the 2018 Special Game Bird Season.</li> <li>3. When appropriate promote the use of recreational hunters to landowners with paradise duck problems.</li> </ol>
Hatchery	The maintenance of trout fisheries in the region's lakes and rivers by the operation of a cost effective hatchery program.  (Mgt Plan ref 2.1.10)	<ol style="list-style-type: none"> <li>1. To rear up to 3,000 healthy trout (fingerling, yearling and two year old) consistent with identified needs at the Hawera hatchery.</li> <li>2. Trial rearing 300 2-year old trout for Stratford Fishing Day.</li> <li>2. Complete review of hatchery requirements and options to meet these and report to Council.</li> </ol>
Trout Liberations	The maintenance of trout fisheries in the region's lakes and rivers by the operation of a cost effective liberation program.  (Mgt Plan ref para 2.2.3)	<ol style="list-style-type: none"> <li>1. Release of up to 3,000 healthy trout into lakes and rivers where the species already exists and release is appropriate, these releases reported to Council by 31 August 2018.</li> <li>2. Release of up to 900 healthy two year old rainbow trout into approved waters to provide immediate angling opportunity.</li> <li>3. Complete 3 year study into the value of stocking specific streams and report to Council with recommendations.</li> </ol>

Project	Objective	Planned Result
Keep and Release Approvals	<p>To meet statutory requirements for the keeping and release of fish and game species.</p> <p>(Stat. Ref Secs 53, 56 Wildlife Act, Sec 26 ZM Conservation Act)</p>	<ol style="list-style-type: none"> <li>1. Provision of advice as required on proposals to keep, rear or release game birds and to keep or release sports fish. Recommendations made to DoC on the issue of such permits.</li> <li>2. Liaison with F&amp;G National Office regarding streamlining the process for application and approval to rear and release gamebirds.</li> </ol>
Season Regulations	<p>Maintenance and improvement of regional sports fish and game bird resources through recommendations to the Minister of Conservation on conditions for fishing and game bird hunting seasons.</p> <p>(Mgt Plan ref para 2.2.3, 3.2.13)</p>	<ol style="list-style-type: none"> <li>1. Draft recommendations and supporting information regarding the 2018 gamebird hunting conditions and 2019 Special Season conditions provided to Council for the December 2017 meeting.</li> <li>2. Council's recommendations for 2018 game bird hunting season conditions are accurately incorporated into the 2018 Game Gazette Notice and supporting information.</li> <li>3. Recommendations and supporting information regarding the 2018/19 sports fishing conditions provided to Council for the June 2018 meeting.</li> <li>4. Council's recommendations for 2018/19 sports fishing conditions are accurately incorporated into the 2018 Anglers' Notice and supporting information.</li> </ol>
Game Bird Dispersal	<p>The dispersal or control of congregations of game birds, where they cause unacceptable damage to farmers' pasture or crops.</p> <p>(Mgt Plan ref para 1.1.1, 2.1.3, 2.2.3)</p>	<ol style="list-style-type: none"> <li>1. Proactively assist with the dispersal of unwanted congregations of game birds that are notified to the Council throughout the year.</li> </ol>

## 5.2 HABITAT MANAGEMENT

The Council's role is to protect and improve the habitat of sports fish and game bird species where methods are cost effectively available to do this.

<b>Project</b>	<b>Objective</b>	<b>Planned Result</b>
Resource Management Act Planning and Consents	The protection and enhancement of habitat by advocacy in Resource Management Act processes, and in other processes having a bearing on habitat values or hunting and angling opportunities.  (Mgt Plan ref para 2.2.9)	<ol style="list-style-type: none"> <li>1. Make effective submissions on resource consent applications and statutory plan proposals to best achieve sports fish and game bird habitat protection and enhancement and / or to maintain or enhance hunting or angling access and opportunity.</li> <li>2. Engage in and actively advocate for protection and/ or enhancement of sports fish and gamebird habitat in the Taranaki Freshwater Plan Review process.</li> <li>3. Complete strategic review of how Council best engages in RMA processes to achieve habitat and wider outcomes with available resources.</li> </ol>
Sports Fish Habitat Enhancement	The protection and enhancement of trout habitat including the promotion and support for improved riparian management and protection  (Mgt Plan ref para 2.2.9)	<ol style="list-style-type: none"> <li>1. Provision of advice and promotion of effective management of riparian land margins throughout the region.</li> <li>2. Take opportunities to advocate for maintenance of flows to protect fishery values in recognized trout streams.</li> <li>3. Undertake and assist with efforts to keep didymo and other aquatic threats out of the Taranaki Fish &amp; Game Region.</li> </ol>
Game Bird Habitat Enhancement	The enhancement of game bird habitat.  (Mgt Plan ref para 2.2.9)	<ol style="list-style-type: none"> <li>1. Provision of advice to licence holders and landholders regarding the enhancement of game bird habitat and predator control.</li> <li>2. Provision of information and advice to applicants for GBHTB grants. Act where necessary as referees for projects and monitor the implementation of successful applications to ensure works are carried out to the agreed standard.</li> <li>3. Promote the need for and provide advice and examples regarding predator control programmes and any other outcomes from the Mallard Research project.</li> <li>4. Explore options for a wider Nukumaru conservation area involving the respective landowners and agencies.</li> </ol>

<b>Project</b>	<b>Objective</b>	<b>Planned Result</b>
Taranaki Hunting & Habitat Scheme	The provision of hunting opportunities by developing and enhancing regional game bird habitat.  (Mgt Plan ref para 2.2.9)	<ol style="list-style-type: none"> <li>1. Actively promote the Hunting &amp; Habitat Scheme to regional licence holders and landowners including through site visits, regional newspapers, newsletters and other media.</li> <li>2. Provide support for applications to H&amp;HS including advice on design and construction and on-site assistance to create high quality wetlands and hunting opportunities.</li> <li>3. Identify and actively pursue suitable opportunities for development of council owned wetlands.</li> </ol>

### **5.3 PARTICIPATION AND SATISFACTION OF ANGLERS AND HUNTERS**

The Council's role is to assess the requirements of anglers and hunters, to provide them with information on their sport and its administration, and to manage access to publicly available hunting land or fisheries where appropriate.

<b>Project</b>	<b>Objective</b>	<b>Planned Result</b>
Angler Access / opportunities	The promotion and improvement of angler access and use of regional sports fisheries.  (Mgt Plan ref para 2.2.13, 2.2.16)	<ol style="list-style-type: none"> <li>1. Resolution of how best to provide access information to licence holders.</li> <li>2. Production of updated Waimarino access pamphlet.</li> <li>3. Production of an updated Taranaki Ringplain brochure to reflect the new regulations (year 1 of 2).</li> <li>4. Implement any identified opportunities for increased angling access around Lake Mangamahoe and design and erect angling information signs that are consistent with the signs policy.</li> <li>5. Replace/ erect new signs consistent with priorities and needs identified in 2017.</li> <li>6. Liaison with the Walking Access Commission to identify potential improvements in public access.</li> </ol>



<b>Project</b>	<b>Objective</b>	<b>Planned Result</b>
Hunter Access / Opportunities	Significant and measurable improvements in the delivery by the Council of opportunities for game bird hunters.  (Mgt Plan ref para 2.2.13, 2.2.16)	<ol style="list-style-type: none"> <li>1. Negotiate, allocate and issue access permits to publicly available hunting areas for the 2018 game bird hunting season.</li> <li>2. Actively seek and develop opportunities for gamebird hunter access.</li> <li>3. Refine mentoring programme for new or young shooters utilising Hawkens Wetland and any other identified opportunities.</li> <li>4. Review criteria/ policy to rear and release upland game and provide recommendations to Council.</li> </ol>
Licence Holder Satisfaction Survey	To keep Council informed of the level of licence holder satisfaction by the monitoring of hunter and angler activities and opinions.  (Mgt Plan ref para 1.2.7)	<ol style="list-style-type: none"> <li>1. Implement a survey of angler success and satisfaction for key fisheries in the region as identified in 2014/15 National Angling Survey or by other needs.</li> <li>2. Survey and report to Council on the aspirations of Upland Gamebird hunters.</li> </ol>
Fish & Game Magazine	The informing and education of anglers and hunters by the provision of information.  (Mgt Plan ref para 1.2.7, 2.2.16)	<ol style="list-style-type: none"> <li>1. Provide a regional supplement in each of the two special editions of Fish &amp; Game Magazine to be published during the reporting year.</li> </ol>
Regional Newsletter	The informing and education of regional anglers and hunters by the provision of information.  (Mgt Plan ref para 1.2.7, 2.2.16)	<ol style="list-style-type: none"> <li>1. Publication of Hunting and Fishing Newsletters for regional licence holders and hunting landowners.</li> </ol>

<b>Project</b>	<b>Objective</b>	<b>Planned Result</b>
Regional Fish & Game Web Site	The informing and education of anglers and hunters by the provision of information.  (Mgt Plan ref para 1.2.7, 2.2.16)	1. Publication of information, material and articles of interest to hunters and anglers on the regional pages of the Fish & Game web site. Update of existing pages when new platform is available and thereafter information is regularly updated and easy to find and read.  2. Develop local facebook page or in association with National Office.  3. The production of at least 6 Reel life articles and 2 Both Barrels articles.
Club Visits	Represent Council interests at local fishing and hunting clubs.  (Mgt Plan ref para 1.2.7, 2.2.19)	1. Council representation at recreational hunting and fishing club meetings across the region.

#### **5.4 PUBLIC INTERFACE**

The Council's role is to promote public understanding and acceptance of angling and game bird hunting issues and values.

<b>Project</b>	<b>Objective</b>	<b>Planned Result</b>
Liaison	In relation to planning, to liaise with local Conservation Boards.  (Mgt Plan ref para 3.2.8, 3.3.8, 3.3.14)	1. Liaison with Department of Conservation and Conservation Boards and where appropriate attend Conservation Board meetings within the Taranaki Fish & Game Region.  2. Where possible proactively engage and work co-operatively with Regional and District councils, other organisations and groups and the rural community.
Iwi Liaison	To develop effective working relationships with iwi over matters of mutual interest and give effect to the principles of the Treaty of Waitangi.  (Stat. Ref. Sec 4, Conservation Act. Mgt Plan ref para 3.5.1, 3.5.6)	1. Proactively engage and work with iwi within the region on matters of mutual interest, concern and benefit.

Project	Objective	Planned Result
Advocacy	Advocate in the interests of the Fish & Game resource and its users.  (Mgt Plan ref 4.12.1)	<ol style="list-style-type: none"> <li>1. Promote the protection of fresh water, wetland and upland game habitats and the wider benefits of this.</li> <li>2. Represent the interests of anglers and hunters, and promote the validity of fishing and gamebird hunting.</li> </ol>
Information to licence holders including hunting and angling promotions	Promote recreational angling and encourage participation by young anglers.	<ol style="list-style-type: none"> <li>1. Support trout fishing events, using liberations of 2 year old rainbow trout, to encourage participation and family involvement.</li> <li>2. Production of Regional Stillwater Sports Fisheries pamphlet with an emphasis on perch (year 2 of 2).</li> <li>3. Develop displays that promote local fishing and hunting opportunities in association with National Office.</li> </ol>
	The informing and education of anglers and hunters by the provision of information  (Stat Ref 26Q(1)c(ii), Conservation Act Mgt Plan ref para 1.2.7, 2.2.10, 2.2.16)	<ol style="list-style-type: none"> <li>1. Production of pamphlet "Introduction to Pheasant Hunting in the Taranaki Region".</li> <li>2. Provide timely and useful information to licence holders when requested. Proactively utilise opportunities such as newspapers, website and public events to make information available.</li> <li>3. Opportunities for publicity on angling and hunting are taken and copies of coverage reported to Council.</li> </ol>

## 5.5 COMPLIANCE

The Council's role is to seek to ensure that all anglers and game bird hunters are licenced and that they are operating in compliance with the law and the season regulations.

Project	Objective	Planned Result
Ranger Management	<p>The protection and enhancement of the region's trout and game bird resources by the operation of an enforcement program consistent with the compliance policy and strategy and including utilising properly trained honorary rangers.</p> <p>(Mgt Plan ref 2.2.23)</p>	<ol style="list-style-type: none"> <li>1. The recruitment, training and skill maintenance of Council's Honorary Fish &amp; Game Ranger team is consistent with the Compliance Policy and Strategy.</li> <li>2. Provision of safety and compliance training and maintenance of compliance skills is provided on at least two occasions during the year.</li> <li>3. Comprehensive report detailing compliance activities including ranger management and results over the year presented to Council by 31 August 2018.</li> </ol>
Compliance	<p>Hunters and anglers comply with all legal requirements and current season regulations.</p> <p>(Mgt Plan ref para 2.2.23)</p>	<ol style="list-style-type: none"> <li>1. Compliance checks and any prosecutions are completed consistent with the Compliance Policy and Strategy and also the Reparation Policy.</li> </ol>

## 5.6 LICENCING

The role of the Council is to issue hunting and fishing licences as the main source of income to fund the performance of its functions.

Project	Objective	Planned Result
Licensing	To issue hunting and fishing licences in such a way that they are readily available and easily purchased.  (Stat. Ref Sec 26Q(1)(f), Conservation Act. Mgt Plan ref para 2.2.25)	<ol style="list-style-type: none"> <li>Hunters and anglers are aware of and can quickly and easily buy their licences on-line.</li> <li>Progress reporting on licence sales provided to the Council throughout the year.</li> </ol>
Licence Agent Servicing	To maintain a cost effective and efficient licence agent network.  (No Stat. or Mgt Plan ref)	<ol style="list-style-type: none"> <li>Successfully manage the transition to on-line sales through provision of ready support and assistance to agents.</li> <li>An effective solution is in place that allows hunters to easily buy licences where on-line facilities are not available.</li> <li>Agents are fully aware of and familiar with the licence categories and able to appropriately advise the buyer.</li> </ol>

## 5.7 COUNCIL

The role of the Council is to represent the interests of all Taranaki regional licence holders effectively in directing the management of the region's sports fish and game bird resources.

Project	Objective	Planned Result
Council	The effective direction of the management of the Council's business.  (Stat. Ref Sec 26 ZD, Conservation Act.)	<ol style="list-style-type: none"> <li>Not less than six meetings of the Council that comply with all legal requirements to be held before 31 August 2018.</li> <li>Council elections are conducted in an effective, appropriate and timely manner and the new Council provided with familiarisation and governance training as required.</li> </ol>

## 5.8 PLANNING AND REPORTING

The role of the Council is to prepare such plans as will assist the cost effective performance of its functions, and to prepare and make available such reports as will provide transparent accountability for its activities and expenditure.

<b>Project</b>	<b>Objective</b>	<b>Planned Result</b>
Management Planning	Policies reflect national policies and good governance.  (Stat. Ref Secs 26Q (1)(e)(v), 26ZD(8), Conservation Act.)	1. Regional policies are developed and adopted when required.  2. The 5 year strategic plan is reviewed and agreed by Council by March 2018.
Staff Management	Provide a co-ordinated, co-operative and supportive relationship between Council, Staff and licence holders.  (No Stat. or Mgt Plan ref)	1. Effective management of staff and administration of Council consistent with best practice.
Administrative Support	Financial and administrative processes and reporting assist staff and Council and are robust, transparent and effective	1. Implement review outcomes re computing requirements including file storage and sharing.  2. Implement any outcomes of National Council financial review.
Annual Planning	To formulate and adopt an Annual Operational Work Plan.  (Stat. Ref Sec 26Q(3), Conservation Act.)	1. Adoption of a proposed Annual Budget and Operational Work Plan for 2018/2019 by the Council by 31 Aug 2018.

Project	Objective	Planned Result
Annual Reporting	<p>To furnish the Minister of Conservation with an annual report on the operations of the Council for the year.</p> <p>(Stat. Ref Sec 26X, Conservation Act.)</p>	<p>1. The adoption and presentation by the Council at a public annual general meeting of its audited annual report for 2016/2017 not later than 31 December 2017, and its dispatch to the Minister directly thereafter.</p>
Regional and National Liaison	<p>Effective management and planning of cross boundary sports fish and game bird species.</p> <p>(Mgt Plan ref para 3.3.1 and 3.3.2)</p>	<p>1. Discussion undertaken with Wellington and Auckland/ Waikato regions re consistency with gamebird regulations.</p> <p>2. Effective communications with other regional managers and input and valued comment on issues affecting Fish &amp; Game and sports fish and game bird management.</p>
	<p>Effective liaison with New Zealand Fish and Game Council to meet all statutory requirements.</p> <p>(Stat. Ref Sec 26C (1), Conservation Act. Mgt Plan ref para 2.2.31, 2.2.32)</p>	<p>1. Representation to New Zealand Fish and Game Council by 31 August 2018, of the Council's recommendations for licence fees, fund redistribution, research requirements, and national policy development.</p> <p>2. Representation at the Fish &amp; Game New Zealand Regional Managers meetings.</p> <p>3. Effective communications with NZC staff and valued comment provided on Fish &amp; Game issues when requested.</p>

## 5.9 STAFF CO-ORDINATION AND TRAINING

The Council's role as a good employer is to ensure that all practicable steps are taken to provide staff with a safe and healthy work environment and that staff have the appropriate training necessary to carry out their duties safely, legally and effectively.

<b>Project</b>	<b>Objective</b>	<b>Planned Result</b>
Staff Communication	Maintain regular staff communications and involvement in overall operations of Fish & Game	Regular staff meetings and/ or phone conferences to share information such that all staff are aware of what is generally occurring, and where appropriate have ready opportunity for input into decisions and management direction.
Staff Training	Organise specific training opportunities to suit the individual requirements of staff.	Staff training identified in performance review process is planned and undertaken.
Accommodation	Work place is safe and comfortable, meets work requirements including accessibility to the public and is cost effective.	Review of options for New Plymouth and Whanganui offices are completed and decision made by Council as to best solution for the medium term.



Project	Objective	Planned Result
Health and Safety	Ensure that Fish & Game operations occur safely and are consistent with Occupational Safety and Health policy, standards and best practice.	<ol style="list-style-type: none"> <li>1. All processes and activities are consistent with Council Health &amp; Safety Policy and hazard control plans, reviews and audits occur as scheduled, all necessary equipment and training is provided and new hazards are identified and addressed appropriately.</li> <li>2. All accidents are reported and recorded in the accident register, investigations completed and any identified actions implemented and reported to Council at the next meeting.</li> <li>3. Hazard Control Plans are identified and developed/ amended for any new activity.</li> <li>4. An annual review of Health and Safety Management is completed in September 2017 and reported to Council.</li> <li>5. Compliance with HSAW requirements and policy and any issues identified are reported to each meeting of Council.</li> <li>6. Two monthly staff meetings which include a specific agenda item to discuss HSAW are held.</li> <li>7. Staff are actively involved in implementing HSAW policy and ensuring a safe workplace.</li> </ol>

6.

**TARANAKI FISH AND GAME COUNCIL**  
**BUDGETED STATEMENT OF PROJECT EXPENDITURE,**  
**OVERHEADS AND TIME ALLOCATION**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

	<b>SPECIES MANAGEMENT</b>	<b>External costs</b>	<b>Hours</b>	<b>Internal Costs</b>	<b>Income</b>	<b>Nett Cost</b>
	<b>Population Monitoring</b>					
1111	Fish Population Assessment	400	150	12,772		13,172
1112	Game Bird Population Assessment	7,400	320	27,247		34,647
		<b>7,800</b>	<b>470</b>	<b>40,019</b>		<b>47,819</b>
	<b>Harvest Assessment</b>					
1121	National Hunter Survey	2,300	20	1,703		4,003
1123	Special Game Bird Season	750	30	2,554	500	2,804
		<b>3,050</b>	<b>50</b>	<b>4,257</b>	<b>500</b>	<b>6,807</b>
	<b>Hatchery Operations</b>					
1141	Hatchery	8,000	85	7,237		15,237
		<b>8,000</b>	<b>85</b>	<b>7,237</b>		<b>15,237</b>
	<b>Releases</b>					
1161	Kids Fishing Days	5,500	40	3,406	2,000	6,906
1162	Other Liberations		70	5,960		5,960
		<b>5,500</b>	<b>110</b>	<b>9,366</b>	<b>2,000</b>	<b>12,866</b>
	<b>Regulations</b>					
1171	Season Regulations		30	2,554		2,554
			<b>30</b>	<b>2,554</b>		<b>2,554</b>
	<b>Control</b>					
1181	Game Bird Dispersal	1,500	120	10,218	500	11,218
		<b>1,500</b>	<b>120</b>	<b>10,218</b>	<b>500</b>	<b>11,218</b>
	<b>HABITAT PROTECTION / MANAGEMENT</b>					
	<b>Resource Management Act</b>					
1211	RMA Consents	100	500	42,574		42,674
		<b>100</b>	<b>500</b>	<b>42,574</b>		<b>42,674</b>
	<b>Assisted Habitat</b>					
1231	Sports Fish Habitat Management & Enhancement	7,000	100	8,515		15,515
1232	Gamebird Habitat Management & Enhancement	8,600	150	12,772		21,372
1233	Taranaki Hunting & Habitat Projects		150	12,772		12,772
		<b>15,600</b>	<b>400</b>	<b>34,059</b>		<b>49,659</b>

		External costs	Hours	Internal Costs	Income	Nett Cost
	<b>PARTICIPATION</b>					
	<b>Access</b>					
1311	Angler Access	3,000	80	6,812		9,812
1312	Hunter Access		15	1,277		1,277
1313	Access Permit – Upland Game	200	5	426		626
		<b>3,200</b>	<b>100</b>	<b>8,515</b>		<b>11,715</b>
	<b>Satisfaction Survey</b>					
1321	Licence Holder Satisfaction Surveys	300	10	851		1,151
		<b>300</b>	<b>10</b>	<b>851</b>		<b>1,151</b>
	<b>Newsletter &amp; Magazine</b>					
1331	Fish & Game Magazine	3,000	40	3,406		6,406
1333	Regional Newsletter	3,800	60	5,109		8,909
1335	Web pages / Ezine		40	3,406		3,406
		<b>6,800</b>	<b>140</b>	<b>11,921</b>		<b>18,721</b>
	<b>Other Publications</b>					
1341	Access Pamphlets	1,500	30	2,554		4,054
		<b>1,500</b>	<b>30</b>	<b>2,554</b>		<b>4,054</b>
	<b>Club Relations</b>					
1362	Club Visits / Club Donations	300	10	851		1,151
		<b>300</b>	<b>10</b>	<b>851</b>		<b>1,151</b>
	<b>PUBLIC INTERFACE</b>					
	<b>Liaison</b>					
1411	Liaison		30	2,554		2,554
1412	Iwi Liaison		40	3,406		3,406
			<b>70</b>	<b>5,960</b>		<b>5,960</b>
	<b>Advocacy</b>					
1431	Advocacy		250	21,287		21,287
1432	Hunting & Angling Promotions	3,000	70	5,960		8,960
		<b>3,000</b>	<b>320</b>	<b>27,247</b>		<b>30,247</b>
	<b>Public Awareness</b>					
1441	Angling Promotions	2,000	30	2,554		4,554
		<b>2,000</b>	<b>30</b>	<b>2,554</b>		<b>4,554</b>
	<b>COMPLIANCE</b>					
	<b>Ranging</b>					
1511	Ranger Management	500	72	6,131		6,631
1521	Ranger Training	1,000	40	3,406		4,406
		<b>1,500</b>	<b>112</b>	<b>9,537</b>		<b>11,036</b>
	<b>Compliance</b>					
1531	Compliance		150	12,772		12,772
1535	Reparation		20	1,703		1,703
			<b>170</b>	<b>14,475</b>		<b>14,475</b>

	<b>LICENCING</b>					
	<b>Agent Servicing</b>					
1621	Licence Agent Servicing	750	80	6,812		7,562
1622	Commission	8,919				8,919
		<b>9,669</b>	<b>80</b>	<b>6,812</b>		<b>16,481</b>
	<b>COUNCIL</b>					
	<b>Council Meetings</b>					
1721	Council Meetings	10,500	180	15,326		25,826
		<b>10,500</b>	<b>180</b>	<b>15,326</b>		<b>25,826</b>
	<b>PLANNING / REPORTING</b>					
	<b>Management / Strategic Planning</b>					
1811	Management Planning		20	1,703		1,703
1812	Staff Management		20	1,703		1,703
			<b>40</b>	<b>3,406</b>		<b>3,406</b>
	<b>Annual OWP / Budget / Fee Setting</b>					
1821	Business & Operational Planning		40	3,406		3,406
			<b>40</b>	<b>3,406</b>		<b>3,406</b>
	<b>Reporting Audit</b>					
1831	Other Reporting OSH	500	55	4,683		5,183
1832	Accountant					
1833	Auditor	6,700				6,700
		<b>7,200</b>	<b>55</b>	<b>4,683</b>		<b>11,883</b>
	<b>National Liaison</b>					
1841	Managers / National Office Liaison	100	160	13,624		13,724
		<b>100</b>	<b>160</b>	<b>13,624</b>		<b>13,724</b>
	<b>TOTAL OUTPUT COSTS</b>	<b>87,619</b>	<b>3,312</b>	<b>282,007</b>	<b>3,000</b>	<b>366,626</b>

## OVERHEADS

1911	Management Contract Staff Salaries incl Kiwi Saver Employer Cont.	234,623
1917	Wellington fish & Game Admin	-7,000
1921	ACC Levy	1,100
1922	Fringe Benefit Tax	600
1923	Staff Training	500
1925	Staff Expenses	500
1941	Office Rent	16,659
1945	Office Power	1,200
1946	Office Cleaning & Security	1,900
1953	Office Equipment Maintenance	3,000
1961	Telephone / fax	5,500
1962	Postage	2,000
1964	Stationery	2,000
1965	Photocopying	75
1974	Bank Charges Incl Eyede Charges	200
1975	Petty Cash	150
1976	Insurance General	2,000
1981	Field Equipment/PPE Purchases (<\$2,000)	500
1983	Field Equipment/PPE Maintenance	300
1991	Wanganui Vehicle	8,000
1992	New Plymouth Vehicle	8,000
1999	Trailer	200
	<b>TOTAL OVERHEAD COSTS</b>	<b>282,007</b>
	<b>STAFF HOURS</b>	<b>3312</b>
	<b>INTERNAL COST PER HOUR</b>	<b>85.15</b>

<b>Asset Replacement Funding</b>	
Office Equipment	121
Vehicles	5,000
<b>Total Asset Replacement Funding</b>	<b>5,121</b>

7. **TARANAKI FISH AND GAME COUNCIL**  
**BUDGETED STATEMENT OF FINANCIAL PERFORMANCE**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

<u>ITEM</u>	<u>BUDGETED SUM</u>
<b><u>Income</u></b>	
Game Licences (Extrapolated LEQ of 1,111) @ \$94 (\$91) less GBHT Stamp \$3 per licence	87,913
Sports Fish Licences (Extrapolated LEQ of 841) @ \$127	92,880
<b><u>Sub Total</u></b>	<b><u>180,793</u></b>
<b><u>Other Income</u></b>	
Interest	15,848
Fish & Game NZ National Grant	175,106
Summer Season	500
Trout Liberations	2,000
Game Bird Control	500
Wellington Fish & Game Admin	7,000
<b><u>Sub Total</u></b>	<b><u>200,954</u></b>
<b><u>Total Income</u></b>	<b><u>381,747</u></b>
<b><u>Expenditure</u></b>	
Species Management	25,850
Habitat Protection & Management	15,700
Angler / Hunter Participation	12,100
Public Interface	5,000
Compliance	1,500
Licencing	9,669
Councils	10,500
Planning / Reporting	7,300
<b><u>Total Project Expenditure</u></b>	<b><u>87,619</u></b>
<b><u>Other Expenditure</u></b>	
Employee related costs	234,623
Other Operating Expenses	54,384
Asset Replacement Funding	5,121
<b><u>Total Other Expenditure</u></b>	<b><u>294,128</u></b>
<b><u>Total Expenditure</u></b>	<b><u>381,747</u></b>
<b><u>Depreciation</u></b>	<b><u>20,848</u></b>
<b><u>Total Expenditure</u></b>	<b><u>402,595</u></b>
<b><u>Surplus (Deficit)</u></b>	<b><u>(20,848)</u></b>

8. **TARANAKI FISH AND GAME COUNCIL**  
**BUDGETED STATEMENT OF FINANCIAL POSITION**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

<u>ITEM</u>	<u>BUDGETED</u> <u>SUM</u>
<b>CURRENT ASSETS</b>	
Cash and Cash Equivalents	131,269
Debtors and Other Receivables	10,000
<b>Total Current Assets</b>	<hr/> 141,269
<b>NON CURRENT ASSETS</b>	
Property Plant and Equipment	57,337
Fish Project Reserve	17,396
Habitat & Hunting Scheme	347,699
Non-resident licence fund	3,740
Asset Replacement Reserve	59,685
Investments	5,000
<b>Total Non-Current Assets</b>	<hr/> 490,857
<b>TOTAL ASSETS</b>	<hr/> 632,126
<b>CURRENT LIABILITIES</b>	
Creditors and Other Payables	46,358
Employee Entitlements	25,000
<b>Total Current Liabilities</b>	<hr/> 71,358
<b>TOTAL LIABILITIES</b>	<hr/> 71,358
<b>NET ASSETS</b>	<hr/> 560,768 <hr/>

9. **TARANAKI FISH AND GAME COUNCIL**  
**BUDGETED STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

**CASH FLOWS FROM OPERATING ACTIVITIES**

**Cash was received from:**

Licence Sales	180,000
Grants, donations and fundraising	175,106
Interest	15,848
Other revenue	10,000

**Cash was applied to**

Payments to suppliers	130,000
Payments to employees	224,358
GST (net)	0

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<b>Nett Cash Flows from Operating Activities</b>	<b>26,596</b>
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**CASH FLOW FROM INVESTING & FINANCIAL ACTIVITIES**

**Cash was received from:**

Sale of property , plant and equipment	25,000
Sale of investments / deposits	

**Cash was applied to:**

Purchase of property, plant & equipment	44,000
Purchase of investments / deposits	

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<b>Net Cash Flows from Investing and Financing</b>	<b>(19,000)</b>
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<b>Net Increase / (decrease) in cash</b>	<b>7,596</b>
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<b>Opening Cash</b>	<b>123,673</b>
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<b>Closing Cash</b>	<b>131,269</b>
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10. **TARANAKI FISH AND GAME COUNCIL**  
**BUDGETED STATEMENT OF MOVEMENTS IN EQUITY**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

	<u>BUDGETED SUM</u>
Equity at Start of Year	554,533
<b>Surplus &amp; Revaluations</b>	
Net Surplus (deficit)	(20,848)
<b>Total income and expense</b>	<u>(20,848)</u>
<b>Equity at End of Year</b>	<u>533,685</u>

11. TARANAKI FISH & GAME COUNCIL DEPRECIATION SCHEDULE 2017/2018

	Cost Price	Opening Book Value 1/09/2017	Additions Disposals	Gain/Loss on Disposal	Capital Profit	Month	Rate	\$	Accum Depreciation 31/8/2018	Book Value 31/8/2018
Trout Hatchery Hawera	16,451								16,451	
Virginia Lake Platform	14,230	4,367				12	4% CP	569	10,432	3,798
2016 Ford Ranger 4WD KBQ265	44,306	31,014				12	30% DV	9,305	22,596	21,709
2015 Ford Ranger 4WD JCF682	40,200	18,220				12	30% DV	5,467	27,446	12,753
Polaris S X S Motorbike	15,648	14,083				12	30% DV	4,225	5,790	9,858
Euro Tilt Cabinets	1,054	58				12	14.4% DV	8	1,004	50
HPDV6748TX Laptop Wanganui	2,222	0				12	60% DV	0	2,222	0
Office Furniture Wanganui	2,794	213				12	24% DV	51	2,632	162
Criterion WB141 Bookcase (Rimu)	983	15				12	18% DV	3	973	12
Ergoplus Corner Workstation New Plymouth	533	50				12	14.4% DV	7	490	43
HP Pro Desk 600 Computer & Software WGI	2,276	225				12	50% DV	113	2,164	113
2014 New Plymouth Computer	2,200	218				12	50% DV	109	2,091	109
Sharp Digital Photocopier MX2300N	6,304	32				12	48% DV	15	6,287	17
Field Equipment	1,771	83				12	10% DV	8	1,696	75
Nephelometer	3,690	39				12	21.6% DV	8	3,659	31
Hatchery Deep Freeze	1,528	16				12	21.6% DV	3	1,515	13
Diving Gear & Wetsuit	884	20				12	21.6% DV	4	868	16
Electric Fishing Machine	13,186	9,532				12	10% DV	953	4,607	8,579
	170,262	78,185						20,848	112,925	57,337

## TARANAKI FISH AND GAME COUNCIL

The Chairman

Taranaki Fish and Game Council

### US LICENCE SALES PATTERNS & DRIVERS

At the recent F&G staff conference attendees received a very insightful video presentation from Rob Southwick of Southwick Associates in Florida regarding hunter and angler licence sales patterns in the US and factors affecting these. A summary of this presentation follows for the information of Council members.

- From a peak in 1988 sales subsequently steadily decreased through to 2009 (10% decrease in angling sales, 8% in hunting). Since 2011 there has been an increase again (5% in anglers, 6% in hunters) which may or may not reflect some recent initiatives (discussed later). Over the period of decline there was a significant decline amongst those aged 0 – 16 and 17 to 55 years, however an increase amongst those older than 55.
- 46% of anglers this year will not buy a licence next season (and on average will buy 2.4 licences over 5 years).
- Only 4% of anglers have bought a licence every year for the last 10 years
- 55% of female anglers will lapse i.e they are trying fishing but not coming back
- 73% of 1<sup>st</sup> time anglers intend to fish every year for the next 5 years but only 32% do i.e have the best of intentions but something else gets in the way
- 22% of hunters will not renew their licence despite their increased investment (and will only buy 2.8 licences over the next 5 years)
- Only 13% of hunters bought a licence every year for the last 10 years. 80% of hunters intend to hunt every year but in reality only 20% of these hunters will actually achieve this
- 20% of 'ex-hunters' who were taking time away from hunting still considered themselves active hunters
- Of ex hunters only 35% made a conscious decision to do something else

Fundamental to these figures is that as in NZ there are a large number of people trying hunting and fishing every year, however many are then dropping out. Therefore focusing on retention rather than attracting new participants will typically provide the greatest return on investment (noting that when we reviewed the programmes undertaken by each region in NZ the vast majority focused on attracting new participants not retention of existing ones).

**Why do people hunt and fish?** Fun (40%), relaxing (38%), time spent with family and friends (20%) are the key drivers – not collecting food, catching a trophy etc. KEY is to recognise that typically these users are different in their aspirations to us (resource managers and governors).

**What is the competition?** Hunters often go fishing! However when dropping out of fishing it is to go camping, hiking, golfing or boating (in decreasing order of importance) i.e competition is from other outdoor activities NOT video games. In terms of why these activities are more attractive 30% say they like the activity more and for 20% it is because they have family or friends who already do the activity.

Not enough time is not a reason (if want to participate people will find a way), rather it is a symptom. May reflect shifting interests or that fishing/ hunting becomes inconvenient/ complicated i.e it is important to keep activity convenient.

Convenience = Time + perceived convenience (easy to do, no access issues, no seasonal restrictions etc). Distance to the recreational activity is a significant influence.

From a management perspective the message was don't be afraid to evaluate programmes – not everything will work and is about gradual change/ trends.

Some interesting comments on specific approaches

- Organic (family or mentoring) trial of hunting or fishing much more effective in capturing new hunters and anglers than synthetic experiences (fish-out days etc)
- An invite to the general public is not really an adoption process, rather it targets people attracted to attending scheduled community events.
- Retention activities need to be targeted such as providing an advanced angling skills course to follow an introductory course. Could also be about providing mentors with the necessary skills.
- Youth ballots are not very successful, more often dad uses the kids to get a better stand.
- Facebook offers real opportunity for ongoing contact

From my perspective the three take home messages were;

1. Focus on retention rather than attracting new participants
2. The importance of convenience, fun, relaxation and family and friends in attracting and retaining hunters and anglers
3. To recognize that these drivers are often quite different to our own drivers to go hunting or fishing

#### RECOMMENDATION

That Council notes this paper for their information

Glenn Maclean

Regional Manager

July 2017

## TARANAKI FISH AND GAME COUNCIL

The Chairman

Taranaki Fish and Game Council

### REVIEW OF STANDING ORDERS

Merriam-Webster define 'Standing Order' as "*an instruction or prescribed procedure in force permanently or until changed or cancelled; especially: any of the rules for the guidance and government of parliamentary procedure which endure through successive sessions until vacated or repealed*"

This Council is required to adopt a set of standing orders for the conduct of its meetings (and those of its committees). Furthermore these standing orders must not contravene any provisions of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Currently Council operates under Standing Orders dated November 2009. These orders were initially developed by New Zealand Fish & Game Council.

In December 2015 NZ Fish & Game Council began a review of these orders which also took into account draft 2015 LGNZ model orders. The new orders developed were subsequently adopted in early 2017.

Given that this Council's existing orders are based on previous NZ Fish & Game Council standing orders which have now been updated, then this raises whether Council should also consider adopting these updated orders. To this end the new National Council orders are attached and it is suggested that Council review these and adopt as appropriate.

### RECOMMENDATION

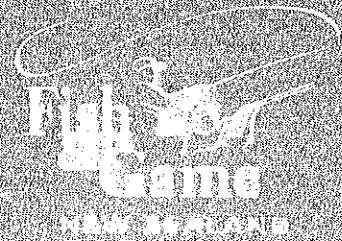
That in place of the current Standing Orders 2009, Council adopts the NZC Standing Orders (2017) with any changes identified.

Glenn Maclean

Regional Manager

June 2017

# STANDING ORDERS





Revised December 2015

Based on revision of 2009 NZC Standing Orders  
and an adaptation of draft 2015 LGNZ model orders.

Revised following review May 2016.

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# STANDING ORDERS RULES OF MEETING CONDUCT

## 1 GENERAL

### 1.1 INTRODUCTION

#### 1.1.1 Citation of Legislation

These standing orders cite, or in some cases paraphrase, the provisions from the following Acts:

- Conservation Act 1987 CA
- Local Government Official Information and Meetings Act 1987<sup>1</sup> LGOIMA
- Fish and Game Council Elections Regulations 1990 FGCEP
- Local Government Act 2002<sup>2</sup> LGA
- Resource Management Act 1991 RMA

Where direct quotations from the legislation are cited in these standing orders they are shown followed by the reference from the legislation.

#### Requirement for adoption of Standing Orders<sup>3</sup>

The council must adopt a set of standing orders for the conduct of its meetings and those of its committees. The standing orders of the council must not contravene any provisions of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

[cl. 27(1) and (2), Schedule 7, Local Government Act 2002]

#### 1.1.2 Interpretation

In these standing orders, unless inconsistent with the context:

**Agenda** means the list of items for consideration at a meeting together with reports and other attachments relating to those items. An agenda can also be referred to as an 'Order Paper'.

<sup>1</sup> Fish & Game Councils are listed under Schedule 2 of the Local Government Official Information and Meetings Act 1987 as local authorities to which Part 7 (meetings) of this Act apply.

<sup>2</sup> Fish & Game Councils are not listed as authorities to which this Act applies, but Schedule 7 of the Local Government Act 2004 updates provisions in the Local Government Official Information and Meetings Act 1987.

<sup>3</sup> Some material within this document is based on the New Zealand Standard 9202:2003 Model Standing Orders for meetings of Local Authorities and Community Boards and adapted from those used by local authorities.

These Standing Orders reflect legislative requirements in the conduct of meetings under the Local government Official Information and Meetings Act 1987, including amendments made to this and the Local Government Act 2002 in 2004, including provisions for extraordinary meetings, voting and other minor amendments.

## standing orders

**Chairperson** means the chairperson of the council and where appropriate also includes any person acting as the chairperson of any committee or sub-committee of the council.

[s. 26J or 26ZC CA]

**Chief Executive** means the manager of a council appointed under s. 26F(2)(b) Conservation Act 1987 (defined as Director under this Act), irrespective of their designation, and includes for the purposes of these standing orders, any other officer authorised by the council.

**Committee** includes, in relation to the council a:

- committee comprising all the members of the council; and
- standing committee or special sub-committee appointed by the council.

**Co-opted** means a person co-opted as a member of the council who is entitled to attend and speak at any meeting of the council, but shall not be entitled to vote on any question.

[s.26E CA]

**Council** in these standing orders means the council and/or committees of that council covered by these standing orders, being a Fish & Game Council as defined in the Conservation Act 1987.

**Division** means a verification of a voice vote. It does not require a count unless the chairperson instructs names to be recorded of those voting "aye" or "nay". Members can merely raise their hands or stand.

**Lot** means in the event of a tie, the result is resolved by the candidates concerned being asked to draw their names out of hat or by the toss of a coin.

[similar to what is specified under cl.16 FGCER]

**Manager** means the manager of the Fish and Game Council, appointed under s26T Conservation Act 1987, or any staff member acting in that role.

**Meeting** means any first, ordinary or extraordinary meeting of a council; and any meeting of any committee or standing committee or special committee or subcommittee of the council.

Any meeting of a council or of any committee or subcommittee of a council, at which no resolutions or decisions are made, is not a meeting for the purposes of the LGOIMA. Therefore the provisions of Public Access in these standing orders need not apply.

[s. 45 LGOIMA]

**Member** means any person elected or co-opted to the council or to any committee or subcommittee of the council.

[s.2 LGOIMA]

**Minutes** means the record of the proceedings of any meeting of the council and its committees.

[s.45(1) LGOIMA]

**Officer** means any Fish and Game officer specified as such in these standing orders.

## standing orders

**Ordinary meeting** means any meeting publicly notified by the council in accordance with section 46(1) and (2) of the Local Government Official Information and Meetings Act 1987. It also means a meeting open to the public.

**Public excluded information** refers to information which is currently before a public excluded session or proposed to be considered at a public excluded session; or had previously been considered at a public excluded session and not yet released as publicly available information. It includes any:

- minutes (or portions of minutes) of public excluded sessions which have not been subsequently released by the council
- other information which has not been released by the council as publicly available information.

**Public excluded session** refers to those meetings or parts of meetings from which the public is excluded by the council as provided for in the s.48 Local Government Official Information and Meetings Act 1987.

**Publicly notified** means notified to members of the public by notice on the website of that Council, or contained in some newspaper circulating in the region of the council, or, by notice affixed in view of the public outside the venue to which the notice relates.

[s.2 LGOIMA modified to include website]

**Quorum** means the minimum number of members required to be present to constitute a valid meeting.

**Working day** means any day of the week other than:

- Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, Sovereign's Birthday, Waitangi Day and the appropriate regional Anniversary day
- if Waitangi Day or Anzac Day falls on a Saturday or a Sunday, the following Monday; and
- A day in the period commencing with the 20th day of December in any year and ending with the 10th day of January in the following year.

[s.2 LGOIMA]

**Working party** means a group set up by the council to achieve a specific objective that is not a committee or subcommittee and to which these standing orders do not apply.

**Workshop** means, in the context of these standing orders, a gathering of elected members that may include non-elected members and at which no decisions are made.

## 1.2 STANDING ORDERS

### Adoption of standing orders

- 1.2.1 A council must adopt a set of standing orders for the conduct of its meetings and those of its committees.

[cl. 27(1) & (2), Schedule 7, LGA]

### Application of standing orders

## standing orders

- 1.2.2 These standing orders apply to all meetings of the council and its committees unless otherwise stated. This includes meetings and sessions that the public are excluded from.

### **Members must obey standing orders**

- 1.2.3 A member of the council must abide by the standing orders adopted under clause 27 of Schedule 7 of the Local Government Act.

[cl. 16(1), Schedule 7, LGA]

### **Alteration of standing orders**

- 1.2.4 Any amendment of these standing orders or the adoption of new standing orders must be made by the council and requires a vote of not less than 75% of its members.

### **Temporary suspension of standing orders**

- 1.2.5 A member may move to temporarily suspend standing orders as a procedural motion. The member must name the standing order to be suspended and provide a reason for suspension. If seconded, the chairperson must put the motion without debate. At least 75% of the members must vote in favour of the suspension. The resolution must state the reason for the suspension.

- 1.2.6 In the event of suspension those standing orders prescribed by legislation will continue to apply.

[cl. 27(4), Schedule 7, LGA]

### **Chairperson's ruling final**

- 1.2.7 The Chairperson shall decide all questions where these standing orders make no provision or insufficient provision.

## **1.3 MEETINGS – INTRODUCTORY PROVISIONS**

### **Meetings are to follow legislative and adopted policy requirements.**

- 1.3.1 The Fish and Game Council and its committees must hold meetings for the good government of licensed freshwater sports fish anglers and game bird hunters. Meetings must be called and conducted in accordance with:

- a. Part VII of the Local Government Official Information and Meetings Act 1987
- b. these standing orders, and
- c. governance policies adopted by the council.

- 1.3.2 Meetings of the New Zealand Fish and Game Council shall be held at least twice a year [s. 26K Conservation Act] and meetings of any regional Fish and Game Council shall be held on at least 6 occasions [s. 26ZD Conservation Act].

### **Members to give notice of addresses**

- 1.3.3 Every member of the council must give to the Chief Executive a residential or business address together with, if desired, an electronic or other address to which notices and material relating to meetings and council business may be sent or delivered.

### **Meeting duration**

## standing orders

- 1.3.4 A meeting must not continue more than eight hours from when it starts (including any meal breaks), or after 10.30pm, unless the meeting resolves to continue. If there is no such resolution, any business on the agenda that has not been dealt with must be adjourned, or transferred to the next meeting or to an extraordinary meeting.
- 1.3.5 No meeting can sit for more than three hours continuously without a refreshment break of at least ten minutes unless the meeting resolves to extend the time before a break.

### **First (inaugural) meeting of council following an election**

- 1.3.6 The first meeting of the council following an election of its members must be called by the chief executive no later than 3 weeks after the date the members come into office. The chief executive must give elected members not less than 7 days' notice of the meeting, unless in the event of an emergency, the Chief Executive (or nominee of that officer) may give notice of the meeting as soon as practicable.

[cl. 26 FGCER]

### **Business for an inaugural meeting**

- 1.3.7 The Chief Executive (or nominee of that officer) must chair the initial meeting, or any meeting where the prior chairperson's term of office has terminated until a new chairperson has been appointed by the council.
- 1.3.8 The business to be conducted at the inaugural meeting must include:
- a. the appointment of the chairperson
  - b. the appointment of the Executive Committee with the NZ Council chairperson as its chair
  - c. a general explanation, given or arranged by the chief executive (or nominee of that officer) of:
    - i. the Local Government Official Information and Meetings Act 1987; and
    - ii. other laws affecting members, including - the appropriate provisions of the Conservation Act 1987; Part 6 of the Crimes Act 1961; and the Secret Commissions Act 1910
  - d. the fixing of the date and time of the first meeting of the council, or the adoption of a schedule of meetings.

[cl. 21 Schedule 7, LGA]

### **Appointments by the council**

- 1.3.9 When appointing people to positions such as the following:
- the chairperson or
  - the appointment of members of a council committee;

the council (or a committee making the appointment) must decide by resolution to use one of the following voting systems.

## standing orders

### **System A**

- 1.3.10 The candidate will be appointed if he or she receives the votes of a majority of the members of the council or committee who are present and voting. This system has the following characteristics:
- a. there is a first round of voting for all candidates
  - b. if no candidate is successful in the first round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded
  - c. if no candidate is successful in the second round, there is a third round, and if necessary subsequent rounds, of voting from which, each time, the candidate with the fewest votes in the previous round is excluded.
- 1.3.11 In any round of voting, if two or more candidates tie for the lowest number of votes, the person to be excluded from the next round is resolved by lot.

### **System B**

- 1.3.12 The candidate will be elected or appointed if he or she receives more votes than any other candidate. This system has the following characteristics:
- there is only one round of voting. If two or more candidates tie for the most votes, the tie is resolved by lot.

[cl. 25, Schedule 7, LGA]

## **1.4 MEMBERSHIP OF COMMITTEES**

- 1.4.1 The members of a committee may, but need not be, elected members of the council, and a council may appoint to a committee a person who is not a member of the council if, in the opinion of the council, that person has the skills, attributes, or knowledge that will assist the work of the committee.
- 1.4.2 Despite 1.3.8 above, at least 1 member of a committee must be an elected member of the council; and an employee of a council acting in the course of his or her employment may not act as a member of any committee unless that committee is a subcommittee.
- 1.4.3 The minimum number of members is 3 for a committee; and 2 for a subcommittee.
- [cl. 31, Schedule 7, LGA]
- 1.4.4 The chairperson is a member of every committee of the council. Any member of the council may attend any meeting of any committee. They may put a question to the chairperson and may take part in the meeting's discussions. However, if the member of the council is not a member of the committee, they may not vote on any matter before the committee.
- 1.4.5 Prior committees or subcommittees are, unless the council resolves otherwise, deemed to be discharged on the coming into office of the members of the council at, or following, the triennial election of members.

## **1.5 DIRECTOR-GENERAL ENTITLED TO ATTEND MEETINGS OF FISH & GAME COUNCILS**

## standing orders

- 1.5.1 Notice in writing of every meeting of a council and of the business proposed to be transacted at that meeting is to be given by the council to the Director-General of Conservation. The Director-General or the Director-General's nominee is entitled to attend and speak at any such meeting (except public excluded sessions regarding staff matters), but is not entitled to vote on any question.

[s26L & 26ZE CA]

### 1.6 CO-OPT MEMBERS

- 1.6.1 The council may co-opt for such a term as it thinks fit any suitable person or persons to be a member or members of the council.

- 1.6.2 A co-opted member of the council shall be entitled to attend and speak at any meeting of the Council, but shall not be entitled to vote on any question.

[S26E & 26V CA]

### 1.7 DECISION VALID DESPITE IRREGULARITY IN MEMBERSHIP

- 1.7.1 A decision of a council or committee remains valid even though:

- a. There is a vacancy in the membership of the council or committee at the time of the decision, or
- b. Following the decision some defect in the election or appointment process is discovered and/or that a person on the committee at the time is found to have been ineligible of being a member.

[s.26K(6) CA]

### 1.8 WORKSHOPS AND BRIEFINGS

- 1.8.1 Workshops and briefings provide opportunities for members to discuss particular matters, receive updates and provide guidance for officials. They are not meetings and cannot be used to either make decisions or come to agreements that are then confirmed without meaningful debate at a following meeting.

- 1.8.2 Standing orders do not apply to workshops and briefings. The chairperson or workshop organisers will decide how the workshop, briefing or working party should be conducted including whether all or part of that workshop or briefing shall be held in public excluded session.

- 1.8.3 The chief executive will give at least 24 hours' notice to every member of the council or committee of the time and place of the workshop and the matters to be discussed at it. Any notice given under this standing order must expressly:

- a. state that the meeting is a workshop
- b. advise the date, time and place
- c. confirm that the meeting is primarily for the provision of information and discussion, and will not make any decisions or pass any resolutions.

### 1.9 POWERS OF DELEGATION

## standing orders

- 1.9.1 Unless clearly stated in any other Act, a council may, for the purposes of efficiency and effectiveness, delegate to a committee, or member or officer of the Fish and Game Council, any of its responsibilities, duties, or powers except the power to:
- a. borrow money, or purchase or dispose of assets, other than in accordance with delegations;
  - b. adopt a long-term Fish and Game Council management plan, operational work plan, business plan, or annual report;
  - c. appoint a chief executive or manager; or
  - d. adopt policies required to be adopted and consulted on under the Conservation Act 1987 and Wildlife Act 1953;
  - e. adopt a remuneration and employment policy, other than in accordance with delegations.
- 1.9.2 A committee, or member or officer of the Fish and Game Council may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the Fish and Game Council or by the committee or body or person that makes the original delegation.
- 1.9.3 To avoid doubt, no delegation relieves the council, member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty.
- [cl.32(1) - (8), Schedule 7, LGA]

### 1.10 LIST OF MEMBERS TO BE PUBLICLY AVAILABLE

- 1.10.1 Lists of members on the council and each committee shall be available at the office of the chief executive, on the Fish & Game website and at all meetings of the council at which members of the public are present.

### 1.11 QUORUM

- 1.11.1 The quorum for a meeting of the council is where a majority of the members in office are present (half + one).

[s.26K(3) CA]

#### **Committee and subcommittee meetings**

- 1.11.2 The council sets the quorums for its committees, either by resolution or by stating the quorum in the committee's terms of reference. Committees may set the quorums for their sub-committees, by resolution. Where a committee or sub-committee has not had a quorum set for it, then its quorum will be two members. For committees, at least one member must be a member of the council.

#### **Requirement for a quorum**

- 1.11.3 A meeting is constituted where a quorum of members is present, whether or not they are all voting or entitled to vote. In order to conduct any business at a meeting, a quorum of members must be present for the whole time that the business is being considered.

#### **Meeting lapses where no quorum**



## standing orders

- 1.11.4 A meeting must lapse and the chairperson vacate the chair if a quorum is not present within 30 minutes of the start of the meeting. The chairperson may extend the time that the meeting will wait for a quorum by up to 10 minutes in situations where members are known to be travelling to the meeting, but are delayed. Where a meeting lapses because there is no quorum, this will be recorded in the minutes, along with the names of the members who attended.

### **Business from lapsed meetings**

- 1.11.5 Where a meeting lapses, the remaining business will be adjourned until the next ordinary meeting, unless the chairperson sets an earlier meeting and this is notified by the chief executive.

### **Lapses after meeting starts**

- 1.11.6 Where, after a meeting starts, a member or members leave and there is no longer a quorum the business of the meeting will be suspended. If the quorum is not made up within 10 minutes, the rest of the meeting must lapse and the chairperson vacates the chair.
- 1.11.7 Any remaining business will be adjourned until the next ordinary meeting, unless the chairperson sets an earlier meeting and this is notified by the chief executive.

## **1.12 ATTENDANCE**

### **Leave of absence**

- 1.12.1 The council may grant a member leave of absence from its meetings or those of its committees. Members must apply for such leave.
- 1.12.2 The council delegates this power to grant leave of absence to the chairperson, in order to protect members' privacy.
- 1.12.3 The chairperson will advise all members when another member has leave of absence. Meeting minutes will record that a member has leave of absence for that meeting, but not the length of the leave.

### **Apologies**

- 1.12.4 A member who does not have leave of absence may tender an apology where they will be absent from all or part of a meeting. The chairperson must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. The meeting may accept or decline any apologies. Where a member's apology is accepted, it will constitute a grant of leave of absence for that meeting.

### **Recording apologies**

- 1.12.5 The minutes will record any apologies tendered before or during the meeting, including whether they were accepted or declined, and the time of arrival and departure of all members.

### **Absence without leave**

- 1.12.6 Where a member is absent, without leave of absence from four consecutive meetings of the council (other than extraordinary meetings), then the office held by the member will become vacant. A vacancy created in this way is treated as an extraordinary vacancy.

## standing orders

[cl. 5, Schedule 7, LGA]

### 1.13 CONFLICT OF INTEREST

1.13.1 Every member present at a meeting must declare any direct or indirect conflict of interest that they hold in any matter being discussed at the meeting, other than an interest that they hold in common with the public.

[OAG Managing conflicts of interest: Guidance for public entities. June 2007, p20-21]

1.13.2 When a conflict of interest arises in respect of a matter, the affected member will:

- i) not vote on issues related to the matter;
- ii) not discuss the matter with other members;
- iii) conform to the majority view of other members present as to whether to be excluded from discussions regarding the matter and/or leave the room when the matter is discussed;
- iv) not, subject to the discretion of the Chairperson, receive further papers or other information related to the matter.

1.13.3 Where a member can be shown to have a conflict of interest or a potential conflict of interest, the Council (excluding the affected member) will determine an appropriate course of action, which may include the following:

- a) Applying some or all of the actions applied to a member with a conflict of interest (set out in 1.13.2 i) – iv) above);
- b) Provide a written explanation outlining why there is no legal conflict of interest that can be made available to all Fish and Game Councils, licence holders and other interested parties.

[OAG Managing conflicts of interest: Guidance for public entities, June 2007, p29-30]

1.13.4 The conflicted member will be given the opportunity to be heard by the Council on the points raised and the member's submissions will be taken into consideration by the Council.

1.13.5 The minutes must record the declaration and member's subsequent abstention from discussion and voting.



**STANDING ORDERS  
RULES OF MEETING CONDUCT**

**2 PRE-MEETING**

**2.1 GIVING NOTICE**

**Notice for members**

- 2.1.1 The chief executive must give notice in writing to each member of the council or its committees of the time and place of any meeting.
- 2.1.2 Notice must be given at least 14 days before the meeting, unless the council or committee has adopted a schedule of meetings, in which case notice must be given at least 14 days before the first meeting on the schedule.

**Meeting schedules**

- 2.1.3 Where the council or committee adopts a meeting schedule:
- a. the schedule may cover any period that the council considers appropriate
  - b. the schedule may be amended
  - c. notification of the schedule, or an amendment to it, will constitute notification of every meeting on the schedule or the amendment.

**Non-receipt of notice**

- 2.1.4 Where a member did not receive notice of a meeting, or did not receive it in good time, the meeting is not invalid, unless the person responsible for giving notice is proved to have acted in bad faith or without reasonable care and the member concerned did not attend the meeting.
- 2.1.5 A member may waive the need to be given notice of a meeting.

**2.2 MEETING CANCELLATIONS**

- 2.2.1 The chairperson of a scheduled meeting may cancel the meeting, if the chairperson, in consultation with the chief executive, considers this is necessary.
- 2.2.2 The chief executive must make a reasonable effort to notify members and the public as soon as practicable of the cancellation, and the reasons for it.

## standing orders

### 2.3 AGENDA

#### **Preparation of the agenda**

- 2.3.1 The chief executive, in consultation with the chairperson, is to prepare for each meeting an agenda listing and attaching information on the items of business to be brought before the meeting so far as is known.
- 2.3.2 The chief executive must send the agenda to every member at least eight clear working days before the day of the meeting, except where the meeting is an extraordinary meeting. The chief executive may send the agenda, and other materials relating to the meeting or other council business, to members by electronic means.
- 2.3.3 All meeting agendas are to be published on the Fish & Game website along with the notification of council meetings with commencement time and venue to be available prior to each meeting.

#### **Requests for agenda reports**

- 2.3.4 Requests for new agenda reports must be made by a resolution of the Fish and Game Council or the appropriate committee.
- 2.3.5 The chief executive may delay commissioning any reports that would involve significant cost or are beyond the scope of the committee. Instead, the chief executive will report back to the next meeting of the Fish and Game Council or its committee with an estimate of the cost involved and seek a direction on whether the report should still be prepared.

#### **Order of business**

- 2.3.6 A meeting will deal with business in the order given on the agenda, unless the meeting or the chairperson decides to give precedence to any business.
- 2.3.7 Committees do not have a default order of business.
- 2.3.8 The usual order of business for ordinary meetings of the Fish and Game Council is as set out below:

#### *Open section*

- a. Apologies
- b. Declarations of interest
- c. Confirmation of minutes
- d. Public input
- e. Notices of motion
- f. Reports of committees
- g. Reports of the chief executive and staff
- h. Chairperson and councillors' reports (information)
- i. Consideration of extraordinary business items

## standing orders

### *Public excluded section*

- a. Reports of committees
  - b. Reports of the chief executive and staff
  - c. Chairperson and councillors' reports (information)
- 2.3.9 Where there are no items of business for a particular category given in the order, it does not need to appear on the agenda. The order of business for an extraordinary meeting should be limited to items that are relevant to the purpose of the meeting. The chairperson may allow public input that is relevant to the purpose of the meeting.

### **Status of agenda**

- 2.3.10 No matter on a meeting agenda may be considered council policy unless the Fish and Game Council, or a committee with the delegated power, adopts it.

### **Public excluded items**

- 2.3.11 The chief executive must place in the public-excluded section of the agenda any items that he or she reasonably expects the meeting to consider with the public excluded. The public excluded section of the agenda must indicate the subject matter of the item and the reason the public are excluded.

[s.46A(9), LGOIMA]

### **Agenda may be embargoed**

- 2.3.12 Agenda papers detailing business to be considered by a meeting may be issued to members of the news media on the basis of being embargoed until the commencement of the relevant meeting, or such earlier time as is stated in the order paper.
- 2.3.13 The chief executive shall place on a confidential agenda paper any matters for which he or she considers the council or committee of the council is likely in his or her opinion to wish to exclude the public in terms of the Local Government Official Information and Meetings Act 1987, provided that an indication of the subject matter likely to be considered in exclusion of the public shall be placed on the order paper available to the public.
- 2.3.14 Where copies of the agenda paper for any meeting are reproduced by any means for use by members of the council, additional copies of the agenda paper shall be available for members of the public attending that meeting and subject to a member of the public requesting a copy of the agenda paper accordingly and tendering the prescribed amount (if any) may take such agenda paper away from the meeting place.

### **Items of business not on the agenda (extraordinary business)**

- 2.3.15 A meeting may deal with a business item that is not on the agenda (extraordinary business) where the meeting resolves to, and the chairperson (or presiding member) explains at the beginning of the public part of the meeting the reason the:
- a. item is not on the agenda
  - b. discussion about the item cannot be delayed until a subsequent meeting.

## standing orders

- 2.3.16 Extraordinary business may be brought before the meeting by a report from either the chief executive or the chairperson. Where the matter is so urgent that a written report is not practical, the report may be verbal. A member may bring to the attention of the meeting, at the chairperson's discretion, a matter which requires urgent consideration and which is not an item of business on the agenda. However, this is not a substitute for a notice of motion that is out of time.

[s. 46A(7), LGOIMA]

### **Discussion on minor matters not on the agenda**

- 2.3.17 A meeting may discuss an item that is not on the agenda, if it is a minor matter relating to the general business of the council and the chairperson (or presiding member) explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision or recommendation about the item, except to refer it to a subsequent meeting for further discussion. Whether or not a minor matter of extraordinary business may be discussed at a meeting is at the discretion of the chairperson.

[s. 46A(7A), LGOIMA]

### **Notice of meetings**

- 2.3.18 All meetings scheduled for the following month must be publicly notified not more than 14 days and not less than 5 days before the end of every month, together with the dates on which and the times and places at which those meetings are to be held. Where any meeting is to be held on or after the 21st day of the month, such meetings may instead be publicly notified not more than 10 nor less than 5 working days before the day on which the meeting is to be held.

[s. 46, LGOIMA]

### **Notice of extraordinary meetings**

- 2.3.19 Where any extraordinary meeting of a council is called and notice of that meeting cannot be given in the manner consistent with these standing orders, the council shall, as soon as practicable, give public notice that the meeting has occurred and state general nature of business transacted at that meeting, along with the reasons why it was not so notified.

[s. 46(3) & (4), LGOIMA]

### **Extraordinary business**

- 2.3.20 A council must, as soon as practicable, publicly notify any resolution passed at an extraordinary meeting of the council unless the:
- resolution was passed at a meeting or part of a meeting from which the public was excluded; or
  - extraordinary meeting was publicly notified at least 5 working days before the day on which the meeting was held.

[s. 51A, LGOIMA]

## standing orders

### **Chief executive may make other arrangements**

- 2.3.21 The chief executive is to make any other arrangement for the notification of meetings including extraordinary meetings as the council may from time to time determine.

[s. 46(5), LGOIMA]

### **Meetings not invalid**

- 2.3.22 The failure to notify a public meeting under these standing orders does not make that meeting invalid.

- 2.3.23 Where a council becomes aware that a meeting has not been publicly notified in accordance with these standing orders, the council shall, as soon as practicable, give public notice that the meeting was not notified, the general nature of the business transacted and the reasons why the meeting was not notified.

[s. 46(5) & (6), LGOIMA]

## **2.4 QUALIFIED PRIVILEGE**

### **Qualified privilege relating to agenda and minutes**

- 2.4.1 Where any meeting of the council or committee is open to the public during the proceedings or any part thereof, and a member of the public is supplied with a copy of the agenda for the meeting or any part of the minutes of that meeting are provided, the publication of any defamatory matter included in the agenda or in the minutes is privileged unless the publication is proved to have been made with ill will or taking improper advantage of the publication.

[s. 52, LGOIMA]

### **Qualified privilege relating to oral statements**

- 2.4.2 Any oral statement made at any meeting of the council or committee in accordance with the rules that have been adopted by the council for the guidance and order of its proceedings, is privileged, unless the statement is proved to have been made with ill will or taking improper advantage of the publication.

[s. 53, LGOIMA]

### **Qualified privilege additional to any other provisions**

- 2.4.3 The privilege conferred by these standing orders is in addition to, and not in substitution for, or derogation of any other privilege, whether absolute or qualified, that applies, by virtue of any other enactment or rule of law, to the proceedings of any meeting of Council or committee.

[s. 53, LGOIMA]

## **2.5 USE OF RECORDING DEVICE**

- 2.5.1 No member may use, or be associated with the use of, a recording or transmitting device without the knowledge of the meeting and the consent of the chairperson.

## standing orders

### 2.6 ELECTRONIC ATTENDANCE

#### **Request to attend by electronic link**

- 2.6.1 Where possible, a member will give the chairperson of the Fish and Game Council or its committees, and the chief executive at least two working days' written notice where they want to attend a meeting by electronic link. Where, because of illness or emergency, this is not possible, the member may give less notice.
- 2.6.2 Where such a request is made, the chief executive must take reasonable steps to enable the member to attend by electronic link. However, the council has no obligation to make the technology for an electronic link available.
- 2.6.3 If the member's request cannot be accommodated, or there is a technological issue with the link, this will not invalidate any acts or proceedings of the Fish and Game Council or its committees.

#### **Chairperson's duties**

- 2.6.4 Where a member is attending a meeting by electronic link, the chairperson must ensure that:
- a. the technology for the link is available and of suitable quality
  - b. procedures for using the technology in the meeting will ensure that:
    - i. everyone participating in the meeting can hear each other
    - ii. the member's attendance by electronic link does not reduce their accountability or accessibility in relation to the meeting
    - iii. the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 are met
    - iv. the requirements in these standing orders are met.

[cl. 25A(3) Schedule 7, LGA] (See Appendix C of these Standing Orders)

#### **Chairperson may terminate link**

- 2.6.5 The chairperson may direct that an electronic link should be terminated where:
- a. use of the link is increasing, or may unreasonably increase, the length of the meeting
  - b. the behaviour of the members using the link warrants it, including the style, degree and extent of interaction between them
  - c. it is distracting to the members who are physically present at the meeting
  - d. the quality of the link is no longer suitable.

[cl. 27 Schedule 7, LGA]



## standing orders

### **Giving or showing a document**

- 2.6.6 A person attending a meeting by electronic link may give or show a document by:
- a. transmitting it electronically
  - b. using the electronic link
  - c. any other manner that the chairperson thinks fit.

### **Link failure**

- 2.6.7 Where an electronic link fails, or there are other technological issues that prevent a member who is attending by link from participating in a meeting, that member must be deemed to be no longer attending the meeting.

### **Confidentiality**

- 2.6.8 A member who is attending a meeting by electronic link must ensure that the meeting's proceedings remain confidential during any times that the public are excluded. At such times, the chairperson may require the member to confirm that no unauthorised people are able to view or hear the proceedings.

[cl. 25(A)(1) & 27(5) Schedule 7, LGA]

## **2.7 USE OF TELECONFERENCING**

### **For discussion not decisions**

- 2.7.1 A council or its committee can hold discussions by teleconferencing but should not make decisions on behalf of the council or committee.
- 2.7.2 A meeting of the council or committee requires a quorum of members to be present at such times and places the council or chairperson appoints. The implication being it requires members to be physically present, not just by voice (unless a member has been granted dispensation by the chairperson to utilise electronic attendance).
- [s.26K(3) CA]
- 2.7.3 Decisions should be made in meetings open to the public where an agenda has been released in advance to allow those interested in the items to attend, and not in situations that impose unreasonable barriers to public attendance.
- 2.7.4 Notes from teleconferencing discussions need to be confirmed as a true and correct record with the recommendations repeated for adoption as a council or committee resolution at its next meeting.



**STANDING ORDERS  
RULES OF MEETING CONDUCT**

**3 MEETINGS**

**3.1 PUBLIC AT MEETINGS**

**Meetings normally to be open**

- 3.1.1 All meetings of the council and its committees shall be open to the public and news media except where otherwise provided by Part VII of the Local Government Official Information and Meetings Act 1987.

[s.47 and 49 LGOIMA]

**3.2 PUBLIC EXCLUDED MEETINGS**

**Lawful reasons to exclude public**

- 3.2.1 The council or a committee may by resolution exclude the public from the whole or any part of the proceedings of any meeting, workshop or briefing only on one or more of the grounds specified in section 48 of the Local Government Official Information and Meetings Act (see Appendix A of these Standing Orders).

**Form of resolutions to exclude public**

- 3.2.2 Any resolution to exclude the public must be in the form set out in Schedule 2A to the Local Government Official Information and Meetings Act 1987 and state the general subject of each matter to be considered while the public is excluded, the reason for passing that resolution in relation to that matter, and the grounds on which the resolution is based (see Appendix B of these Standing Orders).

**Motion to exclude public to be put with the public present**

- 3.2.3 Every motion to exclude the public must be put at a time when the meeting is open to the public, and copies of the text of that motion must be available to any member of the public who is present. The resolution then forms part of the minutes of the meeting.

[s. 48(4) LGOIMA]

**Provision for persons to remain after public excluded**

- 3.2.4 A resolution may provide for one or more specified persons to remain after the public has been excluded if those persons have, in the opinion of the council or committee, knowledge that will assist the deliberation. Any such resolution is required to state the knowledge possessed by those people who will be of assistance in relation to the matter to be discussed and how it is relevant to the matter. No such resolution is necessary in respect of the attendance of the chief executive and relevant staff during a public excluded session.

[S. 48(5) & (6) LGOIMA]

## standing orders

### **Release of public excluded information**

- 3.2.5 A council may provide for the release to the public information which has been considered during the public excluded part of a meeting.

### **Application of standing orders apply to any public excluded session**

- 3.2.6 These standing orders shall apply to meetings or parts of meetings from which the public has been excluded.

## **3.3 CHAIRPERSON'S ROLE AT MEETINGS**

### **Chairperson to preside at meetings**

- 3.3.1 The chairperson of the council must act as the chairperson at council meetings unless he or she vacates the chair for a particular part, or all, of a meeting. If the chair is absent from a meeting the deputy chair must act as chairperson. If the deputy chair is also absent, or has not been appointed, the council members who are present must elect a member to be chairperson at that meeting. This person may exercise the responsibilities, duties and powers of the chair.

[Sch. 7 Cl. 26(1), (5) & (6) LGA]

[S.26J CA]

### **Chairperson of committee to preside**

- 3.3.2 The appointed chairperson of a committee must act as chairperson at all committee meetings, unless he or she vacates the chair for a particular meeting. If the chairperson is absent from a meeting, the deputy chairperson (if any) will act as chairperson. If the deputy chairperson is also absent, or has not been appointed, the committee members who are present must elect a member to act as chairperson at that meeting; that person may exercise the responsibilities, duties and powers of the chairperson

[Sch. 7 Cl 26(2), (5) & (6) LGA]

### **Addressing the chairperson**

- 3.3.3 Members will address the chairperson in a way that reflects his or her statutory office.

### **Chairperson's rulings**

- 3.3.4 The chairperson will decide all procedural questions where these standing orders make no or insufficient provision and all points of order. Any member who refuses to obey a chairperson's ruling or order must be held to be in contempt.

### **Member's right to speak**

- 3.3.5 Members are entitled to speak in accordance with these standing orders. Members must address the chairperson when speaking. They may not leave their place while speaking, unless they have the leave of the chairperson.

### **Chairperson may prioritise speakers**

- 3.3.6 When two or more members want to speak, the chairperson will name the member who may speak first, with the proviso that the other members who wanted to speak must have precedence when they intend to:

## standing orders

- a. raise a point of order, including a request to obtain a time extension for the previous speaker, and/or
- b. move a motion to terminate or adjourn the debate, and/or
- c. make a point of explanation, and/or
- d. request the chair to permit the member a special request.

### **Chairperson's Report**

- 3.3.7 The chairperson shall, by report, have the right to direct the attention of the council to any matter or subject within the role or function of the council.

### **Chairperson's recommendations**

- 3.3.8 The chairperson of any meeting may include on the agenda or the draft resolutions for that meeting a chairperson's recommendation regarding any item brought before the meeting.

### **Decision of chairperson on point of order to be final**

- 3.3.9 The chairperson may decide on any point of order immediately after it has been raised by any member, or may first hear further argument before deciding. The ruling of the chairperson upon any point of order shall not be open to any discussion and shall be final.

### **Chairperson to have determining vote**

- 3.3.10 The chairperson, or other person acting as chairperson, at any meeting shall have a deliberative vote and in the case of equality of votes, shall also have the casting vote.

[s.26K(5) CA]

## **3.4 CONDUCT OF MEETINGS**

### **Disrespect**

- 3.4.1 No member of the council or its committees may speak disrespectfully, or use offensive or malicious language at any meeting, including in reference to the council, a committee, any other member or a staff member. In addition, no member may impute improper motives or make offensive remarks about the private affairs of any other member of the councils or staff.

### **Retractions and apologies**

- 3.4.2 The chairperson may call upon a member or speaker to withdraw any offensive or malicious comments, and may require them to apologise. If the member refuses to do so, the chairperson may direct that they should leave the meeting immediately for a specified time.

### **Calling to order**

- 3.4.3 When the chairperson calls members to order, they must be seated and stop speaking. If the members fail to do so, the chairperson may direct that they should leave the meeting immediately for a specified time.

## standing orders

### **Disorderly conduct**

- 3.4.4 The chairperson may require any member whose conduct is disorderly or who is creating a disturbance to leave the meeting immediately for a specified time.
- 3.4.5 If the disorder continues, the chairperson may adjourn the meeting for a specified time. At the end of this time, the meeting must resume and decide, without debate, whether the meeting should proceed or be adjourned.
- 3.4.6 The chairperson may also adjourn the meeting if other people cause disorder or in the event of an emergency.

### **Contempt**

- 3.4.7 Where a meeting makes a resolution that a member is in contempt, it must be recorded in the meeting's minutes.

### **Removal from meeting**

- 3.4.8 A member of the police, or a council staff member, may, at the chairperson's request, remove or exclude a member from a meeting.
- 3.4.9 This standing order will apply where the chairperson has ruled that the member should leave the meeting and the member has refused or failed to do so; or has left the meeting, then attempted to re-enter it without the chairperson's permission.

[cl. 16(2), Schedule 7, LGA]

## **3.5 POINTS OF ORDER**

### **Members may raise points of order**

- 3.5.1 Any member may raise a point of order when they believe these standing orders have been breached. When a point of order is raised, the member who was previously speaking must stop speaking and sit down (if standing).

### **Subjects for points of order**

- 3.5.2 A member who is raising a point of order must state precisely what its subject is. Points of order may be raised for the following subjects:
- a. disorder – bringing disorder to the attention of the chairperson
  - b. language – use of disrespectful, offensive or malicious language
  - c. irrelevance – the topic being discussed is not the matter currently before the meeting
  - d. misrepresentation – misrepresentation of any statement made by a member or by an officer or council employee
  - e. breach of standing order – the breach of any standing order while also specifying which standing order is subject to the breach
  - f. record words – a request that the minutes record the words objected to.

## standing orders

### **Contradictions**

- 3.5.3 Expressing a difference of opinion or contradicting a statement by a previous speaker does not constitute a point of order.

### **Point of order during division**

- 3.5.4 A member may not raise a point of order during a division, except with the permission of the chairperson.

### **Chairperson's decision on points of order**

- 3.5.5 The chairperson may decide a point of order immediately after it has been raised, or may choose to hear further argument about the point before deciding. The chairperson's ruling on any point of order is not open to any discussion and is final.
- 3.5.6 If a member questions a ruling, the chairperson is to seek advice and to refer to these standing orders on the ruling in question, but their ruling is always final.

## **3.6 VOTING**

### **Decisions to be decided by majority of votes**

- 3.6.1 The acts of a council must be done and the questions before the council must be decided by vote and by the majority of quorum members that are present and voting.

### **Voting by chairperson**

- 3.6.2 The chairperson or other person presiding at any meeting shall have a deliberative vote and, in case of equality of votes, shall have a casting vote.

### **Members may abstain**

- 3.6.3 Any member may abstain from voting and shall have their abstention recorded in the minutes where requested.

### **Method of voting**

- 3.6.4 Two voting systems have been described under appointments by the council (see 1.3.9 – 1.3.13 above). The council or committee must decide to use one of these voting systems and adopt the following approach to voting at meetings:
- a. The chairperson in putting the motion shall call for an expression of opinion on the voices or take a show of hands, the result of either of which, as announced by the chairperson, shall be conclusive unless it is questioned immediately, in which event the chairperson shall call a division;
  - b. The chairperson or any member may call for a division instead of, or after receiving opinion on the voices and taking a show of hands;
  - c. Any member may alternately call for a division immediately the chairperson has declared the result of a vote on the voices or by a show of hands.
  - d. Where a suitable electronic voting system is available, that system may be used instead of a show of hands, vote by voices or division, and the result displayed shall be notified to the chairperson who shall declare the result.

## standing orders

### Division

- 3.6.5 When a division is called for the chief executive shall take down the names of the members voting "aye" and "no" respectively, and shall hand the list to the chairperson who shall declare the result. In case of confusion or error in taking the division, unless the same can be otherwise corrected, a second division should be taken.

### 3.7 DEBATE

#### **Time limits on speakers**

- 3.7.1 The following time limits apply to members speaking at meetings:
- a. movers of motions when speaking to the motion – 10 minutes
  - b. movers of motions when exercising their right of reply – 5 minutes
  - c. other members – not more than 5 minutes.
- 3.7.2 Time limits can be extended by a majority vote of the members present.

#### **Member may not speak more than once**

- 3.7.3 A member may not speak more than once to a motion at a meeting of the Fish and Game Council or committee. There is an exception to this standing order where a member is giving an explanation as follows:
- a. Personal explanation – with the permission of the chairperson, a member who has already spoken may make a personal explanation. A personal explanation may not be debated.
  - b. Explanation of previous speech – with the permission of the chairperson, a member who has already spoken may explain a material part of a previous speech in the same debate.
- 3.7.4 The member may not introduce any new matters.

#### **Limits on number of speakers**

- 3.7.5 If three speakers have spoken consecutively in support of, or in opposition to, a motion, the chairperson may call for a speaker to the contrary. If there is no speaker to the contrary, the chairperson must put the motion after the mover's right of reply.
- 3.7.6 Members speaking must, if requested by the chairperson, announce whether they are speaking in support of or opposition to a motion.

#### **Secunder may reserve speech**

- 3.7.7 A member may second a motion or amendment without speaking to it, reserving the right to speak later in the debate.

#### **Reading speeches**

- 3.7.8 Members must not read their speeches, except with the permission of the chairperson. They may, however, refresh their memory by referring to their notes.

## standing orders

### **Speaking only to relevant matters**

- 3.7.9 Members may speak to any matter before the meeting, or on a motion or amendment they propose, or on a point of order arising out of debate, but not otherwise. Members must confine their remarks strictly to the motion or amendment they are speaking to. They must not introduce irrelevant matters or repeat themselves needlessly.
- 3.7.10 The chairperson's ruling on matters arising under this standing order is final and not open to challenge.

### **Restating motion**

- 3.7.11 A member may ask the chairperson to restate the motion and amendments for their information at any time during the debate, but may not interrupt.

### **Reflections on resolutions**

- 3.7.12 A member speaking in a debate may not unduly criticise the validity of any resolution, except by a notice of motion to amend or revoke the resolution.

### **Objecting to words**

- 3.7.13 When a member objects to any words used by another member in a speech, and wants the minutes to record their objection, they must object when the words are used and not after any other member has spoken. The chairperson must order the minutes to record the objection.

### **Right of reply**

- 3.7.14 The mover of an original motion has a right of reply. A mover of an amendment to the original motion does not.
- 3.7.14 In their reply, the mover must confine themselves to answering previous speakers and not introduce any new matters.
- 3.7.15 A mover's right of reply can only be used once. It can be exercised either at the end of the debate on the original motion or at the end of the debate on a proposed amendment. The original mover's right of reply is then exhausted, although they may still take part in the debate on any subsequent proposed amendments. However, the original mover may reserve their right of reply and speak once to an original motion and once to each amendment without losing that right of reply.

### **No other member may speak**

- 3.7.16 In exercising a right of reply, no other member may speak:
- after the mover has started their reply
  - after the mover has indicated that they want to forego this right
  - where the mover has spoken to an amendment to the original motion, and the chairperson has indicated that he or she intends to put the motion.
- 3.7.17 The carrying of any motion to adjourn a meeting shall not supersede other business before the meeting remaining to be disposed of, and such other business is to be considered at the next meeting. Business referred, or referred back, to a specified committee is to be considered at the next ordinary meeting of that committee, unless otherwise specified.



## standing orders

### Questions to staff

- 3.7.18 During a debate, members can ask staff questions about the matters being discussed. Questions must be asked through the chairperson and are at his or her discretion.

### 3.8 NOTICES OF MOTION

#### General procedure for speaking and moving motions

- 3.8.1 In the course of a debate, each member may:
- speak once to the original motion or substituted motion
  - speak once to each amendment
  - move or second one motion only.

#### Seconding and proposing motions

- 3.8.2 All motions and amendments moved during a debate must be seconded (including notices of motion). The chairperson will then state the motion and propose it for discussion. Amendments and motions that are not seconded are not in order and are not entered in the minutes.

#### Procedural motions

- 3.8.3 A procedural motion to close or adjourn a debate will take precedence over other business, other than points of order. If the procedural motion is seconded, the chairperson must put it to the vote immediately, without discussion or debate.
- 3.8.4 Any member who has not spoken in a debate may move one of the following procedural motions to close or adjourn a debate, that the:
- meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place)
  - motion under debate should now be put (a closure motion)
  - item being discussed should be adjourned to a specified time and place
  - meeting should move directly to the next item, replacing the item under discussion
  - item being discussed should lie on the table, and not be further discussed at that meeting
  - item being discussed should be referred (or referred back) to the Fish and Game Council or relevant committee.
- 3.8.5 A member seeking to move a procedural motion must not interrupt another member who is already speaking.

#### Voting on procedural motions

- 3.8.6 Procedural motions to close or adjourn debate must be decided by a majority of all members who are present and voting. If the motion is lost, no member may move a further procedural motion to close or adjourn the debate within the next 15 minutes.

## standing orders

### **Debate on adjourned items**

- 3.8.7 When debate resumes on items of business that have been previously adjourned, the member who moved the adjournment may speak first in the debate. Members who have already spoken in the debate may not speak again.

### **Remaining business at adjourned meetings**

- 3.8.8 Where a resolution is made to adjourn a meeting, the remaining business is not replaced. Instead, it will be considered first at the next meeting.

### **Business referred to the council or a committee**

- 3.8.9 Where an item of business is referred (or referred back) to the council or a committee, the council or committee will consider it at its next meeting, unless the meeting resolves otherwise.

### **Chairperson's acceptance of closure motions**

- 3.8.10 The chairperson may only accept a closure motion where there have been at least two speakers for and two speakers against the motion that is proposed to be closed, or he or she considers it reasonable to do so.
- 3.8.11 However, the chairperson must put a closure motion if there are no further speakers in the debate. When the meeting is debating an amendment, the closure motion relates to the amendment.
- 3.8.12 If a closure motion is carried, the mover of the motion under debate has the right of reply, after which the chairperson puts the motion or amendment to the vote.

### **Suspension of standing orders**

- 3.8.13 A member may move a motion to suspend standing orders as a procedural motion. The member must name the standing orders to be suspended and provide a reason for suspension. If seconded, the chairperson must put it without debate. At least 75 per cent of the members present and voting must vote in favour of the suspension. The resolution must state the reason.

### **Other types of procedural motions**

- 3.8.14 The chairperson has discretion about whether to allow any other procedural motion that is not contained in these standing orders.

### **Motions in writing**

- 3.8.15 The chairperson may require movers of motions and amendments to provide them in writing, signed by the mover.

### **Right of reply**

- 3.8.16 The mover of an original motion (not an amendment) shall have the right of reply. Movers in reply shall not introduce any new matter and shall confine themselves strictly to answering previous speakers. Once the mover has commenced such a reply, or the chairperson has indicated the intention to put the motion, no other member can speak on the motion.

## standing orders

### **Motions expressed in parts**

- 3.8.17 The chairperson or any member can require a motion that has been expressed in parts, to be decided part by part.

### **Substituted motion**

- 3.8.18 Where a motion is subject to an amendment, the meeting may substitute the motion with the amendment, provided the mover and seconder of the original motion agree to its withdrawal. All members may speak to the substituted motion.

### **Amendments to motions**

- 3.8.19 Only members who have not spoken to the original (or substituted) motion may move or second an amendment to it. All members may speak to the amendment.
- 3.8.20 The exception is where the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In these circumstances, the original mover or seconder may also propose or second the suggested amendment.

### **Amendments to be relevant and not direct negatives**

- 3.8.21 Every proposed amendment must be relevant to the motion under discussion. Proposed amendments cannot be similar to an amendment that has already been lost. Any amendment that, if carried, would have the same effect as defeating the motion, is a direct negative and is not allowed.

### **Further amendments**

- 3.8.22 The meeting must dispose of an amendment before any further amendments can be proposed. However, members may notify the chairperson that they intend to move further amendments and the nature of their content.

### **Lost amendments**

- 3.8.23 Where an amendment is lost, the meeting will resume the debate on the original (or substituted) motion. Any member who has not spoken to that motion may speak to it, and may move or second a further amendment.

### **Carried amendments**

- 3.8.24 Where an amendment is carried, the meeting will resume the debate on the original motion, as amended, and this will now be referred to as the substantive motion. Members who have not spoken to the original motion may speak to the substantive motion, and may move or second a further amendment to it.

### **Procedure until resolution**

- 3.8.25 The procedures in these standing orders are repeated until a resolution is adopted or defeated.

### **Withdrawal of motions and amendments**

- 3.8.26 Once the chairperson puts to the meeting a motion or amendment that has been seconded, the mover cannot withdraw it without the consent of the majority of the members who are present and voting.

## standing orders

- 3.8.27 The mover of an original motion, which has had an amendment moved and seconded in relation to it, cannot withdraw the original motion until the amendment has either been lost or withdrawn by agreement, as above.

### **No speakers after reply or motion has been put**

- 3.8.28 A member may not speak to any motion once the:
- a. mover has started their right of reply in relation to the motion
  - b. chairperson has started putting the motion.

### **When notices of motion lapse**

- 3.8.29 Notices of motion not moved on being called for by the Chairperson shall lapse.

### **Repeat notices of motion**

- 3.8.30 When a motion has been considered and rejected by the council or a committee, no similar notice of motion which, in the opinion of the chairperson, is substantially the same may be accepted within the next 6 months, unless signed by not less than one third of all members, including vacancies

### **No repeats where notice of motion agreed**

- 3.8.31 Where a notice of motion has been adopted by the council, no notice of any other motion which, in the opinion of the chairperson, has the same effect may be put while the original motion stands.

## **3.9 REVOCATION OR ALTERATION OF RESOLUTIONS**

- 3.9.1 A member may give the chief executive a notice of motion for the revocation or alteration of all or part of a previous resolution of the council or a committee.
- 3.9.2 Such notice must set out the:
- a. resolution or part of the resolution which the member proposes to revoke or alter;
  - b. meeting date when the resolution was passed;
  - c. motion, if any, that the member proposes to move to replace it.

### **Requirement to give notice of motion for revocation or alteration**

- 3.9.3 A member must give notice to the chief executive at least ten working days before the meeting at which it is proposed to consider such a motion and is to be signed by not less than one third of the members of the council, including vacancies.
- 3.9.4 Once the motion is received the chief executive must give members notice in writing of the intended motion at least eight clear working days' notice of the date of the meeting at which it will be considered.
- 3.9.5 If the notice of motion is considered and rejected, no similar notice of motion which, in the opinion of the chairperson, is substantially the same in purpose and effect may be accepted within the next six months.

## standing orders

### **Restrictions on actions under the affected resolution**

- 3.9.6 Where a member has given a notice of motion to revoke or alter a previous resolution, no irreversible action may be taken under the resolution in question until the proposed notice of motion has been dealt with.
- 3.9.7 Exceptions are where, in the opinion of the chairperson:
- a. the practical effect of delaying actions under the resolution would be the same as if the resolution had been revoked
  - b. by reason of repetitive notices, the effect of the notice is an attempt by a minority to frustrate the will of the council or the committee that made the previous resolution.
- 3.9.8 In either of these situations, action may be taken under the resolution as though no notice of motion had been given to the chief executive.

### **Revocation or alteration by resolution at same meeting**

- 3.9.9 A meeting may revoke or alter a previous resolution made at the same meeting where, during the course of the meeting, it receives fresh facts or information concerning the resolution. In this situation, 75 per cent of the members present and voting must agree to the revocation or alteration.

### **Revocation or alteration by recommendation in report**

- 3.9.10 The council or one of its committees may, on a recommendation in a report by the chairperson or chief executive, or the report of any committee or subcommittee, revoke or alter all or part of a resolution passed by a previous meeting. The chief executive must give at least eight clear working days' notice of any meeting that will consider such a proposal, accompanied by details of the proposal.

## **3.10 QUESTIONS**

### **Members to try and obtain information beforehand**

- 3.10.1 Before putting a question to a council meeting, a member shall, in the first instance, endeavour to obtain the relevant information from the appropriate council officer or the chairperson of the committee concerned. In the event of the information sought not being forthcoming, or the member not being satisfied with the answer, the member then has the right to raise the matter by way of a question at an ordinary meeting of the council.

### **Question time at meeting**

- 3.10.2 Any member of the council may at any ordinary meeting of the council at the appointed time, put a question to the chairperson, or through the chairperson of the council, or to the chairperson of a committee, or to any officer of the council concerning any matter relevant to the role or functions of the council or any matter that does not appear on the agenda, nor arises from any report or recommendation submitted to that meeting.

### **Questions may be deferred**

- 3.10.3 If an answer to the question cannot be given at that meeting it shall, at the discretion of the chairperson, be placed on the order paper for the next council meeting.

## standing orders

### **Questions to officers during debate**

- 3.10.4 In the course of any debate at any council meeting, any members may, at the chairperson's discretion, ask any question of the relevant officer on any matter under debate. Such questions shall be directed through the chair.

### **3.11 DEPUTATIONS/PUBLIC FORUM**

#### **Subject matter and names of deputations to be provided in advance**

- 3.11.1 Deputations may be received by the council (or any of its committees) or public forum held before a committee provided, in the case of deputations, that a written application setting out the subject matter and names of speaking members of the deputation has been lodged with the chief executive at least three days before the date of the meeting concerned (unless waived under standing orders) and has been subsequently approved by the chairperson.
- 3.11.2 The chairperson may in his or her discretion refuse a deputation/public forum on any reasonable grounds including, but not limited to:
- insufficient time to hear the deputation/public forum at the meeting;
  - the deputation/public forum would more suitably be heard at another meeting of council or before a committee;
  - the subject matter of the deputation/public forum is offensive or repetitious or vexatious or is considered likely to be so;
  - the subject matter is insufficiently relevant to the business of council (or a committee);
  - the previous disorderly or inappropriate behaviour of members of the deputation/public forum at council or committee meetings.

#### **Procedures for deputations**

- 3.11.3 Except with the approval of the council (or committee) not more than two members of a deputation may address the meeting. After a deputation is received members may put to the deputation any question pertinent to the subject heard, but no member shall express an opinion upon, or discuss the subject, nor move a motion until the deputation has completed making its submissions and answering questions.

#### **Termination of deputation if disrespectful**

- 3.11.4 The chairperson may terminate a deputation in progress which is disrespectful or offensive, or where the chairperson has reason to believe statements have been made with malice.

#### **Time limit on deputation**

- 3.11.5 Unless the meeting determines otherwise, a limit of 10 minutes is placed on a speaker making a presentation, or if there are 2 members of the deputation addressing the meeting 10 minutes in total for the 2 speakers.

## standing orders

### 3.12 MINUTES

#### **Minutes to be evidence of proceedings**

- 3.12.1 The council or, its committees must keep minutes of their proceedings. These minutes, when duly entered and authenticated, will be prima facie evidence of those proceedings.

[cl.28, Schedule 7, LGA]

#### **Matters recorded in minutes**

- 3.12.2 The chief executive or his/her designated representative must keep the minutes of meetings. The minutes must record:
- a. the date, time and venue of the meeting
  - b. the names of the members present
  - c. the chairperson
  - d. any apologies tendered and accepted
  - e. the arrival and departure times of members
  - f. a list of the speakers who gave public input, and the subjects they covered
  - g. a list of the items considered
  - h. any declarations of financial or non-financial conflicts of interest with these items
  - i. the resolutions and amendments made to considered items, including those that were lost or were ruled out of order
  - j. any failure of a quorum
  - k. any objections made to words used
  - l. all divisions taken
  - m. the names of any members requesting that votes or abstentions be recorded
  - n. the contempt, censure and removal of any members
  - o. any resolutions to exclude members of the public
  - p. the time that the meeting concludes or adjourns.

#### **Approval of minutes**

- 3.12.3 The minutes and proceedings of every meeting shall be circulated to members and considered at the next meeting, and if approved by that meeting or when amended as directed by that meeting, shall be signed by the chairperson.

#### **No discussion on minutes**

- 3.12.4 The only topic involving the minutes that may be discussed at a subsequent meeting, is their correctness and accuracy.

## standing orders

### **Minutes of last meeting before election**

- 3.12.4 The chief executive and the relevant chairperson must authenticate the minutes of the last meeting of the council and its committees before the next election of members.

### **Minute book inspection**

- 3.12.5 The minute books in hard copy, of the council or its committees, must be kept by the chief executive, and be open for inspection in accordance with the Local Government Official Information and Meetings Act 1987.

[s.51, LGOIMA]

- 3.12.6 The approved meeting minutes are to be published on the Fish & Game Council's website.

### **Inspection of public excluded matters**

- 3.12.7 The chief executive must consider any request for the minutes of a meeting or part thereof from which the public was excluded as a request for official information in terms of the Local Government Official Information and Meetings Act 1987.

[s.51(3)(b), LGOIMA]

## **3.13 PUBLIC ACCESS TO INFORMATION**

### **Public availability of the agenda**

- 3.13.1 All information provided to members at council and committee meetings must be available to the public and news media unless an item included in the agenda refers to a matter reasonably expected to be discussed with the public excluded.

[s.5 & 49, LGOIMA]

### **Public inspection of agenda**

- 3.13.2 Any member of the public may, without payment of a fee, inspect, during normal office hours, within a period of at least 2 working days before every meeting, all agendas and associated reports circulated to members of the council and relating to that meeting.

[s,46A(1), LGOIMA]

- 3.13.3 The agenda shall be:

- a. available for inspection at the office of the council; and
- b. accompanied by either:
  - i. the associated reports; or
  - ii. a notice specifying the places at which the associated reports may be inspected.

[s,46A(2), LGOIMA]

### **Information from an extraordinary meeting**

- 3.13.4 Where a meeting is an extraordinary meeting the agenda and any associated reports shall be made available as soon as is reasonable in the circumstances.



## standing orders

[s. 46A(6), LGOIMA]

### **Release of information from public excluded session**

- 3.13.5 A council may provide for the release to the public of information, which has been considered during the public excluded part of a meeting.
- 3.13.6 Each public excluded meeting shall consider what, if any, information will be released to the public. In addition, the chief executive may release, at his or her discretion, any information which has been considered by the council or any committee with the public excluded.

### **Chief executive to decide on supply of information**

- 3.13.7 Public excluded information required by members in the performance of their particular duties as members shall be supplied to them by the chief executive. Where the chief executive is uncertain that public excluded information should be supplied in any particular case, the matter shall be referred to the chairperson for direction.

### **Public excluded business not to be disclosed**

- 3.13.8 Subject to the provisions of the Local Government Official Information and Meetings Act 1987, no member, officer or other person shall disclose to any person other than a member or officer of the council, any information
- which has been presented at a time where the public is properly excluded
  - where it is proposed that the public be properly excluded
  - including divulging or inferring discussion, deliberations or decisions following any such meeting except by way of release of information by the council.

### **Rights of members to request and use information**

- 3.13.9 The rights of members to make separate and individual requests for information are subject to the Local Government Official Information and Meetings Act 1987. Such requests for information may include requests for information that had previously been supplied to that member as public excluded information to be released as publicly available information. Where such information is made available to that member as publicly available information the member has the right to use such information in the same way as if that member were a member of the public.

## **3.14 EXPENSES**

### **Council may pay expenses incurred attending meetings**

- 3.14.1 Subject to any national policy on reimbursement levels, the council may meet reasonable travel and extra-ordinary accommodation expenses incurred by members attending meetings for the council, and where specifically approved by the council, attending committee meetings and on other council business.

These Standing Orders prepared for the New Zealand Fish and Game Council were adopted by the council at a meeting held on / / and apply to all meetings of the council and its committees.

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Chairperson

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Chief Executive



## APPENDIX A

### GROUNDINGS TO EXCLUDE THE PUBLIC

LGOIMA 1987

#### 48 Right of local authorities to exclude public

- (1) Subject to subsection (3), a local authority may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on 1 or more of the following grounds:
- a. that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist,—
    - i. where the local authority is named or specified in **Schedule 1**, under **section 6** or **section 7** (except section 7(2)(f)(i));
    - ii. where the local authority is named or specified in **Schedule 2** of this Act, under **section 6** or **section 7** or **section 9** (except section 9(2)(g)(i)) of the Official Information Act 1982:
  - b. that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information the public disclosure of which would—
    - i. be contrary to the provisions of a specified enactment; or
    - ii. constitute contempt of court or of the House of Representatives:
  - c. that the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that local authority by an Ombudsman under **section 30(1)** or **section 38(3)** of this Act (in the case of a local authority named or specified in **Schedule 1**) or under **section 30(1)** or **section 35(2)** of the Official Information Act 1982 (in the case of a local authority named or specified in **Schedule 2** of this Act):
  - d. that the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

## standing orders

- (2) Paragraph (d) of subsection (1) applies to—
- a. any proceedings before a local authority where—
    - i. a right of appeal lies to any court or tribunal against the final decision of the local authority in those proceedings; or
    - ii. the local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
  - b. [Repealed]
  - c. any proceedings of a local authority in relation to any application or objection under the Marine Farming Act 1971.
- (3) Every resolution excluding the public from any meeting shall be in the form set out in **Schedule 2A** and shall state—
- a. the general subject of each matter to be considered while the public is excluded; and
  - b. the reason for the passing of that resolution in relation to that matter, including, where that resolution is passed in reliance on subsection (1)(a), the particular interest or interests protected by **section 6** or **section 7** of this Act, or **section 6** or **section 7** or **section 9** of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings in public; and
  - c. the grounds on which that resolution is based (being 1 or more of the grounds set out in subsection (1)).
- (4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
- a. shall be available to any member of the public who is present; and
  - b. shall form part of the minutes of the local authority.
- (5) A resolution pursuant to subsection (1), may also provide for 1 or more specified persons to remain after the public has been excluded if that person, or persons, has or have, in the opinion of the local authority, knowledge that will assist the authority.
- (6) Where a local authority resolves that 1 or more persons may remain after the public has been excluded, the resolution must state the knowledge possessed by that person or those persons which will be of assistance in relation to the matter to be discussed and how it is relevant to that matter.

Section 48: substituted, on 1 October 1991, by section 6(1) of the Local Government Official Information and Meetings Amendment Act 1991 (1991 No 54).

Section 48(2)(b): repealed, on 1 October 1991, by **section 362** of the Resource Management Act 1991 (1991 No 69).



# APPENDIX B

## SAMPLE RESOLUTION TO EXCLUDE THE PUBLIC

s 48(3), (4), (5), (6) LGOIMA

Schedule 2A: inserted, on 1 October 1991, by section 8 of the Local Government Official Information and Meetings Amendment Act 1991 (1991 No 54).

*Section 48, Local Government Official Information and Meetings Act 1987*

I move that the public be excluded from—

- \*a. the whole of the proceedings of this meeting; or
- \*b. the following parts of the proceedings of this meeting, namely,—  
[state agenda items]

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under **section 48(1)** of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
.	.	.
.	.	.
.	.	.
.	.	.

\*This resolution is made in reliance on **section 48(1)(a)** of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by **section 6** or **section 7** of that Act or **section 6** or **section 7** or **section 9** of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

[give particulars]

## standing orders

\*I also move that [*name of person or persons*] be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of [*specify*]. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because [*specify*].

Delete if inapplicable.

### **Note**

**Section 48(4)** of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
- a. shall be available to any member of the public who is present; and
  - b. shall form part of the minutes of the local authority.”



## APPENDIX C

### WEBCASTING PROTOCOLS

- The default camera shot will be on the chair or a wide-angle shot of the meeting room.
- Cameras will cover a member who is addressing the meeting. Cameras will also cover other key participants in a meeting, including staff when giving advice and members of the public when addressing the meeting during the public input time.
- Generally interjections from other members or the public are not covered. However if the chair engages with the interjector, the interjector's reaction can be filmed.
- PowerPoint presentations, recording of votes by division and other matters displayed by overhead projector may be shown.
- Shots unrelated to the proceedings, or not in the public interest, are not permitted.
- If there is general disorder or a disturbance from the public gallery, coverage will revert to the chair.

Taranaki Fish & Game Council  
Budget Report to 30 June 2017

and

Project Progress to 21 July 2017

OUTPUT	Budget external costs	YTD external costs (30/6/17)	Comments on significant variations	Budget Hours	YTD hours
Population Monitoring	9,400	6,759	Likely to be underspent	396	420.75
Harvest Assessment	3,700	2,193	On track	50	17.5
Hatchery	6,250	4,943		45	49
Liberations	8,200	6,602		95	76.75
Season Regulations				30	59
Gamebird Dispersal	1,100	941		140	103.75
RMA	100			500	255.5
Habitat Management & Enhancement	15,600	12,411	One invoice to come – will be close to budget	460	284.5
Hunter / Angler Access	2,000	1,618		50	41
Satisfaction Survey	300			10	.25
Magazine / Newsletter / Ezine	6,800	8,723	6,500 additional hunting newsletters sent to all rural delivery box holders	150	80
Other Publications	1,673		Deferred due to additional costs for newsletter	30	18.5
Clubs	300	300		10	3.75
Statutory Liaison				60	13.5
Iwi Liaison				40	24
General Advocacy		47		320	154.25
Hunting & Angling Promotions	2,750	2,479		-	172.25
Ranger Management	2,000	1,178		72	71.25
Compliance		909	Installation of regulatory marker poles	170	124.25
Licensing & Commission	10,031	8,701		105	29.5
Council Meetings & Administration	8,000	7,999		162	215.5
Management, Strategic & Policy				70	10
Business Planning				65	23.5
OSH & Other Reporting	7,700	2,831	Audit fees to come	55	68.25
National Liaison	100			160	120
<b>Total Expenditure</b>	<b>86,004</b>	<b>68,635 (80%)</b>		<b>3,245</b>	<b>2,436.5 (75%)</b>

Project Income	Budget Income	YTD Income	Comments on significant variations
Harvest Assessment	650	435	
Liberations	2,000	-	Invoice in process of being issued
Gamebird Dispersal	500	342	
Reparation / Compliance	1,000	304	
<b>Total Income</b>	<b>4,150</b>	<b>1,081</b>	
<b>Net Expenditure</b>	<b>81,854</b>	<b>67,554</b>	

Overheads	Budget	YTD
1910 Salaries & Management Contract	224,358	177,035
1920 Staff Expenses	3,200	3,158
1940 Office Premises	19,759	16,428
1950 Office Equipment	3,000	2,760
1960 Communications / Consumables	8,025	7,518
1970 General	2,400	3,355
1980 General Equipment	800	78
1990 Vehicles	15,200	12,983
<b>Total Overheads</b>	<b>276,742</b>	<b>223,317 (81%)</b>

Other Income & Expenses	Budget	YTD
Interest	15,848	7,758
Wellington Fish & Game Admin Donation	7,000	3,833
<b>Total Other Income &amp; Expenses</b>	<b>22,848</b>	<b>11,796 (52%)</b>

Nett Project, Overhead and Other Expenditure/Income	Budget	YTD
	<b>335,748</b>	<b>279,075 (83%)</b>



## SPECIES MANAGEMENT

2016/2017 Annual Plan – Planned Result	Progress to date
<p><b><u>Fish Population assessment</u></b></p> <p>1. Report to Council detailing the status of the sports fish population and implications for management by 31 August 2017</p> <p>2. Baseline trout population information obtained and reported for the Manganuioteao River (year 1 of 2) and Kaupokonui Streams.</p> <p>3. Opportunities to enhance the Stony River fishery investigated and reported to Council</p>	<p><i>A 2-day electric fishing survey was carried out in the Kaupokonui Stream catchment on 6-7 December 2016. Draft report prepared.</i></p> <p><i>Manganuioteao drift dives deferred due to unsuitable river conditions</i></p> <p><i>There was agreement on the wording and colour of tags for the TrustPower lower Patea River trout releases (2017 – 2021).</i></p> <p><i>Inspection of Retaruke River indicates river is bouncing back and some wild fish evident.</i></p> <p><i>Trout spawning surveys carried out in Mangamahoe Stream (16.06.2017) and Konini Stream (27.06.2017).</i></p> <p><i>A survey of the Stony River on 28.10.16 found the river still very unstable with few macroinvertebrates present. Ongoing erosion means the river remains very unstable.</i></p>
<p><b><u>Gamebird population Assessment</u></b></p> <p>1. Presentation to the Council detailing population status and implications for management of the region's black swan and paradise shelduck populations. The report to be presented to Council at its first planned meeting in 2017.</p> <p>2. Study initiated into the movements of mallards between the Taranaki high country and coastal regions and the implications for long-term monitoring programme.</p> <p>3. Mallard monitoring based around banding in the Waimarino Region and aerial counts on the Taranaki ring plain implemented and the first year's results reported to Council</p> <p>4. Pukeko Counts conducted in April and shoveler</p>	<p><i>January 2017 trend counts were carried out for paradise shelduck and black swan and a report prepared for Council.</i></p> <p><i>Reviewed recent Mallard research findings and discussed implications with author.</i></p> <p><i>Manager obtained Level 1 banding certification and attended banding day at Gisborne. Completed banding at 3 sites in the Waimarino. Aerial counts of dabbling duck along 20 randomly selected transects on the Taranaki ringplain were carried out on 10.04.2017. Manager applied for L2 certification</i></p> <p><i>Draft Game gazette included discussion on</i></p>

duck counts in August. Analysis presented to Council by 31 <sup>st</sup> December 2016 as part of the Draft Game Gazette notice.	<i>pukeko and shoveler monitoring in December agenda. Drive-by counts of pukeko along randomly selected road transects were carried out in April 2017.</i>
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<p><b><u>National Hunter Survey</u></b></p> <p>1. Full participation in Fish &amp; Game New Zealand's national hunter harvest survey during the 2017 game season.</p>	<p><i>A report on the 2016 Game Season results was prepared for Council's 11<sup>th</sup> February 2017 meeting agenda. Calls were made for the 2017 harvest survey and the data entered into the survey website for analysis.</i></p> <p><i>Season harvest data entered into excel spreadsheet for 1992 onwards.</i></p>
<p><b><u>Special Gamebird Season</u></b></p> <p>1. The co-ordination of a 2-weekend special game bird hunting season for paradise shelduck in Area C.</p> <p>2. Presentation to Council by 31 August 2017 of the results of the 2017 Special Game Bird Season.</p> <p>3. Maintain register of properties with paradise duck issues as potential contacts for hunters seeking new opportunities.</p>	<p><i>Prepared new format 2017 Special Season permits and delivered to registered occupiers and participating agents. Responded to queries from participants and issued permits. 2 special permits to hunt in Area B issued to address specific issues.</i></p> <p><i>Report on the 2017 special season was prepared for Council's 10 June 2017 agenda.</i></p>
<p><b><u>Hatchery</u></b></p> <p>1. To have reared 4,000 healthy fingerling and yearling trout at the Hawera hatchery by 31 August 2017.</p> <p>2. Development and implementation of an effective exotic disease response plan.</p>	<p><i>A Hawera hatchery food order was submitted to King Salmon Ltd. for April 2017 delivery. Trout were adipose fin-clipped on 15.03.2017 and there were 2,007 rainbow trout held at the hatchery on that date. The hatchery volunteers are keen to grow 300 fish to a larger size for the Stratford kids' trout fishing event in mid-December 2017. On the morning of 23.04.2017 hatchery volunteers discovered that the water inlet valve to the largest raceway had been turned off and all trout in that raceway were dead. There was no sign that anyone had entered the hatchery building. There are 930 fish remaining.</i></p> <p><i>Eyed rainbow trout ova (3,500 approx.) from the Eastern F&amp;G Region were received in good order at the Hawera hatchery on 21.07.2017.</i></p> <p><i>A draft exotic disease response plan was prepared.</i></p>

<p>3. Complete review of hatchery requirements and options to meet these and report to Council.</p>	
<p><b>Trout Liberations</b></p> <p>1. Release of 4,000 healthy fingerling and yearling trout into lakes and rivers where the species already exists and release is appropriate, these releases reported to Council by 31 August 2017.</p> <p>2. Release of up to 1,200 healthy two year old rainbow trout into approved waters to provide immediate angling opportunity.</p> <p>3. Complete year 2 of 3 year study into the value of stocking specific streams and include in Report to Council (5.1, Fish population Assessment,1)</p>	<p><i>A total of 602 rainbow trout yearlings from the Hawera hatchery were released into Lakes Ratapiko (301), Mangamahoe (151) and Rotomanu (150) on 04.10.2016. A further 461 rainbow yearlings were released into Lake Ratapiko (202) and the Kaupokonui Stream catchment (259) on 18.10.16. A total of 300 rainbow yearlings were released into the Retaruke River on 21.11.2016. An invitation to prepare an "offer of service" for the lower Patea River trout releases was received from TrustPower (11.07.2017). Councillor Bright has carried out modifications to improve the oxygen delivery system on the fish release transport tank.</i></p> <p><i>A total of 250 2 year rainbows and 2 older rainbows were released into Lake Ngangana on 28.10.16. A further 280 2 year rainbows were released into the Patea River at Stratford on 09.12.2016. An order for 500 2 year rainbows for mid-October 2017 kids' fishing events at Opunake Lake and Lake Rotomanu was confirmed. 85 fish from Turangi released in Sattlers Dam</i></p>
<p><b>Keep &amp; Release Approvals</b></p> <p>1. Provision of advice as required on proposals to keep, rear or release game birds and to keep or release sports fish. Recommendations made to DOC on the issue of such permits.</p> <p>2. Liaison with F&amp;G National Office regarding streamlining the process for application and approval to rear and release gamebirds.</p>	<p><i>Discussion with Bird Rescue in Whanganui re large numbers of ducklings bought in. Permit issued to angler to fish for perch over winter as part of investigation into the extent of angling opportunities.</i></p> <p><i>Ongoing discussion with Eastern re obtaining DG delegations.</i></p>
<p><b>Season Regulations</b></p> <p>1. Draft recommendations and supporting information regarding the 2017 gamebird hunting conditions and 2018 Special Season conditions provided to Council for the December 2016 meeting.</p> <p>2. Dispatch of the Council's draft recommendations for the 2017 game bird hunting season conditions to NZ Fish &amp; Game Council by 10 December 2016.</p>	<p><i>Recommendations and draft game notice included in December 2016 Agenda and approved by Council pending Paradise duck monitoring results</i></p> <p><i>Sent to National Office and draft Gazette Notice reviewed 13/12/16. Draft Regulation Brochure reviewed.</i></p>

<p>3. Recommendations and supporting information regarding the 2017/18 sports fishing conditions provided to Council for the June 2017 meeting.</p> <p>4. Dispatch of the Council's recommendations for 2017/18 sports fishing season conditions to NZ Fish &amp; Game Council by 30 June 2017.</p>	<p><i>Draft paper and recommendations prepared for June 17 meeting</i></p> <p><i>Recommendations sent 14/6/17 and gazette notice and angling brochure drafts reviewed.</i></p>
<p><b><u>Gamebird Dispersal</u></b></p> <p>1. Proactively assist with the dispersal of unwanted congregations of game birds that are notified to the Council throughout the year</p>	<p><i>Eighteen permits to cull or trap &amp; relocate pukeko have been issued to date, along with fifteen permits to disturb paradise shelduck; six permits to disturb paradise shelduck &amp; mallard duck; one permit to disturb paradise shelduck &amp; black swan; one permit to trap &amp; relocate mallard duck; and one permit to cull up to 4 paradise shelduck &amp; 6 mallard duck causing damage to a golf course.</i></p> <p><i>An inquiry was received from the Stratford Golf Club about dispersing mallard duck. There was liaison with the SPCA about the capture of a black swan entangled in nylon at Barrett Lagoon. Two injured ducks and a pukeko were picked up from members of the public.</i></p> <p><i>A site visit was made to Barrett Lagoon (23.02.2017) with the adjacent landowner and NPDC staff to discuss fencing requirements for an expanded pasture "sacrifice area" to limit pasture damage by moulting paradise shelduck.</i></p> <p><i>Ads placed re contacting F&amp;G if have a problem to go in NZ Dairy newspaper and also Taranaki Lifestyles issue.</i></p> <p><i>Gas guns issued in Taranaki via permits to disturb were collected back in prior to the start of the 2017 special season. One of the Whanganui guns is missing at present as left in kale crop after manager departed. Fitting that allows guns to rotate purchased for trial installation.</i></p> <p><i>Following discussions with the TRC, a fact sheet was prepared for Land Management Officers and landowners about managing pukeko problems.</i></p>

## HABITAT PROTECTION & MANAGEMENT

### Resource Management Act

1. Make effective submissions on resource consent applications and statutory plan proposals to best achieve sports fish and game bird habitat protection and enhancement and / or to maintain or enhance hunting or angling access and opportunity.

*F&G withdrew its request to be heard (08.11.2016) in relation to a limit-notified application by Inglewood Metal Ltd. to discharge treated quarry stormwater & washwater to Kurapete Stream in the Manganui catchment. The applicant agreed to isolate the washwater system from the stormwater system and accepted more stringent receiving water conditions. Following sale of the quarry to Civil Quarries Ltd (Taranaki Civil), F&G's approval was sought for a change in consent conditions to allow for an increased discharge rate and an improvement in the wash-water recirculation system. F&G approval was given on 18.07.2017.*

*F&G attended a 2<sup>nd</sup> pre-hearing meeting (10.11.2016) in relation to publicly-notified applications by Fonterra Ltd. to take water from Tawhiti Stream and Tangahoe River and discharge silt from hydrocyclone filters. There was general agreement among the parties and an updated version of the consent conditions was circulated for comment. These are now with the TRC for their review.*

*A pre-hearing meeting was attended (19.10.2016) regarding a limited-notified application by the Oaonui rural water supply scheme to increase their Oaonui Stream take from 3,500 to 5,000 m<sup>3</sup>/day. A proposal to limit the take to 4,000 m<sup>3</sup>/day was agreed by the applicant (28,000 m<sup>3</sup> averaged over 7 days). Fish & Game subsequently withdrew its request to be heard (19.12.2016), but the applicant then came back with some late changes. A 2<sup>nd</sup> pre-hearing meeting was attended on 30.01.2017 to resolve remaining issues and F&G's final withdrawal of request to be heard occurred on 03.04.2017.*

*A draft of the Stratford District Council's King Edward Park Management Plan was received and a request made (30.09.2016) that angler access and the ability to take trout from a section of the Patea River through the park be maintained. This received a positive response. The proposed plan was*

subsequently notified and a F&G submission was lodged on 15.03.2017.

The STDC's decisions on its District Plan were reviewed and it was decided not to Appeal.

Comments were made on the TRC's draft Regional Coastal Plan (25.11.2016) and a submission made to its Proposed Regional Pest Management Plan and Biosecurity Strategy (30.06.2017).

A draft TRC Officer's Report on a limited notified application by Stratford District Council to take water from the Patea River & Konini Stream was reviewed and comments made (01.12.2016). Further comments were made on the proposed consent conditions on 19.05.2017 and there have been ongoing discussions to define where and how the financial contribution will be spent.

There was liaison with NZTA regarding restoration of a fish pass on the SH3 Te Henui motorway culvert. Staff also met with NZTA representatives regarding SH3 Mt. Messenger realignment proposals, with a further meeting held on 24.05.2017.

There was liaison with Kiwi Rail regarding designs for fish passes on the Manganui River and Waipuku Stream SH3 railway bridge bed control structures. Fish passage at a low weir on Mangawarawara Stream at Bridger Park Eltham was inspected to provide input into the consent renewal (Eltham Lions).

Patea HEPS: Interim Dissolved Oxygen and Temperature Report - Following receipt of the Expert Panel's comments, TrustPower agreed (22.09.2016) that the DO data for the McColl's Quarry site was not of a sufficient standard to be used as intended by resource consent 0489-2 condition 36. New sensors and an amended maintenance regime are being put in place. A request for F&G's non-notified approval was received (09.03.2017) for a change in consent conditions to allow the site for flow compliance monitoring to be shifted downstream from McColl's Quarry to McColl's Bridge. F&G approval was provided

on 21.04.2017.

*A site visit was made (15.09.2016) to Oakura Farm Park's proposed 66ha eco-subdivision in the Wairua Stream catchment near Oakura to view riparian management and wetland protection and enhancement initiatives. A change to the NP District Plan will be required for the subdivision to proceed.*

*There was liaison (19.01.2017) with the landowner of the former Meadowvale Piggery site at Midhirst and the TRC about options for emptying the 3 large oxidation ponds.*

*A site visit was made with STDC and Ngaruahine staff (16.02.2017) to view Waimate West Rural Water Supply Scheme intakes on the Otakeho, Mangawhero, Mangawhero-iti and Mangatoki Streams, as the structures are in the process of being re-consented.*

*A TRC report on the effectiveness & efficiency of the RPS for Taranaki was received for comment (16.02.2017). Comments were provided on 07.04.2017.*

*The High Court upheld appeal by Ngati Rangi over Environment Court decision re NZE hydro consents and directed E.C to reconsider its decision.*

*Comments were provided to Renewable Power Ltd on a monitoring methodology to assess the effects of the Normanby HEPS on the ecology and users of the Waingongoro River (02.05.2017). A Renewable Power stakeholders meeting was attended on 30.05.2017. The TRC has gone to the Environment Court to obtain an Enforcement Order in relation to consent compliance.*

*Following lodgement of a submission in the previous financial year (28.07.2016) regarding re-consenting of the Stratford District Council's oxidation pond discharge to the Patea River, a pre-hearing meeting was attended on 20.04.2017. A draft set of consent conditions was received and*

comments made on 28.06.2017.

Following discussions with the TRC (20.04.2017 & 15.05.2017) about their proposal to apply catchment-based consent financial contributions as a general subsidy on riparian plants to encourage completion of the programme, the TRC decided to maintain the status quo.

An application was received (16.05.2017) to take 20.8 l/s of water from the Warea River for pastoral irrigation. Initial comments were provided on 23.05.2017.

Following lodgement of a submission in the previous financial year (14.06.2016), on an application by TrustPower for a windfarm on the Waipipi dunes at Waverley, a South Taranaki District Council Hearing was attended on 25.05.2017. The Hearing Decision was received on 07.07.2017 and while the Commissioners declined the relief F&G sought in relation to 3 ponds that will be infilled, it was decided not to lodge an Appeal.

Reviewed STDC proposal to designate land for a new road to Wainu Beach which will in part follow the edge of Nukumaru Recreation Reserve

A TRC consent holders' forum was attended (13.06.2017). This was 1 of 2 meetings held to seek feedback from consent holders on all aspects of the TRC's performance.

A Fonterra Kapuni (Lactose) annual community meeting was attended (18.07.2017) to discuss environmental compliance, plant upgrades and the up-and-coming consent renewals.

There was liaison with the TRC about a project to record all access culverts on farm riparian plans, assess them for fish passage and remedy any issues.

In accordance with consent requirements, Ballance Agri-Nutrients carried out a fish entrainment study at their Waingongoro River water intake in 2014-2016. No fish



<p>2. Engage in and actively advocate for protection and/or enhancement of sports fish and gamebird habitat in the Taranaki Freshwater Plan Review process.</p>	<p>were caught in the 5 surveys, indicating that the intake is unlikely to affect fish populations in the river.</p> <p>An inquiry was received about conditions of consent relating to final reinstatement of a quarry on Omahuru Road adjacent to the Waingongoro River (31.05.2017).</p> <p>There was discussion with the TRC Planning Manager about progress with the review of the Freshwater Plan and RPS (28.11.2016).</p>
<p><b>Sports Fish Habitat Enhancement</b></p> <p>1. Provision of advice and promotion of effective management of riparian land margins throughout the region.</p> <p>2. Take opportunities to advocate for maintenance of flows to protect fishery values in recognised trout streams.</p> <p>3. Undertake and assist with efforts to keep Didymo and other aquatic threats out of the Taranaki Fish &amp; Game Region.</p>	<p>Met with landowner on Manganuioteao River and Horizons to plan this summer's work as part of WRET Riparian project. Catch-up meeting held and order of work changed due to delay in removal of pines this summer. Materials purchased and planned fencing nearly complete. Setup new account to hold the funds so transparent for all the parties. Report of first year's work completed and submitted to WRET along with the invoice</p> <p>Presented possible concept for Sattlers Dam and met on site with Ernslaw One. Subsequent measurements of dam depths suggests no long-term value in seeking to increase dam height, however lake is re-establishing well at its new level.</p> <p>There was liaison with the TRC's summer didymo advocate, who attended the Stratford kids' trout fishing event. A TRC check/clean/dry advert was placed in the Taranaki regional angling newsletter.</p>

<p><b>Gamebird Habitat Enhancement</b></p> <p>1. Provision of advice to licence holders and landholders regarding the enhancement of game bird habitat and predator control.</p>	<p>Three site visits to Ohakune property. Groundwater levels have held up over summer and suitable for excavating pond. Now developing a larger wetland than initial concept. Referees report for 2017 GBHT application completed</p> <p>Inspected wetland opportunity west of Owhango. Referees report for 2017 GBHT application completed</p>
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<p>2. Provision of information and advice to applicants for GBHTB grants. Act where necessary as referees for projects and monitor the implementation of successful applicants to ensure works are carried out to the agreed standard.</p>	<p><i>A site visit was made and a final referee's report prepared for the Rawhenua wetland project (GBHTB). A site visit was made (17.02.2017) to provide advice on excavation works for the GBHTB Hayward wetlands project. A site visit was made to a Waireka New Plymouth lake and wetland to view habitat plantings (10.03.2017). A site visit was made to a property at Matau to view a proposed wetland development (10.05.2017) and a Referee's report prepared for the 2017 GBHTB applications. A site visit was made to view an Okato wetland (28.05.2017) and a Referee's report prepared for the 2017 GBHTB applications. A site visit was made to view a wetland creation proposal on the Motumate Stream near Manaia (23.06.2017) a Referee's report prepared for the 2017 GBHTB applications. A Referee's was also prepared for a final application to the GBHTB for the Mangatotara wetlands project.</i></p> <p><i>Site inspection and follow up to existing wetland at Whanganui, will make application to increase flooded area along with installing a water level control. Referees report for 2017 GBHT application completed</i></p> <p><i>Site visit to Makirikiri valley. Plan made to create an extensive shallow water wetland and referees report for 2017 GBHT application completed.</i></p> <p><i>Investigated water level control options and obtained pricing for most suitable design</i></p>
<p>3. Promote the need for and provide advice regarding predator control programmes and any other outcomes from the Mallard Research project.</p>	<p><i>Collated and reviewed current predator control information and presented paper to October 2016 Council meeting on options for Council involvement. A Wft/Predator Free NZ funded predator control hui was attended (19.06.17) and 2 Steve Allan cat traps (certified for humane kill) purchased for trialling.</i></p> <p><i>Predator control trial for Pakihi wetland refined in light of comment from Southland Fish &amp; Game</i></p>

<p>4. Explore options for a wider Nukumarū conservation area involving the respective landowners and agencies.</p>	
<p><b>Hunting &amp; Habitat Scheme</b></p> <p>1. Actively promote the Hunting &amp; Habitat Scheme to regional licence holders and landowners including through site visits, regional newspapers, newsletters and other media.</p> <p>2. Provide support for applications to H&amp;HS including advice on design and construction and on-site assistance to create high quality wetlands and hunting opportunities.</p> <p>3. Identify and actively pursue suitable opportunities for development of council owned wetlands.</p>	<p>Highlighted opportunity in Hunting Newsletter sent to all rural delivery box holders in the region</p> <p><i>Referee's reports were prepared for the Mangatotara and Pakahi Wetland Hunting &amp; Habitat scheme applications. A site visit was made and a final referee's report prepared for the Rawhenua wetland project. Worked with landowner to initiate fencing component of successful Pakahi application which is now complete.</i></p> <p><i>Following site visits (31.03.2017 &amp; 12.04.2017) a final referee's report was prepared for a second H&amp;H scheme application for the Mangatotara wetlands. The National Trust declined an application for a QEII Covenant for the Jimmy Stewart wetland on the grounds that there were insufficient open space values. After reconsideration, a QEII covenant was granted for the Mangatotara wetlands. A site visit was made (19.07.2017) to view potential wetland projects in the Urekawa Stream catchment, a tributary of the lower Patea River.</i></p>

**PARTICIPATION AND SATISFACTION OF ANGLERS AND HUNTERS**

<p><b>Angler Access</b></p> <p>1. Provision of access information and brochures to licence holders</p> <p>2. Implement any identified opportunities for increased angling access around Lake Mangamahoe and design and erect angling information signs that</p>	<p><i>Two landmark poles were designed, purchased and erected (22.11.2016) to demarcate the upper limit for winter fishing on the lower Waiwhakaiho River &amp; the inlet to Lake Mangamahoe.</i></p> <p><i>Discussions with owners of Lake Namunamu regarding access and a new sign erected which reflected this agreement</i></p> <p><i>Followed up on possible exemption for any fishing platforms to require railings. Site meeting held at Lake Mangamahoe</i></p>
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<p>are consistent with the signs policy.</p> <p>3. Identify location of current signs and review future needs and locations.</p> <p>4. Liaison with the Walking Access Commission to identify potential improvements in public access.</p>	<p><i>(22.11.2016) to confirm locations for 2 proposed new angling platforms. NPDC's agreement in principle was sought (30.03.2017) for the construction of the two additional platforms, but NPDC was concerned (12.04.2017) that the sites were too close to the water supply intake and in an area frequently booked for wedding photos. Upgrade work on the existing platform has been completed.</i></p> <p><i>Signage standards reviewed, agreed and new signs produced for Lakes Ngangana &amp; Namunamu and the Manganuioteao River. Boundary signs replaced at National Park and Tokirima completed. Installation of Turakina signs completed. Updated Ruatiti Domain sign to reflect new regulations</i></p> <p><i>There was liaison over possible sale of a property in the Waimarino Region which has some fishing access, and over the sale of a property at Mountain Road Stratford bordering the Kahouri Stream (04.07.2017).</i></p>
<p><b><u>Hunter Access / Opportunities</u></b></p> <p>1. Negotiate, allocate and issue access permits to publicly available hunting areas for the 2017 game bird season.</p> <p>2. Actively seek and develop opportunities for gamebird hunter access.</p> <p>3. Develop a mentoring programme for new or young shooters utilising Hawken's Wetland and any other identified opportunities.</p> <p>4. Complete review of options to enhance access to lakes Wiritoa, Kohata and Kaitoke.</p> <p>5. Review criteria / policy to rear and release upland game and provide recommendations to Council.</p>	<p><i>Permission sought from Managers / Owners of Harakeke Forest and Nukumaru Recreation Reserve for upland game hunting access 1<sup>st</sup> March 2017.</i></p> <p><i>Internal discussion around conditions of use of Looney's Lake and implications/ opportunities for the future</i></p> <p><i>Article seeking interest from new hunters included in 2017 Gamebird Magazine supplement. Maimai modified and follow-up spraying completed</i></p>
<p><b><u>Licence Holder satisfaction Survey</u></b></p> <p>1. Develop a survey of angler success, satisfaction and aspirations for key fisheries as identified in 2014/15 National Angling Survey (NAS).</p>	<p><i>Reviewed NAS results</i></p>

<p><b><u>Fish &amp; Game Magazine</u></b></p> <p>1. Provide a regional supplement in each of the two special editions of fish &amp; Game Magazine to be published during the reporting year.</p>	<p><i>2-page Taranaki supplements produced for the 2017 Game Special Issue of F&amp;G Magazine and the 2017 Fishing Special Issue.</i></p>
<p><b><u>Regional Newsletter</u></b></p> <p>1. Publication of a Hunting and a Fishing Newsletter for regional licence holders and hunting landowners.</p>	<p><i>An 8-page regional fishing newsletter and an 8-page regional hunting newsletter were produced.</i></p>
<p><b><u>Regional Fish &amp; Game Web Site</u></b></p> <p>1. Publication of information, material and articles of interest to hunters and anglers on the regional pages of the Fish &amp; Game web site. Information regularly updated and easy to find.</p> <p>2. The production of at least 8 Reel Life articles and 2 Both Barrels articles.</p>	<p><i>An article on the Taranaki special season for paradise shelduck was uploaded to the website (13.02.2017).</i></p> <p><i>Nine Reel Life articles have been produced during the year to date (20.09.16; 20.10.16; 18.11.2016; 14.12.2016; 22.01.2017; 22.02.2017, 16.03.2017, 26.04.2017 &amp; 26.05.2017).</i></p> <p><i>Three Both Barrels articles have been produced to date (26.04.2017; 26.05.2017 &amp; 28.06.2017).</i></p>
<p><b><u>Access Pamphlets</u></b></p> <p>1. Complete production of a Regional Stillwater Sports Fisheries pamphlet with an emphasis on perch.</p> <p>2. Production of an updated Waimarino fishery access pamphlet.</p>	<p><i>Discussion with several anglers regarding their contribution. Trial implemented to investigate winter angling opportunities. There was discussion with TrustPower about angler (kayak) access to the water ski arm of Lake Ratapiko.</i></p>
<p><b><u>Club Visits</u></b></p> <p>1. Council representation at recreational hunting and fishing club meetings across the region.</p>	<p><i>Staff attended the Inglewood Rod, Gun &amp; Recreation Club's opening weekend trout season weigh-in on 02.10.16 and the opening weekend game season "weigh-in" (07.05.2017).</i></p>

## **PUBLIC INTERFACE**

<p><b><u>Liaison</u></b></p> <p>1. Liaison with Department of Conservation and Conservation Boards and where appropriate attend Conservation Board meetings within the Taranaki fish &amp; Game region by 31 August 2017.</p> <p>2. Where possible proactively engage and work co-operatively with Regional and District Councils, other</p>	<p><i>There was liaison with DOC regarding a 1080 drop on Mt. Taranaki and the Looney's Lake Conservation Covenant. A presentation on issues of mutual interest was made to the Taranaki/Whanganui Conservation Board meeting in New Plymouth on 23.06.2017.</i></p> <p><i>Attended 3 Ruapehu Wai group meetings and agreed process to establish a</i></p>
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<p>organisations and groups and the rural community.</p>	<p><i>comprehensive community group to work together regarding the health of Waimarino rivers, and including an application to Freshwater Improvement Fund. Council supplied a Letter of Support for this application.</i></p> <p><i>Site visit and discussions regarding 2 potential GBHT projects with Horizons staff who are keen to be involved</i></p>
<p><b><u>Iwi Liaison</u></b></p> <p>1. Proactively engage and work with Iwi within the region on matters of mutual interest, concern and benefit.</p>	<p><i>There was liaison with Ngati Ruanui &amp; Ngaruahine Iwi regarding Fonterra's Whareroa water take and discharge consents. It was agreed that a MOU will be developed between the two Iwi &amp; F&amp;G to ensure F&amp;G has input into the development &amp; implementation of Tangahoe catchment habitat enhancement projects. There was also liaison with Ngati Ruanui &amp; Ngaruahine about issues with Normanby power Scheme consent compliance and Stratford District Council water supply consent renewal. There was liaison with Taranaki Iwi regarding the Oaonui rural water supply water take consent renewal, Looney's Lake and an application to take water from Warea River.</i></p> <p><i>There was liaison with Ngati Ruanui regarding the proposed Waverley wind farm, affected party issues, and the values of Lake Kaikura (02.06.2017).</i></p> <p><i>There was liaison with Ngaruahine regarding an Inaha Stream irrigation consent renewal, Fonterra Kapuni (Lactose) re-consenting &amp; STDC Waimate West water intake consents. There was liaison with Ngaruahine and Te Atiawa Iwi regarding fish passes on Kiwi Rail's Manganui River &amp; Waipuku Stream bed control structures.</i></p> <p><i>There was liaison with Ngaa Rauru regarding the Waverley Wind Farm decision (13.07.2017).</i></p> <p><i>Informal liaison with Ngati Rangī re opportunities to work together.</i></p> <p><i>The Chairman and SFO met with Nga Iwi o Taranaki and Office of Treaty Settlements staff on 11.05.2017 to learn about the Taranaki Maunga negotiation.</i></p>
<p><b><u>Advocacy</u></b></p> <p>1. Promote the protection of freshwater, wetland and upland game habitats and the wider benefits of this.</p>	<p><i>Six meetings of the Taranaki Biodiversity Trust (Wild for Taranaki) were attended,</i></p>

<p>2. Represent the interests of anglers and hunters, and promote the validity of fishing and gamebird hunting.</p>	<p>including the AGM and a meeting with the NEXT Foundation. Staff also attended a WfT "restoring Taranaki" workshop on 15.05.2017. Staff accompanied the WfT co-ordinator to a meeting with Taranaki Federated Farmers (20.02.2017) to discuss the "restoring Taranaki" project. Comments were made on the draft WfT operational plan (04.07.2017). The final (wind-up) meeting of the Taranaki Tree Trust was attended. Staff also attended the TRC's 2016 Environmental Awards presentation (03.11.2016), where it was announced that Maketawa Stream had been conferred as "third most improved" by the NZ River Awards. There was liaison with the Taranaki District Health Board regarding a risk assessment for the DOC 1080 drop in Egmont National Park. An advertising feature was organised in the Taranaki Daily News (08.02.2017) to celebrate World Wetlands Day. Wetland information was made available and staff gave a short talk at a WWD fieldtrip to Waipu Lagoons (12.02.2017) that was attended by 90 people. Councillor Nancarrow kindly donated use of the Hynds BBQ trailer for the F&amp;G sponsored BBQ. A talk on F&amp;G was given to the Stratford Probus group (04.06.2017).</p>
<p><b><u>Information to licence holders including hunting &amp; angling promotions</u></b></p> <p>1. Support trout fishing events, using liberations of 2 year old rainbow trout, to encourage participation and family involvement.</p> <p>2. Develop displays that promote local fishing and hunting opportunities in association with National Office.</p>	<p>An angling promotion attended by 100 children was held at Lake Ngangana on 29.10.16. In conjunction with the Stratford Fishing Section, an application was submitted to the Taranaki Electricity Trust (19.10.2016) seeking fish transport funding for the Stratford kids trout fishing day. The application was successful and an angling promotion attended by 80 children was held on 10.12.2016 at the scout den pool on the Patea River at Stratford. Permit issued to hold fishing competition as part of Ohakune Easter Hunt</p> <p>Discussion with NO re opportunities to work together on this as part of their design of new displays</p>

<p>3. Identify best way to develop an introduction to upland game bird hunting in association with National Office.</p> <p>4. Review of information needs around gamebird hunting and how best to meet these.</p> <p>5. Provide timely and useful information to licence holders when requested. Proactively utilise opportunities such as newspapers, website and public events to make information available.</p> <p>6. Opportunities for publicity on angling and hunting are taken and copies of coverage reported to Council.</p>	<p><i>Ad and prizes provided for Whanganui 'Take a Kid Hunting' promotion</i></p> <p><i>The 2017 gamebird hunting guide information was updated.</i></p> <p><i>Written &amp; verbal information was provided to licence holders during the period. Editorial and advertisement regarding summer angling provided to Ruapehu Bulletin. Staff gave a talk on Taranaki trout fisheries to the North Shore Flyfishers Club in Auckland (21.02.2017).</i></p> <p><i>Trout season opening weekend publicity was provided to 5 newspapers and a photo opportunity organised with the Taranaki Daily News that also resulted in a photo in the Sunday Star Times. Comment was provided to the Whanganui Chronicle for an article about a rainbow trout caught at the town wharf. Editorial and 2 adverts were provided to the Stratford Press and editorial was provided to 2 radio stations to promote the Stratford kids' trout fishing event Staff attended a new anglers' night hosted by Taranaki Hunting &amp; Fishing (attended by 30 people).</i></p> <p><i>An article (&amp; advert) promoting the Lake Ngangana kids' trout fishing event was provided to the North Taranaki Midweek. A press release resulted in a Daily News photographer attending the event and there were subsequent articles &amp; photos in the Daily News (print &amp; online) and Midweek. Staff participated in a Radio NZ interview about shotgun wads washing up on Taranaki beaches (02.12.2016).</i></p> <p><i>Information on the Taranaki special hunting season for paradise shelduck was provided to five newspapers, which resulted in articles in the Taranaki Daily News (print &amp; on-line), Stratford Press and NZ Herald (on-line). An advert for the season was also placed in the Taranaki Daily News.</i></p> <p><i>A press release was printed in the Ruapehu Bulletin re the Sattlers Dam release which created a lot of interest.</i></p> <p><i>2017 game season articles were provided to four Taranaki newspapers, which resulted in</i></p>
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	<p>articles in the Daily News and Stratford Press. Articles also provided to Whanganui Chronicle, Ruapehu Bulletin and Farming Lifestyles magazine. An opening day "photo opportunity" was organised with the Daily News and this also resulted in an extensive article on the Stuff website. Also a follow up interview with the Whanganui Chronicle</p>
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**COMPLIANCE**

<p><u>Ranger Management and Training</u></p> <p>1. The recruitment, training and skill maintenance of Council's Honorary ranger team is consistent with the outcomes of the review of the compliance strategy.</p> <p>2. Provision of safety and compliance training and maintenance of compliance skills is provided on at least two occasions during the year.</p> <p>3. Comprehensive report detailing compliance activities including ranger management and results over the year presented to Council by 31 August 2017.</p>	<p><i>Compliance Strategy adopted by Council at October 2016 meeting</i></p> <p><i>A 1-day Ranger safety training refresher was held on 10.09.2016 attended by 9 Rangers. A game season refresher was held 22.04.2017, attended by 6 Rangers, 1 trainee and 2 staff. The Manager participated in discussions with CLE co-ordinators over HSAW act and ranger safety.</i></p> <p><i>Next of Kin contact detail forms sent to honorary rangers</i></p> <p><i>2 day CERT course organised for 2 prospective rangers as well as Secretary.</i></p>
<p><u>Compliance</u></p> <p>1. Compliance checks and any prosecutions are completed consistent with the Compliance Policy and strategy and also the Reparation Policy.</p>	<p><i>Compliance checks were conducted on opening weekend of the 2016/17 trout season, Labour weekend and over the Xmas break and long weekends. Compliance checks were also carried out on the Patea River following the Stratford kids' fishing event and on the first weekend of the special hunting season for paradise shelduck.</i></p> <p><i>Three teams of F&amp;G Rangers carried out compliance checks on opening weekend of the 2017 game season, without incident.</i></p> <p><i>Discussions were held with the NZ Police about Police Officers accompanying F&amp;G rangers on the 2017 game season opening weekend, but these were ultimately unsuccessful.</i></p> <p><i>Compliance Policy reviewed and presented to December 2016 Council meeting where it was approved</i></p>

## LICENCING AND AGENTS

<p><b><u>Licences</u></b></p> <p>1. Hunters and anglers are aware of and can quickly and easily buy their licences on line.</p> <p>2. Anglers are aware of and can understand the licence categories.</p> <p>3. Progress reporting on licence sales provided to Council throughout the year.</p>	<p><i>Regulation guides for 2017 Game bird season delivered to agents 13 &amp; 14 March 2017</i></p> <p><i>Included in all agenda's to date.</i></p>
<p><b><u>Licence Agents</u></b></p> <p>1. Successfully manage the transition to on-line sales through provision of ready support and assistance to agents.</p> <p>2. An effective solution is in place that allows hunters to easily buy licences where on-line facilities are not available.</p> <p>3. Agents are fully aware of and are familiar with the new licence categories and able to appropriately advise the buyer.</p>	

## COUNCIL

<p>1. Not less than six meetings of the Council that comply with all legal requirements to be held before 31 August 2017.</p> <p>2. Council Elections are conducted in an effective, appropriate and timely manner and the new Council provided with familiarisation and governance training as required.</p>	<p><i>Staff have attended five Council meetings (15.10.16, 3.12.16, 11.2.17, 08.04.17 &amp; 10.06.2017).</i></p>
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## PLANNING AND REPORTING

<p><b><u>Management Planning</u></b></p> <p>1. Regional policies are developed and adopted when required.</p> <p>2. The 5 year strategic plan is reviewed and agreed by Council by March 2017.</p>	<p><i>H&amp;S Policy adopted October 2016</i></p> <p><i>Reviewed plan adopted at February 17 Council meeting</i></p>
<p><b><u>Staff Management</u></b></p> <p>1. Effective management of staff and administration of Council.</p>	<p><i>Staff performance reports completed for 2015/16 year and new measures agreed for 2016/17 year</i></p>
<p><b><u>Administrative Support</u></b></p> <p>1. Review computing requirements including file storage and sharing.</p>	<p><i>New vehicle ordered and delivered October 2016</i></p> <p><i>SxS and trailer purchased April 2017</i></p>

	<i>ARF reviewed and updated</i>
<p><b>Annual Planning</b></p> <p>1. Adoption of a proposed Annual Budget and Operational Work Plan for 2017/2018 by the Council by 31 August 2017.</p>	<i>Draft Annual Budget and Operational Work Plan for 2017/2018 presented to council at 8 April 2017 meeting</i>
<p><b>Annual Reporting</b></p> <p>The adoption and presentation by the Council at a public annual general meeting of its audited annual report for 2015/2016 not later than 31 December 2016, and dispatched to the Minister directly thereafter.</p>	<i>Presented at December 2016 AGM. Sent to Minister 6 December 2016.</i>
<p><b>Regional and National Liaison</b></p> <p>1. Discussions with Wellington and Auckland/Waikato Fish &amp; Game regarding consistency with gamebird regulations.</p> <p>2. Effective communication with other regional managers and input and valued comment on issues affecting Fish &amp; Game and sports fish and game bird management.</p>	<i>Manager provided comments on Councillor oath discussion and reviewed Otago, West Coast, Southland and Auckland/ Waikato legal application. Advice to Nelson/ Marlborough on trap &amp; transfer design for Branch River. Advice on licence requirements when fishing for kahawai and discussion on collating wetland research results. Involved in discussions on customary take, land occupier status and possession definition. Provided suggested wording to overcome coarse fish regulation difficulty with DOC. Prepared draft Terms of Reference for national review of stocking practices. Staff attended a 3-day F&amp;G staff conference in Dunedin (5-7 July 2017).</i>
<p>1. Representation to New Zealand Fish and Game Council by 31 August 2017, of the Council's recommendations for licence fees, fund redistribution, research requirements, and national policy development.</p> <p>2. Representation at the Fish &amp; Game New Zealand Regional Managers meetings.</p> <p>3. Effective communications with NZC staff and comment provided on Fish &amp; Game issues when requested.</p>	<p><i>Papers presented to Taranaki F&amp;G Council on occupier status, standard operating procedures, catch and release and lead shot in sub gauges. Council recommendations sent to National Office</i></p> <p><i>Attended February and April meetings</i></p> <p><i>Manager provided comments on Hazardous Substances rules and use of diazinon, access on Landcorp properties, catch and release pamphlet, Resource Management Regulations and captive reared mallards paper. Also comments on financial reserves and non-toxic fact sheet. Year- end variance report and comment sent</i></p>

## STAFF CO-ORDINATION AND TRAINING

<p><b><u>Staff Communication</u></b> Regular staff meetings and sharing of information so all staff are aware of what is generally occurring, and where appropriate have ready opportunity for input into decisions and management direction.</p>	<p><i>Phone meeting held 15 November 2016 and 28 March 2017. Staff meeting held in Whanganui on 21.12.2016.</i></p>
<p><b><u>Staff Training</u></b> Staff training identified in performance review process is planned and undertaken.</p>	<p><i>The Secretary undertook training, at Eastern Fish &amp; Game 11-14 October 2016, to prepare End of Year accounts for audit. The SFO attended and passed the 2<sup>nd</sup> day of a 2-day Farm Skills quad bike course (25.10.16) with practical still to complete. Manager &amp; SFO completed a 2-day electric fishing course in Napier (15-16 December 2016). The SFO attended a Wild for Taranaki biodiversity data management workshop (28.11.2016)</i></p>
<p><b><u>Accommodation</u></b> Review of options for New Plymouth office is completed and decision made by Council as to best solution for the medium term.</p>	<p><i>Initial investigations into a possible option in New Plymouth and also one adjacent to Lake Mangamahoe.</i></p>
<p><b><u>OSH</u></b></p> <ol style="list-style-type: none"> <li>1. All processes and activities are consistent with Health &amp; Safety Policy and hazard control plans, reviews and audits occur as scheduled, all necessary equipment and training is provided and new hazards are identified and addressed appropriately.</li> <li>2. All accidents are reported and recorded in the accident register, investigations completed and any identified actions implemented and reported to Council at the next meeting</li> <li>3. Hazard Control Plans are identified and developed / amended for any new activity.</li> <li>4. An annual review of Health and Safety Management is completed in March 2017 and reported to Council.</li> <li>5. Compliance with HSAW requirements and policy and any issues identified are reported to each meeting of Council.</li> <li>6. Two monthly staff meetings which include a specific agenda item to discuss HSAW are held.</li> <li>7. Staff are actively involved in implementing HSAW policy and ensuring safe workplace.</li> </ol>	<p><i>New H&amp;S manual reflecting HSAW legislation put together and implemented</i></p> <p><i>Reported on in regular agenda item</i></p>

### **Recommendation**

That the Budget Report to 30 June 2017 and Project Progress Report to 21 July 2017 be received.

**TARANAKI FISH AND GAME COUNCIL**

The Chairman  
Taranaki Fish and Game Council

**Financial Report to 30<sup>th</sup> June 2017**

Please find attached the following reports pertaining to the financial period 1<sup>st</sup> May to 30<sup>th</sup> June 2017

1. Transaction List for period 1<sup>st</sup> May to 30<sup>th</sup> June 2017.
2. Bank Reconciliation to 30<sup>th</sup> June 2017.
3. BNZ Statement of Accounts 28<sup>th</sup> April 2017.

**RECOMMENDATION**

That payments of \$107,802.75 and income of \$133,107.34 for May and June 2017 as shown on pages 112 & 113 of the Agenda, be approved.

Jilli Steedman  
SECRETARY  
24 July 2017

**General Ledger Summary**  
**Taranaki Fish and Game Council**  
**From 1 May 2017 to 30 June 2017**  
**Cash Basis**

Account	Debit	Credit	Net Movement
Opening Balance			\$612.82
1112 - Gamebird Population Monitoring	\$6,244.31	\$0.00	\$6,244.31
1121 - National Hunter Survey	\$1,481.88	\$0.00	\$1,481.88
1123 - Summer GameBird Season Hours	\$22.53	\$0.00	\$22.53
1141 - Hatchery	\$121.18	\$0.00	\$121.18
1143 - Hatchery Power	\$64.47	\$0.00	\$64.47
1145 - Fish Food Costs	\$2,026.49	\$0.00	\$2,026.49
1181 - Gamebird Dispersal	\$301.50	\$0.00	\$301.50
1232 - Gamebird Habitat Management & Enhancement	\$1,109.84	\$0.00	\$1,109.84
1233 - Taranaki Hunting & Habitat Project	\$4,781.20	\$0.00	\$4,781.20
1234 - Whanganui River Enhancement Trust	\$3,000.00	\$0.00	\$3,000.00
1315 - Signage	\$45.00	\$0.00	\$45.00
1331 - F & G Magazine	\$1,500.00	\$0.00	\$1,500.00
1333 - Regional Newsletter	\$4,588.00	\$0.00	\$4,588.00
1432 - Hunting & Angling Promotions	\$525.40	\$0.00	\$525.40
1521 - Ranger Training	\$91.78	\$0.00	\$91.78
1522 - Ranger Catering & Travel	\$274.20	\$0.00	\$274.20
1531 - Compliance	\$118.33	\$0.00	\$118.33
1621 - Licence Agents	\$276.00	\$0.00	\$276.00
1631 - Commission on Sales	\$73.70	-\$1,791.54	\$1,865.24
1632 - Eyede Charges - Inc GST	\$44.28	\$0.00	\$44.28
1634 - Eyede Charges No GST	\$274.73	\$0.00	\$274.73
1723 - Council Catering	\$254.09	\$0.00	\$254.09
1724 - Council Travel	\$96.60	\$0.00	\$96.60
1831 - Other Reporting / OSH	\$99.64	\$0.00	\$99.64
1911 - Salaries & Management Contract	\$42,152.10	\$0.00	\$42,152.10
1922 - Fringe Benefit Tax	\$830.93	\$0.00	\$830.93
1942 - Office Premises Rent	\$2,789.64	\$0.00	\$2,789.64
1945 - Power Administration Building	\$40.05	\$0.00	\$40.05
1953 - Equipment Maintenance	\$599.71	\$0.00	\$599.71
1961 - Telephone/fax	\$1,059.77	\$28.80	\$1,030.97
1962 - Postage	\$307.48	\$0.00	\$307.48
1964 - Stationery	\$315.95	\$0.00	\$315.95
1965 - Photocopying	\$13.91	\$0.00	\$13.91
1972 - Subscriptions	\$46.75	\$0.00	\$46.75
1974 - Bank Charges	\$203.69	\$0.00	\$203.69
1975 - Office General (was Petty cash)	\$30.25	\$0.00	\$30.25
1993 - Vehicle Maintenance	\$753.79	\$0.00	\$753.79
1996 - Vehicle Fuel & RUC	\$2,582.64	\$0.00	\$2,582.64
1997 - Polaris side x side	\$284.97	\$0.00	\$284.97
1999A - Trailer - Side X Side	\$50.91	\$0.00	\$50.91
3004 - Fish Licence Sales 2016-2017	\$0.00	\$1,537.39	-\$1,537.39
3004A - Fish Licence Sales 2016-2017 Agent	\$3,715.65	\$6,673.32	-\$2,957.67
3013A - Game Licence Sales 2016 Agent	\$0.00	\$41.46	-\$41.46
3014 - Game Licence Sales 2017 Internet	\$0.00	\$10,361.74	-\$10,361.74
3014A - Game Licence Sales 2017 Agent	\$6,628.71	\$41,278.28	-\$34,649.57
4313 - Permit Sales Upland Game	\$8.70	\$8.70	\$0.00
4314 - Summer Season permit sales	\$0.00	\$213.05	-\$213.05
4910 - Contracts	\$0.00	\$714.67	-\$714.67

4974 - Grants Received	\$0.00	\$40,092.50	-\$40,092.50
5019 - BNZ Term 3031	\$0.00	\$20,000.00	-\$20,000.00
7004 - GST	\$6,512.85	\$12,798.97	-\$6,286.12
Transfer to MRP A/C	\$11,150.00	\$1,150.00	\$10,000.00
April Visa Paid May	\$309.15	\$0.00	\$309.15
<b>Total</b>	<b>\$107,802.75</b>	<b>\$133,107.34</b>	<b>-\$24,691.77</b>

**BNZ Current Account**

**Taranaki Fish and Game Council**

**From 1 May 2017 to 30 Jun 2017**

**Cash Basis**

Date	Transaction	Debit	Credit
30/04/2017	Opening Balance	\$612.82	
Expenses		\$ 107,802.75	
Income			\$ 133,107.34
30/06/2017	Closing Balance		-\$24,691.77

**BNZ Term 3031 Transactions**

**Taranaki Fish and Game Council**

**From 1 May 2017 to 30 Jun 2017**

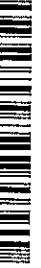
**Cash Basis**

Date	Transaction	Debit	Credit
30/04/2017	Opening Balance		\$454,870.82
15/05/2017	Transfer to 00 A/C	\$20,000.00	
30/06/2017	Closing Balance		\$434,870.82

MDA710 4

THE SECRETARY  
 TARANAKI FISH & GAME COUNCIL  
 PO BOX 4152  
 WANGANUI 4541

Bank of New Zealand  
 Wanganui Store  
 124 Victoria Avenue  
 Wanganui  
 Telephone 0800 800 468  
 Facsimile 06 345 5439  
 WWW www.bnz.co.nz



## Statement of Accounts as at 30 June 2017

### Your Accounts at a Glance

Account	Account Number	Maturity Date	Balance
Non Profit Org A/C	02-0792-0332133-000		24,691.77
MRP	02-0792-0332133-001		196.22

### Your Other Accounts at a Glance

Account	Account Number	Maturity Date	Balance
Term Deposit	36332133-03031	12 Sep 2017	434,870.82

Our investment statements and current disclosure statement may be obtained free of charge from any Bank of New Zealand store, or viewed at [www.bnz.co.nz](http://www.bnz.co.nz).



**TARANAKI FISH AND GAME COUNCIL**

The Chairman  
Taranaki Fish and Game Council

**Correspondence Schedules**

Please find attached Inwards and Outwards correspondence schedules to 26 June 2017.

**RECOMMENDATION**

That Inwards and Outwards correspondence schedules to, 26 June 2017 as shown on pages 116 and 117 be received.

Jilli Steedman  
SECRETARY  
26 June 2017

INWARDS CORRESPONDENCE

Corr No	Date	Meeting	FROM	FILE NO	Staff/Councillor	SUBJECT
1	29.5.17	Aug-17	Michael Gee DOC	4.5.1	Glenn	Regional Fish and Game Council Elections
2	31.5.17	Aug-17	Lorraine Smith TRC	2.3.5	Allen	Fonterra Kapuni Inspection Notice
3	2.6.17	Aug-17	Robert Sowman	4.5.1	Glenn	Game Bird Habitat Trust new board members
4	6.6.17	Aug-17	Robert Sowman	4.5.1	Glenn	NZ Fish and Game Council Elections
5	7.6.17	Aug-17	Blair Sutherland STDC	2.3.7	Allen	Proposed Waverley Wind Farm - Hearings Panel Minute 2
6	9.6.17	Aug-17	Colin McLellan TRC	2.3.5	Allen	SDC Patea / Konini
7	9.6.17	Aug-17	Blair Sutherland STDC	2.3.7	Allen	Proposed Waverley Wind Farm Resource Consent Application - Closing submissions
8	16.6.17	Aug-17	Blair Sutherland STDC	2.3.7	Allen	Proposed Waverley Wind Farm Resource Consent Application - Close of Hearing Minute
9	20.6.17	Aug-17	Don Rood	4.5.1	Glenn	Office of the Ombudsman - availability of councillors details
10	21.6.17	Aug-17	Robert Sowman	4.6.11	Glenn	Health and Safety Audit Checklist
11	22.6.17	Aug-17	David Riley BTW	2.3.5	Allen	Taranaki Civil Construction - Everett Road Quarry
12	22.6.17	Aug-17	Tom Anderson - INCITE	2.3.5	Allen	KiwiRail Fish passage project
13	26.6.17	Aug-17	Victoria Araba TRC	2.3.5	Allen	Stratford Waste Water - Amended Consent Conditions
14	28.6.17	Aug-17	Both Barrels	3.1.1	Staff Crs	Both Barrels Taranaki July 2017
15	30.6.17	Aug-17	Rebecca Hislop mpi	4.5.9	Glenn Allen	Freshwater Programme & Check Clean Dry update
16	3.7.17	Aug-17	Elise Soothill - Turuturu School	1.1.7	Allen	Education programme - visit to Hatchery
17	4.7.17	Aug-17	Rebecca Hislop mpi	2.3.3	Glenn Allen	Update on Lake Snow
18	11.7.17	Aug-17	Helen Gerrard TRC	2.3.5	Allen	Taranaki Consent Holders forum - Statutory Acknowledgements
19	11.7.17	Aug-17	Chris Fern Trustpower	Patea HEPS	Allen	Contractor and Trustpower HSE Management Systems - Patea Trout restocking
20	13.7.17	Aug-17	Mat Round Fonterra	4.5.8	Glenn Allen	Kapuni Community Meeting
21	13.7.17	Aug-17	Anna Johnston TRC	2.3.5	Allen	Draft Officers Report Patea/Konini Water Take
22	19.7.17	Aug-17	Mat Round Fonterra	4.5.8	Glenn Allen	Kapuni Community Meeting - Presentation and Minutes

OUTWARDS CORRESPONDENCE

Corr No	Date	Meeting	TO	FILE NO	Staff/Councillor	SUBJECT
1	1.6.17	Aug-17	Whanganui River Enhancement Trust	2.1.1.2	Glenn	Manganui-o-te-Ao River Riparian Project - update
2	8.6.17	Aug-17	Peter Goodchap	1.2.11	Allen	Authority to Disturb Game Birds
3	13.6.17	Aug-17	Robert Sowman	4.5.1	Glenn	Council support for 2018 Licence Fee recommendation
4	14.6.17	Aug-17	Robert Sowman	3.2.2	Glenn	2018 Taranaki anglers Notice & Regulation Guides
5	20.6.17	Aug-17	Jean Sandel Retirement Village	1.2.11	Allen	Authority to Disturb Game Birds
6	21.6.17	Aug-17	Robert Sowman	2.2.1	Allen	Taranaki GBHBT Applications
7	28.6.17	Aug-17	Victoria Araba TRC	2.3.5	Allen	Amended Consent Conditions to Applicants and Submitters
8	30.6.17	Aug-17	Taranaki Regional Council	2.3.5	Allen Glenn	Submission on Proposed Regional Pest Management Plan for Taranaki and Taranaki Regional Council Biosecurity Strategy 2017-2037
9	18.7.17	Aug-17	David Riley BTW	2.3.5	Allen	Taranaki Civil Construction - Everett Road Quarry