

# Hawke's Bay Fish & Game Council

BOARD PACK

for

HB Fish & Game Council Meeting

Tuesday, 24 September 2024

6:00 pm (NZST)

Held at:

Hawkes Bay Fish & Game

22a Burness Road Jervoistown Napier

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# AGENDA

## HB FISH & GAME COUNCIL MEETING

<b>Name:</b>	Hawke's Bay Fish & Game Council
<b>Date:</b>	Tuesday, 24 September 2024
<b>Time:</b>	6:00 pm to 8:00 pm (NZST)
<b>Location:</b>	Hawkes Bay Fish & Game , 22a Burness Road Jervoistown Napier
<b>Board Members:</b>	Blair Slavin, Callum Slavin, Gary Bowcock, Greg Duley, Henry Melville, Jeff Niblett, Ross Mackay, Bruce Bates (Chair)
<b>Attendees:</b>	Corina Jordan, Kerry Meehan, Sam Robinson

### 1. Opening Meeting

#### 1.1 HBFGC Meeting

The Chair welcomed members and those in attendance to the HBFGC meeting.

#### 1.2 Confirmation of Agenda & General Business

Any items from Council not included in agenda.

#### 1.3 Apologies & Conflict of Interests Register

Bruce Bates

For Decision

Supporting Documents:

1.3.a	HBFGC Conflict of interest September.docx	8
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#### 1.4 Confirm Minutes

Bruce Bates

For Decision

Supporting Documents:

1.4.a	HBFG Council Meeting Minutes 24 July 2024.docx	11
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#### 1.5 Health & Safety Report

Bruce Bates

For Decision

Supporting Documents:

1.5.a	HBFGC Paper H&S Report Cover Sept.docx	15
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#### 1.6 Hawkes Bay Risk Register

Corina Jordan

For decision

Supporting Documents:

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## 2. Discussions & Decisions

### 2.1 NZC Update

Corina Jordan, Greg Duley

For Information

Supporting Documents:

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2.1.b	23_24 August 2024 CE Report redacted_170.pdf	33
2.1.c	Accountability Matrix for Health72.docx	43
2.1.d	SG Guidelines 202144.pdf	45

### 2.2 2024/25 MEETING & BUDGET SCHEDULE

Corina Jordan

For decision

Supporting Documents:

2.2.a	2024 25 Meeting Budget Consultation.pdf	49
2.2.b	Updated 2024 25 Annual Budget Meeting Schedule 9 Sep 202443.pdf	52
2.2.c	2024 25 Budget Confirmation 26 August 2024-Copy.pdf	54

### 2.3 Update to HBFG Standing Orders

Corina Jordan

For Decision

Supporting Documents:

2.3.a	HBFGC Amended Standing Orders.docx	67
2.3.b	FG Standing Orders Jan16-Revised August 2024.pdf	71

### 2.4 Sports Fish & Game Bird Management Plan

For decision

Supporting Documents:

2.4.a	HBFGC Paper SPGMP Cover paper.docx	117
2.4.b	Ap 1 SFGMP Consultation Policy - Copy.docx	121
2.4.c	Ap 2 Key Elements SFGMP Policy - Copy.docx	123
2.4.d	Ap 3 SFGMP Policy - Copy.docx	132
2.4.e	Ap 4 Mana Whenua Engagement guideline - Copy.docx	144

## 2.5 Elections Update

Corina Jordan

For Information

Supporting Documents:

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2.5.a	HBFGC Paper Elections Update.docx	148
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## 2.6 Operational Work Plan & Budget

Corina Jordan

For Decision

Supporting Documents:

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2.6.b	2024 2025 OWP FINAL.docx	154
2.6.c	Hawke's Bay Draft Budget 2024-25 FINAL.pdf	190

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## 3. Management Reports

### 3.1 Operations Report

Corina Jordan

For decision.

Supporting Documents:

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3.1.a	PrelimResults_GamebirdSatisfaction.pdf	199
3.1.b	Education, Game Park update.docx	217
3.1.c	Operations report September.docx	219
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3.1.e	Feild Officer Summary Report.docx	225

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### 3.2 Finance Reports

For Decision

Supporting Documents:

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3.2.a	Hawkes Bay Agenda Items Sept 2024.docx	226
3.2.b	Variance report.docx	232
3.2.c	Hawke_s_Bay_Fish_and_Game_Council_-_Profit___Loss_-_Council (8).pdf	233
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### 3.3 Licence Report

For Decision

Supporting Documents:

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3.3.a	Licence sales report.docx	241
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4. Public Excluded Session

**4.1 New Agenda Item**

For Decision

5. General Business

**5.1 New Agenda Item**

6. Close Meeting

**6.1 Close the meeting**

**Next meeting:** HB Fish & Game Council Meeting - 12 Nov 2024, 6:00 pm

**Conflict of Interest Register**

**Hawkes Bay Fish and Game Council Meeting  
Tuesday 24<sup>th</sup> September 2024**

**Prepared by:** Kerry Meehan

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**Kōrero taunaki - Summary of considerations*****Purpose***

That Councillors disclose any Conflict or potential Conflict of Interest, record it in the Interest Register, and Council agrees on how to deal with any Conflict of Interest raised. The register is to be signed at each meeting by all Councillors regardless of whether Councillors have a conflict or not.

***Financial considerations***

Nil                       Budgetary provision                       Unbudgeted

***Risk***

Low                       Medium                       High                       Extreme



## Whakarāpopoto - Executive Summary

- 1 A standing agenda item to disclose any Councillor ("Member") Conflict of Interest or potential Conflict of Interest, and record this in the Councillor Conflict of Interest Register.

## Takenga mai - Background

- 2 The Hawke's Bay Fish and Game Council has developed a policy to deal with Conflicts of Interest and must provide a standing agenda item to allow Councillors to disclose any Conflict or highlight any potential conflict. The "Interest Register" ring binder will be circulated in the first part of each meeting for Councillors to record any interests. The Council should then discuss how it wants to deal with any interest or perceived interest identified.

## Kōrerorero - Discussion

- 3 Conflict of Interest (refer s2.7 Governance Policies) means when the member can be shown to have actual bias or apparent bias in respect of a matter i.e.:
- 4 A member can be shown to have actual bias when a member's decision or act in relation to a matter could give rise to an expectation of financial gain or loss (that is more than trivial) to the member (and/or to the member's parent(s), child(ren), spouse, civil union partner, de facto partner, business partner(s)/associate(s), debtor(s) or creditor(s)).
- 5 A member can be shown to have apparent bias when a member's official duties or responsibilities to the Council in relation to a matter could reasonably be said to be affected by some other interest or duty that the member has.
- 6 A member's "interest or duty" includes the interests of that member's parent(s), child(ren), spouse, civil union partner or de facto partner that may be affected by the matter at issue. It also includes the interests of a person with whom the member has a close, personal relationship where there is a real danger of personal favouritism.
- 7 There is no Conflict of Interest where the member's other interest or duty is so remote or insignificant that it cannot reasonably be regarded as likely to influence him or her in carrying out his or her responsibility.
- 8 A potential conflict of interest (refer s2.8 Governance Policies) arises when:
- 9 There is a realistic connection between the member's private interest(s) and the interest(s) of the Council;
- 10 The member's other interest could specifically affect, or be affected by, the actions of the Council in relation to a matter;
- 11 A fair-minded lay observer might reasonably consider that the member's private interest or duty may influence or motivate the actions of the member in relation to a matter; and
- 12 There is a risk that the situation could undermine public trust and confidence in the member or the Council.
- 13 Conflicts of Interest should be dealt with as follows (refer s1.13 Standing Orders):
- 14 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.
- 15 When a conflict of interest arises in respect of a matter, the affected member will:
- 16 not vote on issues related to the matter;
- 17 not discuss the matter with other members;
- 18 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;
- 19 not, subject to the discretion of the Chairperson, receive further papers or other information related to the matter.
- 20 Where a member can be shown to have 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.
- 21 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.
- 22 The minutes must record the declaration and member's subsequent abstention from discussion and voting.
- 23 Councillors should take this opportunity to disclose any Conflict of Interest they are aware of now and record it in the circulated Conflict of Interest Register. If during the course of the meeting a conflict or perceived conflict is recognised, then this should be disclosed at that point in time.

**Recommendation**

- 26 That Councillors disclose any Conflict or potential Conflict of Interest, record it in the Interest Register, and Council agrees on how to deal with any Conflict of Interest raised. The register is to be signed at each meeting by all Councillors regardless of whether Councillors have a conflict or not.

## **HAWKE'S BAY FISH & GAME COUNCIL**

### **MINUTES OF THE MEETING OF THE HAWKE'S BAY FISH AND GAME COUNCIL**

**HELD AT THE GAME FARM ON WEDNESDAY 24<sup>th</sup> JULY 2024**

#### **PRESENT:**

Messrs: C Slavin (Chair), Melville, B Slavin, Bowcock  
Online via Teams Bates, Niblett, Duley

#### **IN ATTENDANCE:**

Corina Jordan Manager, Kerry Meehan Staff, John Lumsden Staff, Sam Robinson Governance Advisor

#### **APOLOGIES**

McKay

#### **WELCOME**

Cr Slavin welcomed everyone to the meeting. Noted meeting is being recorded for record keeping purposes

#### **MINUTES OF PREVIOUS MEETING**

That having previously been circulated to members, the minutes of the meetings of the Hawke's Bay Fish and Game Council held on the 14 May 2024 are a true and accurate record.

*Bowcock/B Slavin*

#### **MATTERS ARISING FROM THE MINUTES**

None

#### **HEALTH & SAFETY REPORT**

That the Health & Safety report be accepted by Council.  
Bowcock/B Slavin

#### **CONFLICT OF INTEREST REGISTER**

The conflict-of-interest register was signed by all Councillors present. CNCR Niblett declared conflict on gamebird management paper. Sam Robinson declared conflict with Brownrigg regarding Swan Management.

#### **NZC Consultations**

##### **3.1 NZC Update**

CEO Corina Jordan gave an update on licence fees for next season. Minister McLay has approved a \$3 increase to fishing & hunting licences but rejected an increase to designated waters fees. The Minister will only consider changes to regional regulations if there is evidence-based information and adequate consultation on the proposal has been made.

NZC are implementing non-legislative changes from the governmental review. New NZC staff members are working through SOPs & in particular Health & Safety with regional teams meeting regularly. Liabilities sit with CEO, NZC, Councils & Managers. Wildlife & Conservation Act recommendations also being worked through. Minister is reviewing & considering legislative for Fish & Game. Will advise by end of year & go to F&G for a

short consultation process & enacting legislative changes by early 2025. Cncr Bowcock questioned if there would be Iwi consultation? NZC is part of a Fish Futures group which consults with numerous groups lead by Crawthorn institute, including F&G, DOC, mana whenua & other parties to manager freshwater fisheries.

**3.3 Elections.** NZC have provided a timeline for this years election. We can't provide voting packs or electoral packs until we release the call for nominations on 12<sup>th</sup> August. Anyone interested on running council can then request packs and put in nominations. Cncr Bates called for a decision on the number of councillors required for Hawkes Bay.

**Recommendation**

That Hawkes Bay Fish & Game Council will maintain 12 councillors.

**B Slavin/G Bowcock**

Cncr Bowcock spoke to decision as to whether there should be an Iwi representative on HBFGC. Cncr B Slavin thought it is open to anyone who wants to join council and there are no barriers, and we should be encouraging more diversity across the council. Cncr Bates said we can appoint a representative, but they won't have voting rights.

NZC will publicise the election through socials, emails & traditional media. Regions can supplement with extra promotion. Any councillors not re-running are encouraged to support the region by providing support to encourage others to run.

**4.1 Presentation Humphrey Walker – Angler Participation Survey**

Dr Humphrey Walker presented a slide show on the recent survey of fishing licence holders. It provided information on Fly & Spin anglers and what their expectations and experiences have been over the 23/24 season, particularly following the damage to the rivers following cyclone Gabrielle. Dr Walker will provide a final report on the results.

**4.2 Gamebird Monitoring**

Manager provided an explanation of the database system that process returned duck bands from hunters. Three systems are utilized within the process. The hunters input their band details into the F&G website, reports are sent to regions who maintain their own database of bands, the region inputs the data and sends email to the hunter with the birds' details. At the end of the season F&G provide a record of those reported bands to Falcon who then enter it into the national DOC band database. Manager questions whether this is an effective use of resources. Cncr B Slavin questioned the importance of banding and why it is done and it's effectiveness of assessing population. Council has been advised in the past that at least 1000 birds need to be banded to make the data statistically significant. Data should be used for setting bag limits & season lengths. NZC are working towards a review of the gamebird monitoring systems and establishing a national basis on which were making our decisions for season length and bag limits. If there isn't information on a population basis that we are using to make those decisions that we can tell the minister why and what other information we are using to make those decisions.

NZC are funding a project to create SOPs for sports fish and gamebird monitoring across the organisation and advise on a national monitoring programme. External experts may be brought in to advise NZC

**Recommendation**

Manager will draft a letter from Hawkes Bay to NZ Council to develop a national program for gamebird monitoring within the next 6 months. We would like to be advised on what the best statistical sample is in a way that is robust across the organisation. HBFGC will be committed to implementing this strategy. HBFGC would like to see this work completed by external providers to remove organisation bias. Highlight the urgency on banding information as region will need to decide if banding needs to be done by Christmas.

**H Melville/G Bowcock**

**4.3 Anglers Notice 2024-25**

After the last meeting further consultation was made with stakeholders and minor changes were made to the proposed regulations. Those were circulated to council via email from the manager.

**Recommendation**

Council ratifies the decision made by email after changes made at the last council meeting to the 2024-25 Anglers notice.

*H Melville/ G Bowcock*

**4.4a Draft Operational Work Plan**

Manager outlined some amendments to the provided work plan in the agenda. More work has been done on the angler participation including an event with junior hunters, CHB wetland owners and run through NZC to run a competition over 6 months with 2 winners per month who will then be hosted over a weekend over 3 wetlands in CHB. Also, a driven pheasant hunt on preserves aimed at juniors and female hunters for one day events. Andrew Russel has also indicated he would be prepared to run a clay shoot and sponsor each year for junior hunters. Budgets will be adjusted slightly to accommodate these events. Corporate sponsors can also be approached. There may some changes to the production schedule for regulations, NZC will discuss at the August meeting. Manager will include a project cluster to investigate moving the Game Park to a self-sustaining model with ability to draw on outside funding/sponsorship. Council would like to see more connection with landowners across project areas in public interface. Manager wants to see more involvement with Catchment community groups. Include HB in the Take a Mate Hunting promotion through NZC next game season. Council would like staff to keep regular contact with agents.

**Recommendations**

Council accepts the OWP with amendments as discussed.

*G Duley/H Melville*

**4.4b Budget**

Council accepts the 2024-25 with a half yearly review.

*H Melville/ B Bates B Slavin abstained*

**4.5 Swan Management Policy Setting**

Paper was taken as read. B Slavin requested the removal of Geese from 3C. Populations are aggregated in areas that may not have been picked up with aerial survey and causing challenges for landowners. Policy is needed for operations to make decisions on the ground to support the management of Black Swan numbers across the region and in the areas where there is more nuisance. The concern is numbers may be declining but aggregating in smaller areas. Work needs to be done to ensure aerial transects are statistically accurate. Council would like a paper on larger management plan of swan across the North Island and draft a management plan for Poukawa/Brownrigg/Landowners.

**Actions**

Council requests staff to provide a paper by the end of the year on a larger management plan for black swan taking into account how they are managed across the North Island.

Staff to work with Brownrigg & landowners around Poukawa to manage populations. Council requires more harvest assessment of Poukawa from staff.

**Recommendation**

Council supports the policy but exclude population size threshold and come back with more information on population monitoring.

*B Bates/G Bowcock*

**4.6 Pukeko Management**

Paper taken as read. Chair called for update from staff. Growers are frustrated by not being able to be issued permits to disturb as new crops are going in. Hunters are not targeting these birds. Permits to disturb last year equated to 950 per week but cull numbers have not been supplied back by all permit holders. Staff to follow up.

### **Recommendation**

Council accepts staff recommendations to initiate a Pukeko monitoring program. Staff to create a Pukeko policy for next council meeting and ensure consultation with licence holders prior to next game season. Council do not accept shortening the season to the waterfowl season.

### ***B Bates/ G Bowcock***

#### **4.7 The use of circle hooks in Trout Fishing**

Manager spoke to paper, F&G cannot set the use of circle hooks in regulations. Staff to work with agents to educate on their use in trout fishing.

#### **5.2 Operations Report**

Taken as read

#### **5.3 Finance Report**

##### **Recommendation**

That council receives the information

##### ***Slavin/ Bowcock***

##### **Recommendation**

That the payments for 1 April to 31 May totalling \$87515.70 be approved.

Current Account - April 2024	\$20311.58
Current Account – May 2024	\$63240.77
Credit Card (KM) – April/May 2024	<u>\$3963.35</u>
<b>Total</b>	<b><u>\$87515.70</u></b>

##### ***Bowcock/Melville***

#### **5.4 Licence Report**

Taken as read.

##### **Move to Public Excluded**

Acting chairman moved the meeting into public excluded session at 9.30pm

##### ***B Slavin/Bowcock***

##### **Move to Public Included**

Acting chairman moved the meeting back to public included at 9.35pm

##### **Meeting Closes**

Acting chairman closed the meeting at 9.36pm

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

**Health & Safety Report****Hawkes Bay Fish and Game Council Meeting  
Tuesday 24<sup>th</sup> September 2024**

**Prepared by:** Kerry Meehan

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**Kōrero taunaki - Summary of considerations*****Purpose***

This report to the Hawkes Bay Fish and Game Council is to provide a summary of health & safety across the organisation

***Financial considerations***

Nil       Budgetary provision       Unbudgeted

***Risk***

Low       Medium       High       Extreme

**Ngā taunaki – HBFGC Manager Recommendations**

The HBFGC Manager recommends that the Hawkes Bay Fish and Game Council:

1. Receive the information.
2. Accepts the H&S report.

### Whakarāpopoto - Executive Summary

- 1 As part of its commitment to Health and Safety and providing a safe workplace, the Hawkes Bay Fish and Game Council require a report at each meeting describing:
  - 1.1 Implementation and adherence to the Health and Safety policy/manual – including H&S as an agenda item for staff and ranger meetings
  - 1.2 Monitoring and Reporting – in accordance with the Health and Safety plan; Risk Management (identification and treatment) – any new issues or hazards that have arisen and how these have been addressed
  - 1.3 Training programme – information sharing and training of staff and volunteers
  - 1.4 H&S incidents – near misses or injuries sustained, plus updates on past events

### Takenga mai - Background

- 2 This report provides a summary of:
  - 2.1 The health and safety performance across the organisation inclusive of any contract work.
  - 2.2 Health and safety risk across the organisation.
  - 2.3 Any significant health and safety incidents for the months reported and any recent updates on past incidents.
  - 2.4 Any near-miss events and subsequent follow-up actions.
  - 2.5 The report also responds to any matters arising from the last Council Meeting.

### Kōrerorero – Discussion

- 3 The table below summarises the reporting statistics for this period. Further information regarding context and follow up process is captured in a register.

Lost time injuries this period	Lost time injuries this year 2023-24	Incidents this period	Incidents this year 2023-24	Near miss events this period	Near miss events this year 2023-24	New hazards reported this period	New hazards reported this year 2023-24
0	0	1	2	1	0	0	0

### Near Miss & Incident Events

4. One incident with staff member receiving a minor electric shock from and electric fence while doing river survey that was connected to railing of bridge
5. A staff member had a near miss in the vehicle on expressway while existing Links Rd roundabout a car changed lanes into the Utes path and rapid evasive action was taken. No damage or injury occurred.

### Ngā kōwhiringa - Options

6. The HBMG Council may
  - a. Take the report as read
  - b. Accept the Health & Safety report.



## Risk Register

### Hawkes Bay Fish and Game Council Meeting Tuesday 24<sup>th</sup> September 2024

Prepared by: Corina Jordan, Kerry Meehan

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#### Kōrero taunaki - Summary of considerations

##### *Purpose*

1. This report to the Hawkes Bay Fish and Game Council provides an analysis of the risks facing Fish & Game as an organisation.

##### *Financial considerations*

Nil       Budgetary provision       Unbudgeted

##### *Risk*

Low       Medium       High       Extreme

#### Ngā taunaki – HBFGC Manager Recommendations

2. The HBFGC Manager recommends that the Hawkes Bay Fish and Game Council:
  1. Receive the information.
  2. Review and discuss the risk assessment
  3. Accept as amended through discussion.

## Whakarāpopoto - Executive Summary

- 3 The Risk Register report provides an analysis of the organisational and Hawkes Bay Fish & Game Council (HBC) risks associated with achievement of the Councils Strategic Objectives. These risks if not appropriately managed, could impede the achievement of the New Zealand Fish & Game Councils strategic priorities and effective implementation of the Organisational Strategy.
- 4 The main areas highlighted as high (2) or very high (1) center mainly around: organisational culture, cohesion, and resilience; social licence; recruitment, retention, and reactivation (R<sup>3</sup>); and environmental management.
- 5 The Risk Register Report summarises mitigation approaches to effectively manage the majority of risks. However, some identified risks may be outside of the direct control of the Hawkes Bay Fish & Game Council, such as organisational culture and cohesion and wider fiscal management and efficiency.

## Takenga mai - Background

- 6 Risk assessment is the identification and analysis of relevant risks to achieving the councils' objectives and forms a basis for determining how the risk should be managed (accept, reject, manage).
- 7 Fish & Game faces a variety of risks from both external and internal sources. Appendix 1 to this report outlines these risks across key categories:
  - a) Operational/ assets;
  - b) Financial;
  - c) Human resources;
  - d) Governance;
  - e) Strategic;
  - f) Reputational;
  - g) Social/ demographic;
  - h) Species/ population;
  - i) Compliance and prosecutions
  - j) Environmental
  - k) Contractors/ third party risks
  - l) Health and safety; and
  - m) Produce quality/ value.
- 8 Risk assessments should inform the development of annual operational work programs and budgets, and should be undertaken before introducing new processes or activities, before introducing changes to existing processes or activities, when embarking on organisational change, or when a new risk becomes apparent.
- 9 The goal of the Risk Register (Appendix 1) is to assist the HBC to identify the relative risks to the organisation and to assist the council prepare for and manage risk. The assessment should be considered as the council reviews and considers for approval

the HBC annual operating work plan, and final budgets. Risks are identified as low (4), moderate (3), high (orange), or very high (red).

		Impact			
		Minor	Moderate	Major	Critical
Likelihood		Little or No Effect	Effects are Felt but Not Critical	Effects are significant	Effects are critical
Improbable	Unlikely to Occur	4	4	3	2
Possible	May Occur	4	3	2	1
Probable	Will Likely Occur	3	2	1	1
		<b>Risk Key</b>			
		4	Low		
		3	Moderate		
		2	High		
		1	Very High		

### Kōrerorero - Discussion

- 8 Appendix 1 Risk Register sets out the relative risks to the Hawkes Bay Fish & Game Council (HBC), and the wider Fish & Game organisation. The Risk Register also summarises mitigation approaches to effectively manage risk to a desirable level.
- 9 Priorities for the Hawkes Bay Fish & Game Council team for 2024/25, based on the Risk Register and assessment for 2024/25, in addition to the teams well established and historical focus areas and projects, include:
  - a) Communications and engagement which continue to build off the “Rewild” campaign, and increased focus on internal and external communications
  - b) Building strong and enduring relationships across key stakeholders and local government. Ongoing connection to hunting and angling influencers including clubs;
  - c) Finalising, consultation and implementation of the 10 year Sports Fish & Gamebird Management Plan.
  - d) Consultation with NZC and regions on establishing population monitoring systems and procedures.
  - e) Developing more opportunities for licence holders to access to fishing & gamebird hunting resources.
  - f) Development of an extension program and resources to support R3, and build stronger licence holder engagement and value add;
  - g) Building relationships with Mana Whenua and implementation of Fish & Games Section 4 Te Tiriti o Waitangi obligations.

**Ngā kōwhiringa - Options**

- 10 The Council may
  - a. Adopt the risk assessment; or
  - b. Adopt the risk assessment with X amendments; or
  - c. Agree to not adopt the risk assessment.

**Whai whakaaro ki ngā whakataunga - Considerations for decision-making*****Financial Implications***

- 11 The financial implications of the risk assessment should be considered. The annual operational work program and budget has been developed to specifically manage the majority of the risks identified.
- 12 Legislative change for Fish & Game, or/and cross organisational governance support for change may be required to effectively manage these risks.

***Legislative Implications***

- 13 Some identified risks require legislative changes for the organisation or/ and cross organisational collaboration in order to effectively manage the risk.

***Section 4 Treaty Responsibilities***

- 14 The paper includes risks associated with Fish & Games implementation of its section 4 obligations under Te Tiriti o Waitangi.

***Policy Implications***

- 15 The risk assessment considers implementation of the Organisational Strategy, and the long term viability of Fish & Game.

***Risks and mitigations***

- 16 The paper provides a risk assessment for Fish & Game as an organisation and the New Zealand Fish & Game Council.

***Consultation***

- 17 Council to consider if they would like NZ Council feedback on any matters discussed in the report.

**Ngā mahinga e whai ake nei - Next actions**

- 18 The council will consider the Annual Operational Work Plan, and budget, in light of the discussion around organisational risks, with a particular focus on those risks identified as high (2) or very high (1).

Risk Register Hawkes Bay Fish & Game			as at 6 September 2024
Risk Type	Description	Mitigation	Risk Code
<b>Operational/assets</b>			1 to 4
	Flood, fire, theft, earthquake	Insurance, alarms, theft prevention, key codes changed	3
	Internet, files storage and security	Security software up to date, Internet supplier agreement in place	4
	Physical files	Security software up to date, Internet supplier agreement in place	3
<b>Financial</b>			
	Reliance on licence income	Secure other sources of income	3
	Ongoing or new pandemic impact on Non residents	Use of reserves	2
	Investment income weak	Reduced reliance on interest revenue	2
	Depleted reserves		4
	Fraud	Fraud prevention measures in place and audited	4
	Declining licence sales	R3 programme	1
	Licensing system failure	Contracts in place and being monitored	3
	Agent commission increase	Progressive movement to online sales	2
	NZC levies	Proposed changes to NZC levy payments be based on actual sales rather than budgeted sales.	3
<b>Human resource</b>			
	Pay and conditions of staff	Retain good working conditions, <b>provide JD's</b> & job sizing with Strategic Pay and test against market.	3
	Loss of key staff and recruitment of required skills	Promote professional development opportunities, incorporate resilience and cultural support and address capacity and capability gaps.	2
	Succession planning	CE to have succession plans in place to ensure transition of institutional knowledge.	2
	Staff stress and wellbeing	Monitoring in place and regular contact through one on one meetings. Development of individualised My Plans linked to strategic priorities. Encourage staff to take time off. Provide stable management structure & consistency for staff.	3
	HB Team Culture	Maintain positive and transparent workplace culture	4
	Inter-office staff culture	Cultural challenges across organisation continue. The current organisational structure and budgeting approach creates conflict. Minister of Hunting and Fishing legislation changes for F&G will be foundational for cultural change. Past regional conflicts between staff and council have created some barriers to relationship building between regional staff.	2
	HBC Governor/staff culture	Training on culture, reestablishing boundaries, building trust and cohesion, creating culture of kindness.	3
<b>Governance</b>			
	Governance and Cr skill level	Governance and chair training, coopting specialist skills and education	2
	Councillor behaviour	Use and knowledge of standing orders and governance policies. Minister of Hunting and Fishing legislative review for F&G will be foundational in addressing challenges around policy implementation and enforcement.	1
	Representation	Encouragement of diversity (and gender) at elections, encourage diverse appointments to HBC	2
	Councillor safety	No addresses, limited personal info	4
	Culture	Ongoing training for governors on culture and governance. Induction for new councils in 2024.	1
	Disconnect between customers and governors	Increase awareness of process of NZC and opportunities for public engagement.	4
<b>Strategic</b>			
	Lack of organisation strategy	Organisational strategy built collectively across the organisation, and socialised.	4
	Lack of organisational strategic implementation plans	Build annual operational work plans to ensure these are linked to the NZC organisational strategy, and annual SSP. Contribute to consolidated annual reporting which links to organisational strategy.	1

Risk Register Hawkes Bay Fish & Game		as at 6 September 2024	
Risk Type	Description	Mitigation	Risk Code
<b>Reputational</b>			
	Social Licence	Gather insights on what licence holders, wider stakeholders and public think and feel of Fish and Game to inform social licence campaign, increasing social media profile of organisation, commissioning analysis report summarising last decade of environmental activities undertaken by Fish and Game	3
	Public perceptions of Fish and Game	Broaden awareness and respect for Fish and Game through social licence campaign, including comms and advocacy	3
	Perceptions of trout	Promote value of trout- commercial, recreational, tablefare.	2
	Catch and release	Promote sustainable harvest	2
	Perceptions around hunting	Promote sustainable harvest and ethical shooting.	2
	Diversity of membership and Council	Recruitment at elections, encouragement of diversity through R3 planning.	2
	Seen as adversarial and litigious	Comms strategy to better articulate reasons of objections and legal actions	3
<b>Social/demographic</b>			
	Perceived value of introduced trout and ducks diminishing?	Value to be promoted through communications plan	2
	Population is diversifying and increasingly urban	R3 programme to target specific audiences	1
	Older population (baby boomers) aging out of sport	R3 programme	2
	Rural community trust in F&G low	Regain trust via regular contact on positive projects - Catchment groups, wetland enhancement projects (strategic priority 20-23)	2
	Game Park Educational program	Changes to council or regional management may see change to priority to maintain the development of the educational program	3
<b>Species/Population</b>			
	Sedimentation of waterways	Govt intervention should slow the pace of inputs. Removal may be challenging.	2
	Species interactions - natives V introduced	Engage and support research on this. Collaborate with manawhenua on research projects to build understanding of values & joint ownership of solutions.	2
	Ducks as pests/contributor to ecoli levels	Research and social messaging	3
	New incursions of pest fish species	Monitoring	3
	Increase in gamebird populations/increased crop predation.	Population monitoring for Mallards and Parries in place	3
	Cultural Harvest	Facilitate and encourage engagement with iwi & consideration to support legislative changes	3
<b>Political</b>			
	DOC advocacy positions	Strategic priority 22 - 27 to engage and support stakeholder groups and build relationships	3
	RMA review	Govt announced review of RMA, NES FW, and NPS FW. Continue to work closely with the government on environmental legislative reform, along with key stakeholders (such as GAC, EDS, F&B, Hunting and Fishing Influencers, Clubs etc), and Ministries (DOC, MPI, MfE).	2
	Wildlife Act Review	Engagement with DOC and GAC. Consider legislative changes, and build policy positions.	2
	Conservation Act Review	Engagement with DOC, GAC, and eNGO's	2
	F&G Legislative Review	Details to come. Will be essential to address cultural challenges across the organisation and to effectively implement F&G Organisational Strategy	1
	NPS -FM/NES implementation for wetlands and maimai's	Propose regulatory changes to enable the protection, enhancement, and establishment of wetlands in supporting the work of F&G, GBHT, and Hunters	3
	Relationship with DOC	Continue to build strong relationships with DOC.	3
	Treaty of Waitangi and our obligations	Strategic priority 22 - 27 to engage with iwi more regularly and meaningfully	2
<b>Compliance and prosecutions</b>			
	Perceptions about F&G prosecutions	Prosecution guidelines in place and regularly reviewed. Public interest test considered. Build and implement an infringement system.	2

Risk Register Hawkes Bay Fish & Game			as at 6 September 2024
Risk Type	Description	Mitigation	Risk Code
<b>Environmental</b>			
	Didymo, lake snow etc more pests	Assisting Biosecurity with messaging. Promotion of Check, clean,dry through our own publications	2
	Climate change - heat/flooding	Climate change research? Return of flows to rivers through plan changes	1
	Declining water quality and quantity	Pressure on regional councils plans and recording of complaints	1
	Biosecurity - fish and bird diseases	Monitoring and reporting of incidents and observations to BNZ	3
	Intensive land use/ urban sprawl - reduced access	Pressure on regional councils to monitor. Reporting on issues	2
	Gravel extraction/ river straightening/ willow problems	Regional councils global consent for river works up for renewal. F&G input with other stakeholders.	4
	Carbon Farming - Forestry in headwaters	National advocacy, supporting regional engagement with district plans	2
<b>Contractors/third party risks</b>			
	Contractors	Check values align. Annual work programmes from FOBC	4
	Rangers and Volunteers	NZCE working with National Compliance Coordinator to review current systems.	2
<b>Health &amp; Safety</b>			
	Mental stability, stress, personal conflicts	Open door policy with Manager for raising issues. H&S manual covers identification of risk factors	2
	Fire and emergency	Regular fire drills, emergency contacts on list at office.	3
	Ranger Safety	Vetting and approval process	3
<b>Product quality/value</b>			
	Decreasing perception of value of trout and ducks	Trout/Ducks promoted as highly valued species through comms channels	2
	Reducing perception of value for money in licence	Communications plan to sell benefits. R3 plan to make people more successful. Ranging to check licences.	2
	Licence category choices	Review of licence categories initiated.	4
	Reduced access availability	Identification of public access points. Improved relationships with landowners	2

		Impact			
		Minor	Moderate	Major	Critical
Likelihood		Little or No Effect	Effects are Felt but Not Critical	Effects are significant	Effects are critical
Improbable	Unlikely to Occur	4	4	3	2
Possible	May Occur	4	3	2	1
Probable	Will Likely Occur	3	2	1	1
		Risk Key			
		4	Low		
		3	Moderate		
		2	High		
		1	Very High		



29 August 2024

## NZC CEO Update to Regional Managers

### Summary of Fish & Game National Council Meeting #170 (23 & 24 August 2024)

Tēnā koutou,

Below, you'll find a summary of the topics and decisions from our latest NZC meeting. Hot button issues to note were around future contestable funding rounds, development of a National Sportsfish and Gamebird Monitoring Program, and the NZC risk register. I encourage you to review the summary closely.

#### Executive Overview:

##### August hui

The August meeting of the NZC was the last before the upcoming elections and we farewelled two councillors who have decided not to stand again, Dean Phibbs and Dave Harris. They have both contributed significantly and we will wish them well.

The meeting, held in Wellington, had a typically full agenda and I highlight a few areas of focus below.

#### Annual Meeting and Budget Timetable, and Contestable Funding Process:

The Annual Meeting and Budget Timetable was approved. It was explained the timetable was based around meeting the production schedule for licence setting and other regulatory work. In considering the NZC meetings the Council shared views on how challenging it was to meet online or just for a single day.

The timetable is attached for formal consultation. It has been amended in line with the Council's decisions.

#### Please provide feedback by November 29 2024.

It was also agreed in-person managers' meeting/s are at the discretion of the CE within the budget provided. However, the Council also directed that they did not





require an in-person managers' meeting to be held to advise NZC ahead of its budget meeting/s.

In considering the annual meeting and budget timetable the Council discussed the process for the budgeting meeting. The report highlighted the involvement of managers in contestable funding applications in the past. The Council considered that advice and modified the report and the motion in the agenda.

The update to the report was that the following note be added after para 21 on pg47: *“Managers have no statutory role to advise NZC on the process. The process that has been established, to workshop, and then advise NZC on budgets has no foundation in legislation.”*

The NZC resolved that there will no longer be a Contestable Fund budget round. Instead NZC, on an annual basis, will be taking a zero-based budget approach, whereby the entire budget of a region, will be reviewed annually, and in setting both Licence Fees recommendations, and organisational budgets moving forward.

The NZC also discussed levies and resolved that using regional reserves is lawful and NZC will consider levying regional reserves as part of this process. The legal advice behind this decision was considered in another item of the agenda and is attached for your information.

We appreciate this is a significant change in the process. The NZC staff will be engaging with appropriate experts to formulate a paper for the NZC December meeting considering how to implement this new process and how to support the regions through this change.

### **National budget approval**

The Council approved the Total National Budget for 2024-25 of \$13,255,721 across all Regions and the NZC/National Budget. The Forecast Deficit for the year is \$532,417. We have attached separately the 2024-25 budget confirmation paper 26 August 2024.



## Budget and workplan approval NZC/National

The Council received the information and approved the rollover and reallocation of \$207,500 unused 2023-24 budget to the 2024-25 financial year. It also approved the Financial NZC/National Budget Deficit of \$257,431 for 2024-25.

NZC delegated to the Chief Executive the authority to spend within the Budget approved for the 2024-25 year.

The Council adopted the NZC workplan with an amendment to be clear about which Ministerial Review recommendations we are implementing and which recommendations are outside of our control.

## Risk Register

I presented a risk register and discussion document to the NZC covering risks to the entire organisation and NZC office.

The discussion highlighted the importance of the risk register and what mitigations are in place.

Issues raised included potentially impactful external risks such as High Pathogenic Avian Influenza and challenges with culture and internal cohesion. The structure of the organisation, lack of cohesion and issues with lack of clarity of roles and responsibilities were highlighted.

A clarification was offered after some commentary that the full-time equivalent staff for NZC was the same as at 2018, with 7.6 staff. In 2019 there was an overlap with new staffer Jack Kos commencing and Robert Sowman staying on so numbers were 8.4 for a year.

The NZC adopted the risk register with amendments, with an action that this be sent to regions with the suggestion that the regions supply their risk register back to NZC. The updated risk register is attached.



## Rationale of HS System

The Council agreed for a continued review of Health & Safety and Wellbeing policies and delegated to the Chief Executive the authority to review and provide proposals for recommended changes.

The information was discussed with the Health and Safety committee who provided input prior to the hui.

The Council also resolved that all new councillors are inducted into health and safety requirements.

This will require the development of a health and safety induction programme.

The accountability matrix is attached.

## RMA Fund Update

There were no new applications to consider. The current allocated funds in the RMA budget are \$722,276 on 21 July 2024.

The remaining budget is \$72,772. This does not include contestable funds for next year of \$200,000 which was confirmed in the budgets in July.

NZC confirmed RMA fund decisions:

- a) Fund 50% of \$35,000 for the joint North Canterbury / Central South Island and Southland Fish and Game High Court Case (as noted in minutes from meeting 169).
- b) Fund 50% of the \$75,000 costs for joint Otago / CSI Fish and Game application for funding (as discussed in 4 June NZC workshop).



## Sports Fish and Game Management Plan Policies and Guidance

The Council agreed to adopt the SFGMP consultation guidelines, draft elements SFGMPs and guide to drafting SFGMPs as NZC policy, which is binding on the regions (26C(1)(a),(j) and 26Q (1)(e)(v)). It adopted the mana whenua engagement SFGMP work as guidance.

The SFGMP supporting documents have been through a comprehensive development process including engagement with the Department of Conservation. Fish & Game managers/CEs are Fish & Game's RMA experts.

The draft SFGMP documents were discussed with managers at the 21 September 2023 Managers' Meeting. Managers generally wanted the SFGMP to be briefer and adhere to the minimum requirements of the Conservation Act.

Managers were also concerned about incorporating spawning sites as part of the SFGMP as this was seen not to have the flexibility needed to update records and mapping. It was suggested that holding this information in a national database would be better than in a plan that required public consultation and that only got updated once every 10 years.

At the 28 March 2024 managers' meeting, it was recommended that this body of work go to the RMA team for further comments. The documents went to the RMA team for review in June 2024 and feedback mainly recommended that the mana whenua engagement work be adopted as guidance only.

At the 1 August 2024 Managers meeting, the following was discussed:

- Amendments to the consultation guidance so that NZC and other regions are consulted in the first steps of the process rather than before public notification. Removal of internal consultation step preceding public notification. These amendments have been incorporated into the attached version.
- Support for the four items to be adopted as guidance only, as per recommendation in the ministerial review.



- Managers have suggested utilising cross region staff resources for writing management plans.
- Managers have noted that the consultation processes can end up being the time-consuming and costly part of the process rather than the drafting of the management plan.
- Managers note that the guidance cannot be adopted as NZC policy as some of the work relates to best practice, which is more onerous than what the Conservation Act 1987 requires.
- Managers suggested asking the Minister for advice from iwi advisory forums on what they want to see in these plans to provide cost savings to licence holders.
- Managers recommended that the mana whenua engagement work was to remain as guidance at this stage rather than being adopted as a policy. Other minor wording changes have also been considered.

DOC has been consulted regarding the draft guidelines and key elements. NZC staff were initially intending to develop SFGMP containing only the mandatory elements listed in the Conservation Act. However, external experts including the team at DOC advised additional information was necessary including policies, outcomes and monitoring of species.

I also attached a letter from the Minister outlining his expectations about future SFGMPs.

[Ap 5 Letter from Minister WC SFGMP.pdf](#)

The papers' links are provided below. **Please consult with your regional councils and provide feedback by 29 November.**

[Ap 1 SFGMP Consultation Policy.docx](#)

[Ap 2 Key Elements SFGMP Policy.docx](#)

[Ap 3 SFGMP Policy.docx](#)

[Ap 4 Mana Whenua Engagement guideline.docx](#)



## Standing Orders Review

I also attach the revised standing orders for your information. The key point highlighted at the hui was that the change meant decisions made at online meetings are able to stand and don't need to be ratified at subsequent in person hui.

Staff received feedback that while some papers can be provided electronically agendas needed to be sent in paper. Councillors requested better organised papers grouped in thematic order.

## Correspondence Received

NZC discussed a letter from Hawke's Bay entitled: Development of a National Game Bird Population Monitoring Programme and Standard Operating Procedures.

The Hawke's Bay Fish & Game Council is seeking that NZC urgently develop a National Game Bird Population Monitoring Programme and Standard Operating Procedures.

Population Monitoring is a key function of councils under the Conservation Act, and as it constitutes a significant portion of regional budgets, it is vital that the organisation's approach to monitoring game bird populations is scientifically robust and defensible.

Once the future direction of this programme is established, the Hawke's Bay Fish & Game Council is fully committed to implementing this programme.

NZC directed me to fast-track development of a National Game Bird Population Monitoring Programme and Standard Operating Procedures for the February NZC meeting. I will be engaging with regional teams and relevant external experts on this.

We also received correspondence from Nigel Juby, chair Auckland/Waikato with regards to the Risk Register.



## Public Excluded resolutions

These are the resolutions brought out of public excluded:

### Maritime

NZC received a report.

The NZC CEO is now working to put in place a contract for the maritime coordinator position.

### Rakaia

An update on Rakaia WCO from North Canterbury was received.

### Levies

A legal opinion on levies was received and Councillors agreed to circulate it to the regions. This is attached.

### Diversions

NZC has considered our diversion process. We note that we are fast tracking an infringement process.

NZC directs regions to meet the making amends component of the Solicitor General's guidelines [Solicitor-General's Guidelines For Payments Connected To Plea Arrangements Or Diversion, dated 6 August 2021 paragraph 1.2](#)". The purpose of these Guidelines is to reinforce the need to ensure that payment of reparation is not the principal reason for entering plea arrangements or offering diversion."

The NZC advises regions to carefully also consider paragraph 3.8 "*Enforcement agencies should avoid the appearance of any private bargain with defendants and be cautious before incorporating payment of fines and costs into diversion conditions,*" and consider diversion fines be made to an external charity.



## CEO report

The Council made several resolutions based on the report:

- The NZC commends Hamish Carnachan and the NZ Hunter team for their outstanding work. The fish special edition is another outstanding piece of work from the team, showcasing Fish & Game in a positive light, the benefits of freshwater angling, and the diversity of our anglers
- Publish the CE report with commercially sensitive material redacted.
- Raised concerns about biosecurity and recommended a higher level of risk due to the potential impact of new invasive species in the future.

The redacted report is attached.

## Southland – Otago Chairs' letter

The Council discussed a joint letter from the Southland and Otago Regional Fish & Game Councils sent to the Minister dated 16 August 2024.

NZC endorsed the chairs to work on a letter to the Minister to rectify the Southland-Otago Chairs' letter.

Yours Sincerely

Corina Jordan  
CEO New Zealand Fish & Game Council



**AGENDA ITEM 3.10****CEO Report****New Zealand Fish and Game Council Meeting 170 August 2024**

**Prepared by:** Corina Jordan, Chief Executive, NZ Fish and Game Council

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**Kōrero taunaki - Summary of considerations*****Purpose***

1. This report to the New Zealand Fish and Game Council seeks to update Council on the work undertaken by the NZC office

***Financial considerations***

Nil       Budgetary provision       Unbudgeted

***Risk***

Low       Medium       High       Extreme

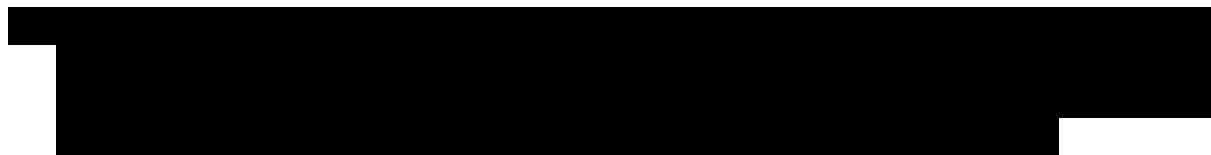
**Ngā taunaki - CEO Recommendations**

2. NZC CEO recommend that the New Zealand Fish and Game Council:
  - 2.1 Receive the information.

## Operational Snapshot

### *Licence System Update*

3. The ESL licence system is operating well, with no identified issues during the Game bird season. Fishing licences went on sale Thursday 22<sup>nd</sup> August, with over 100 sold on the first day with no advertising. The sale date for licences had been delayed by one week due to challenges with the Ministers travel itinerary. Social media posts went out Monday, Wednesday, and Thursday building anticipation for licences going on sale. Direct mailouts to licence holders are going out over the coming days (emails, social media posts, Reel life). While the ESL system is working well, ongoing work to address bugs and continued development is progressing. Kate Thompson has been working with ESL to catalogue and resolve these bugs.



6. Key functionalities to be incorporated into a modern customer centric licencing system:
  - Customer focus;
  - CRM;
  - Foundation for communications, marketing, and engagement with our licence holders;
  - Event management such as workshops etc;
  - Licencing and event bookings eg booking fishing beats, maimais etc;
  - Executive data analytics and reporting;
  - Full digitisation;
  - Integration with our website.



### *Magazine*

8. The Fish Special Edition magazine has been completed and distributed earlier than scheduled (26<sup>th</sup> August), due to the diligent work of its editor Hamish Carnachan, the NZ Hunter team Fiona Duley and Luke Care, and the regional public awareness team.



- [REDACTED]
10. The Fish Special Edition is another outstanding piece of work from the team, showcasing Fish & Game in a positive light, the benefits of freshwater angling, and the diversity of our anglers. Hamish Carnachan and the NZ Hunter team should be commended.

## Biosecurity

11. Regular senior leadership meetings have been established between MPI, DOC, and Fish & Game New Zealand. To date a focus of these meetings have been Corbicula (Gold Clam), the establishment of the Waikato and Rotorua Lakes Controlled Area Notice (CAN) including the Lake Okataina closure challenges, High pathogenicity avian influenza (HPAI), and the suspected Diazinon waterfowl poisonings.

MPI are currently reviewing the CAN status of Lake Okataina, with the option of removing the CAN and bringing Lake Okataina under the wider Rotorua Lakes CAN. The establishment of a wash station on the Lake could be considered in negotiations with stakeholders.

[REDACTED]

13. High pathogenicity avian influenza (HPAI), commonly known as bird flu, is a contagious viral disease that primarily affects domestic and wild birds. HPAI viruses belong to the influenza A virus family and can cause severe illness and high mortality rates in infected birds. Internationally, HPAI has killed hundreds of millions of wild and domestic birds.
14. In HPAI outbreaks, infected birds may exhibit symptoms such as sudden death, respiratory distress, swollen heads, and decreased egg production. The virus can spread rapidly among bird populations through direct contact with infected birds or their droppings, as well as through contaminated feed, water, or equipment.
15. While HPAI primarily affects birds, certain strains of the virus can occasionally infect humans and other mammals, leading to serious illness or even death. Human infections typically occur through direct contact with infected birds or their secretions, such as respiratory droplets or faeces. Currently the chance of people catching HPAI from sick birds is considered low (about 900 cases have been identified worldwide). There is little evidence that it can be transmitted between humans but if the disease is contracted, the mortality rate is very high (>50%).
16. MPI currently class the risk of HPAI as low. This risk status will be reviewed once the conditions in Antarctica can be assessed. In the event that HPAI has reached the Ross Sea, MPI may elevate its risk status.
17. The CEO NZC currently considers the risk of HPAI to Fish & Game as an organisation to be moderate (3) as set out in the Risk Register, where the effects are felt but are not critical and may occur. The primary reasons are that the current

MPI risk is low, and in the event of an outbreak it is likely to be isolated i.e. not widespread. Mitigation approaches as set out below are currently underway.

18. In the event that HPAI was to reach New Zealand the CEO NZC would consider the risk to the organisation to be high (2), where the effects are likely to occur, but are not critical. That is because an outbreak of HPAI would not cause the organisation to fail. A worst-case scenario would be the loss of income from the game season at around \$3M year, for potentially a few years. However, it is highly unlikely that in the event of an outbreak the entire game season would be cancelled. A much more likely scenario would be the closure of the game season in parts of the country and reduced bag limits. Government support in the event of an outbreak is also being explored.

		Impact			
		Minor	Moderate	Major	Critical
Likelihood		Little or No Effect	Effects are Felt but Not Critical	Effects are significant	Effects are critical
Improbable	Unlikely to Occur	4	4	3	2
Possible	May Occur	4	3	2	1
Probable	Will Likely Occur	3	2	1	1
		<b>Risk Key</b>			
		4	Low		
		3	Moderate		
		2	High		
		1	Very High		

19. Experts across Fish & Game have worked together to draft a Fish & Game HPAI Action Plan. The draft plan provides a sound starting document for wider discussions across the partner agencies, in formulated a coordinated response to HPAI, with the identification of roles and responsibilities across statutory functions and aligned communications. As such the draft plan has been shared by the CEO NZC across the senior leadership of DOC, MPI, and Ministry for Health. A workshop to consider and incorporate feedback and ensure HPAI Action Plans across the agencies are coordinated and consistent has been scheduled for a fortnights time. The NZC CEO considers that if the HPAI plan was adopted by Fish & Game Regions in the absence of interorganisational support for the Plan, this would pose a significant risk Fish & Game’s HPAI response and the effective management of this disease.

20. The CEO NZC has identified the draft plan requires further work across the following key areas at a minimum before it is fit for purpose:

- Alignment with MPI, DOC, and Ministry for Health (MH) HPAI Plans;
- Identification of key accountabilities including how we are working together across MPI, DOC, and MH;

- Comms and engagement plan including key messages and timeframes;
- Pull out forms including health and safety requirements, gear check sheets, field sheets etc.

### **Advocacy**

21. The communications update is provided in paper 4.3.
22. The CEO NZC has been working across New Zealand to connect with hunting and fishing communities and continues to invest in the establishment and strengthening of relationships with hunting and freshwater fishing leaders.
23. Meetings with Angling communities has been positive. Consistent messaging from these groups in relation to the following key areas has been recorded:
- Recognise and support Fish & Games ReWild campaign, messaging around the benefits of hunting and fishing, and inclusivity;
  - Perceived improvements to the professionalism and cohesiveness of Fish & Game as an organisation;
  - Seeking a closer working relationship with Fish & Game;
  - Seeking increased transparency around Fish & Game activities and value for anglers;
  - Seeking a continued and increased focus on addressing issues with access;
  - Development of extension programmes and resources to support clubs to act as ambassadors for Fish & Game ie key messages, factsheets on common questions and challenges, development of delivery ready workshops and field events, support for engaging women in angling.
24. CEO NZC has a strong working relationship with eNGO's including sharing resources, and information, and attending joint meetings where appropriate. The CEO NZC presented at the EDS 'The Future is now: Biodiversity, Climate, and us' Conference, chairing a panel discussion on Freshwater Reforms [link](#)
25. CEO NZC meets with DOC senior leadership every 2 months, and a tier three operational team monthly on a deep dive topic area. Topic areas include:
- Freshwater fisheries management;
  - Resource Management under the Act;
  - Conservation Law Reform;
  - Taupo fisheries management, licencing systems, and compliance;
  - Te Tiriti o Waitangi;

- Biosecurity;
  - Recreational hunting/ fishing and access (recreational hunters forum);
  - Concessions/ permits;
26. CEO NZC met with Minister Penk and the Commissioner for LINZ to discuss collaborative opportunities for wetland restoration and enhancement. There is Ministerial interest in the work of Fish & Game and the Game Bird Habitat Trust in restoring and enhancing wetland habitats. The next steps will be to design a pilot project in the High Country and with a catchment community to showcase the work of F&G and the GBHT in leveraging wider funding, and increasing government recognition and support. CEO NZC is pitching changes to the NESFW wetland provisions to make it easier to restore, maintain, and enhance wetland habitats, with streamlined consenting or permitted activity pathways. Next steps are to meet with Minister Bishop, Minister McClay, and Minister Hoggard.
27. CEO NZC met with Walking Access Commission (WAC) and Game Animal Council (GAC) to discuss collaborative opportunities to improve access for recreational hunting and angling. Next steps include a workshop with WAC, GAC, and Mountain Safety to design a project focussed on improving hunting and freshwater fishing access. DOC, and LINZ will also be key partners. The project is intended to include research into where access has been lost, why it has been lost, and where it should be re-established, along with a public facing campaign. CEO NZC is currently working on drafting two research proposals to the Research Sub-committee for consideration.
28. Greg Duley very kindly hosted a parliamentary game bird hunt from the 5<sup>th</sup> – 7<sup>th</sup> July at Lake Ellesmere in the North Canterbury Fish & Game region.
29. Minister of Justice Nicole McKee attended; for a long-time firearms user who has represented New Zealand at competition shooting, this was her first ever duck hunt.
30. Rangitata MP James Meagher also attended his first-ever duck hunt. James is the MP with whom we are liaising for the Parliamentary Fish in November.
31. It was a very successful weekend, and extra special thanks must go to Greg Duley, who ably hosted the event and provided expert guidance to the attendees.



Figure 1. Hon Minister McKee, Minister for Courts and the Associate Minister of Justice (Firearms)

32. The NZC team have been developing a Parliamentary Fishing trip. We know that these sorts of initiatives provide a powerful vehicle for building political awareness and support for hunting and fishing. The event is being modelled off the Game Animal Council's Parliamentary Hunt, which has been hugely successful.
33. It took some time to lock down a date and location with MP's for the event. This has now been finalised with Lake Hawea locked in for the 22<sup>nd</sup> November to the 24<sup>th</sup> November 2024. Richard Burdon of Glen Dene Station has provided excellent support with significantly discounted accommodation.
34. A parliamentary Fishing competition is also being organised in the Eastern Region on the request of the Minister for Hunting and Fishing. The Eastern Fish & Game Council is supporting the event, with their CEO forming part of the organising team. Anticipated attendees include Minister McClay, Minister McKee, and senior leadership across the Bay of Plenty Regional Council and the Rotorua District Council.

### **Resource Management Amendment Bill: Freshwater and other matters**

35. New Zealand Fish & Game submitted on the Resource Management Amendment Bill: Freshwater and other matters on 27 June. Copy of submission [here](#). The NZC CEO presented to the Select Committee on Fish & Game submission on the 17<sup>th</sup> of July.
36. Three of the key areas are highlighted below:

- Hierarchy of Obligations – oppose removal of this as it states that the ecology has the priority over all other needs for water. This is important to ensure the sustainability of the resource and the species we manage.
- National Direction proposals do not accord with Part 2 or provide for public participation. National direction needs to be set via a robust, inclusive process that provides for amendment based on new ideas, evidence and part 2 matters. We are concerned that a national direction that is set with only the economy in mind will result in further environmental degradation.
- Removal of NES-F Intensive Winter Grazing rules. There will be regional councils that do not have IWG permitted activity rules, and in these regions, the removal of this rule will mean that farmers will need a resource consent as a discretionary activity to do IWG, which is far more onerous than the permitted and restricted discretionary rules.

### **Appointment to High Country Advisory Forum**

37. CEO NZC was appointed to the Toitū Te Whenua High Country Advisory Group, directly by the LINZ CEO, and confirmed by the Minister. Announcements were made on the 21 June 2024.

<https://www.linz.govt.nz/news/2024-06/high-country-advisory-group-members-appointed>

38. The members of the Group are appointed by the Chief Executive of LINZ, and include: The Director, Office of the Chief Executive LINZ, Head of Crown Property, the Commissioner of Crown Lands, and a representative of the Department of Conservation. In addition, at least five and no more than ten members can be appointed.

39. When appointing members, the Chief Executive of LINZ must consider the need for the Group to have available to it, from its members, knowledge, skills, and experience relating to:

- Crown pastoral lease management.
- Land Act and Crown Pastoral Land Reform Act 2022.
- High country farming.
- Biosecurity.
- Other industry, in the high country.
- Biodiversity or environmental sustainability.
- Tikanga Māori
- Local government.



- Public use of Crown land.

40. The LINZ High Country Advisory Group is comprised of farmers, and technical experts, including senior leaders across LINZ, Forest and Bird, EDS, and Te Kāiika. LINZ established the group in 2018 to receive advice directly from a range of farming, environmental, iwi and other experts on its management of 1.2 million hectares of Crown pastoral land in the South Island high country. The function of the Group is to provide constructive, practical advice and perspectives on the management of Crown land in the South Island high country by LINZ and the Commissioner.

41. The CEO NZC was appointed due to her extensive experience across the fields of Freshwater Ecology, High Country Farming, Farm Planning, Biodiversity, Environmental Policy and Law. In the appointment LINZ recognises the CEO NZC “*extensive background in resource management and creating frameworks for the sustainable management of land and water resources within environmental limits*”.

42. The CEO NZC previous National appointments include:

- Landcare Trust Board
- Recreation Forum Department of Conservation
- Fish Futures Forum – Future of freshwater and fisheries management in New Zealand
- He Waka Eke Noa Partnership including Co lead for the GHG Pricing Workstream (2020-2021), and Extension (2021 – 2022)
- National Farm Planning Advisory Forum to MfE
- Freshwater Leaders Group (FLG) Essential Freshwater Program
- Land Use Capability Classification System (LUCCS) Governance Group
- Land and Water Forum (Plenary and small group)
- National Planning Standards Rural Advisory Group
- National Objectives Framework Technical Reference Group
- National Environmental Standards Advisory Group for Plantation Forestry
- National Science Challenge Governance group on Land Use Suitability
- National Science Challenge Advisory Group on Biodiversity
- National Science Challenge Advisory Group Land Use Intensity Indicators

- Red Meat Profit Partnership Sustainable and Ethical New Zealand Farm Assurance Program (SENFAP), now New Zealand Farm Assurance Program Plus
- Red Meat Sector Environmental Advisory Forum

43. LINZ is not required to have a representative from F&G on the group.

44. The induction meeting of the HCAF was Thursday 4 July in Christchurch. The CEO NZC recommended the HCAF undertake work across the following key areas:

- Management of valued introduced species
- Access to the high country for recreational hunting and angling
- River Management including providing for freshwater ecological health
- Management approaches for high country farming including intensive winter grazing and use of freshwater
- Catchment community groups and grass roots initiatives for delivering on community and environmental outcomes
- Role of wetlands, restoration, and enhancement

ENDS

Accountability Matrix for Health, Safety and Wellbeing

Fish and Game across New Zealand is a PCBU (Person Conducting a Business or Undertaking) According to HSWA. A PCBU must ensure the health and safety of workers (defined as staff, contractors and subcontractors), visitors, passerby, neighbouring companies, and that other people are not put at risk by its work.

This is called the ‘primary duty of care’.

In the case of Fish and Game, because both NZ Fish and Game Council and the 12 regional Fish and Game Councils are public entities reporting to the Minister, each of the entities are accountable as PCBU’s

Level of Accountability	Fish and Game National	Fish and Game Regional	Accountability
PCBU	Chair of the National Council  This person is a volunteer	Chair of the Regional Council  This person is a volunteer	A PCBU is usually an entity rather than an individual. There is a general duty on the PCBUs to ensure, so far as reasonably practicable, the health and safety of staff working for the PCBU, while the staff are at work in the business or undertaking; and staff whose activities in carrying out work are influenced or directed by the PCBU while the staff are carrying out the work. PCBUs must also ensure, so far as reasonably practicable, that the health and safety of other people is not put at risk from work carried out as part of the PCBU's
Officers	New Zealand Council and CEO	Regional Council CEO or Regional Manager	An officer is a person who holds a very senior leadership position in the business and can significantly influence the management of a business or undertaking. Officers have a duty of due diligence to ensure their business understands and manages its key health and safety risks. Officers usually delegate the implementation of health and safety policy to the highest management position (Chief Executive), who is responsible for ensuring appropriate management and oversight for the implementation of procedures and practices to ensure obligations and expectations are met. The Council may delegate any of its functions or powers but can <b>never delegate its accountability</b> .
Internal Advisors	HR & HS Advisor	Health & Safety Representatives	Are delegated to draft and where appropriate consultant with staff on Health, Safety and Wellbeing policy and procedures
Specialist area Maritime	CEO	Regional CEO/Manager	CEO and National Maritime Manager have an accountability across all the Fish and

	National Maritime Manager (Adam Daniels)		Game entities where regions have boats. The National Maritime Manager is accountable to liaise with Maritime NZ and to liaise with each region that has a boat as an asset (which is used) and to conduct audits as appropriate and required by law. (Note this <i>may</i> be delegated to a regulator)
Rangers	CEO	Regional CEO/Manager	As the appointment of Rangers is officially done at the NZ CEO level there is a specific accountability held at this level. This does not diminish the Regional accountability
Staff	All staff working for the NZ Council	All staff working in the regions	Individuals who carry out work in any capacity for a PCBU. All staff must take reasonable care to ensure the H&S of themselves and others, comply with the PCBU's reasonable instructions, and cooperate with reasonable policies and procedures.
Volunteers			
Other Persons in the workplace	Other persons who come into the workplace, such as visitors, casual volunteers		Must take reasonable care of themselves and not harm others in the workplace
Regulations	WorkSafe and other designated agencies that have been appointed under the HSWA and its associated regulations. For Fish & Game these include WorkSafe NZ, Maritime NZ (Water) and Police for investigations.		Regulators may provide overarching NZ H&S policy (WorkSafe) and/or be involved in and manage audits

CROWN LAW

SOLICITOR-GENERAL'S GUIDELINES  
FOR PAYMENTS CONNECTED TO  
PLEA ARRANGEMENTS OR DIVERSION

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*As at 6 August 2021*



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## GUIDELINES FOR PAYMENTS CONNECTED TO PLEA ARRANGEMENTS OR DIVERSION

### 1. APPLICATION

- 1.1 These Guidelines have been written for prosecutors, but other participants in the justice system may find them useful.
- 1.2 The purpose of these Guidelines is to reinforce the need to ensure that payment of reparation is not the principal reason for entering plea arrangements or offering diversion.
- 1.3 These Guidelines should be read together with the *Solicitor-General's Prosecution Guidelines* 2013 (*Prosecution Guidelines*), along with any other guidelines issued by the Solicitor-General specific to prosecutions. If there is any inconsistency between these Guidelines and the *Prosecution Guidelines*, these Guidelines should be preferred.

### 2. COMPLIANCE

- 2.1 It is expected all public prosecutions, whether conducted by Crown prosecutors, government agencies or (instructed) counsel, should take these Guidelines into due consideration in circumstances where a plea arrangement or diversion is proposed, following a decision to prosecute.

### 3. PAYMENTS CONNECTED TO PLEA ARRANGEMENTS OR DIVERSION

#### **Introduction**

- 3.1 An enforcement agency may enter into a plea arrangement or operate a diversion scheme that includes the payment of reparation. However, where an offer of payment is the primary reason for the discontinuance of a prosecution the principles developed by the Supreme Court in *Osborne & Rockhouse*<sup>1</sup> strongly suggest the arrangement will be unlawful – such circumstances may be said to create “a matter of private bargain”.

#### **Payment of reparation**

- 3.2 An offer of payment that is conditional on a prosecution not being brought, or continued, is unlawful.
- 3.3 Properly applying the public interest test and ensuring that reparation is not a pivotal aspect of the decision-making process are essential to deciding whether it is appropriate to enter plea arrangements or offer diversion (usually in circumstances where the alleged offending is of a low to moderate seriousness).

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<sup>1</sup> *Osborne & Rockhouse v WorkSafe New Zealand* [2017] NZSC 175 at [75] citing *Jones v Merionethshire Permanent Benefit Building Society* [1892] 1 Ch 173.

GUIDELINES FOR PAYMENTS CONNECTED TO PLEA ARRANGEMENTS OR DIVERSION

- 3.4 An enforcement agency's policies should include clear directions concerning reparation. These policies should incorporate the method for receiving and administering payment of reparation; a mechanism to enable advice to be sought from a Crown prosecutor before agreeing such payments; and the nature of the consequences for the defendant in the event they fail to make the payment of reparation (in the manner agreed) once proceedings are discontinued.
- 3.5 A willingness to make amends can only be one of the relevant factors considered. For a prosecutor to agree to a plea arrangement or diversion, they must be satisfied the conditions proposed address the key public interest factors (related to the offending and underlying the decision to prosecute) to such a degree that it is no longer in the public interest for the prosecution to continue.
- 3.6 Where possible and if applicable, prosecutors should ascertain if the victims have Victim Advisers and ensure consultation concerning the victims is undertaken in the manner agreed with victims. This will ensure the effects experienced by the victims (such as loss, damage or expense) can be ascertained; whilst managing expectations regarding what can be reasonably sought in the circumstances (bearing in mind the means and capacity of the defendant).
- 3.7 Typical payments that can form conditions include the payment of reasonable expenses incurred by the victim as a result of the offending, and payments to charity.
- 3.8 Enforcement agencies should avoid the appearance of any private bargain with defendants and be cautious before incorporating payment of fines and costs into diversion conditions.



<b>CONSULTATION:</b>	<b>2024/25 MEETING &amp; BUDGET SCHEDULE</b>
<b>TO:</b>	Regional Chairs
<b>CC:</b>	Regional Managers, Administrators
<b>AUTHOR:</b>	Corina Jordan, CEO, NZ Fish and Game Council
<b>DATE:</b>	26 08 24
<b>FEEDBACK DUE:</b>	<b>29 11 24</b>
<b>FEEDBACK TO:</b>	<b>nzcouncil@fishandgame.org.nz</b>

## Recommendations - Ngā taunaki

1. The New Zealand Fish and Game Council seeks consultation from regional councils on the following points:
  - i. Five NZC meetings in the 2024-25 financial year;
    - a) 13<sup>th</sup> and 14<sup>th</sup> December 2024- Wellington
    - b) 26<sup>th</sup> Feb (online 6pm-8pm) and 28<sup>th</sup> Feb 2025 – Wellington
    - c) 11<sup>th</sup> and 12<sup>th</sup> April 2025 – Wellington
    - d) 17<sup>th</sup> and 18<sup>th</sup> June 2025 – online (6pm- 8pm)
    - e) 27<sup>th</sup> August (online) and 29<sup>th</sup> August – 2025 Wellington
  - ii. One Governors Forum – (Chairs and NZC)
    - a) 1<sup>st</sup> March 2025 – Wellington
  - iii. Two in-person Managers meetings
    - a) Time and location TBC (Feb and October)

## Discussion - Kōrerorero

### Proposal

2. The Meeting and Budget Timetable for 2024-25 sets out the important dates that need to be considered for the NZC to fulfil its statutory obligations of co-ordination of the Anglers Notice, Licence Fees and Forms and Elections.
3. Meeting dates have been set to ensure Regional Councils are consulted and that there is adequate time for regional feedback.

## Background

4. The Draft 2024-25 Annual Budget and Meeting Schedule was presented to the NZC for approval to go out for consultation at the 170th NZC meeting.
5. The meeting schedule highlights the processes that need to be followed for the budget setting process, regulations, and licence fees to be approved by the Minister.
6. Regional Councils **need to set their meetings to fit within the NZC meeting dates** to ensure feedback on licence fees and regulations can be given.
7. The NZC office has worked closely with DOC and the Minister's Office to ensure the process is run more efficiently. DOC and the Ministers office have asked that the Licence Fee proposal, Anglers Notice and the Sports Fish Licence Fees and Forms Notice be presented together.
8. Regional Councils need to ensure they hold meetings to fit in with this timetable and to give adequate time to consult with the licence holders on any regulation changes.
9. Under legislation, the NZC must hold at least two meetings per year

## Budget & Meeting process

10. Most meetings have been set to comply with the NZC to fulfil its statutory obligations of co-ordination of the Anglers Notice, Game Notice, the Sports Fish Licence Fees and Forms Notice (SFLFFN), and the Elections.
11. The meeting dates set for September 2024 to December 2024 were consulted on and approved by the NZC in August 2023 and November 2023. These dates consider the timing required to have meetings post an Election.
12. The December 2024 meeting has been set over two days – Friday 13<sup>th</sup> and Saturday 14<sup>th</sup> December. This will be the inaugural meeting of the new NZC council. The second day has been set aside for a Strategy Day for the new Council.
13. In order to reduce costs the NZC have decided to trial a hybrid approach by reducing in person meetings where possible to 1 day and holding a 2 hour online meeting prior to cover the administrative tasks.
14. The February meeting will be the first meeting of this type with the online part of the meeting on Wednesday 26<sup>th</sup> Feb and then the Face to face meeting on Friday 28<sup>th</sup> February.
15. The Governors meeting scheduled for 1<sup>st</sup> March 2025 is a meeting where the NZC and the Chairs of the Regional Councils meet. This is important for the 2024-25 year as following elections in 2024, there may be newly elected Chairs and NZC members.
16. The funds for this meeting may be used for governance training and/or targeted consideration of the NZC strategy.
17. Two face-to-face meetings have been approved by the NZC for Managers/CEs in the 2024-25 year. These dates are yet to be determined and the NZC CE will consult with the Managers/CE for an appropriate time.
18. The NZC resolved at the 170<sup>th</sup> meeting that there would no longer be a Contestable Fund budget

round. Instead the NZC, will be taking a zero-based budget approach, whereby the entire budget of a region will be reviewed annually, and in setting both licence fees recommendations, and organisation budgets moving forward. The NZC CEO will provide advice and support to the Regions in transitioning to a zero based budgeting approach for the organisation.

19. The NZC Council Budgeting meeting, is scheduled for 11<sup>th</sup> and 12<sup>th</sup> April. The Chairs of each region will be invited to zoom into the meeting in order to speak to their regions budget proposals.
20. Following the April meeting, The Regions **must** hold a meeting between 16<sup>th</sup> April and 29<sup>th</sup> May 2025 to give feedback to the NZC by 30 May on the licence fee proposals, Angler Notice & SLFFN, Designated waters proposals and sea-run salmon limit changes.
21. The June meeting for the NZC is online – over two nights, 17<sup>th</sup> and 18<sup>th</sup> June (6-8 pm). The main objective of this meeting is to consider the licence fee, Anglers notice, and SFLFFN.
22. The August 2025 will also be a hybrid meeting with the online part 1 held on Wednesday 27<sup>th</sup> and the face to face on 29<sup>th</sup> August.
23. The meeting scheduled for 28<sup>th</sup> and 29<sup>th</sup> November 2025 is over two days – with one day being set aside for the 2026-27 strategy workshop.

## Conclusion

24. Feedback on the Meeting and Budget timetable is required by **29th November 2024**.
25. **Regional Councils need to set meeting dates for the 2024 25 year at times that ensure a Region can meet and respond to Consultation.** The Regions **must** hold a meeting between 16<sup>th</sup> April and 29<sup>th</sup> May 2025 to give feedback to the NZC by 30 May on the licence fee proposals, Angler Notice & SLFFN, Designated waters proposals and sea-run salmon limit changes.

Yours sincerely



Corina Jordan  
Chief Executive Officer New Zealand Fish & Game Council

## 2024-25 Annual Budget & Meeting Schedule - For Regional Consultation

Month	Date	Meeting/Activity	Location
Sep-2024	Sunday 1 Sep	Fish & Game New Financial Year	
	Wednesday 11 Sep	Election Roll Closes	
	Thursday 19 Sept	Fish & Game Election Papers Out	
Oct-2024	Tuesday 1 Oct	Sports Fishing Opening	
	Tuesday 15 Oct	Election Postal dates Close	
	Monday 28 Oct	<b>Labour Day</b>	
	Wednesday 30 Oct	Elected members take Office	
Nov-2024	Friday 1 Nov	High Country Sports Fishing Opening	Otago/Sthland
	Saturday 2 Nov	High Country Sport Fishing Opening	Nth Cant/CSI
	Thursday 7 Nov	<b>Regional Managers/CEs Meeting</b> <i>(Feed into 13 &amp; 14 Dec NZC Meeting)</i>	Online
	Wednesday 20 Nov	New Regional Councils Last Day to hold Inaugural Meeting <i>(3 weeks after taking office)</i>	
Dec-2024	Friday 13 & Saturday 14 Dec	<b>NZ Council Meeting (Held over 2 days)</b> <i>(2025/26 Strategy)</i>	Wellington
	Friday 20 Dec	Variance Reports & Reserves Schedules sent to CFO	
	Wednesday 25 Dec	<b>Christmas Day</b>	
	Thursday 26 Dec	<b>Boxing Day</b>	
	Tuesday 31 Dec	All Regional Council 2024 Meetings to be complete/held	
Jan-2025	Wednesday 1 Jan	<b>New Year's Day</b>	
	Thursday 2 Jan	<b>New Year's Day Observed</b>	
	Friday 24 Jan	Variance Reports & Reserves Updates Distributed	
	Friday 31 Jan	Licence Working Party Licence Sales Forecast	
	Friday 31 Jan	Regulation Details Due for Game Notice <i>(From all Regional Councils)</i>	
Feb-2025	Sunday 2 Feb	World Wetland Day/Release of 2025 Habitat Stamp	
	Monday 3 Feb	Draft Game Notice Submission to DOC for comment	
	Wednesday 5 Feb	Variance reports Final Circulation back to Managers	
	Thursday 6 Feb	<b>Waitangi Day</b>	
	Friday 7 Feb	Game Regulation Guide Content Due to NZC Office	
	Feb/March	<b>Regional Managers/CEs Meeting</b> <i>(held over 2 days)</i>	Wellington
	Monday 17 Feb	Game Notice & Submission to MOC & Gazette Office	
	Friday 21 Feb/or the following week	Publish Game Notice in NZ Gazette	
	Wednesday 26th Feb	<b>NZ Council Meeting (Part 1 of 2)</b>	Online 6-8pm
Friday 28 Feb	<b>NZ Council Meeting - (Part 2 of 2)</b>	Wellington	
Mar-2025	Saturday 1 Mar	<b>Governors Forum - Regional Chairs &amp; NZC (Planning)</b>	Wellington
	Thursday 13 Mar	Game Bird Hunting Licences on Sale (2 <sup>nd</sup> Thursday) <b>Draft Regional budgets due to CFO</b>	
	Friday 14 Mar	<b>Draft Game Notice Submission to DOC for comment</b> <b>Staff Development Grant Applications Close</b>	
	Monday 17 Mar	Game Magazine Released	

Month	Date	Meeting/Activity	Location
	Thursday 20 Mar	Regional Managers/CEs Meeting (feed into NZC 11/4)	Online
Mar-2025	Friday 28 March	Budgets, Budget Summaries Circulated back to Regions	
Apr-2025	Sunday 6 Apr	Mark-up/Pegging Day (4 weekends before opening)	
	Friday 11 Apr	NZ Council Budget meeting	Wellington
	Saturday 12 Apr	NZ Council Meeting	Wellington
	Wednesday 16 April	Licence Fee Consultaion doc distributed to Regions (3 working days after NZC meeting)	
	Friday 18 April	Good Friday	
	Monday 21 Apr Friday 25 Apr	Easter Monday Anzac Day	
May-2025	Saturday 3 May	Game Bird Season Opening	
	Thursday 22 May	Regional Managers/CEs Meeting (feed into NZC 17/6)	Online
	Friday 30 May	Regional responses to Licence Fee proposals, Anglers Notice & SFLFFN DW/sea run salmon Due to NZC Office	
Jun-2025	Monday 2 June	King's Birthday	
	Tue 17 June & Wed 18 June	NZ Council Meeting (6pm -8pm) (Consider Licence Fee, Anglers Notice & SFLFFN)	Online 6pm-8pm
	Friday 20 June	Matariki	
	Monday 23 June	Licence fee, Anglers Notice & SFLFFN submission to MOC	
	Thursday 26 June	GBHT Grant Applications Close	
Jul-2025	Wednesday 9 July	GBHT Grant Applications Distributed to Board	
	Thursday 17 July	Anglers Notice Published in NZ Gazette	
	Monday 28 July	GBHT Board Meeting (11am)	Online
Aug-2025	Friday 22 Aug	GBHT Field Trip	Hamilton
	Saturday 23 Aug	GBHT Board Meeting	Hamilton
	Monday 25 Aug	Fishing Magazine published	
	Wednesday 27 Aug	NZ Council Meeting (Part 1 of 2)	Online 6-8pm
	Friday 29 Aug	NZ Council Meeting - (Part 2 of 2)	Wellington
	Sunday 31 Aug	Fish & Game End of Financial Year	
	Thursday 1 Sept	Sports Fishing Licences on Sale	
	Wednesday 1 Oct	Sports Fishing Opening	
Oct-2025	Wed/Thu 16/17th Oct	Regional Managers/CEs Meeting in Person	TBC
	Monday 27 Oct	Labour Day	
	Saturday 1 Nov	High Country Sports Fishing Opening (CSI & NC 1st Sat Nov)	
Nov-2025	Thursday 6 Nov	Reg Managers/CEs Meeting(feed into NZC 27/11)	Online
	Friday 28 Nov & Saturday 29 Nov	NZ Council Meeting (Held over 2 days) (2026/27 Strategy)	Wellington
	Friday 19 Dec	All Variance & Reserves Schedules to CFO	
Dec-2025	Wednesday 31 Dec	All Regional Council 2025 Meetings to be complete/held	

<b>KEY</b>	Public Holiday
	NZ Council Meeting
	Regional Managers/CEs Meeting
	GBHT Board Meeting
	Governors Forum (Regional Chairs & NZC)



<b>CONFIRMATION:</b>	<b>BUDGET AND LICENCE FEES AND LEVY'S/GRANTS 2024/25</b>
<b>TO:</b>	Regional Chairs
<b>CC:</b>	Regional Managers, NZC and Administrators
<b>AUTHOR:</b>	Corina Jordan, CEO NZ Fish and Game Council
<b>DATE:</b>	26/08/2024

## 1. Background

All budgets and Contestable Funding Applications were presented to the New Zealand Council (NZC) at its 168<sup>th</sup> meeting on the 19 and 20 April 2024, and following consultation with the Regional Chairs.

Following the NZC meeting, the Licence fee recommendation went out to Regional Councils for consultation. The consultation was for a 0% increase in the Licence fee. All Councils were asked to respond to the consultation by 31 May 2024.

After considering the Regional Council responses, NZC Licence fee recommendation to the Minister was for \$156 Fish Licence LEQ, \$116 Game licence LEQ , with all proportional changes to remaining licence fees an categories at its 169<sup>th</sup> meeting held by zoom on 18/19 June 2024. The NZC also recommended to the Minister and increase of the Non resident designated waters licence from \$40 to \$60 per day.

At this meeting the Remuneration (REM) contestable funding applications were still being approved by the NZC office so final budgets were unable to confirmed.

On 7 July, the Minister for Hunting and Fishing (Hon. Todd McClay) approved the Licence fee submission, with the exception of the increase for the Non-resident Designated waters licence fee.

The approved 2024/25 Licence fee are \$156 (fish) and \$111 (game) plus a \$5 Game Bird Habitat Stamp fee (total \$116 for game).

Subsequent to this the NZC office approved the REM CF's and these have now been allocated to the Regional Councils.

## 2. Overall Position 2024/25

Table 1 gives an overall summary of the forecast position for Fish and Game for 2024/25 with a budgeted deficit of \$532,417 (last year budget deficit of \$677,555). The Deficit is made up by two factors, first the use of Regional Council reserves \$359,376 (last year \$668,371) and a required 1.34% (last year 0.07% ) use of Reserves by all Councils to cover the shortfall between the income and expenditure for the year.

<b>Table 1: Overall Forecast Position for Fish and Game</b>			
<b>Based on Fish \$156 &amp; Game \$116</b>			
<b>For the Year ended 31 August 2025</b>			
Net Licence Sales			12,329,235
Interest & Other			394,068
<b>Total Income</b>			<b>12,723,303</b>
<b>Less Approved Budget</b>			<b>13,255,720</b>
<b>Total Surplus/(Deficit)</b>			<b>(532,417)</b>

### 3. Licence Forecast LEQ 2024/25

The traditional extrapolation of licence LEQ's was undertaken, however, the impacts of Covid 19 and Cyclone Gabrielle meant the Licence Working Party re-forecasted the LEQ's based on the buying patterns in the current year, while considering the return of international licence holders due to our borders opening up.

The total forecast for Fish Licences is 72,376 (last yr 74,060) LEQ and Game 31,340 (last yr 31,763) LEQ.

	Actual 2021/22		Actual 2022/23		Est 2024	Budget 2023/24		Projected 24/25	
	Fish	Game	Fish	Game	Fish	Fish	Game	Fish	Game
Northland	217	1,582	455	1,552	454	370	1,552	454	1,537
Auckland/Waikato	3,231	6,309	3,550	6,518	3,658	3,729	6,201	3,658	6,518
Eastern	8,695	3,024	8,643	2,854	8,456	8,663	3,012	8,363	2,769
Hawkes Bay	2,476	1,916	2,525	1,750	2,335	1,879	1,916	2,240	1,667
Taranaki	861	1,114	1,034	1,086	987	938	1,113	964	1,072
Wellington	3,239	3,409	2,990	3,290	2,989	2,807	3,409	2,989	3,231
Nelson-Marib	3,460	900	4,410	862	4,364	4,599	887	4,341	843
Nth Canterbury	10,980	2,428	11,084	2,557	10,964	11,148	2,381	10,904	2,557
West Coast	1,744	370	2,253	364	2,169	2,208	358	2,127	361
Central SI	11,638	2,235	12,946	2,267	12,536	12,937	2,233	12,331	2,267
Otago	14,923	4,080	15,828	3,989	15,549	15,614	4,029	15,410	3,944
Southland	8,099	4,727	9,084	4,625	8,758	9,167	4,672	8,595	4,574
NZC only									
National									
<b>TOTAL</b>	<b>69,563</b>	<b>32,094</b>	<b>74,802</b>	<b>31,714</b>	<b>73,219</b>	<b>74,060</b>	<b>31,763</b>	<b>72,376</b>	<b>31,340</b>

### 4. Licence Forecast 2024/25

The total Licence forecast is \$12,842,953 as per Table 3. This forecast is based on the Licence fee for Fish Licences being \$156 inclusive of GST for an Adult whole season and for Game the Adult whole season Licence to be \$116 inclusive of GST and the GBHT stamp levy (\$5).

The Cost of Sales (COS) \$513,718 is Agent commission plus bank fees (including credit card and processing fees) on Public online sales. This is budgeted at 4.0 % of Licence Income. Which is reduction from 4.5% in 2023/24.

Net Licence Income is Forecast for the 2024/25 year to be \$12,329,235.

	Fish Licence Income \$			Game Licence Income \$			TOTAL Licence Income \$		
	Fish \$	COS \$	Net Fish \$	Game \$	COS \$	Net Game \$	TOTAL F & G	Total COS \$	Net Licence Income \$
Northland	61,586	2,463	59,123	148,354	5,934	142,420	209,940	8,398	201,542
Auckland/Waikato	496,216	19,849	476,367	629,129	25,165	603,964	1,125,344	45,014	1,080,331
Eastern	1,134,459	45,378	1,089,081	267,269	10,691	256,578	1,401,728	56,069	1,345,659
Hawkes Bay	303,861	12,154	291,706	160,902	6,436	154,466	464,763	18,591	446,172
Taranaki	130,769	5,231	125,538	103,471	4,139	99,332	234,240	9,370	224,870
Wellington	405,464	16,219	389,246	311,862	12,474	299,387	717,326	28,693	688,633
Nelson-Marlb	588,866	23,555	565,311	81,368	3,255	78,113	670,234	26,809	643,425
Nth Canterbury	1,479,151	59,166	1,419,985	246,806	9,872	236,934	1,725,957	69,038	1,656,919
West Coast	288,532	11,541	276,991	34,844	1,394	33,451	323,377	12,935	310,441
Central SI	1,672,727	66,909	1,605,818	218,815	8,753	210,062	1,891,542	75,662	1,815,880
Otago	2,090,400	83,616	2,006,784	380,682	15,227	365,454	2,471,082	98,843	2,372,238
Southland	1,165,930	46,637	1,119,293	441,490	17,660	423,831	1,607,421	64,297	1,543,124
NZC only									
National									
<b>TOTAL</b>	<b>9,817,962</b>	<b>392,718</b>	<b>9,425,243</b>	<b>3,024,991</b>	<b>121,000</b>	<b>2,903,992</b>	<b>12,842,953</b>	<b>513,718</b>	<b>12,329,235</b>

## 5. Net Licence and Interest Income 2024/25

In addition to Licence income, all Councils receive income from interest on their reserves. The forecast interest is based on the reserves held at the end of last financial year and calculated using forecast interest rates. The forecast interest for the 2024/25 is \$394,068 (last yr\$364,785). Other income for the period is levy from Hawkes Bay for excess Licence sales in 2023/24.

Total Net income for the 2024/25 year is forecast at \$12,723,303.

	Net Licence		Net Income
	Income	Interest /ltr	
Northland	201,542	10,104	211,647
Auckland/Waikato	1,080,331	17,768	1,098,099
Eastern	1,345,659	34,340	1,379,998
Hawkes Bay	446,172	35,630	481,802
Taranaki	224,870	9,032	233,903
Wellington	688,633	10,984	699,617
Nelson-Marlb	643,425	7,419	650,844
Nth Canterbury	1,656,919	13,367	1,670,286
West Coast	310,441	15,470	325,912
Central SI	1,815,880	44,444	1,860,324
Otago	2,372,238	57,966	2,430,204
Southland	1,543,124	39,923	1,583,047
NZC only	0	97,620	97,620
National	0	0	0
<b>TOTAL</b>	<b>12,329,235</b>	<b>394,068</b>	<b>12,723,303</b>



## 6. National Approved Budget – Base Funds 2023/24

The Total Approved budget for Fish and Game is \$13,255,720. Table 5 gives a breakdown by Council. This includes funding from reserves of \$359,959. \$624,161 has been approved ongoing from the licence fee and \$596,959 one off from the licence fee.

	<b>Base Funds 2024/25</b>	<b>Approved CF Licence Fee ongoing</b>	<b>Approved CF from Licence Fee - One off</b>	<b>Approved CF from Reserves - One off</b>	<b>Approved Budget 2024/25 (inc from Reserves)</b>
<b>Northland</b>	581,107	10,974	0	0	592,081
<b>Auckland\Waikato</b>	881,824	0	0	0	881,824
<b>Eastern</b>	1,278,944	26,600	0	15,000	1,320,544
<b>Hawkes Bay</b>	380,624	54,000	0	100,000	534,624
<b>Taranaki</b>	419,692	8,124	21,209	0	449,025
<b>Wellington</b>	830,600	17,788	0	0	848,388
<b>Nelson-Marlb</b>	564,125	0	0	0	564,125
<b>Nth Canterbury</b>	973,187	36,748	29,000	30,000	1,068,935
<b>West Coast</b>	341,601	34,350	0	25,000	400,951
<b>Central SI</b>	850,235	95,000	23,750	29,601	998,586
<b>Otago</b>	1,240,967	0	0	23,000	1,263,967
<b>Southland</b>	803,632	19,427	0	136,775	959,834
<b>NZC only</b>	1,203,086	77,400	0	0	1,280,486
<b>National 1</b>	1,325,600	243,750	523,000	0	2,092,350
<b>TOTAL</b>	<b>11,675,224</b>	<b>624,161</b>	<b>596,959</b>	<b>359,376</b>	<b>13,255,720</b>

Note Otago have \$7,500 additional to their budget – as funding was approved in n 2023/24 for \$15,000 over 2 years – so their adjusted budget is \$1,271,467.

## 7. Contestable Funding Summary

The NZC considered the Contestable Funding applications (CF) on 19 June 2024. Table 6 summaries the approved CFs.

<b>Table 6 : Contestable Fund Applications Detail 2024-25</b>					
<b>Summary of Decisions from NZC meeting</b>					
App No	Project Code	Description	APPROVED Ongoing Licence Fee	APPROVED One Off Licence Fee	APPROVED from Reserves - One off
<b>Northland</b>					
			0	0	0
NTH 001	1910	Salaries	10,974	0	0
NTH 002	1984	Insurance	0	0	0
<b>TOTAL Northland</b>			<b>10,974</b>	<b>0</b>	<b>0</b>
<b>Auckland/Waikato</b>					
		No CF bids	0	0	0
<b>TOTAL Auckland/Waikato</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>Eastern</b>					
			0	0	0
EAST 001	1910	Salaries	26,600	0	0
EAST 002	1114	Lake Tarawera	0	0	15,000
<b>TOTAL Eastern</b>			<b>26,600</b>	<b>0</b>	<b>15,000</b>
<b>Hawke's Bay</b>					
			0	0	0
HBAY 001	1910	Salaries	54,000	0	0
HBAY 002	1454	Salaries -Education Centre Dev	0	0	100,000
<b>TOTAL Hawke's Bay</b>			<b>54,000</b>	<b>0</b>	<b>100,000</b>
<b>Taranaki</b>					
			0	0	0
TARA 001	1912	Continuation of Management C	0	21,209	0
TARA 002	1911	Salaries	8,124	0	0
<b>TOTAL Taranaki</b>			<b>8,124</b>	<b>21,209</b>	<b>0</b>
<b>Wellington</b>					
			0	0	0
WELL 001	1911	Salaries	17,788	0	0
<b>TOTAL Wellington</b>			<b>17,788</b>	<b>0</b>	<b>0</b>
<b>Nelson/Marlborough</b>					
		No CF Bids	0	0	0
N/A			0	0	0
<b>TOTAL Nelson/Marlborough</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>North Canterbury</b>					
			0	0	0
NC 001	1911	Salaries	31,748	0	0
NC 002	1161	Put & Take Fishery	5,000	0	0
NC 003	1232	Te Waihora Maimai Agt	0	9,000	0
NC 004	ARF	Asset Replacement Fund	0	20,000	0
NC 005	1112	Trout Fishery/Designated Wat	0	0	30,000
<b>TOTAL North Cant</b>			<b>36,748</b>	<b>29,000</b>	<b>30,000</b>
<b>West Coast</b>					
			0	0	0
WC 001	1910	Salaries	34,350	0	0
WC 002	1910	Salaries	0	0	25,000
<b>TOTAL West Coast</b>			<b>34,350</b>	<b>0</b>	<b>25,000</b>

**Table 6 : Contestable Fund Applications Detail 2024-25 Con't**  
**Summary of Decisions from NZC meeting**

App No	Project Code	Description	APPROVED Ongoing Licence Fee	APPROVED One Off Licence Fee	APPROVED from Reserves - One off
<b>Central South Island</b>					
			0	0	0
CSI 001	CAP	Electric Fishing Machine	0	0	29,601
CSI 002	1910	Salaries	95,000	0	0
CSI 002	1912	Staff Expenses	0	23,750	0
<b>TOTAL Central South Island</b>			<b>95,000</b>	<b>23,750</b>	<b>29,601</b>
<b>Otago</b>					
			0	0	0
OTG 001	1700	Council Elections & Meetings	0	0	0
OTG 002	1911	Advocacy/PR/Strategic Relati	0	0	0
OTG 003	1321	Designated Waters Implement	0	0	23,000
<b>TOTAL Otago</b>			<b>0</b>	<b>0</b>	<b>23,000</b>
<b>Southland</b>					
			0	0	0
STH 001	1900	Salaries	10,427	0	0
STH 002	1115	Maintain Te Anau House	0	0	61,500
STH 003	1115	Maintain Angler Access Brightv	0	0	10,000
STH 004	1115	Parrie and swan counts	9,000	0	0
STH 005	1710	Salaries from DW Reserve	0	0	65,275
<b>TOTAL Southland</b>			<b>19,427</b>	<b>0</b>	<b>136,775</b>
			0	0	0
NZC 001	1700	Governance Forum Chairs/NZ	0	0	0
NZC 002	1700	NZC Chair Travel	7,000	0	0
NZC 003	1700	NZC Meetings	0	0	0
NZC 004	1820	Financial Audit Fee	3,000	0	0
NZC 005	1920	Staff Expenses	10,000	0	0
NZC 007	1430	Advocacy for Fish & Game	37,400	0	0
NZC 009	1700	Goverance Advisor	20,000	0	0
<b>TOTAL NZC</b>			<b>77,400</b>	<b>0</b>	<b>0</b>
<b>National</b>					
	<b>#</b>		0	0	0
NAT 001	1614	Licence Audit Fee	2,500	0	0
NAT 002	1822	Maritime Compliance	10,000	0	0
NAT 003	1422	Information Technology - Natio	18,000	0	0
NAT 004	1240	RMA Fund	0	200,000	0
NAT 005	1711	Election Costs	0	15,000	0
NAT 005	1711	Election Costs	7,500	0	0
NAT 006	1332	Fish and Game Magazine	0	235,000	0
NAT 007	1170	Reg Guides	0	0	0
NAT 008	1630	Licence Production	40,000	0	0
NAT 009	1810	Managers meetings	8,000	0	0
NAT 010	1820	Health & Safety - Risk Mngt Sy	5,000	0	0
NAT 010	1820	Health & Safety - Risk Mngt Sy	0	3,000	0
NAT 011	1423	Website and Social Media	30,000	0	0

<b>Table 6 : Contestable Fund Applications Detail 2024-25 Con't</b>					
<b>Summary of Decisions from NZC meeting</b>					
<b>App No</b>	<b>Project Code</b>	<b>Description</b>	<b>APPROVED Ongoing Licence Fee</b>	<b>APPROVED One Off Licence Fee</b>	<b>APPROVED from Reserves - One off</b>
<b>NAT 012</b>	1430	National Liaison - Advocacy	<b>10,000</b>	<b>0</b>	<b>0</b>
<b>NAT 013</b>	1442	Marketing and Social Licence	<b>20,000</b>	<b>0</b>	<b>0</b>
<b>NAT 014</b>	1460	Research	<b>41,000</b>	<b>0</b>	<b>0</b>
<b>NAT 015</b>	1815	Co-ordination HR - travel	<b>0</b>	<b>0</b>	<b>0</b>
<b>NAT 016</b>	1820	Strategic Pay reports	<b>3,000</b>	<b>0</b>	<b>0</b>
		Reduction of Baseline - Regular	<b>(50,000)</b>	<b>0</b>	<b>0</b>
<b>NAT 017</b>	1620	Scoping of Digital Licence - Us	<b>0</b>	<b>50,000</b>	<b>0</b>
<b>NAT 018</b>	1830	Consultant Amalgamation - Re	<b>0</b>	<b>0</b>	<b>0</b>
<b>NAT 019</b>	1835	Cost optimisation follow up	<b>0</b>	<b>20,000</b>	<b>0</b>
<b>NAT 020</b>	1840	Culture and PD for all F & G	<b>0</b>	<b>0</b>	<b>0</b>
<b>NAT 021</b>	1850	National H & Safety training an	<b>0</b>	<b>0</b>	<b>0</b>
<b>NAT 022</b>	1100	Sports Fish & Game bird state	<b>5,000</b>	<b>0</b>	<b>0</b>
<b>NZC 006 NAT</b>	1910	Salaries - HR/HS Advisor	<b>63,750</b>	<b>0</b>	<b>0</b>
<b>NZC 008 NAT</b>	1700	Governor Training and inductio	<b>30,000</b>	<b>0</b>	<b>0</b>
<b>NZC 010 NAT</b>	1910	Salaries - Research	<b>0</b>	<b>0</b>	<b>0</b>
			<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL National</b>			<b>243,750</b>	<b>523,000</b>	<b>0</b>
<b>TOTAL</b>			<b>\$ 624,161</b>	<b>\$ 596,959</b>	<b>\$ 359,376</b>

## 8. Use of Reserves - Levy/Grants and Forecast Surplus/(Deficits)

Each region is required to use 1.34% of their Budget from reserves to fund the Deficit. Table 7 Shows the use of reserves by region. Table 8 outlines the impact on this and the Levy or Grant per region for the 2024/25 year. All regions are budgeted to make a Deficit in the year.

Table 7: Proposed Use of Reserves for 2024/25		Reserves		
Project	Proposed from Reserves	used to Cover Shortfall 1.34%	Total Reserves Used	
Northland	n/a	0	7,944	7,944
Auckland\Waikato	n/a	0	11,832	11,832
Eastern	L. Tarawera Food Web	15,000	17,518	32,518
Hawkes Bay	Game Farm & Educ	100,000	5,832	105,832
Taranaki	n/a	0	6,025	6,025
Wellington	n/a	0	11,384	11,384
Nelson-Marlb	n/a	0	7,569	7,569
Nth Canterbury	DW Implemetatio	30,000	13,940	43,940
West Coast	DW Implemetatio	25,000	5,044	30,044
Central SI	DW Implemetatio	29,601	13,002	42,602
Otago	DW Implemetatio	23,000	16,651	39,651
Southland	DW Implemetatio	136,775	11,044	147,819
NZC only	n/a	0	17,181	17,181
National	n/a	0	28,075	28,075
<b>TOTAL</b>		<b>359,376</b>	<b>173,042</b>	<b>532,417</b>

Table 8: Budgets/Levy/Grants for 2024 25		1.34%				
Region	Forecast Total Income	Approved base Funds 2024 25	Approved CF Reserves	Less use of Reserves %	Levy/ (Grant)	Forecast Surplus/ (Deficit)
Northland	\$211,647	\$592,081	\$0	7,945	(\$372,490)	(\$7,945)
Auckland\Waikato	\$1,098,099	\$881,824	\$0	11,832	\$228,107	(\$11,832)
Eastern	\$1,379,998	\$1,305,544	\$15,000	17,518	\$91,972	(\$32,518)
Hawkes Bay	\$481,802	\$434,624	\$100,000	5,832	\$53,009	(\$105,832)
Taranaki	\$233,903	\$449,025	\$0	6,025	(\$209,097)	(\$6,025)
Wellington	\$699,617	\$848,388	\$0	11,384	(\$137,387)	(\$11,384)
Nelson-Marlb	\$650,844	\$564,125	\$0	7,569	\$94,288	(\$7,569)
Nth Canterbury	\$1,670,286	\$1,038,935	\$30,000	13,940	\$645,291	(\$43,940)
West Coast	\$325,912	\$375,951	\$25,000	5,044	(\$44,995)	(\$30,044)
Central SI	\$1,860,324	\$968,985	\$29,601	13,002	\$904,341	(\$42,602)
Otago	\$2,430,204	\$1,240,968	\$23,000	16,651	\$1,205,887	(\$39,651)
Southland	\$1,583,047	\$823,059	\$136,775	11,044	\$771,032	(\$147,819)
NZC adj for HB 23/24	\$97,620	\$1,280,486	\$0	17,182	(\$1,165,684)	(\$17,182)
National inc RMA & Reser	\$0	\$2,092,350	\$0	28,075	(\$2,064,275)	(\$28,075)
<b>TOTAL</b>	<b>\$12,723,303</b>	<b>\$12,896,345</b>	<b>\$359,376</b>	<b>\$173,043</b>	<b>\$0</b>	<b>(\$532,418)</b>

## 9. Forecast Reserves position as at 31 August 2025

As a Covid response to the Reserves for each region, the NZC agreed to ensure all regions maintained 20% of their Original Budget in Reserves at year end (provided the region worked within their Approved Budget).

Based on assumptions made in the 2023/24 year, and the licence forecasts and budgets approved for the 2024/25 year end, we anticipate reserves for the organisation will fall by \$532,418 (which is the deficit approved for the 2024/25 financial year).

Note this forecast assumes that all councils work within their Approved Budget and all forecasts are met. Any spending from Reserves requires notification to the NZC – approval to use Reserves will **not** be approved if the use of those Reserves causes a council's Reserves to fall below the 20% threshold.

Table 9: Forecasts the Reserves Position as at 31 August 2025. Note this Forecast will be updated once the 2023/24 annual accounts for the councils and NZC have been finalised and the reserves as at that date have been established.

<b>Table 9: Use of Reserves, Levy/Grant and Surplus/(Deficit) Forecast 2024/25</b>							
	<b>Forecast Total Income</b>	<b>Approved Base Funds</b>	<b>Approved from Reserves</b>	<b>Approved top up of reserves</b>	<b>Less use of Reserves -1.34%</b>	<b>Levy/(Grant)</b>	<b>Forecast Surplus or (Deficit)</b>
Northland	211,647	592,081	0		7,945	(372,490)	(7,945)
Auckland/Waikato	1,098,099	881,824	0		11,832	228,107	(11,832)
Eastern	1,379,998	1,305,544	15,000		17,518	91,972	(32,518)
Hawkes Bay	481,802	434,624	100,000		5,832	110,605	(163,427)
Taranaki	233,903	449,025	0		6,025	(209,097)	(6,025)
Wellington	699,617	848,388	0		11,384	(137,387)	(11,384)
Nelson-Marlb	650,844	564,125	0		7,569	94,288	(7,569)
Nth Canterbury	1,670,286	1,038,935	30,000		13,940	645,291	(43,940)
West Coast	325,912	375,951	25,000		5,044	(44,995)	(30,044)
Central SI	1,860,324	968,985	29,601		13,002	904,341	(42,602)
Otago	2,430,204	1,240,968	23,000		16,651	1,205,887	(39,651)
Southland	1,583,047	823,059	136,775		11,044	771,032	(147,819)
NZC only	97,620	1,280,486	0		17,182	(1,223,280)	40,414
National	0	2,092,350	0	0	28,075	(2,064,275)	(28,075)
<b>TOTAL</b>	<b>12,723,303</b>	<b>12,896,345</b>	<b>359,376</b>		<b>173,043</b>	<b>0</b>	<b>(532,418)</b>

**Table 10 Reserves Forecast as at 31 August 2025 - Based on Fish \$156 and Game \$116**

	Forecast Reserves Aug 2024	Surplus /(Deficit)	Forecast Reserve 31/8/25	Reserves required 20% of Budget	Top up Required to achieve 20% Reserves	Adjusted Reserves to no less than 20% 31/8/24
Northland	201,388	(7,945)	193,443	118,416	0	193,443
Auckland\Waikato	354,140	(11,832)	342,308	176,365	0	342,308
Eastern	684,429	(32,518)	651,911	264,109	0	651,911
Hawkes Bay	710,136	(163,427)	546,709	106,925	0	546,709
Taranaki	180,020	(6,025)	173,995	89,805	0	173,995
Wellington	218,925	(11,384)	207,541	169,678	0	207,541
Nelson-Marlb	147,873	(7,569)	140,304	112,825	0	140,304
Nth Canterbury	266,415	(43,940)	222,475	213,787	0	222,475
West Coast	308,343	(30,044)	278,299	80,190	0	278,299
Central SI	885,820	(42,602)	843,218	199,717	0	843,218
Otago	1,155,321	(39,651)	1,115,670	252,794	0	1,115,670
Southland	795,714	(147,819)	647,895	191,967	0	647,895
NZC/NAT	797,735	12,339	810,074	674,567	0	810,074
<b>TOTAL</b>	<b>6,706,259</b>	<b>(532,418)</b>	<b>6,173,841</b>	<b>2,651,144</b>	<b>0</b>	<b>6,173,841</b>

## 10.2025/26 Base Funds

Base Funds for the 2025/26 year are calculated by the Approved budget for 2024/25 less any one-off CF applications and less any funding approved for a period of time that is now expired.

**Table 11: Base Funds for 2025/26**

	Approved Budget 2024/25 (inc from Reserves)	Less One Off from Licence Fee	Less One off from Reserves	Base Funds 2025/26
Northland	592,081	0	0	592,081
Auckland\Waikato	881,824	0	0	881,824
Eastern	1,320,544	0	15,000	1,305,544
Hawkes Bay	534,624	0	100,000	434,624
Taranaki	449,025	21,209	0	427,816
Wellington	848,388	0	0	848,388
Nelson-Marlb	564,125	0	0	564,125
Nth Canterbury	1,068,935	29,000	30,000	1,009,935
West Coast	400,951	0	25,000	375,951
Central SI	998,586	23,750	29,601	945,235
Otago	1,263,968	0	23,000	1,240,968
Southland	959,834	0	136,775	823,059
NZC only	1,280,486	0	0	1,280,486
National	2,092,350	523,000	0	1,569,350
<b>TOTAL</b>	<b>13,255,721</b>	<b>596,959</b>	<b>359,376</b>	<b>12,299,386</b>

Note, these Base Funds for the 2025/26 year are based on the current financial systems within Fish and Game. If a new model is established, then these base funds may be increased or decreased according to any review.

### **11. Regional Fish & Game Councils 2023/24 Levy/Grant Schedule**

The levy remittance/grant payment schedule for 2024/25 is attached. As usual an invoice will be forwarded in the preceding month when the payments are due. If you are receiving a grant, please issue NZC an invoice as per the schedule.



<b>Table 12: REGIONAL FISH &amp; GAME COUNCILS: 2024/25 LEVY/GRANT SCHEDULE</b>											
<b>Payable to/(by) New Zealand Fish &amp; Game Council (GST Reg. No. 53-332-404)</b>											
	<b>Quarterly Instalment</b>			<b>Payment made/Received</b>				<b>Total</b>			
	<b>Levy/(Grant)</b>	<b>GST @15 %</b>	<b>Total</b>	<b>20/11/2024</b>	<b>20/02/2025</b>	<b>20/05/2025</b>	<b>20/08/2025</b>	<b>Levy/(Grant)</b>	<b>GST</b>	<b>TOTAL</b>	
<b>Northland</b>	(93,122.47)	(13,968.37)	(107,090.84)					(372,489.87)	(55,873.48)	(428,363.35)	
<b>Akd/Waikato</b>	57,026.75	8,554.01	65,580.76					228,106.99	34,216.05	262,323.03	
<b>Eastern</b>	22,993.05	3,448.96	26,442.01					91,972.22	13,795.83	105,768.05	
<b>Hawke's Bay</b>	27,651.23	4,147.68	31,798.92					110,604.93	16,590.74	127,195.67	
<b>Taranaki</b>	(52,274.37)	(7,841.16)	(60,115.53)					(209,097.48)	(31,364.62)	(240,462.10)	
<b>Wellington</b>	(34,346.75)	(5,152.01)	(39,498.77)					(137,387.02)	(20,608.05)	(157,995.07)	
<b>Nelson/Marlb</b>	23,572.08	3,535.81	27,107.89					94,288.31	14,143.25	108,431.55	
<b>Nth Canterbury</b>	161,322.72	24,198.41	185,521.13					645,290.88	96,793.63	742,084.51	
<b>West Coast</b>	(11,248.65)	(1,687.30)	(12,935.95)					(44,994.59)	(6,749.19)	(51,743.78)	
<b>CSI</b>	226,085.25	33,912.79	259,998.04					904,341.00	135,651.15	1,039,992.15	
<b>Otago</b>	301,471.87	45,220.78	346,692.65					1,205,887.49	180,883.12	1,386,770.62	
<b>Southland</b>	192,758.01	28,913.70	221,671.72					771,032.06	115,654.81	886,686.87	
	821,888.73	123,283.31	945,172.04					3,287,554.90	493,133.24	3,780,688.14	
<b>Levy</b>	1,012,880.96	151,932.14	1,164,813.11					<b>Total Receipts</b>	4,051,523.86	607,728.58	4,659,252.44
<b>Grant</b>	(190,992.24)	(28,648.84)	(219,641.07)					<b>Total Payments</b>	(763,968.95)	(114,595.34)	(878,564.30)
<b>Net</b>	821,888.73	123,283.31	945,172.04					<b>Net Receipts</b>	3,287,554.90	493,133.24	3,780,688.14

## 12. Next Steps

Please now update your OWPs to incorporate the projects which were reliant on receiving contestable funding and update your budget to reconcile with the Approved Budget 2024/25, including Contestable funding in the Table 5: National Budget 2023/24 – Approved. When your budgets and OWP's have been updated to include the contestable funding, please send a copy of your final detailed budget to the NZC email [nzcouncil@fishandgame.org.nz](mailto:nzcouncil@fishandgame.org.nz) by **13 September 2024** and copy the Chief Financial Officer, Carmel Veitch [cveitch@fishandgame.org.nz](mailto:cveitch@fishandgame.org.nz) in your email.

Please ensure all budgets are in the standard format that includes the three columns for 2024/25 Budget, 2023/24 Budget and finally the 2022/23 Actual. This will be the budget record against which you will compare actual audited expenditure in the end of year variance report.

Please give Carmel a call if you have any queries or need assistance in preparation of your budgets.

## Standing Orders Review

**Hawkes Bay Fish & Game Council**  
**Tuesday 24<sup>th</sup> September 2024**

**Prepared by:** Kerry Meehan

### **Kōrero taunaki - Summary of considerations**

#### ***Purpose***

1. This report provides the opportunity to amend the Standing Orders, which were last reviewed on 23 September 2016, specifically around updating the online meetings and predetermination sections.

#### ***Financial Considerations***

Nil             Budgetary provision             Unbudgeted

#### ***Risk***

Low             Medium             High             Extreme

### **Ngā taunaki - Staff Recommendations**

That HBC:

1. Receives this information.
2. Provide feedback to NZC on proposed changes.
3. Adopt the amended Standing Orders with any changes adopted by NZC at the November meeting.
4. Not adopt the amended Standing Orders.

## Whakarāpopoto - Executive Summary

1. We would like to review the Standing Orders to ensure we can meet online and distribute agendas electronically. These are two things that we can easily do to enable the organisation to reduce meeting costs.

## Takenga mai - Background

2. NZC staff have discussed with other key staff, the NZC governance advisor and the NZC Chair these key items that need to be amended in the Standing Orders. This item allows us to amend and adopt a revised document to ensure that the way we work will continue to be cost-effective.

## Kōrerorero – Discussion

3. The following key issues were identified as needing amendment.  
Standing orders references used:
  - 2.3.2 Agenda – already provides for the agenda to be provided electronically. It is our intention going forward that this will be the only agenda that you will receive, whereas previously, you have also usually received paper agendas. At the same time that we send out the electronic agenda, we will also send it to the Director General and the Minister for Hunting and Fishing. We will also endeavour to get the agenda on the F&G website at least 48 hours before the meeting for the public to view.
  - 2.3.14 Agenda – this section proposes amendments so that only electronic agendas will be provided.
  - 2.6.1 electronic attendance – we have reviewed this provision so that in-person meetings will be held twice yearly, and most other meetings will be held online. If you are unable to attend the in-person meeting, you can attend online. Workshop and committee meetings will also generally be held online. The chief executive will take reasonable steps to enable online meetings. However, it is anticipated that you will BYOD (bring your own device) for online meetings.
  - 2.7 The teleconferencing section has been amended to online meetings. This includes the ability to be able to make decisions at meetings, provided the quorum is met, where previously only discussions can be held but decisions need to be confirmed at the next meeting.
  - 3.1 Our meetings must be open to the public and the press. This can, however, be achieved via online meetings if a live link is provided on our web page. Agendas must also be viewable online before the meeting.
  - 3.4.1 an addition to the disrespect section to encourage respectful discussions.
  - 3.5.2 & 3.5.7 An addition to the Points of Order for breaching the Governance Policy, and how to deal with them in point 3.5.7 this was suggested after issues in Southland some years ago.
  - 3.12.5 Minute Book inspection in hard copy – we have amended this so that electronic files are kept.
  - 3.14.1 Council may pay expenses incurred attending meetings – generally speaking, the Council will book and pay for travel (and accommodation costs if

necessary) by members attending meetings for the Council. We have amended this section to prioritise council booking and paying rather than reimbursing members.

We include for information section 26ZD of the Conservation Act 1987, which sets out meeting requirements for Fish and Game Councils

### **26ZD Meetings of Fish and Game Councils**

*(1) Meetings of any Fish and Game Council shall be held on at least 6 occasions in the period commencing on 1 February and ending on 31 December in each year at such times and places as the Council or the chairperson from time to time appoints.*

*(2) A special meeting shall be called by the chairperson whenever 3 or more members so request in writing.*

*(3) At any meeting of a Fish and Game Council, a majority of the members in office shall form a quorum, and no business shall be transacted at any meeting unless such a quorum is present.*

*(4) Every question before any meeting of a Fish and Game Council shall be determined by a majority of the members present and voting on the question.*

*(5) At any meeting of a Fish and Game Council, the chairperson of that meeting shall have a deliberative vote and, in the case of an equality of votes, shall also have a casting vote.*

*(6) The powers of a Fish and Game Council shall not be affected by any vacancy in its membership, nor shall the proceedings of the Council be invalidated merely because of the subsequent discovery that some defect existed in the appointment of any member.*

*(7) As soon as practicable after the end of its financial year and not later than 4 months thereafter, in every year of its operation, each Fish and Game Council shall call a public annual general meeting at which the Council shall present its annual report and financial statement for the period of 12 months that ended on that day.*

*(8) Subject to the provisions of this Act, a Fish and Game Council may regulate its procedure in such manner as it thinks fit.*

Part 7 of LOGIMA (Local Government Official Information and Meetings Act 1987) is the key legislation relating to local authority meetings and details how meetings are to be run and provision of agendas.

### **Ngā kōwhiringa - Options**

4. HBC decisions:

a. Receives the information.

6. b. Adopts the amended Standing Orders with any changes adopted by NZC at the November meeting.

### **Whai whakaaro ki ngā whakataunga - Considerations for decision-making**

#### **Financial Implications**

5. The proposed amendments should assist with reducing costs associated with meetings.

#### **Legislative Implications, Treaty, Policy, Risk and Mitigations**

6. Not applicable

### **Consultation**

7. This item was discussed at the formal managers meeting in August.
8. NZC have discussed the proposed amended standing orders with managers, and they may choose also to amend their standing orders in due course.

### **Ngā mahinga e whai ake nei - Next actions**

9. To provide feedback to NZC with any suggestions or changes before the next NZC meeting in November.

Appendix 1 - Draft Standing Orders with track changes

# STANDING ORDERS



Approved September 2016

Based on revision of 2009 NZC Standing Orders  
and an adaptation of draft 2015 LGNZ model orders.  
Revised following Council review May - July 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 FGCE
- 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 FGCR]

**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]

## **standing orders**

### **Application of 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 email or other address to which notices and material relating to meetings and council business may be sent or delivered.

## **standing orders**

### **Meeting duration**

- 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 or 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]

- 1.5.2 **Minister for Hunting and Fishing to be invited to attend meetings of Fish and Game Councils. Notice of every meeting of council and the agenda to be given to the Minister for Hunting and Fishing. The Minister or their nominee is entitled to attend and speak at any such meeting, but is not entitled to vote on any question.**

## **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



## **standing orders**

- 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.

## **standing orders**

### **1.9 POWERS OF DELEGATION**

- 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 [present] 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.

## **standing orders**

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

- 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.

## **standing orders**

### **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.

[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. **A register of interests to be held to note what interests each member has.**

[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 [and supporting materials] 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 and supporting papers are to be published on the Fish & Game website along with the notification of council meetings with commencement time and venue to be available three days 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 [Council or?] 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 The order of business for a council meeting, including 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 a council decision or policy unless the Fish and Game Council, or a committee with the delegated power, resolves accordingly.

### **Public excluded items**

- 2.3.11 The chairperson, in consultation with 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 - Publication of Council Meeting Agendas**

- 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 chairperson, in consultation with 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 **Paper and electronic copies of the agenda will be provided to members. Members of the public who request a copy will be provided an electronic copy. The public meeting agenda will also be available on the council website three working days prior to the meeting for the public to view.** 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

## **standing orders**

- b. discussion about the item cannot be delayed until a subsequent meeting.



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- 2.3.16 Extraordinary business may be brought before the meeting by a report from either the chairperson or the chief executive. 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:
- a. resolution was passed at a meeting or part of a meeting from which the public was excluded; or
  - b. extraordinary meeting was publicly notified at least 5 working days before the day on which the meeting was held.

[s. 51A, LGOIMA]

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### **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.

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### **2.6 ELECTRONIC ATTENDANCE ONLINE MEETINGS**

#### **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. Councils may schedule a mix of in-person and online meetings according to meeting purpose. It is expected that members attend in-person meetings of council and committees, in person. Acknowledging that this may not always be possible, members may seek leave from the chairperson to attend online, and an electronic link for each meeting shall be provided for that purpose.
- 2.6.2 ~~Where such a request is made, the~~ The chief executive must take reasonable steps to enable online meetings, but it is the responsibility of members to equip themselves with suitable connection, technology and devices that will enable them to participate productively.
- 2.6.3 ~~If the member's request cannot be accommodated, or~~ A technological issue will not invalidate any acts or proceedings of the Fish and Game Council or its committees unless it prevents the quorum from being reached.

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

- 2.6.4 Where a meeting is conducted online or a member is attending a meeting by electronic link, the chairperson must be satisfied 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]

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### **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 ONLINE MEETINGS**

### **For discussion not and decisions**

- 2.6.9 A council or its committee can hold discussions by teleconferencing online meetings, using both the audio and video functions of the conferencing functions, but should not make decisions on behalf of the council or committee. Provided the quorum is met in meetings, decisions can be made. Discussions and decisions in committee and workshop discussions can be recommended to the next meeting for adoption.

- 2.6.10 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. This requires members attending online to maintain a visual presence. A quorum can be established without a visual presence; video can be turned off if the Chair agrees. A failure to do so should be recorded just as if they had physically stepped out of an in-person meeting. e (unless a member can be granted dispensation by the chairperson to utilise electronic attendance). Attend online.

[s.26K(3) CA]

- 2.6.11 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. There should be no unreasonable barriers to public attendance and, so far as possible, and as a matter of courtesy, notice should be given of any subsequent changes to the content of the meeting. However, nor should the chairperson and council or committee be constrained from conducting the meeting in a manner best suiting the purpose and circumstances of the meeting.
- 2.6.12 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. Minutes from online meeting shall be confirmed at the

## **standing orders**

next meeting which is the same process as if it were an in person meeting in accordance with section 3.12.3 of standing orders.

# STANDING ORDERS RULES OF MEETING CONDUCT

## 3 MEETINGS

### 3.1 PUBLIC AT MEETINGS

#### Meetings normally to be open

- 3.1.1 All online meetings of the council and its committees shall be open online 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]

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### **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 meetings of that committee, 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:

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- 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 council or its staff, **or of any other Fish & Game Council and its 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.



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### **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. **breach of governance policy – the breach of any governance policy while also specifying which governance policy is subject to the breach.**
  - g. 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.
- 3.5.7 Where a point of order is upheld for **either** a conflict of interest **and/or** **predetermination** the affected member:
- a. Will be excluded from discussions regarding the matter, including not being in the same room when the matter is discussed.
  - b. Will not vote on issues related to the matter.
  - c. Will not receive papers or any information on the matter.
  - d. Will not discuss the matter with other members.

## **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

## **standing orders**

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.

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### **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.

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### **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:
- a. after the mover has started their reply
  - b. after the mover has indicated that they want to forego this right
  - c. 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:
- a. speak once to the original motion or substituted motion
  - b. speak once to each amendment
  - c. 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:
- a. meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place)
  - b. motion under debate should now be put (a closure motion)
  - c. item being discussed should be adjourned to a specified time and place
  - d. meeting should move directly to the next item, replacing the item under discussion
  - e. item being discussed should lie on the table, and not be further discussed at that meeting
  - f. 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 chief executive (or his or her nominee) 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:
- a. insufficient time to hear the deputation/public forum at the meeting
  - b. the deputation/public forum would more suitably be heard at another meeting of council or before a committee
  - c. the subject matter of the deputation/public forum is offensive or repetitious or vexatious or is considered likely to be so
  - d. the subject matter is insufficiently relevant to the business of council (or a committee)
  - e. 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**

- 3.12.5 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**

- ~~3.12.6 The minutes in books in hard electronic copy of the council or its committees, must be kept available to view on our web site 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**

- 3.12.8 Either the chairperson, or as appropriate, 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 **electronically 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
- a. which has been presented at a time where the public is properly excluded
  - b. where it is proposed that the public be properly excluded
  - c. 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. Generally speaking, council will book and pay for travel (and approved accommodation costs if necessary) as a preference to reimbursement.

[s.26M Conservation Act 1987]



# APPENDIX A

These Standing Orders prepared for the New Zealand Fish and Game Council were adopted by the council at a meeting held on ~~23 September 2016~~ [NEW DATE **23 August 2024**] and apply to all meetings of the council and its committees.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Chief Executive

## GROUNDS 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

## standing orders

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.

## Sportsfish & Gamebird Management 10 Year Plan

**Hawkes Bay Fish and Game Council Meeting  
Tuesday 24<sup>th</sup> September 2024**

**Prepared by:** Kerry Meehan

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### **Kōrero taunaki - Summary of considerations**

#### ***Purpose***

This report to the Hawkes Bay Fish and Game Council seeks feedback on proposed NZC policy (26C(1)(a),(j) and 26Q (1)(e)(v) on the development of 10 year Sportsfish & Gamebird Management Plans. Feedback due to NZC by 29 November 2024.

#### ***Financial considerations***

Nil       Budgetary provision       Unbudgeted

#### ***Risk***

Low       Medium       High       Extreme

### **Ngā taunaki – HBFGC Manager Recommendations**

The HBFGC Manager recommends that the Hawkes Bay Fish and Game Council:

1. Adopt the consultation, key elements, guide as HBC policy and the mana whenua engagement SFGMP work as guidance. These items are all attached in Appendix 1-4.

## Whakarāpopoto - Executive Summary

- 1 This paper introduces the proposed SPGMP guidelines for regional consultation. This work by NZC is to assist regions with their consultation and drafting processes with this piece of work.

## Takenga mai - Background

- 2 NZC obtained legal advice regarding our s4 obligations that set the scene for SFGMP until new legislation is introduced, and this was provided by Rachael Ennor and Elana Geddis in February 2023. NZC also received the “Mana Whenua Engagement Discussion on how Fish and Game can engage with Mana Whenua” by Dave Milner in August 2023. This document was also discussed at the staff conference in September 2023. This information has been used to provide guidance on our mana whenua engagement
- 3 The review of the Governance of Fish and Game New Zealand and the Regional Fish and Game Councils prepared for the Minister of Conservation in February 2021 included the following recommendations:
  34. *NZFGC should develop guidelines to guide a process for community input for FGCs to follow in developing management plans. At a minimum, there should be a requirement to demonstrate that the provisions of section 17 (L) (4) (b) have been complied with, i.e. that the impact on other natural resources and / or other users has been considered.*
  36. *NZFGC should assure itself that the duty set out in s17m (2) (ii), which requires the FCG to ‘give notice of the draft management plan ... so far as is practicable, to representatives of the appropriate iwi authorities and to appropriate regional council and territorial authorities’ has been adequately discharged.*
- 4 A number of recommendations relating to mana whenua engagement is also included in our mana whenua engagement guidelines.
- 5 With the new Minister for Hunting and Fishing we want to continuously improve our processes and management plans. Fish and Game has seven expired SFGMP: Northland, Hawkes Bay, Taranaki, Wellington, Nelson/ Marlborough, North Canterbury and Southland. The following SFGMP has not expired: West Coast, Auckland, Eastern (expires 2024), Central South Island, Otago (expires 2025). Therefore, guidance and policy for SFGMP writing will be relevant to many of our regions.
- 6 Where a SFGMP has expired, the Operational Work Plan for the region may be requested by the Minister.

## Kōrerorero - Discussion

- 7 NZC staff initially introduced this item as a draft NZC guidance at the 21 September 2023 informal managers meeting. It is the NZC's function to provide policy and direction on species management work; therefore, either approach is consistent with NZC functions.

- 8 One manager suggested that the guidance should only cover the minimum that is prescribed in the Conservation Act. This approach has not been deemed an acceptable approach by DOC.
- 9 In relation to s4 of the Conservation Act and iwi engagement, complying with what is prescribed in this legislation would not discharge Fish and Game's obligations in relation to engagement with mana whenua. Case law that has been created since this legislation was enacted has meant that s4 is no longer the only consideration in consultation processes.
- 10 Initially, we prioritised the inclusion of the minimal elements to meet the requirements of the Conservation Act. However, after further consultation with DOC, habitat monitoring, policies and outcomes were added back into this draft guidance.
- 11 NZC was provided with this draft work at their April meeting, with the exception of the Mana Whenua engagement policy, which has now been included for the first time.

### **Ngā kōwhiringa - Options**

- 12 The HB Council may
- a. Adopt the consultation, key elements and guide as policy and mana whenua consultation work as guidance.
  - b. Not adopt the above documents as policy/guidance and provide reasons.

### **Whai whakaaro ki ngā whakataunga - Considerations for decision-making**

#### ***Financial Implications***

- 13 No budget is required to update HB SFGMP as NZC staff are available to assist in updating the previous plan. The Operational Work Plan is an annual requirement, so is developed as part of existing budgets.

#### ***Legislative Implications***

- 14 Nil at this stage, but future Conservation Act and Wildlife Act reform could involve a change to the organisation, governance and cross organisation teams.

#### ***Section 4 Treaty Responsibilities***

- 15 This item has section 4 implications, especially the consultation and mana whenua engagement work.

#### ***Policy Implications***

- 16 This specific item is also relevant to the Wildlife Act reiew as it shows what future aspirations we have for working with other organisations and managing species.
- 17 A critical part of future SFGMP will be the identification of spawning sites and the mapping of Trout habitats.

#### ***Risks and mitigations***

- 18 Nil

## **Consultation**

19 Managers were generally wanting SFGMP to be briefer and adhere to the minimum requirements of the Conservation Act. Managers were also concerned about incorporating spawning sites as part of the SFGMP as this was seen not to have the flexibility needed to update records and mapping. It was suggested that holding this information in a national database would be better than in plan that required public consultation and that only got updated once every ten years.

At the April managers' meeting, it was recommended that this body of work go to the RMA team for further comments.

At the 1 August 2024 meeting, the following was discussed:

- A. Amendments to the consultations guidance so the NZC and other regions are consulted in the first steps of the process rather than before public notification. Removal of internal consultation step preceding public notification. These amendments have been incorporated into the attached version.
- B. Support for the four items to be adopted as guidance only, as per recommendation in the ministerial review.
- C. Managers have suggested utilising cross region staff resources writing management plans.
- D. Managers have noted that the consultation processes can end up being the time-consuming and costly part of the process rather than the drafting of the management plan.
- E. Managers note that the guidance cannot be adopted as NZC policy as some of the work relates to best practice, which is more onerous than what the Conservation Act 1987 requires.
- F. Managers suggested asking the Minister for advice for iwi advisory forums on what they want to see in these plans to provide cost savings to licence holders.
- G. DOC has been consulted regarding the draft guidelines and key elements. NZC staff were looking to develop SFGMP containing only the mandatory elements listed in the Conservation Act. Still DOC wasn't happy with this approach, so additional items that they thought were necessary have been taken back in e.g. policies, outcomes and monitoring of species.
- H. Managers wanted the RMA team to review the draft documents, which were carried out in June 2024. They specifically recommended that the mana whenua engagement work was to remain as guidance at this stage rather than being adopted as a policy. Other minor wording changes have also been considered.

## **Ngā mahinga e whai ake nei - Next actions**

- 20 If the work is adopted, advise staff of the new guidance.



## **Draft SFGMP Consultation Policy**

The development of a Sports Fish and Game Management Plan (SFGMP) is carried out under the Conservation Act 1987, in accordance with the Conservation Management Strategy and Conservation General Policy. The following guidelines provides a number of steps relating to consultation for developing new SFGMP.

In addition to this policy, we are developing a mana whenua engagement guideline and have developed SFGMP key elements & guidance.

This consultation policy is designed specifically to provide a good practice process to assist with developing SFGMP rather than general public consultation.

### **Step 1 Engage with mana whenua**

Each region is responsible for the development of relationships with key mana whenua with interests in the Fish and Game region. Discussions with mana whenua could include the extent to which they want to be included in the process and what issues are key to them. Supplementary guidance for mana whenua engagement is provided in Draft Fish and Game Mana Whenua engagement guidelines.

Consultation should be consistent with the mana whenua engagement advice provided (Kahu Environmental August 2023) and legal advice "Giving Effect to Treaty Principles, advice on the application of s4 of the Conservation Act 1987" (Rachel Ennor and Elana Geddis Feb 2023).

### **Step 2 Discussion with key stakeholders**

Regions should seek input from the following organisations prior to drafting:

- Department of Conservation and Conservation Board
- Regional council / district council
- herengaanuku (walking access NZ)
- Game Animal Council
- Other bordering fish and game councils
- NZC
- Licence holders

The focus on this round of consultation is to ask who wants to be involved in the build and to discuss what values everyone would expect to see.

Early discussions may also start conversations about key issues.

### **Step 3 Drafting**

This step ideally commences after a number of meetings with key stakeholders and ideally collaborative drafting is undertaken where possible. Section 17L of the Conservation Act prescribes minimum requirements of a SFGMP. Our Key Elements and Guide document also covers what SFGMP should contain.

### **17L Sports fish and game management plans**

- (1) The purpose of a sports fish and game management plan is to establish objectives for the management of sports fish and game, or both, within any region or part of any region.
- (2) Each Fish and Game Council shall prepare for approval by the Minister such sports fish and game management plans as are necessary for the management of sports fish and game within its area of jurisdiction.
- (3) Nothing in any sports fish and game management plan shall derogate from—
  - (a) any provision in this Act or any other Act; or
  - (b) any policy approved under this Act or any other Act in respect of the area to which the plan relates, or any part of that area; or
  - (c) any provision in any conservation management strategy or conservation management plan or freshwater fisheries management plan.
- (4) When preparing a draft sports fish and game management plan, the Fish and Game Council shall—
  - (a) have regard to the sustainability of sports fish and game in the area to which the plan relates; and
  - (b) have regard to the impact that the management proposed in the draft is likely to have on other natural resources and other users of the habitat concerned; and
  - (c) include such provisions as may be necessary to maximise recreational opportunities for hunters and anglers.

Section 17L: inserted, on 10 April 1990, by [section 13\(1\)](#) of the Conservation Law Reform Act 1990 (1990 No 31).

#### **Step 4 Adoption of draft SFGMP for consultation and provide draft SFGMP to NZC**

#### **Step 5 Statutory Consultation process 40 working days**

Formal consultation of draft must adhere to section 17M of the Conservation Act. This includes a notice of the draft plan in newspapers and notice of the draft plan to the director general (which is delegated to the local DOC office). Notice of the draft plan should also go to iwi authorities and regional councils or territorial authorities. The fish and game council may give further notice of the draft plan as the Fish and Game Council thinks fit.

#### **Step 6 End of submission period and summary of submissions**

Hearings can be carried out by a sub-committee of the region.

Significant changes may require a second consultation period of 40 days

#### **Step 7 Final draft SFGMP must be adopted by the regional F & G council**

#### **Step 8 Provide copy of SFGMP to NZC along with summary of submissions<sup>1</sup>**

Section 26C Functions of New Zealand Fish and Game Council include (k) to perform such other sports fish and game functions as the Minister may require. The minister will usually request comments from NZC regarding the SFGMP.

#### **Step 9 Region to provide SFGMP to the Minister of Conservation**

Region to provide Draft SFGMP with outcome of consultation to go to the minister of conservation.

#### **Step 10 The Minister of Conservation can request changes or approve the SFGMP**

#### **Step 11 Approval**

Once the SFGMP is approved, circulate to those who participated in the process, NZC and other regions for information. The approved plan should also be added to the F&G web page so the public can easily obtain a copy of the SFGMP.

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<sup>1</sup> It is also a good idea to include a record of all consultation that you carried out even if this has not resulted in formal comments or submissions.

## DRAFT ELEMENTS

### Sports Fish and Game Management Plans

#### Giving Effect to the Principles of Te Tiriti o Waitangi

- Engagement with mana whenua must happen before F&G Councils start drafting SFGMPs to allow mana whenua interests and aspirations to be actively taken into account during the planning and drafting process. This should be undertaken in accordance with the F&G Guide for Engaging with Mana Whenua. *[Under development]*
- The structure and content of SFGMPs will therefore be determined as part of engaging with mana whenua.
- It will be important to comply with and refer to relevant Treaty Legislation and have regard to iwi planning documents.
- Examples of issues that have arisen in the past include:
  - Intrinsic value of waterways vs utility for fishing and hunting
  - Customary use of indigenous species
  - Māori Rights to non-indigenous species
  - Predation of indigenous species by sports fish
  - Prosecution of Māori for hunting or fishing without licences
  - Concessionary licences for Māori to fish and hunt introduced species
- Note that some issues raised may be beyond the scope of a SFGMP. Discussing the issues however, will likely be important to mana whenua, and F&G may want to consider other avenues to address any matters raised.

#### Approval Page

- This section confirms the SFGMP has been approved by the Minister.

[See Appendix One: Example of an Approval Page.](#)

#### Contents Page

#### Introduction

- Consider the following elements for an Introduction:
  - Role of F&G – opportunity to tell F&G's story
  - Vision for the region
  - Legislative Context
  - Consistency with law and relevant planning documents
- Key questions to consider:
  - Does this information help achieve one or more of the purposes of the SFGMP?

#### State of the Environment – Species, Habitats and Threats

## Draft Internal Working Document – January 2024

- Consider including a section on the state of the environment, covering the sports fish and game bird resource, habitat values, as well as threats to those values.
- Consider including maps of sports fish and game habitat and spawning areas.
- Consider identifying significant fishing values of waterways, including for outstanding waterways consistent with resource management legislation. Also identify resource by locally, regionally and nationally significant.
- Make explicit links to objectives and policies and significant values of waterways
- Key questions to ask:
  - Is there a link to between significant values of waterways and the objectives and policies?
  - Is the description of the state of the environment based on evidence, including mātauranga Māori and science?
  - How will the description assist in resource management and conservation advocacy?

### Community Engagement

- Consider including issues, objectives and policies that relate to how F&G engages with diverse members of the community.
- Include licence holders, iwi, DOC, local councils, conservation boards, private landowners, New Zealand Walking Access Commission/Ara Hīkoi Aotearoa.

### Sustainability of Sports Fish and Game Bird Populations

- Include issues, objectives and policies that will help F&G manage sports fish and game bird populations.
- Consider addressing the following matters, amongst others:
  - Data requirements
  - Appropriate angling and hunting conditions
  - Planned release/s
  - Degraded fisheries or game bird resources requiring restoration
- Including issues, objectives and policies on monitoring that:
  - Provide direction for monitoring priorities for operational workplans
  - Implement national species monitoring programmes and Standard Operating Procedures (if any).
- Consider what impacts F&G management decisions could have on other natural resources and other users of the habitat concerned, including in relation to:
  - Risks to aviation safety from game birds
  - Impacts on crops from game birds

[See Appendix Two: Example of issues, objective and policies for Sustainability of Sports Fish and Game Birds Populations](#)

### Habitat Protection

- Include issues, objectives and policies that address habitat protection.
- Consider including issues, objectives and policies that address the following matters:
  - Priority outcomes for resource management and conservation advocacy to influence planning documents
  - Climate change impacts on habitat values

## Draft Internal Working Document – January 2024

- Degraded wetlands requiring restoration.
- Consider what impacts F&G management decisions could have on other natural resources and other users of the habitat concerned, including in relation to:
  - Interactions between sports fish and indigenous fish
  - Fish passage and impacts on indigenous fish

[See Appendix Three: Example of issues, objective and policies for habitat protection](#)

### Recreational Opportunities for Hunters and Anglers

- Include issues, objectives and policies that address the following:
  - Protecting and improving access to recreational opportunities
  - Maintaining and improving awareness of existing recreational opportunities for hunters and anglers
  - Guiding
  - Ethical behaviour of anglers and hunters
  - Equitable access to the resource for all licence holders
- Consider including issues, objectives and policies that address how F&G involves licence holders in decision-making.
- Consider what impacts F&G management decisions could have on other natural resources and other users of the habitat concerned.

### Compliance

- Consider including issues, objectives and policies on compliance.
- Key issues to consider:
  - Training for F&G rangers
  - Monitoring requirements to assist compliance activity. Monitoring is key to the work we do so we can set bag limits and know when there are adverse changes to bird and fish populations. A Standard Operating Procedure is currently been developed to set a framework for monitoring work. We would expect to see the following monitoring work as a minimum:
    - Annual long running game bird counts and banding.
    - Water quality monitoring, investigations to fish passage obstructions, drift diving / electric fishing population monitoring, trout spawning surveys, gravel maintenance to enhance spawning where applicable, sports fish tagging programme, participate in fish screen working party / advocacy where applicable,

### Plan Implementation and Review

- Consider including a section describing how the plan will be implemented and reviewed.
- Key questions to consider:
  - Is making links to the Operational Work Plan helpful?
  - Would identifying targets and timeframes be helpful?

### General

- Engagement with mana whenua and stakeholders will identify additional elements.
- Be brief, don't repeat issues.
- Think high level, 10 year-horizon.

## Appendix One – Template for Approval

### APPROVAL

The purpose of this sports fish and game management plan is to establish objectives for the management of sports fish and game within the **[Name]** Region as per section 17L(1) of the Conservation Act 1987 (the Act).

This sports fish and game management plan was prepared by the **[Name]** Fish and Game Council in accordance with sections 17L(2), 17M, and 26Q(1)(e)(iii) of the Act.

This plan was approved by **[Name]**, Minister of Conservation, under sections 17M(2)(g) and 26A(1)(a) of the Act.

..... / ..... / .....  
**Minister of Conservation**

DRAFT

## Appendix Two: Example of Issues, Objective and Policies for Sustainability of the Resource

### Issues:

*[Issue defined as: problem requiring action]*

There is an ongoing need for information on sports fish and game populations dynamics and factors affecting their abundance, including harvest, to develop appropriate management responses. There are growing concerns that the sea-run salmon fishery and the sea-run trout fishery are in decline, as there are fewer fish returning to sustain the population.

Sports fish and game bird populations can also impact other users of the resource, including potential risks to aviation safety and impacts on crops.

### Objective:

*[Objective defined as: what F&G would like to achieve to resolve an issue]*

Achieve sustainability of sports fish and game bird species through management, and support anglers and hunters enjoying a sustainable and highly valued recreational experience.

### Policies:

*[Policy defined as: action to achieve the objective:*

1. Maintain information in an up-to-date database detailing sports fish species, population monitoring, trends and harvest.
2. Draft angling and hunting conditions and recommendations that:
  - a) Manage angler and hunter harvest at sustainable levels
  - b) Are based on the best available information
  - c) Adopt a precautionary management approach in the absence of reliable information
3. Undertake the following in relation to the sea-run salmon fishery and the sea-run trout fishery:
  - a) Identify highly-valued areas
  - b) Monitor the resource to determine whether it is in decline
  - c) If resource is declining, investigate factors contributing to the decline
  - d) Consider management options to improve the fishery
4. Prioritise sports fish and game bird species management activities through:
  - a) Population trend monitoring
  - b) Angler and hunter harvest and surveys
  - c) Identification of species management threats and opportunities assessments of the effectiveness of species management activities.
5. Stock fish stocks through the planned release of species, only in waterbodies where:
  - a) sports fish species are already present
  - b) they will not have significant adverse effects on indigenous species
  - c) habitat is deemed suitable, and/or
  - d) limitations on natural spawning and/or rearing habitat limit adult sports fish populations below their carrying capacity.

**Draft Internal Working Document – January 2024**

6. Recognise the potential risks to aviation from game birds in the vicinity of airports and work with airport managers and hunters to provide for aviation safety, whilst protecting established game bird populations.
7. Assist landholders where there is a conflict between game birds and agricultural production to minimise impacts.
8. Improve the skills of hunters in hunting for individual game species with potential to cause adverse impacts.

DRAFT



## Appendix Three: Example of Issues, Objective and Policies for Habitat Protection

### Issues:

*[Issue defined as: problem requiring action]*

Almost half of the country's lakes are in poor health, vast lengths of our rivers are adversely impacted by nitrogen and phosphorous inputs, with almost a fifth severely degraded by nutrient pollution. Overallocation of water in rivers is causing the ecology in the rivers to decline and degrading the habitats of sports fish and game birds. Major impacts result from:

- Intensification of land use including forestry, dairying, mining (including gravel extraction) and urban development
- Nutrient and sediment discharges to waterways and non-point source pollution
- Flood control works in rivers and streams
- Wetland drainage and modification of wetland vegetation
- Damming of rivers and lakes
- Development of rivers for the generation of hydroelectricity or alteration of flows through irrigation
- Introduction of unwanted organisms such as didymo (*Didymosphenia geminata*) and other aquatic pests.
- Mining or gravel extraction
- Climate change

Advocacy is an essential management tool, because other statutory bodies are responsible for the control and management of water and land resources.

### Objective:

*[Objective defined as: what F&G would like to achieve to resolve an issue]*

Legislation, policy and plans enable the quality, water levels and natural characteristics of rivers, lakes and wetlands to support natural ecosystems and productive and diverse fish and game bird populations.

### Policies:

*[Policy defined as: action to achieve the objective]*

1. Advocate in legislative and policy development, resource management and conservation statutory processes, and community-based processes, for the protection, maintenance and enhancement of the quality and extent of sports fish and game bird habitats, including for the following:
  - a) Water quality standards and flow regimes in plans that reflect the requirements of healthy and productive sports fish and game populations and the different stages in their life cycles.
  - b) Identification and protection of sports fishing values of waterways in Freshwater Management Units in regional plans, including significant values in outstanding water bodies.
  - c) Eradicating or effectively managing the risks posed by pests and diseases to sports fish and game bird habitats.
  - a) Wetlands are identified, maintained, improved and restored, in terms of quality, diversity and species productivity and the overall area of wetlands is increased, underpinned by the regional focus on protection of regionally significant and other smaller wetlands.
  - b) A holistic assessment of the catchment's ecosystem values and needs.
  - c) Effects of climate change are considered in decision-making.
  - d) Water conservation orders.

**Draft Internal Working Document – January 2024**

2. Press for appropriate action by agencies directly responsible where non-compliance with resource management, conservation, or other laws, and plans and policies written under these laws is detected.
3. Assess and monitor the condition and trend of sports fish and game bird habitat in the region, prioritising habitat with resource and use issues, consistent with a national monitoring approach.

DRAFT

## Appendix Four: Example of Issues, Objective and Policies for Access

### Issues:

*[Issue defined as: problem requiring action]*

Access to sports fish and game bird hunting opportunities is a significant factor limiting participation. Much of the sports fish and game bird resource is on private land, or only accessible by crossing private land. Restricted or preferential access arrangements across private land can result in 'exclusive capture' of fishing and hunting and reduces overall opportunities to licence holders. Having the correct legal and physical works in place is crucial to providing access to angling and game bird hunting areas.

### Objective:

*[Objective defined as: what F&G would like to achieve to resolve an issue]*

Maintenance and improvement of public access to a wide range of sports fishing and game bird hunting opportunities within the region.

### Policies:

*[Policy defined as: action to achieve the objective]*

1. To advocate and negotiate for the protection and creation of access on public and private lands to and along rivers, lakes and wetlands and to upland game hunting areas.
2. Work with landowners and other agencies to promote access to angling and game bird habitats.
3. Continue communication and advocacy work to raise the awareness of angling and game bird habitats both for recreation, food gathering and amenity.
4. Work with landowners and other agencies when access is closed (which was previously provided for) to see if alternative access can be established and or issues can be resolved.
5. Work with landowners to minimise the problem of "exclusive capture" which is the restriction on access to fishing and hunting opportunities through restricted or paid access across private property.
6. Work with the Walking Access Commission to utilise mapping resource and work with them to create new legal and physical public access.
7. Work towards developing online mapping showing legal and physical access to fishing and hunting areas.
8. Identify Treaty of Waitangi settlements that have resulted in loss of Crown and Forest lands that have previously been available for public access. Initiate discussions with a view to securing ongoing access.

# Guide to Drafting Sports Fish and Game Management Plans

## Introduction

1. The guidance document identifies statutory requirements for Sports Fish and Game Management Plans (SFGMPs) and identifies additional optional elements that could be included to help achieve the purpose of SFGMPs.
2. At the outset, F&G Councils will need to engage early with mana whenua<sup>1</sup> at the beginning of the process of preparing SFGMPs in order to give effect to the principles of the Treaty of Waitangi.<sup>2</sup> Accordingly, this Guide does not pre-determine specific content or format that would necessarily meet Mana Whenua aspirations. This will need to be determined after genuine engagement with mana whenua and as set out in the Mana Whenua engagement guidelines consultation should commence with a blank page, rather than with a drafted document.
3. This document should be read in conjunction with the document, “Draft Elements – Sports Fish & Game Management Plans” that sets out key elements to consider including in SFGMP based on this guidance.
4. This guidance document is structured as follows:
  - a) Context
  - b) Te Tiriti o Waitangi
  - c) Purpose of SFGMPs
  - d) Statutory requirements of SFGMPs
  - e) Optional elements to consider including in SFGMPs.

## Context

5. In considering what elements to recommend for inclusion in a Guide to Drafting SFGMPs, I have reviewed the SFGMPs for CSI 2022-2032, West Coast (draft), Auckland Waikato 2021-2031, and Otago 2015-2025.
6. I have also considered the Review of the Governance of Fish and Game New Zealand and the Regional Fish and Game Councils prepared for the Minister of Conservation, Engaging with Mana Whenua, A Discussion Document Exploring Best Practice For Fish & Game.
7. Based on reviewing those documents, the legislative requirements and discussions with F&G planning staff, key context is set out below.

### *Public process for developing SFGMPs*

8. The process for developing SFGMPs is set out in s 17M of the Conservation Act 1987. Key elements include the requirement to publicly notify draft SFGMPs, provide copies to iwi authorities and local authorities, and invite written submissions. F&G Councils must give full consideration to submissions and provide opportunities for any person to appear before F&G Council representatives to be heard in support of their submission.
9. The F&G Council must send the draft SFGMP, a summary of submissions received, and of public opinion made known about the draft SFGMP to the Minister of Conservation. The F&G Council must also send the Minister a written statement of any matters of content on which the Director-General of Conservation and the F&G Council are unable to agree.

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<sup>1</sup> Te Aka Māori Dictionary: “(noun) territorial rights, power from the land, authority over land or territory, jurisdiction over land or territory - power associated with possession and occupation of tribal land. The tribe's history and legends are based in the lands they have occupied over generations and the land provides the sustenance for the people and to provide hospitality for guests.” Section 2 Conservation Act 1987 states “Manawhenua means customary authority exercised by an iwi or hapu or individual in an identified area”.

<sup>2</sup> Section 4 of the Conservation Act states that “*This Act shall so be interpreted and administered as to give effect to the principles of the Treaty of Waitangi.*”

10. In addition to the specific steps outlined in the legislation, F&G is developing guidelines for engaging with mana whenua and stakeholders.

#### *Ministerial approval*

11. The Minister must approve a draft SFGMP or send it back to the F&C Council for further consideration before approving it.<sup>3</sup> There is no legislative requirement to make any changes sought by the Minister.<sup>4</sup> The F&G Council will however, need to demonstrate that they have properly considered any comments or recommendations from the Minister before re-submitting the SFGMP for approval. If the F&G Council does not make any changes sought by the Minister, this may lead to the Minister declining to approve the SFGMP.<sup>5</sup>

#### *10-year timeframe*

12. The Conservation Act requires F&G Councils to review SFGMPs no later than 10 years after the date of approval.<sup>6</sup> It can take 1-3 years from initial engagement to final approval of a SFGMP. The time taken to prepare a SFGMP can mean that issues become outdated by the time the SFGMP is approved. While the SFGMP, or part of the SFGMP can be reviewed more frequently than 10 years,<sup>7</sup> the same process for developing a SFGMP applies to any review.

#### *Implementation of SFGMPs*

13. While there is no explicit provision in the Conservation Act requiring F&G Councils to comply with SFGMPs, it is implied from the provisions governing SFGMPs that F&G Councils will exercise their functions in accordance with SFGMPs. The Ministerial Review recommended however, that the Minister should have the power to require adherence to an approved SFGMP.
14. New Zealand Fish and Game have adopted an Organisational Strategy, and in accordance with that each region should have a SFGMP. F&G Councils are required to prepare operational work plans annually. If there is no approved SFGMP for the region, the OWPs require Ministerial approval. The Minister can amend OWPs.

#### *Users of SFGMPs*

15. F&G operational teams appear to be the primary users of the SFGMPs, although it is unclear how often SFGMPs are referred to and how they impact F&G Councils' day-to-day work. For some regions, the SFGMP may not serve any purpose beyond meeting the statutory requirement to prepare them. Some F&G Councils use SFGMPs' schedules of significant waterbodies to determine whether a F&G Council is an affected party in relation to applications for resource consent. Many of the SFGMPs I reviewed are lengthy. For example, the CSI SFGMP (approved in 2022) is 78 pages, which can impact on its usability.

Key stakeholders need to state their values and work out where they align and where they don't. SFGMP can be useful for regional council to "have regard to" in Resource Management processes. SFGMP can also be useful for DOC work as it confirms where valued introduced species are located.

## **Purposes of Sports Fish and Game Management Plans**

<sup>3</sup> Section 17M(2)(g) of the Conservation Act states: "the Minister shall approve the draft or send it back to the Fish and Game Council for further consideration before approving it."

<sup>4</sup> The Ministerial Review recommended that the Minister's powers be expanded to include a mandatory power of direction for an addition or amendment to a draft SFGMP. Recommendation 2, page 10, Ministerial Review.

<sup>5</sup> The Department of Conservation (DOC) considers that the Minister of Conservation may exercise the power under s 17M(2)(g) to send a draft SFGMP back to a F&G Council for further consideration more than once. DOC considers that this is in line with the general principle of statutory interpretation that a power conferred by legislation may be exercised more than once (see s 51 of the Legislation Act 2019). If a F&G Council sends a SFGMP to the Minister, and the Minister uses their power under s 17M(2)(g) to send the draft back to the F&G Council for further consideration, when the F&G Council sends a revised draft SFGMP to the Minister, the Minister may approve the draft or send it back to the F&G Council for further consideration.

<sup>6</sup> Section 17M(5)(b) of the Conservation Act.

<sup>7</sup> Section 17M(5)(a) of the Conservation Act.

*Legal requirements*

16. F&G Councils are required under s 17L of the Conservation Act to prepare such SFGMPs as are necessary for the management of sports fish and game in their region.

*Guide operational work plans*

17. F&G Councils are required to prepare OWPs annually.<sup>8</sup> While there is no explicit legal requirement for an OWP to be consistent with a SFGMP, if there is no SFGMP, then the OWP requires approval from the Minister of Conservation.<sup>9</sup>

*Engagement with licence holders*

18. SFGMPs provide an opportunity to connect with licence holders and reflect their interests and aspirations relating to managing sports fish and game birds.

*Engagement with mana whenua*

19. SFGMPs provide an opportunity to engage with mana whenua on their rights, interests and aspirations in relation to managing sports fish and game birds. Refer also to the SFGMP Consultation Guidelines and Draft Fish and Game Mana Whenua engagement guidelines.

*Planning tool to assist F&G Councils meet functions*

20. SFGMPs could be used to guide F&G work to meet their statutory functions and help prioritise work programmes.

*Transparency*

21. As set out in the context, SFGMPs must go through a public process before approved by the Minister. This provides for transparency in terms of how F&G Councils exercise their statutory functions.

*Influence conservation planning documents*

22. Under the Conservation Act, the Director-General of Conservation must consider SFGMPs in developing freshwater fisheries management plans<sup>10</sup> and conservation management plans.<sup>11</sup> It is important that SFGMPs include provisions covering how sports fish and game birds are managed in conservation areas, to ensure that F&G's interests will be properly taken into account on conservation planning documents.

*Identification of spawning areas*

23. It is an offence to carry out an activity that disturbs or is reasonably likely to disturb a declared spawning area of sports fish, unless authorised by the Director-General of Conservation.<sup>12</sup> The Director-General may declare areas to be spawning areas on the recommendation of the New Zealand Fish and Game Council in relation to sports fish.<sup>13</sup> While it is not uncommon to disturb sports fish spawning areas, and prosecutions are not brought, identifying spawning areas in SFGMPs that are important to F&G will lay the foundation for better protection.

*Influence resource management planning documents*

24. Advocating for the protection of sports fish and game bird habitats in resource management processes is one of F&G most effective tools.<sup>14</sup> In addition to making submissions on plans and resource consents, F&G Councils can influence planning documents through SFGMPs as decision-makers must consider SFGMPs in preparing or changing policy statements and

<sup>8</sup> Section 26Q(3)(a) of the Conservation Act.

<sup>9</sup> Section 26Q(3)(e) of the Conservation Act.

<sup>10</sup> Note that there are currently no freshwater fisheries management plans.

<sup>11</sup> Sections 17J and 17E(9) of the Conservation Act. SFGMPs may also be a mandatory consideration when developing Conservation Management Strategies under s.17D(8).

<sup>12</sup> Section 26ZJ of the Conservation Act.

<sup>13</sup> Section 26ZJA(2) of the Conservation Act.

<sup>14</sup> F&G Councils have a statutory function to advocate the interests of the Council, including its interests in habitats. See s 26Q(e)(vii) of the Conservation Act.

plans under the RMA.<sup>15</sup> Key areas are set out below in relation to the National Policy Statement for Freshwater Management 2020 (NPS-FM):

- a) When developing fish passage provisions regional councils must take into account any SFGMPs approved by the Minister.<sup>16</sup>
  - b) Fishing is relevant to compulsory value human contact and fishing is an optional value for Freshwater Management Units, requiring the identification of an environmental outcome.<sup>17</sup>
  - c) The fishing value of a waterway can be used to identify outstanding water bodies.
  - d) Regional councils must identify and map natural wetlands in their region.<sup>18</sup>
25. Where SFGMPs identify values consistent with the framework in the NPS-FM, it will provide a strong basis to advocate for the protection of those values. Conversely, if the SFGMP does not align with the statutory requirements or identify areas requiring protection for their fishing values, it may undermine subsequent submissions on planning documents or resource consents.

## Statutory Requirements for Sports Fish and Game Management Plans

26. This section outlines the statutory requirements of SFGMPs.

### Giving effect to Treaty Principles

27. To meet the requirements of s 4 of the Conservation Act, F&G Councils must take account of, and give weight to, Treaty rights and interests alongside its statutory responsibilities to manage, maintain and enhance the sports fish and game resources in the interests of anglers and hunters.
28. In relation to developing SFGMPs, the legislative requirements in relation to iwi (summarised above) do not represent the principles of Te Tiriti o Waitangi.<sup>19</sup> F&G Councils need to develop ways to engage with mana whenua as partners, rather than stakeholders in developing SFGMPs. Kāhu Environmental advise F&G should assess ways to involve mana whenua in the development of SFGMPs, and in particular to start by asking mana whenua about what role they should have in the process. Initial conversations should explore common objectives e.g. habitat/wetland restoration, water quality and freshwater management.
29. This engagement needs to happen before F&G Councils start drafting SFGMPs to allow iwi/hapū interests and aspirations to be actively taken into account during the planning process.
30. The Ministerial Review also recommended that F&G NZ develop, in collaboration with Māori, a national policy on consultation and engagement with Māori and a standing advisory panel on Treaty issues and engagement with Māori. Engagement with mana whenua should utilise those resources when available.
31. F&G Councils must do the background mahi before engaging with mana whenua. This includes being familiar with relevant Treaty Settlement Acts, Waitangi Tribunal Reports, iwi management plans, environmental management plans, statutory acknowledgements and sites of significance to iwi in the region. Reference to relevant Treaty Settlement Act is particularly important, as many include specific obligations in relation to SFGMPs.
32. F&G Councils should also be familiar with key issues likely to be raised by iwi in relation to managing sports fish and game and Treaty interests, and have an open mind when

<sup>15</sup> Sections 74(2)(b)(i), 61(2)(a)(i), 66(2)(c)(i). Note there are the same requirements under the Natural and Built Environment Act (NBA) in relation to natural and built environment plans (s 174(2)(d)). The incoming National government policy is to repeal the NBA.

<sup>16</sup> Clause 3.26(3)(a) of the NPS-FM.

<sup>17</sup> Appendices 1A and 1B of the NPS-FM.

<sup>18</sup> Clause 3.22 of the NPS-FM.

<sup>19</sup> Kāhu Environmental Engaging with Mana Whenua, A Discussion Document Exploring Best Practice For Fish & Game

discussing those issues with mana whenua in terms of possible ways to provide for those interests. Potential issues include:<sup>20</sup>

- a) Intrinsic value of waterways vs utility for fishing and hunting
- b) Customary use of indigenous species
- c) Māori Rights to non-indigenous species
- d) Predation of indigenous species by sports fish
- e) Prosecution of Māori for hunting or fishing without licences
- f) Concessionary licences for Māori to fish and hunt introduced species

33. Note that some of these issues may be beyond the scope of a SFGMP. Discussing the issues however, will likely be important to mana whenua, and F&G Councils may want to consider other avenues to address matters raised in discussion with mana whenua if possible.

### Issues, Objectives and Policies

34. SFGMPs must include objectives for the management of sports fish and game birds, within any region or part of any region.<sup>21</sup> In the SFGMPs that I reviewed, issues, outcomes and objectives and policies were all included to help guide F&G Council actions. Current SFGMP however contained considerable overlap in content between issues, outcomes, objectives and policies. There needs to be a clear link between the issues, objectives and policies.

### 35. Guidance:

a) *Consider including, issues, objectives and policies that all directly relate to each other, using the following definitions:*

#### i. Issue: problem requiring action

*e.g. Issue for Sustainability of the Resource: There are growing concerns that the sea-run salmon fishery and the sea-run trout fishery are in decline, as there are fewer fish returning to sustain the population.*

#### ii. Objective: what F&G Council would like to achieve to resolve an issue

*e.g. Achieve sustainability of sea-run salmon fishery and the sea-run trout fishery through management, and support anglers and hunters enjoying a sustainable and highly valued recreational experience.*

#### iii. Policy: action to achieve the objective

*e.g. Policies for Sustainability of the Resource: Undertake the following actions in relation to the sea-run salmon fishery and the sea-run trout fishery:*

- *Monitor the resource to determine whether it is in decline;*
- *If resource is declining, investigate factors contributing to the decline; and*
- *Consider management options to improve the fishery and or game resource.*

b) *When considering objectives and policies to include in SFGMPs, consider the long-term (i.e. 10 years) vision for the region, to avoid the SFGMP becoming outdated too quickly.*

### Consistency with Legislation

36. SFGMPs must not derogate from the Conservation Act or any other Act.<sup>22</sup> As noted above, there are a number of Treaty Settlement Acts that confer specific obligations on F&G Councils, including in relation to developing SFGMPs.

<sup>20</sup> Ministerial Review

<sup>21</sup> Section 17L(1) of the Conservation Act provides that “purpose of a sports fish and game management plan is to establish objectives for the management of sports fish and game, or both, within any region or part of any region.”

<sup>22</sup> Section 17L(3)(a) of the Conservation Act.



**37. Guidance:**

- a) *Ensure all applicable references to Treaty Settlement Acts are included in SFGMPs.*
- b) *Engage with mana whenua on the provisions referencing Treaty Settlements.*

**Conservation Policy**

38. SFGMPs cannot derogate from policy approved under the Conservation Act or any other Act in respect of the area to which the plan relates, or part of that area.<sup>23</sup>

**39. Guidance:**

- a) *Consider all relevant policies in the CGP; and*
- b) *Include a clear statement in SFGMPs that it is consistent with the CGP.*

**Conservation statutory planning documents**

40. SFGMPs cannot derogate from any provision in any conservation management strategy or conservation management plan or freshwater fisheries management plan.<sup>24</sup>

**41. Guidance:**

- a) *Review conservation management strategies and conservation management plans applicable to your region when drafting SFGMPs.*
- b) *Include a clear statement in the SFGMP that it is consistent with applicable conservation statutory planning documents.*

**Sustainability of sports fish and game**

42. When preparing a draft SFGMP, F&G Councils must have regard to the sustainability of sports fish and game in the area to which the plan relates.<sup>25</sup> Existing SFGMPs generally include a separate section on the sustainability of sports fish and game birds that sets out objectives and policies. This approach is useful.

43. The content of this section, (i.e. issues/objectives/policies) will be driven by engagement with mana whenua, views of stakeholders and the local situation. There are however, some issues that are likely to be relevant across the country. For example, monitoring the sports fish and game bird resource to understand the state of the resource is an issue relevant to all regions.

**44. Guidance:**

- a) *Consider the following matters when considering issues, objectives and policies to include in a SFGMP in relation to the sustainability of the resource:*
  - i. *Ensure appropriate angling and hunting conditions in Anglers Notice and Open Season for Game Notice to ensure the sustainability of the resource*
  - ii. *Planned releases of sports fish consistent with the CGP*
  - iii. *Potential areas of high use requiring more intense management*
  - iv. *Degraded fisheries and game bird populations requiring restoration*
  - v. *Risks and opportunities from fishing competitions and organised culls*
  - vi. *Airspace, e.g. wind turbines and bird strike*
- b) *Consider including issues, objectives and policies on monitoring that:*

<sup>23</sup> Section 17L(3)(b) of the Conservation Act.

<sup>24</sup> Section 17L(3)(c) of the Conservation Act.

<sup>25</sup> Section 17L(4)(a) of the Conservation Act.

- i. Provide direction for monitoring priorities for operational workplans*
- ii. Work towards a national species monitoring programme and standard operating procedures.*

### **Impact on other natural resources and other uses of the habitat concerned**

45. When preparing a draft SFGMP, F&G Councils must have regard to the impact that the management proposed in the draft is likely to have on other natural resources and other users of the habitat concerned.<sup>26</sup> This requirement has two distinct parts. F&G Council must consider the impact that the management proposed has on both:
- a) Other natural resources
  - b) Other users of the habitat concerned.
46. The Ministerial Review noted that it appears F&G Councils "rarely if ever take into account of the impact or concerns of other users."<sup>27</sup> The SFGMPs I analysed did include some specific provisions addressing impacts on other natural resources. For example, in the CSI SFGMP there is a policy that provides for remediating fish passage barriers, recognising the potential for adverse effects on indigenous fish populations from, and where it would not significantly impact on rare or threatened indigenous fish species.<sup>28</sup> Similarly, in the Otago SFGMP there is a policy to manage hunting in reserves or other wetlands in ways which minimise effects on habitat quality.<sup>29</sup>
47. One objective is worded "To have regard to the effects of fish and game management activities on other natural resources and resource users." This objective repeats the statutory direction, and should not be included in SFGMPs.
48. Rather, when drafting SFGMPs, you must consider for every objective and policy whether it will have an impact on other natural resources or other users of the habitat concerned. If there is an impact, F&G Councils should consider whether the management measure is appropriate to discharge F&G statutory functions, and if yes, whether any mitigation measures could be implemented.

#### **49. Guidance:**

- a) *When developing SFGMP objectives and policies consider the likely impact of proposed management on both:*
  - i. other natural resources; and*
  - ii. other users of the habitat concerned.*
- b) *Consider the following issues, amongst others, in relation to impacts on other natural resources:*
  - i. Interactions between indigenous fish and sports fish*
  - ii. Potential impacts of loss of fish passage barriers on indigenous fish*
- c) *Consider the following issues in relation to impacts on other users of the resource:*
  - i. Risks to aviation safety from game birds*
  - ii. Impacts on crops from game birds*
- d) *Include a clear statement that the impacts of proposed management on other natural resources and users of the habitat concerned has been considered.*

<sup>26</sup> Section 17L(4)(b) of the Conservation Act.

<sup>27</sup> Page 34 of the Ministerial Review.

<sup>28</sup> Policy 9.4.16 of the CSI SFGMP.

<sup>29</sup> Policy 6.2.12 of the Otago SFGMP.

## Recreational opportunities for hunter and anglers

50. SFGMPs must include such provisions as may be necessary to maximise recreational opportunities for hunters and anglers.<sup>30</sup> Current SFGMPs sections included separate sections covering angler and hunter participation in fishing and game bird hunting. Some also included provisions on angler and hunter participation in F&G management. Both issues are important.

51. **Guidance:** Consider including issues, objectives and policies in SFGMPs on:

- a) Maximising recreational opportunities for hunters and anglers; and
- b) Involving anglers and hunters in F&G decision-making. Evidence of this wider consultation will be needed for ministerial sign off. This is one of the steps of the consultation policy.

## Optional Elements

52. This section provides guidance on optional elements. These are elements that F&G Councils could consider raising for discussion with mana whenua and stakeholders for inclusion in draft SFGMPs. Mana whenua and stakeholders may also have other elements they wish to see included.

## Background

53. Having background information in the SFGMP is useful, although brevity is key to ensure the SFGMP is user-friendly. It will be important to tell F&G's story, including the legislative role of F&G Councils, past achievements and future aspirations.

54. **Guidance:** Consider including critical background information in a background section such as:

- a) Mission statement
- b) Role, Term or Intent of the Plan
- c) Role of F&G Councils
- d) Legislative context (see discussion below)

## Partners and Stakeholders

55. The two most recent SFGMPs I analysed<sup>31</sup> both included a section on Partners and Stakeholders. It is important to acknowledge mana whenua as Treaty partners, and not equate mana whenua with stakeholders in the same section.

56. In terms of mana whenua, the SFGMPs I analysed included a description of the F&G Council relationship with local iwi. In my view, this is consistent with the F&G Council's Te Tiriti obligations, but will need to be considered as part of engagement with mana whenua.

57. In terms of stakeholders, this includes DOC, local councils, New Zealand Walking Access Commission/Ara Hīkoi Aotearoa and the local Conservation Board. Some SFGMPs included descriptions of the statutory functions of these stakeholders. Other stakeholders could include land owners, including farmers.

58. Including descriptions of stakeholders doesn't contribute to any of the purposes of the SFGMPs identified above. There may be value however, in including descriptions of stakeholders in terms of relationships with those stakeholders. This could be addressed in a separate section on community engagement (see discussion below). Community engagement is important to understanding the impacts of F&G Council management on other users of habitat.

<sup>30</sup> Section 17L(4)(c) of the Conservation Act.

<sup>31</sup> CSI and West Coast

**59. Guidance:**

- a) *Discuss with mana whenua including information on F&G's relationship with iwi and reference to iwi management plans in SFGMPs.*
- b) *Consider describing the relationships with diverse members of the community in a Community Engagement section (see discussion below).*

**Habitat protection**

60. One of the purposes of SFGMPs identified above is influencing both resource management and conservation planning documents. F&G advocacy for habitat protection in particular, is essential to the viability of sports fish and game bird resources, as it is dependent on habitat values. Habitat protection is also an area where F&G Councils could work with mana whenua, as well as stakeholders where there are shared interests.

**61. Guidance:**

- a) *Consider including issues, objectives and policies in relation to habitat protection.*
- b) *Ensure provisions on habitat protection align with:*
  - i. *Conservation planning documents*
  - ii. *Resource management decision-making framework under the RMA and NPS-FM, including for regional plans:*
  - iii. *F&G priorities for habitat protection*
  - iv. *F&G practice notes for RMA advocacy see <https://www.waigoodpolicy.org.nz/>*
- c) *Consider including issues, objectives and policies that address the following matters:*
  - i. *Impacts of pest control on sports fish and game bird habitats*
  - ii. *Climate change impacts on habitat values*
  - iii. *Monitoring priorities*
  - iv. *Degraded wetlands requiring restoration and removal of wetlands requiring re-establishment*
  - v. *Reverse sensitivity effects*

**Public Relations/Public Advocacy and Education**

62. The SFGMPs I analysed all included a section on public interface, recognising that protecting sports fish and game birds requires the support of government, local councils and the wider community. The elements of this section could be included in a broader community engagement section, i.e. how F&G Councils engage with mana whenua, DOC, local councils, landowners, local conservation boards, and the wider community.

63. **Guidance:** *Consider including issues, objectives and policies in relation to community engagement.*

**Administration**

64. The SFGMPs I analysed all include a section covering how the F&G Council manages its financial resources and performs its statutory functions in line with legal requirements. This is not a statutory requirement of SFGMPs.

65. **Guidance:** *Do not include provisions relating to how F&G manages its financial resources and performs its statutory functions in SFGMPs.*

66. The CSI SFGMP also included an objective and policy on climate change. The provisions relate to how the CSI F&G Council will reduce its emissions (e.g. through purchasing decisions). This is not relevant to managing sports fish and game birds. This is best

addressed through developing a national policy on how F&G will reduce its emissions to meet the 2050 climate target.

67. **Guidance:** *Do not include provisions on how F&G Councils will reduce emissions to meet the 2050 climate target in SFGMPs.*

### Compliance

68. All of the SFGMPs I looked at had compliance sections. Compliance is essential to the management of sports fish and game birds. The compliance section should not include objectives and policies relating to conditions addressing the sustainability of the resource.

69. **Guidance:**

- a) *Consider including in SFGMPs issues, objectives and policies related to compliance.*
- b) *Consider including provisions on conditions relating to the sustainability of the resource in the section of the SFGMP dealing with sustainability of the resource.*

### Resource Summary

70. All of the SFGMPs I analysed include detailed sections describing the sports fish and game resource within their region. Describing the state of the sports fish and game resource, including habitat values is essential to set objectives and policies.

71. The resource summary sections include a Recreational Opportunity Spectrum (ROS) and Significance Criteria, with waterways identified in the appendices according to how they rate using the ROS and Significance Criteria. Some of the resource descriptions also identified spawning areas.

72. The SFGMPs also included policies that link management to the resource classification. For example, in the CSI SFGMP, Policy 9.4.4 provides:

Give priority to the monitoring and management of fish and game bird habitats within the CSI Fish and Game Region which are of national or regional significance and those that have the highest levels of angler and hunter participation.

73. Policy 8.4.2 of the draft West Coast SFGMP provides:

Establish and maintain an inventory of sports fish and game resources in the West Coast including:

- a) classification of individual sports fisheries and game habitats to allow management based on significance, key characteristics and the recreational opportunity provided within a spectrum.

74. Despite the policy direction in the SFGMPs, feedback from F&G planners is that the classification of waterways based on the ROS and significance criteria didn't necessarily determine management decisions. For at least one region however, the classification did determine affected party status in terms of resource consent processes under the RMA.

75. The classification system used in the SFGMPs does not directly link to the protection of habitat values in the RMA and NPS-FM, and planning documents, in particular in relation to the outstanding values of waterways for fishing (see purposes of SFGMs outlined above).

76. There are no maps of the habitat of sports fish and game birds in the SFGMPs I analysed, or of spawning areas. Including mapped areas that are important to F&G Councils will enhance F&G resource management advocacy for habitat protection. Maps of spawning areas will assist with ensuring those areas are protected.

77. It will be important to engage with mana whenua on describing the resource to ensure mātauranga Māori and Māori values are appropriately reflected.

78. **Guidance:** *Consider including the following in SFGMPs:*

- a) *Description of the State of the Environment – Species, Habitat and Threats*

- b) *Maps of sports fish and game bird habitat, including on public conservation land and private land. We note that some regions have this in their work programme to deliver over a two year period.*
- c) *Maps of spawning areas - We note that some regions have this in their work programme to deliver over a two year period.*
- d) *Criteria for identifying the values of the sports fish and game resource that aligns with resource management national direction and regional plans, including fishing values in freshwater management units in regional plans and outstanding natural waterways and identifying waterways that meet the criteria*
- e) *Maps of wetlands that are game bird habitat*
- f) *Explicit links to objectives and policies and significant waterways*

### **Legislative context**

79. The SFGMPs I analysed all include a section describing relevant legislation, usually in an appendix. Some also included summaries of the wider legislative context, e.g. the National Parks Act, Public Works Act and Local Government Act. Including a description of all relevant legislation does not directly achieve any of the purposes of SFGMPs as outlined above.
80. Including a description of the relevant provisions of the Conservation Act, in terms of the functions of F&G, the legislative basis for SFGMPs and the relationship between SFGMPs and conservation planning would however, assist in terms of the purpose of influencing conservation planning documents. So too does including any Water Conservation Orders in the Region.
81. Resource management legislation is also directly relevant to the purpose of influencing resource management planning documents, particularly in relation to habitat protection and public access to recreational resources.
82. **Guidance:** *Consider including legislative context in relation to:*
- a) *Conservation Act, in terms of F&G Council functions, SFGMPs legislative direction and relationship with conservation planning documents.*
  - b) *Resource management provisions that support F&G's advocacy for habitat protection.*

### **Plan Implementation and Review**

83. The CSI SFGMP includes a section that identifies key actions and target dates for implementing key actions. It is important to have a road map to implement the SFGMP. Setting targets with specific timeframes for achieving them may assist. Additionally, SFGMPs should include provisions relating to reviewing the SFGMP to ensure it is fit for purpose over time, and the objectives are being met.
84. **Guidance:** *Consider including in SFGMPs:*
- a) *Plan Implementation section that refers to key objectives and policies, including targets and timeframes.*
  - b) *Consider including review provisions.*

### **Appendices**

85. The SFGMPs I analysed all included a variety of appendices.
86. **Guidance:**
- a) *Consider including the following appendices in SFGMPs:*
    - i. *Map of the region*
    - ii. *Access points for angling and hunting*

*iii. Reserves Owned or Managed by the F&G Council – including, and linking to specific objectives*

*b) Consider not including the following in SFGMPs:*

- i. Prioritisation Principles – as these could change within the 10-year timeframe*
- ii. Recreational Opportunity Spectrum – unless tied to objectives*

## Interim Guide to engaging with Mana Whenua on the preparation of Sports Fish and Game Management Plans

### Purpose

This guidance is for regional fish and game staff to help them fulfil their statutory and Te Tiriti obligations when preparing Sports Fish and Game Management Plans (SFGMP). This guidance sets out best management practice that will assist regional staff engaging with mana whenua.

This guidance isn't meant to be a one size fits all. Each iwi and hapu around the country will have differing views on issues and different needs, aspirations and interest in being involved in our SFGMP processes.

This guidance is not a comprehensive overview of all statutory obligations and Te Tiriti principles. You can find that here: [ [Legal Advice - application of s4 \(FINAL\).pdf](#) ] Being a good Te Tiriti partner involves long term relationship building and a commitment to working together. Engaging on a SFGMP should be seen as part of that ongoing process, not as the end point or focus of that relationship.

### Review

This guidance is interim. This document is intended to provide guidance to assist with the short term need to prepare SFGMP. Ultimately what is needed, is working towards ongoing and long term relationships. This guidance has been developed internally, based on expert advice, but tangata whenua have not been engaged with its preparation. We acknowledge that engagement and co-development of an integrated approach is the next important step and we intend to undertake that step. This guidance will be reviewed and updated by August 2025 (1 year from adoption).

### Context

Section 4 of the Conservation Act requires our organisation to be good treaty partners. This requires going further than sending copies of a draft SFGMP to iwi for comment. This guidance forms part of a suit of policy and guidance to assist the regions to prepare SFGMP. Other relevant guidance includes :

- Cover report
- SFGMP Consultation Guidelines
- SFGMP guide
- SFGMP Key Elements

### Guidance

We anticipate that you have the following (and other) questions in mind. Central to any work we do is the idea that good communications, whakawhanaungatanga and partnership provides a good starting point. Relationship building is central to this guidance.

When should I start?

Now! Before you start preparing the SFGMP. The earlier you begin engagement the better the opportunity to ensure mana whenua interests are reflected in the structure and content of the plan. If mana whenua want to be involved in writing the management plan, giving them



that opportunity before the content has been written better reflects a good faith approach to the partnership.

What should I do before I start?

Start by building your knowledge. A basic background to Te Ao Māori and how it relates to the work of Fish and Game can be found in [kāhu report link]. You should identify the iwi and hapū groups that are in your region (see 'Who should I talk to?' for more information) and in particular the groups associated with any particularly significant waterbodies from Fish and Game's perspective. Next learn about the history, context and aspirations of these groups – many Māori groups find it frustrating to have to articulate again and again their values or aspirations when these are clearly set out in publicly available documents. Useful documents for building this knowledge include:

- Treaty of Waitangi Deeds of Settlement, Settlement acts and Waitangi Tribunal reports.
- Statutory acknowledgments.
- Environmental management plans.
- Iwi management plans.

Who should I talk to?

- If you do not already have a good database of your own contacts, a good place to begin is [Te Kahui Mangai which is a database of all iwi, hapu and marae contacts maintained by Te Puni Kokiri](#). [Your local regional or district council should also have a register of contacts and iwi planning documents](#). Your local DOC office will also have contacts for mana whenua engagement. You should be prepared to consult with more than one mana whenua group as there are often overlapping interests within a particular location.

How should I engage?

- Initial contact could be by email or phone call, but should include a face to face meeting early on appropriate tikanga should be included in these meetings – this can include karakia and kai. Tikanga varies from place to place – the guidelines in the references section give a good generic background, but if you are unsure find someone in Fish and Game, DOC or a local contact to guide you.
- Begin by starting a whakawhanaungatanga  
Whakawhanaungatanga is the process of establishing good relationships and understanding about each other. This is an opportunity for you to connect with mana whenua to build a relationship based on mutual understanding. Ideally this will happen at each level of the organisation; governance, management, and on the ground staff – but don't hold off on engagement at one level waiting for the other – relationship building is ongoing and not hierarchical.
- Engagement should be ongoing. Early on in the process you should ask the best way to continue the engagement (who, how, how long) and whether you need to provide any resources or funding to support that engagement.

What should I be prepared to discuss?

- You should be prepared to discuss the history, structure and responsibilities of Fish and Game – some mana whenua have a good idea of what Fish and Game does, and some have none.
- You should be prepared to hear about past practices or relationships that have not gone well, and the possibility that harm may have been done by Fish and Game or previous organisations to places and values that mana whenua hold dear. You may need to acknowledge, apologise or discuss what can be

done to restore/reciprocity/ any past harms before moving into discussions about future shared values or working relationships.

- There is an opportunity to explore shared goals, expertise and working together on future processes. Protection of the natural environment and harvesting food from it are shared values for both Fish and Game and mana whenua – this can form a firm base for a future relationship if you develop a shared understanding of each others priorities and support each other in partnership..
- You should be prepared to discuss what Fish and Game can bring to the partnership with mana whenua – are there opportunities to share information, resources, monitoring programmes? Can Fish and Game support mana whenua in RMA processes? Is there opportunity to provide mana whenua with training, information or fishing licences to support their aspirations? If there is a lot of work to do before any of these options can be implemented, but a real desire to work towards them a Relationship Agreement or Memorandum of Understanding that sets out how the organisations will work together could be a useful tool and first step in that work.

What about the formal consultation part?

Section 17M (2) (a) (v) of the Conservation Act requires you to “consult with such other persons or organisations, in such manner, as the Fish and Game Council considers practicable and appropriate;” Our previous advice notes therefore that you should:

- After meeting with iwi to discuss topics relevant to them,
- Invite iwi to be involved with drafting the plan
- Or provide a copy of the draft plan to iwi
- Receive written submissions from iwi
- Give iwi the opportunity to be heard on their submission
- Present summarised iwi submissions to the Minister of Hunting and Fishing.

It is important you see these as minimum requirements, not what's needed to fulfil your Treaty partnership responsibilities. In order to fulfil these minimum requirements you should:

- Let your mana whenua partners know well in advance when they should expect the draft SFGMP so they can plan their time and resources.
- Allow sufficient time for them to make comments. Take into account that they may need to have a board approve their submission, so find out when their board meetings are and plan around those.
- Schedule a meeting to discuss the draft SFGMP before comments are due, if mana whenua would like that. It's a good opportunity to discuss any issues and potential solutions before formal submissions are made.
- Offer to hear their submissions at the place of their choosing – this may be at a marae or other place close to the waterbodies being discussed.
- Take time to consider their submission and respond in detail to each point raised, with reasons for your decision. If its within your powers to accept any points, you should seriously consider doing so. Send mana whenua your response and the reasons for your decision.
- Include that detailed response and reasons in the summary you send the Minister.

What else can I offer into the partnership?

- Are there any projects that mana whenua are interested in eg Wetland restoration work. Is their any monitoring projects that mana whenua are interested in. Can we share any of the work that we have been doing on a particular consent or project?

What can I give mana whenua?

- Is there a particular issue or grievance that mana whenua would like acknowledged? Are there conflicting interests on any issues that we need to re-consider our stance on?

What can we do together?

- If the relationship is a new one ideally you can find a project to work on to build trust and good working relationships.

### **Useful references**

The following links provide some useful background reading:

*chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://knowledgeauckland.org.nz/media/1265/lessons-for-successful-mana-whenua-engagement\_final-print.pdf*

[Fish Game NZ mana whenua engagement FINAL .pdf](#)

### **Need help?**

*We are working on the idea of identifying Māori liaison staff and or Te Ao Advisors within Fish and Game. For further specific information we may also be able to get further assistance from Kahu and DOC staff regarding Treaty Settlements.*

**Elections Update****Hawkes Bay Fish and Game Council Meeting  
Tuesday 24<sup>th</sup> September 2024**

**Prepared by:** Kerry Meehan

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**Kōrero taunaki - Summary of considerations*****Purpose***

This report to the Hawkes Bay Fish and Game Council to provide an update on the 2024 election progress

***Financial considerations***

Nil       Budgetary provision       Unbudgeted

***Risk***

Low       Medium       High       Extreme

**Ngā taunaki – HBFGC Manager Recommendations**

The HBFGC Manager recommends that the Hawkes Bay Fish and Game Council:

1. Receive the information.

## Whakarāpopoto - Executive Summary

- 1 This paper is to provide council an update on the national elections and timeline of operations.

## Takenga mai - Background

- 2 We have seven regions where an election is required, from the top: Auckland Waikato, Eastern, Hawkes Bay, Wellington, Nelson Marlborough, North Canterbury, and Central South Island. Hawkes Bay has received 16 nominations for the 12 seats available.

## Kōrerorero - Discussion

- 3 The next steps will be closing the electoral roll on September 11, sending out voting packs on September 19, and then opening voting, which will close at 5 p.m. on October 11.
- 4 NZC and HB staff will be doing Social Media posts and boosts around these times to hopefully drive up participation as per our elections comms plan.
- 5 Fish & Game staff can't support or assist any candidates in their campaigning, and our social media posts will be generic.
- 6 There may be a tidy required when the electoral roll closes for those regions holding an election, but with the online enrolment form this election that should hopefully be a bit easier for staff involved.
- 7 The Election Timetable below is for reference:
  - a) Wednesday, 11 September Electoral Roll closes at 5 pm
  - b) Voting Documents signed off, online voting site commenced.
  - c) Friday 13 September: Final electoral rolls for contested regions sent to the Returning Officer.
  - d) Monday 16 September Online voting site signed off.
  - e) Thursday, 19 September Lodgement of Voter Packs with NZ Post
  - f) 19 – 24 September Delivery of voter packs by NZ Post.
  - g) Thursday, 26 September: First personalised email blast voting reminder.
  - h) Thursday, 3 October: Second email blast reminder.
  - i) Wednesday, 9 October: Third email blast reminder.
  - j) Friday 11 October 2024 Election Day - Voting closes 5 pm
  - k) Tuesday 15 October Postal votes close - Official Results produced.
  - l) The returning Officer signs the certificate, and candidates are advised of the Final Results.
  - m) Wednesday, 16 October: Public notices prepared and signed off for publication.
  - n) Saturday 19 October Official Declaration - Public Notice of Results in regional dailies.

- o) Voting papers are sealed up and kept at RO's office.
- p) Wednesday, 23 October: Closure for period for application to NZ Council for recount.
- q) Wednesday, 30 October: Elected members to take office.
- r) Wednesday, 20 November: Last day for new councils to have met and appointed one representative as a member of the NZ Council.

## 8. Regional summary

Council	Councillor Vacancies	Sub-regions	Nominations	Election required
Northland	12	4	11	No
Auckland	12	6	14	Yes
Waikato				
Eastern	8	3	12	Yes
Hawkes Bay	12	3	16	Yes
Wellington	12	3	14	Yes
Taranaki	8	3	7	No
West Coast	9	3	6	No
Nelson	8	6	11	Yes
Marlborough				
North Canterbury	8	None	12	Yes
Central South Island	8	None	9	Yes
Otago	9	4	8	No
Southland	9	3	8	No

### Ngā kōwhiringa - Options

- 8 The Council may take this report as read.

## Operational Work Plan 2024-25

Hawkes Bay Fish and Game Council Meeting  
Tuesday 24<sup>th</sup> September 2024

Prepared by: Kerry Meehan

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### Kōrero taunaki - Summary of considerations

#### *Purpose*

This report to the Hawkes Bay Fish and Game Council seeks approval for the 2024-25 Operational Work Plan

#### *Financial considerations*

Nil       Budgetary provision       Unbudgeted

#### *Risk*

Low       Medium       High       Extreme

### Ngā taunaki – HBFGC Manager Recommendations

The HBFGC Manager recommends that the Hawkes Bay Fish and Game Council:

1. Receive the information.
2. Agree to approve the 2024-25 Operational Work Plan

### **Whakarāpopoto - Executive Summary**

- 1 The 2024-25 Operational Work Plan has been developed from the priorities set by council at the March 2024 meeting.

### **Takenga mai – Background**

- 2 Council were presented with the draft 2024-25 OWP at the July meeting with some amendments to be made.

### **Kōrerorero - Discussion**

- 3 Some amendments have been made to the OWP following the July meeting including
  - 3.1 A project cluster under 1162 to release Pheasants into waterways that have been donated by Whanwhana Station.
  - 3.2 Assist NZC promotion to run gamebird events for juniors
  - 3.3 Organise a driven Pheasant shoot aimed at Juniors and Women
  - 3.4 Organise Junior clay shoot with Andrew Russel.
  - 3.5 Explore options for establishing education trust for the educational program at the Game Park.
  - 3.6 Staff to explore more opportunities & build relationships with local landowners.
  - 3.7 Staff to work closer with local catchment groups.
  - 3.8 HB to join the Take a Mate Hunting promotion in 2025.

### **Ngā kōwhiringa - Options**

- 4 The Council may
  - a. Agree to approve the 2024-25 Operational Work Plan
  - b. Agree to amend the 2024-25 Operational Work Plan

### **Whai whakaaro ki ngā whakataunga - Considerations for decision-making**

#### ***Financial Implications***

- 5 The 2024-25 budget has been allocated based on the project clusters in this plan.

#### ***Legislative Implications***

- 6 The OWP has been developed with a focus on our legislative obligations under the Conservation Act 1987 and Wildlife Act 1953.

### ***Section 4 Treaty Responsibilities***

- 7 Project clusters have been developed to ensure Fish & Game meets it's obligations under section 4 of the Treaty of Waitangi.



***Policy Implications***

- 8 This OWP has been developed to focus on current policy and strategy of the council. I.e. National Strategy, HBFGC Strategic Priorities, 10 year Sportsfish Gamebird Management Plan, Annual Plan, R3 initiatives etc.

***Risks and mitigations***

- 9 N/A

***Consultation***

- 10 N/A

**Ngā mahinga e whai ake nei - Next actions**

- 11 If agreed, Manager will develop the work program from this plan.



# **HAWKE'S BAY FISH AND GAME COUNCIL**

## **OPERATIONAL WORK PLAN 2024-25**

# ANNUAL OPERATIONAL WORK PLAN

## 1 September 2024 - 31 August 2025

### GENERAL INFORMATION

**Hawke's Bay Region**  
**Office and Game Park**  
**Street Address:** 22a Burness Road, Jerviostown, Napier  
**Postal address:** P O Box 7345, Taradale 4141  
**Telephone:** (06) 844 2460  
**Email:** hawkesbay@fishandgame.org.nz

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## INTRODUCTION

### 1. Mission Statement

*To manage, maintain and enhance the sports fish and game resource in the interest of anglers and hunters.*

The functions of Fish and Game New Zealand, as described by the *Conservation Act 1987*, include:

- monitoring sports fish and game bird populations;
- monitoring the success and satisfaction of users;
- monitoring the condition and trend of ecosystems as habitats for sports fish and game;
- maintaining and improving access;
- maintaining and enhancing the habitat of sports fish and game;
- formulating and establishing regulations and policies which ensure the maintenance of sports fish and game populations and the recreational experience;
- securing compliance with sports fish and game regulations;
- promoting recreational angling and game bird hunting;
- representing the interests of anglers and hunters in the statutory planning process;
- keeping anglers and hunters informed.

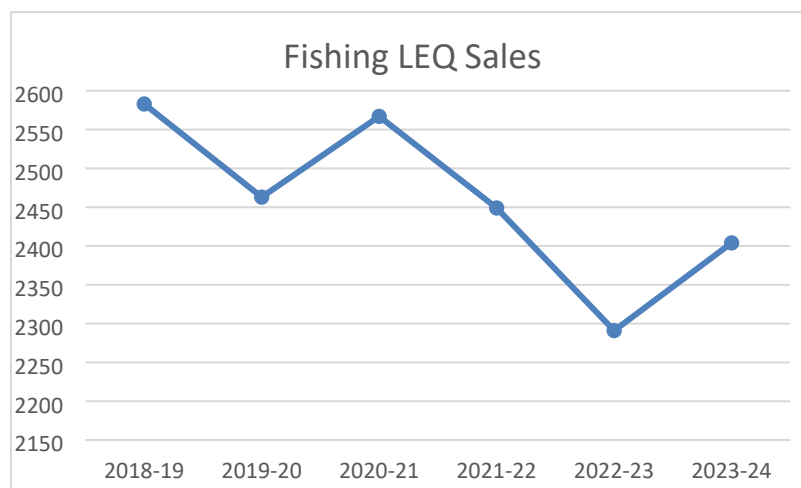
Whilst being mindful of these functions, the emphasis of the OWP in any one year must reflect the current requirements or priorities of Council. Council does not have the capacity to spread resources equally across each function or output category. The OWP takes into consideration the current operational state of the Hawkes Bay Region.

### 1.2 Priorities for the 2024-2025 Year

- Focusing on core activities of monitoring fish & game populations, licence holder participation & compliance with regulations.
- Developing and refining the programmes for the Hawkes Bay Fish and Game educational facility.
- Improving & building better relationships with rural communities, Iwi, Mana Whenua/Hapu
- Promotion of sports fishing and gamebird hunting to new licence holders

### 1.3 Comparative Licence Sales

<b>FISHING LICENCES</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
Adult Whole Season	1020	1037	1236	1156	932	863
Non-Resident Whole Season	321	252	35	30	239	217
Loyal Senior Whole Season	197	202	233	253	237	219
Local Area Whole Season	211	177	230	227	150	138
Family Fishing	398	387	442	424	380	308
Adult Day	572	606	698	618	448	593
Non-Resident Day	457	361	45	29	527	718
Adult Winter	169	153	153	147	78	127
Adult Short Break	172	157	196	183	127	184
Adult Long Break	16	16	10	10	15	8
Junior Whole Season	149	173	228	233	182	239
Junior Non-Resident Whole Season	3	5	2	0	5	8
Junior Day	139	93	132	127	50	125
Junior Non-Resident Day	12	9	0	1	8	9
Child Non-Resident Whole Season	3	5	2	0	7	2
Child Non-Resident Day	4	1	0	0	4	3
<b>Total Fish Licences</b>	<b>3853</b>	<b>3634</b>	<b>3644</b>	<b>3443</b>	<b>3389</b>	<b>3761</b>
<b>Whole Season Licence Equivalent</b>	<b>2583</b>	<b>2463</b>	<b>2567</b>	<b>2449</b>	<b>2291</b>	<b>2404</b>



<b>GAME LICENCES</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Adult Whole Season	1825	1591	1793	1864	1700	1826
Adult Day	108	85	104	74	79	81
Junior Whole Season	179	141	168	185	165	207
Junior Day	2	11	6	6	0	4
Child Whole Season	57	60	69	69	59	73
<b>Total Game Licences</b>	<b>2171</b>	<b>1888</b>	<b>2140</b>	<b>2198</b>	<b>2003</b>	<b>2191</b>
<b>Whole Season Licence Equivalent</b>	<b>1884</b>	<b>1637</b>	<b>1848</b>	<b>1916</b>	<b>1748</b>	<b>1882</b>



## OUTPUT 1

# SPECIES MANAGEMENT

Output area 1 represents 19% of overall effort, and accounts for 23% of budgeted operational expenses.

### Population Monitoring

Population monitoring is a core function of our statutory role as the managers of sports fish and game birds. Population levels are indicators of healthy (or unhealthy) habitats. To successfully and justifiably make decisions associated with these species we must first understand population dynamics and contributing environmental factors. Projects defined above achieve these outcomes by providing a robust dataset for interrogation, analysis, and subsequent management recommendations. Population monitoring results can be analysed alongside our angler satisfaction surveys to guide our communications and management strategies.

### *Section 26Q Functions of Fish and Game Councils*

*(1) The functions of each Fish and Game Council shall be to manage, maintain, and enhance the sports fish and game resource in the recreational interests of anglers and hunters, and, in particular,—*

*(a) to assess and monitor—*

*(i) sports fish and game populations; and*

Objective	To monitor species population to aid management practices
Objective	Mitigate any adverse impacts of these species
Objective	Mitigate any adverse impacts on these species

### Species Management Project Clusters

Management Project	Management Action	When	Description
1111 River Fisheries Investigations	Trout Spawning Surveys	Jul-Aug	Spawning surveys on Tukituki, Ngaruroro rivers
	Drift Diving Surveys	Feb-April	Drift dive Mohaka, Ngauroro, Tuki Tuki rivers
	Electric Fish Surveys	Oct-Dec	Electric fish survey Tuki Tuki, Tutaekuri, Esk rivers
	Esk River Study	Jan-Sept	Engage scientist to conduct a comprehensive study of the Esk river to establish recovery since Cyclone Gabrielle.
	Spawning Tributaries Study	May-June	Investigate when fish are moving to spawn & whether tributaries should be closed earlier than 30 <sup>th</sup> June.

1114 Lake Tutira	Work with relevant agencies, Iwi and landowners on Lake Tutira eel and trout fisheries.	Feb-Aug	Re-engage communication with local Iwi & Hapu. Explore Eel translocation options.
1116 Gamebird trend counts	Black swan and paradise shelduck monitoring.	Jan-Feb	Use aerial survey data to monitor population numbers. Trial Swan Egg harvest project with local Iwi
	Pukeko Monitoring	Sept-July	Development monitoring program to assess pukeko population
1117 Research	Student Summership	Dec-Feb	Engage a student to assist in population monitoring, river investigations & surveying.
1118 Waterfowl Monitoring Program	Waterfowl Monitoring	Nov & Jan	Collaboratively monitor waterfowl populations within proposed Duck Management Units with adjoining Fish & Game regions.
	Shoveler Duck Survey	Aug	Participate in the national Shoveler Duck survey
	Review of game bird monitoring efforts and programme	Oct-May	Assessment of historical survey designs and data to determine if they are still fit for purpose. Report to outline recommended changes to monitoring and management of game bird populations in the HB region.
1119 Predator Control	Landowner Assistance	Sept-Aug	Provide advice & assistance to landowners on trapping methods.
	Predator Traps	Sept-Aug	Provide materials for DOC200 traps to volunteer groups to build traps and offer to wetland landowners at cost.
Direct Costs \$28000	Internal Costs \$78896	Hours 925	Total Costs \$105622

### Harvest Assessment

Harvest assessment projects give a quantifiable measure of harvested fish and gamebirds and when considered alongside our population monitoring datasets (1.1.1.0) and angler satisfaction survey datasets (1.3.1.0) we are able to make assessments as to how harvest affects both angler satisfaction and overall population levels.

### *Section 26Q Functions of Fish and Game Councils*



(1) The functions of each Fish and Game Council shall be to manage, maintain, and enhance the sports fish and game resource in the recreational interests of anglers and hunters, and, in particular, —

(a) to assess and monitor—

(ii) the success rate and degree of satisfaction of users of the sports fish and game resource; and

Objective	To carry out harvest assessments of sport fish and game bird species to ensure levels are adequate to meet user satisfaction goals.
Objective	Understand levels of harvest required to ensure user satisfaction is maintained.
Objective	Mitigate any adverse impacts of these species
Objective	Mitigate any adverse impacts on these species

Management Project	Management Action	When	Description
1121 River Fisheries Creel Surveys	Online Angler Diary	Oct-July	Utilise and review the online angling diary programme to assess angler catch, harvest and satisfaction
	Creel survey	Oct-July	Harvest and compliance survey to targeted locations (1 visit per month throughout the season by staff, and 1 weekend visit per month by volunteer ranger)
	Volunteer surveys	Oct-July	Work with local angling clubs to send in reports & photos on river conditions for use in social media etc.
1122 Game Bird Harvest Survey	Phone Survey	May-Aug	Assess the harvest of game birds by hunters and hunter effort during the 2024 season.
Direct Cost \$2000	Internal Cost \$7694	Hours 100	Total Costs \$9694

Management Project	Management Action	When	Description
1161 Fish Liberations & Purchases	Lake Tutira	July-Aug	Continue to discuss and work towards an agreement regarding the release of trout in Tūtira with Maungaharuru Tangitu and other interested parties.
	Lake Hawkston	Aug	Liberate & tag 50 fin marked yearling trout into Lake Hawkston near Patoka to increase lake fishing opportunities within the Hawkes Bay Region.

	Game Farm	Aug	Release 200 Trout into Game Park ponds for angler training
1162 Liberations	Upland Game Release	Sept	Approx 50-100 Pheasants are being donated by Whanawhana station preserve to be distributed on other regions rivers.
Direct Cost \$1500	Internal Cost \$1539	Hours 20	Total Costs \$3039

## Regulations

Regulation setting occurs on a yearly basis and is a critical operational tool to facilitate and encourage participation, enable and support good compliance and manage harvest and population levels. Regulation setting process provides for staff input, public input and input from regulatory bodies and land management agencies.

### *Section 26Q Functions of Fish and Game Councils*

*(1) The functions of each Fish and Game Council shall be to manage, maintain, and enhance the sports fish and game resource in the recreational interests of anglers and hunters, and, in particular,—*

*(b) to maintain and improve the sports fish and game resource—*

*(iii) by formulating and recommending to the New Zealand Fish and Game Council conditions for fishing and game seasons; and*

Objective	To recommend conditions for angling and hunting to Council and the Minister.
-----------	--

Management Project	Management Action	When	Description
1171 Angling regulations review	Sports Fish Regulations	Feb	Recommendations to Council for consideration for 2025-26 season
		Mar-Apr	Council recommendations to licence holders & stakeholders for feedback
		May-June	Final Council signoff for 2025-26 regulation
		June	Recommend fishing season conditions for the 2025-26 Anglers Notice by 30 June 2025.
1172 Hunting regulations review	Regulations Review	Nov-Dec	Recommend game season conditions for the 2025 season to the NZ Council by 31 Jan 2025.
		Dec-Jan	Council recommendations to licence holders & stakeholders for feedback

		Jan	Assess regulations against survey data and alter if necessary. Final Council signoff.
		Jan	Recommend fishing season conditions for the 2025-26 Anglers Notice by 31 <sup>st</sup> Jan 2025.
External Costs \$0	Internal Costs \$7694	Hours 100	Total \$7694

### Species Management and Control

Projects within the species management and control objectives cover a range of activities which support the processes associated with controlling game birds and sport fish where they are causing damage or nuisance to the public. These projects cover the administration involved with issuing permits for gamebird control, research, electric fishing. When required this will also allow time for staff to carry out control.

Objective	To manage the adverse impacts of sports fish and game bird species on other user groups.
-----------	--

Management Project	Management Action	When	Description
1181 Game bird Control	Permitting of game bird control	Aug-May	Permitting of game bird control permits where gamebirds are causing nuisance or damage to farming activities. Includes writing and issuing of permits, site assessments and post reporting requirements.
	Avian Botulism	Sept-Aug	Minimise avian botulism outbreaks through dispersal or collection.
1182 Sport fish control	Permitting of Electric Fishing	Sept-Aug	As per fisheries regulations, permitting of electric fishing requires permissions from both Department of Conservation and Fish and Game council.
Direct Cost \$0	Internal Cost \$5770	Hours 75	Total \$5770

## OUTPUT 2

# SPORTS FISH AND GAME BIRD HABITAT PROTECTION AND MAINTENANCE

Output area 2 represents 7% of overall effort, and accounts for 15% of budgeted operational expenses.

Goal	Protect and increase suitable habitat for sports fish and game birds to the extent necessary to provide for the recreational interests of anglers and hunters.
------	--

The maintenance, enhancement and management of habitat remain the number one national priority for Fish and Game New Zealand and this region. The Hawkes Bay is a highly modified landscape and has a significantly lower number of wetland areas compared with many regions. Only 3% of Hawkes Bay original wetland area remains. In order to protect what remains and enhance what is possible, the following tools are considered:

- Protection of habitat values through statutory processes
- Creation or enhancement of habitat on private land
- Increasing capacity in the region to respond to requests for assistance in freshwater habitat projects

The Council's main habitat priorities have been for some years and remain:

- Increasing waterfowl numbers through activities that enhance wetland habitats
- Protecting free flowing water resources from inappropriate resource consent proposals
- Encourage enhancement of water quality and reduction in water abstraction

The Hawkes Bay region continues to create enhance and restore habitat. The programme is in conjunction with Game Bird Habitat Trust Board and is to encourage the enhancement of wetlands on private land.

### ***Section 26Q Functions of Fish and Game Councils***

*(1) The functions of each Fish and Game Council shall be to manage, maintain, and enhance the sports fish and game resource in the recreational interests of anglers and hunters, and, in particular,—*

(e) in relation to planning,—

(i) to represent the interests and aspirations of anglers and hunters in the statutory planning process; and

Objective	To increase and ensure adherence with levels of protection afforded to game bird and sports fish habitats, through engagement and participation in regulatory processes.
Objective	Act as the advocates and gatekeepers for habitats which support recreational fisheries and gamebird populations through the statutory planning process.

Management Project	Management Action	When	Description
1121 Resource Management Planning	Tranche 2 Appeal	Sept-Aug	Provide ongoing support to the appeal against Tranche 2 water take application on the Tukituki river.
1212 Resource Consents		Sept-Aug	Review of resource consent applications and submissions where required.
External Cost \$45000	Internal Cost \$18465	Hours 240	Total \$65140

#### **1220: Works and Management: Wildlife Management and Other Wetland Reserves**

Management Project	Management Action	When	Description
1221 Lake Pirimu		Sept-Aug	Engage with Porongahou Catchment group, land owners & Iwi on restoration & maintenance of the lake.
1222 Railroad Wetland		Sept-Aug	Manage water levels and habitat in wildlife management reserves, advocate and maintain optimum conditions for waterfowl.
1223 HBRC Reserves		Sept-Aug	Manage water levels and habitat in wildlife management reserves, advocate and maintain optimum conditions for waterfowl.
1224 Lake Rununga		Sept-Aug	Co-ordinate with HBRC, landowners & Iwi on lake management, water levels & weir management.
Direct Cost \$2300	Internal Cost \$6713	Hours 80	Total \$9013

**Assisted Habitat: Assist habitat creation and enhancement by individuals and organisations**

Management Project	Management Action	When	Description
1231 Maintain and Enhance Game Bird Habitat	Gamebird Habitat Trust Grants	Sept-June	Make at least two applications for external funding for an enhancement project.
	Landowner Engagement	Sept-Aug	Respond to all landowners' requests for advice and contribute to the development and/or enhancement of habitat that enhances waterfowl productivity.
	Promotion	Sept-Aug	Use social and traditional media to promote projects & encourage the creation and enhancement of wetland and riparian habitats.
1232 Nursery		Sept-Aug	Continue developing the native plant nursery with a focus on wetland species at the Game Park.
		Oct	Assess & replace irrigation system components where necessary
		Sept-Dec Mar-Aug	Volunteers to propagate wetland species from seeds, cuttings & recovered seedlings sourced from game park facility.
		Mar-Aug	Provide plants to landowners developing wetlands on cost recovery basis.
Direct cost \$6000	Internal Cost \$5874	Hours 70	Total \$11874

### OUTPUT 3

## ANGLER AND HUNTER PARTICIPATION AND SERVICES

**Output area 3 represents 8% of overall effort, and accounts for 10% of budgeted operational expenses.**

Goal	To ensure angling and hunting opportunities are available to the entire spectrum of users, increase levels of new angler and hunter participation while maintaining the quality of existing angler/hunter experiences
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The Hawkes Bay Fish and Game Council has a statutory responsibility to keep anglers and hunters informed on matters affecting their interests. It is in the Fish and Game Council's interests to encourage potential anglers and hunters to take up angling and hunting as recreational activities. It is equally important that current anglers and hunters enjoy these activities, and that factors that may limit participation are minimised. At the same time, the Council must ensure that increased use of the sports fish and game resource does not compromise their sustainability or the quality of the experience. Licence holders purchase the opportunity to hunt and fish and it is important that these licence holders can see the value in the cost to do so. Guidance, assistance, and on-going satisfaction for licence holders is part of ensuring continued participation and satisfaction in sports fish angling and game bird hunting. Hawkes Bay Fish and Game are committed to promoting all aspects of angling and hunting, the sale of licences, and communicating with licence holders to access the sports fish and game opportunities in the region.

New participants from various demographics continue to be provided with various learning opportunities to enable them to progress from being an interested observer through to an active participant. There needs to be an array of experiences and contacts made over time so that participants can become mentored into fishing and hunting. Hawkes Bay Fish and Game needs to continue to help build pathways create lifelong participation and help the next generation complete that journey.

Hawkes Bay Fish and Game are working with other stakeholders to offer the participants different levels of engagement along the recruitment pathway. Expertise and resources can be shared with other fishing and hunting clubs and licence agents to help connect potential participants to a variety of opportunities and move them through the necessary stages needed to become lifelong participants. Recruitment and retention are long term processes and although single events or activities don't always lead to recruitment, they can be a spark that ignites a lifelong passion in hunting and or fishing.

Encouraging young and novice anglers and hunters is an area that the Council will continue to focus on. This should also involve educating families where possible, so that they can collectively learn and coach each other while undertaking these activities as a family. Partnering with local

anglers to provide courses using the Game Farm facilities continues to be a good way of providing opportunities for youth/novice anglers and develop a relationship with local clubs.

### Access

Access advocacy is critical to reassure the public that we are active in the process associated with negotiating and securing access to sport fishing and hunting resources.

Access signage and an appropriate maintenance programme is critical. Our network of signs is what give our brand presence across the resources we are managing. A lot of our network of signs is in a state of disrepair and requires significant maintenance or review. This should align with the development of a comprehensive access signage strategy.

### ***Section 26Q Functions of Fish and Game Councils***

*(1) The functions of each Fish and Game Council shall be to manage, maintain, and enhance the sports fish and game resource in the recreational interests of anglers and hunters, and, in particular,—*

*(b) to maintain and improve the sports fish and game resource—*

*(i) by maintaining and improving access; and*

Objective	To provide opportunities to participate in sports fishing and game bird hunting
Objective	To secure and increase access opportunities through formalised access arrangements with landowners and managers.

Management Project	Management Action	When	Description
1311 Maintain & Enhance Access	River Access Information Update	Sept-Dec	Undertake assessment of all F&G river access points. Update online information where necessary. Remove access signage where no longer applicable. Establish new access points where possible.
			Engage clubs & licence holders to provide feedback on access point issues for staff to investigate and update information where necessary.
1312 Signage		Sept-Dec	Replace worn signage where necessary replace with Rewild branded bi-lingual signs.



1313 Hunter Ballots		Sept-May	Investigate opportunities for hunters to have more access to private wetlands and establish balloted maimai system. Increase opportunities for hunting public/Doc/HBRC areas.
1314 Walking Access		Sept-Aug	Maintain working relationship with Walking Access Commission on public access points.
Direct cost \$5000	Internal cost \$3357	Hours 40	Total cost \$8357

### **Section 26Q Functions of Fish and Game Councils**

*(1) The functions of each Fish and Game Council shall be to manage, maintain, and enhance the sports fish and game resource in the recreational interests of anglers and hunters, and, in particular,—*

*(c) to promote and educate—*

*(i) by defining and promoting ethical standards of behaviour to be followed by anglers and hunters; and*

*(ii) by promoting recreation based on sports fish and game; and*

Objective	To ensure freshwater fishing and gamebird hunting is easily accessible through facilitated access and improved awareness.
Objective	Conduct social science activities to understand factors which provide for angler and hunter satisfaction

### Satisfaction Surveys

Management Project	Management Action	When	Description
1321 Satisfaction Survey	Angler Survey	July-Sept	Create and circulate a satisfaction survey to all licence holders to understand season satisfaction & identify licence holders expectations for following season.
	Hunter Surveys	Aug-Sept	Create and circulate a satisfaction survey to all licence holders to understand season satisfaction & identify licence holders expectations for following season.
Direct cost \$0	Internal Cost \$839	Hours 10	Total \$839

## Newsletters

The aim of our communications strategy is to build beneficial relationships between our organisation and the public. Our communication tools play a vital role in effective public relations and maintaining our social licence to operate. HBFNG need to improve their understanding of how our users and the public perceive our organisation and our sport. We must ensure we provide avenues for the public to engage with our work and our sport. Our messaging that is being presented to the public should effectively impact the behaviour of the customers so that they remain loyal to the brand.

### ***Section 26Q Functions of Fish and Game Councils***

*(1) The functions of each Fish and Game Council shall be to manage, maintain, and enhance the sports fish and game resource in the recreational interests of anglers and hunters, and, in particular,—*

*to promote and educate—*

*(iii) by keeping anglers and hunters informed on matters affecting their interests:*

Objective	To promote angling and hunting as participation sports to present and potential licence holders
Objective	To publicise and celebrate the results through traditional and social media outlets.

Management Project	Management Action	When	Description
1331 Newsletters Electronic	Reel life, Both Barrels & local emails	Due 20 <sup>th</sup> each month	Complete content for Reel Life and Both Barrels magazines. Engage with licence holders local events/news where necessary between national newsletters.
1332 Fish and Game Magazine supplements		May & Jan	Provide regional articles for the F&G magazine publications.
1333 Online content	Website & Social Media	Sept-Aug	Ensure HBFNG website content is current and engaging to users. Update where necessary. Maintain social media profiles on Facebook & Instagram. Use paid content to extend reach on social media.

1340 Information pamphlets	Sept-Aug	As updated river access information is confirmed update existing pamphlets where necessary.
Direct cost \$5500	Internal cost \$12168	Hours 145
		Total \$17668

## Training

### ***Section 26Q Functions of Fish and Game Councils***

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*to promote and educate—*

*(i) by defining and promoting ethical standards of behaviour to be followed by anglers and hunters; and*

*(ii) by promoting recreation based on sports fish and game; and*

Objective	Provide opportunities to increase participation through facilitated skills development programmes
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Management Project	Management Activity	When	Description
1351 Take Me Fishing	Children's Fishing Event	July	Hold at least one Kids Take Me Fishing event to encourage young anglers to take up the sport.
1352 Angler/Hunter Training	Young Adult Fishing Course	Sept & Feb	Run two 6 week beginners Fly Fishing Courses
	Women's Fly Fishing Course	Sept & Mar	Run two 6 week beginners Fly Fishing Courses for women.
	Gamebird Hunting Course	April	Run one 4 week gamebird hunting course for beginners. Incorporate Firearms licencing & safety.
	Student Gamebird Hunting Course	March	Run one 4 week gamebird hunting course for year 9-13 students. Incorporate firearms licencing & safety.
	Women's Club	Sept-Dec	Facilitate the formation of a dedicated women's fishing & hunting club based from the Game Park.
	Student's Club	Sept-Dec	Facilitate the formation of a student's fishing & hunting club based from the Game Park.
	NZC Hosted junior gamebird shoot	June	Assist NZC with a national promotion with 3 HB wetland to host

			a junior shoot in the 25 Gamebird season.
	Driven Pheasant Hunt	August	Co-ordinate a driven pheasant hunt on preserves aimed at Juniors & Women hunters.
	Junior Clay Shoot	April	Co-ordinate with Andrew Russel to run a junior clay shoot
1353 Angler/Hunter Enquires		Sept-Aug	Respond to enquires for information from anglers & hunters.
1354 Fishing Competitions		Sept-Aug	Review applications to hold fishing competitions & grant permits where appropriate
Direct Costs \$4500	Internal Costs \$19720	Hours 235	Total \$24220

### Client Relations

Objective	To maintain effective relationships with user groups whom we advocate for.
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Management Project	Management Action	When	Description
Club Relations	Club Meetings	Oct Dec Jan	Attendance at club meetings/ facilitation of meetings at HBFG office.
Direct costs \$200	Internal cost \$2098	Hours 25	Total \$2298

### Fish and Game Hut:

Management Project	Management Action	When	Description
1371 Fish & Game Hut		Aug-Sept	Maintain hut at Glen falls, Mohaka river. Manage bookings.
Direct cost \$500	Internal cost \$4196	Hours 50	Income \$1500 Total \$3196

## OUTPUT 4

# PUBLIC INTERFACE

Output area 4 represents 27% of overall effort, and accounts for 34% of budgeted operational expenses.

Goal	To gain and maintain the acceptance of sport fishing and game bird hunting in the wider community and ensure the continued community support for Fish and Game Council management of these resources.
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Public awareness is an increasingly significant component of Fish & Game activities. How effectively we work with other agencies and how well we communicate our messages to both our clients and the general public has ramifications for the future viability and acceptance of our sports. In addition, providing Fish & Game focused educational experiences for children is important if the acceptance of sports fishing and game bird hunting is to be maintained and the awareness of environmental issues increased. The Game Park has significant potential to contribute to Fish & Game related education and awareness programmes.

Hawke's Bay Fish and Game continues to seek better performance from agencies that have key environmental responsibilities such as regional and district councils and the Department of Conservation. This region has now established strong and direct relationships with key agencies that influence areas of significance to sports fish and game bird populations. Staff and Council will continue to develop these relationships.

A key focus will be working with Iwi partners to identify pathways forward to build authentic relationships, understand engagement expectations, and explore co-management opportunities.

### ***Section 26Q Functions of Fish and Game Councils***

*(1) The functions of each Fish and Game Council shall be to manage, maintain, and enhance the sports fish and game resource in the recreational interests of anglers and hunters, and, in particular,—*

*in relation to planning,—*

(vi) to liaise with local Conservation Boards; and

Objective	To liaise with statutory organisations, the media and the public on fish and game matters.
Objective	To provide a voice for the angling and hunting communities to address statutory and fish and game matters
Objective	To provide a face to the media and public in relation to fish and game matters
Objective	Ensure Hawke's Bay Fish and Game is fulfilling obligations under S.4 of the Conservation Act 1987

Management Project	Management Action	Hours	Description
1411 Statutory Liaison	Regional Council & Department of Conservation	Sept-Aug	Regularly engage with Regional Councils and the Department of Conservation & Government to seek improved biodiversity and habitat protection by these agencies in the Hawkes Bay region.
	Iwi Engagement	Sept-Aug	Engage with Iwi & Hāpu to build relationships.
	Public Liaison	Sept-Aug	Use online & media channels to engage the public & licence holders in regional activities.
			Liaise with landowners to create more opportunities for licence holders
			Establish closer relationships with local catchment groups to enhance habitat.
Direct cost \$0	Internal cost \$5874	Hours 70	Total \$5874

#### Advocacy

Management Project	Management Action	When	Description
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1431 Angler & Hunter Interest		Sept-Aug	Represent the interest of anglers & hunters at forums of significance to Fish & Game New Zealand.
Direct cost \$0	Internal cost \$4254	Hours 50	Total \$4254

## Public Promotions

Management Project	Management Action	When	Description
1441 Public Promotions	Licence Holder Engagement	Sept-Aug	Run social media promotions to engage licence holders and encourage licence sales & promote events & educations at the Game Park
	Take a Mate Hunting	May-July	Run 'Take a Mate Hunting' promotion.
Direct Cost \$4000	Internal Cost \$2124	Hours 25	Total \$6127

## The Game Park Facility

Management Project	Management Action	When	Description
1451 Education Centre visitor & education	Education Program	Sept-Aug	To encourage schools & groups to visit the Game Park educational facility.  Continue to develop the education program focusing on fishing, hunting, wetlands and environmental sustainability.
	Game Park Facility	Sept-Aug	Encourage visitors to the Game Park for recreational enjoyment.  Develop tourism opportunities for Fly Fishing at the facility ie Cruise ship tourists.  Encourage groups to hire the venue to private functions, team building exercises etc.  Research 90 year history of the facility and plan a celebration to mark the anniversary.

1452 Game Park Operations		Sept-Aug	<p>Monitor &amp; maintain Game Park water take consents.</p> <p>Maintain buildings &amp; grounds to a high standard including mowing, weed control, garden maintenance &amp; pond maintenance.</p>
1454 Game Park Development		Sept-Aug	<p>Plant ephemeral wetland on east side of facility.</p> <p>Establish Koura population on site</p> <p>Te Maunga-iti Whare. Build an authentic whare on mound behind large pond.</p> <p>Develop area below as possible camp site for groups.</p> <p>Design system to oxygenate waterflow into large pond.</p> <p>Storyboard signage around the facility and along bike path fence line.</p> <p>Create a historical record for the Game Park Facility.</p> <p>Explore opportunities to attract more tourists to the facility.</p> <p>Seek legal advice on setting up an educational trust for the education program to be able to access outside funding.</p>
1455 Hatchery Building		Sept-Aug	Maintain the hatchery building for educational purposes.
Direct cost \$34000	Internal cost \$131035	Hours 1540	Total \$157035



## OUTPUT 5

# COMPLIANCE

Output area 5 represents 10% of overall effort, and accounts for 9% of budgeted operational expenses.

Goal	To gain and maintain the acceptance of sport fishing and game bird hunting in the wider community and ensure the continued community support for Fish and Game Council management of these resources.
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### Ranging

Enforcement is necessary for two main reasons. It is important to ensure that all anglers and hunters purchase a licence, thereby contributing to the costs of fish and game management. Secondly, illegal poaching activities and non-compliance with regulations such as bag limits may compromise the sustainable management of the sports fish and game resource.

### *Section 26Q Functions of Fish and Game Councils*

*(1) The functions of each Fish and Game Council shall be to manage, maintain, and enhance the sports fish and game resource in the recreational interests of anglers and hunters, and, in particular,—*

*(b) to maintain and improve the sports fish and game resource—*

*(iv) by ensuring that there are sufficient resources to enforce fishing and hunting season conditions;*

Objective	To achieve an annual 10% coverage of licence holders and seek a 95% rate of compliance with legislation in the interests of anglers and hunters.
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Management Project	Management Action	When	Description
1511 Staff led compliance	Staff ranging	Oct-Dec	Once per week ranging/compliance monitoring local rivers with focus on high use areas ie Tukituki/Waipawa.
		Dec-April	Twice per month ranging/compliance monitoring local rivers.
		April-July	Once per month ranging/compliance monitoring rivers
		May-June	

2024-2025

Operational Work Plan

22

		July-Aug	GB Opening (100 contacts) & Closing weekend (20 contacts) operations Upland ranging public land
1521 Honorary Rangers	New Rangers	Sept-Jan	Develop a strategy to recruit & train more honorary rangers
	Honorary Ranger Program Management	Sept-Aug	Ranger co-ordination, contact reports, interviewing new rangers, warrant renewals, national meetings
	Ranger Training	Aug	Participate in Cert ranger training
Direct cost \$2500	Internal cost \$52329	Hours 615	Total \$54829

Management Project	Management Action	When	Description
1531 Prosecutions/Enforcement		Sept-Aug	Follow Council Prosecution and Reparation Policies to prosecute individuals found unlicensed or in non-compliance with season regulations without just cause.
Direct cost \$1000	Internal cost \$1702	Hours 20	Total \$2702

## OUTPUT 6

# LICENCING

Output area 6 represents 2% of overall effort, and accounts for 1% of budgeted operational expenses.

Goal	To maximise the sale of angling and hunting licences, provide good service and ensure agents and licence sellers are providing service to expected quality levels.
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### 1.6.1.0 Licence production/distribution

Funding for sports fish and game management is obtained almost solely from the sale of fishing and hunting licences. The North Canterbury Fish and Game Council has functions under the Conservation Act 1987 to assess the costs attributable to managing sports fish and game and recommend licence fees to the New Zealand Fish and Game Council to recover these costs. North Canterbury Fish and Game Council also has legislated functions to issue licences for game bird hunting and sports fishing and does so through an efficient nationally coordinated licensing programme.

#### *Section 26Q Functions of Fish and Game Councils*

*(1) The functions of each Fish and Game Council shall be to manage, maintain, and enhance the sports fish and game resource in the recreational interests of anglers and hunters, and, in particular,—*

*(f) to issue—*

*(i) licences to hunt or kill game, and game bird habitat stamps, in accordance with the Wildlife Act 1953 and any regulations made under it; and*

*(ii) licences to take sports fish, in accordance with this Part and any regulations made under this Act; and*

*(iii) game hunting guide licences in accordance with the Wildlife Act 1953 and sports fishing guide licences in accordance with this Act:*

*(g) to sell or arrange the sale of, in New Zealand or outside New Zealand, game bird habitat stamps and associated products:*

*(h) to recommend to the New Zealand Fish and Game Council the form of game bird habitat stamps.*

Objective	To perform the tasks requested to assist NZC's aim to operate an effective and efficient licensing system.
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Management Project	Management Action	Hours	Description
1611 Licence Production/ Distribution		Sept	To have available fish licences and regulation guides for the 2024-2025 season by 1 September 2024.
		Mar	To have available game licences and regulation guides for the 2024 season by 31 March 2024.
1612 Analysis of Licence information		Sept-Aug	Evaluate licence sales information during the year and identify targeted marketing opportunities.
1613 National Licence Database Management		Sept-Aug	Database management for postal accuracy & reporting
1614 Marketing, Promoting sales		Sept-Aug	Actively promote Fish and Game licences to the public and contribute to the national sales targets.
Direct cost \$0	Internal cost \$2127	Hours 25	Total \$2227

## 1620 Agent Servicing

Management Project	Management Action	When	Description
1621 Agent Meetings & Promotion		Oct, Mar, Jul	Complete at least three visits to all significant licence resellers.
1622 Agents Information		Sept – Aug	Provide agents with support on licence database, pamphlets and general enquiries.
Direct cost \$100	Internal cost \$2127	Hours 25	Total \$2227

## OUTPUT 7

# COUNCILS

**Output area 7 represents 3% of overall effort, and accounts for 3% of budgeted operational expenses.**

Goal	To provide for the democratic governance of the fish and game system by fish and game licence holders.
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A council elected by licence holders for a three-year term manages the fish and game resource on a regional basis. Fish and Game Councils are required to meet at least six times a year to consider issues affecting sports fish, game birds and approve an Operational Work Plan and budget which establishes staff activities and priorities for the coming year. This output involves the servicing of Council, including preparation of agenda, meeting reports and minutes.

### ***Section 26Q Functions of Fish and Game Councils***

*(1) The functions of each Fish and Game Council shall be to manage, maintain, and enhance the sports fish and game resource in the recreational interests of anglers and hunters, and, in particular,—*

*(e) in relation to planning,—*

*(vii) to advocate the interests of the Council, including its interests in habitats:*

#### Council Elections

Management Project	Management Action	When	Description
1711 Election		Sept-Oct	Provide regional support to electionz.com for preparing 2024 election.
		Nov	New council to meet before 21 November 2024
		Oct-Dec	Provide support to council for governance training if necessary.
Direct cost \$1000	Internal cost \$2537	Hours \$30	Total \$3537

Management Project	Management Action	Description	
Council	Council meetings	Hold at least 6 meetings of the Hawke's Bay Fish & Game Council	
		Provide effective direction and support to the management of Council's business.	
		Administrative/Management support during meetings	
	Council workshops	Administrative/Management support for governance training	
	Governance Advisor	Governance advisor to attend meetings and provide advice as necessary	
Direct cost \$1500	Internal cost \$14379	Hours 170	Total \$15879

## OUTPUT 8

# PLANNING AND REPORTING

Output area 8 represents 4% of overall effort, and accounts for 5% of budgeted operational expenses.

Goal	To ensure cost efficient and appropriate management of fish and game resources.
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### *Section 26Q Functions of Fish and Game Councils*

*(1) The functions of each Fish and Game Council shall be to manage, maintain, and enhance the sports fish and game resource in the recreational interests of anglers and hunters, and, in particular,—*

*(d) in relation to costs,—*

*(i) to assess the costs attributable to the management of sports fish and game; and*

*(ii) to develop and recommend to the New Zealand Fish and Game Council appropriate licence fees to recover costs and game bird habitat stamp fees; and*

*(iii) to represent the region's interests with the New Zealand Fish and Game Council in the determination and distribution of levies on licences:*

*(e) in relation to planning,—*

*(i) to represent the interests and aspirations of anglers and hunters in the statutory planning process; and*

*(ii) to formulate and adopt an annual operational work plan; and*

*(iii) to prepare draft sports fish and game management plans in accordance with this Act; and*

*(iv) to identify and recommend to the New Zealand Fish and Game Council the region's sports fish and game requirements for research*

*(v) to implement national policy determined by the New Zealand Fish and Game Council; and*

Objective	To prepare and complete external and internal plans and reports as required by Council and management.
Objective	Work with New Zealand Fish & Game Council, and other regional Fish & Game Councils, on matters of national and regional importance
Objective	Ensure effective communication both within our own Council and between Councils.

Management Project	Management Action	When	Description
1821 Annual Operational Work Plan		Feb-July	Develop an operational work plan for the 2024-2025 year for Council approval
1822 Annual Budget		Feb-July	Develop budget for 2024-2025 year for Council approval
Direct cost	Internal cost \$10211	Hours 120	Total \$10211

## 1830 Reporting/Audit

Management Project	Management Action	When	Description
1823 Annual Reporting		Sept-Nov	To complete the Performance (annual) Report and Statement of Service Performance for the 2023-24 year.
1832 Audit		Nov-Dec	To have the Performance Report for the 2023-24 year audited in accordance with the Public Audit Act 2001.
1833 Work Programme Monitoring		Sept-Aug	Monitor of staff time to projects
1835 Annual Meeting		Dec	Adoption of the audited 2023-24 annual report by Council, and presentation to a public annual general meeting not later than 31 December 2024, as well as to the Minister of Hunting & Fishing.
Direct cost \$8000	Internal cost \$12763	Hours 150	Total \$20763

## National Liaison

Management Project	Management Action	When	Description
1841 NZ Fish & Game Liaison		Sept-Aug	The maintenance of effective liaison with New Zealand Fish & Game to meet all statutory requirements. Contribute to the efficient management of Fish & Game nationally through participation with



			working parties, networks and national research and monitoring.
Direct cost \$100	Internal cost \$854	Hours 10	Total \$954

## Input Area 9 ADMINISTRATION

Goal	To ensure cost efficient and appropriate management of fish and game resources.
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### 1.9.1.0 Administration

Objective	Provide effective and efficient administration, management, and financial services
Objective	Evaluate the financial requirements needed to manage and maintain the fish and game resource and ensure sufficient financial resources exist
Objective	Maintain Council properties and buildings.

Administration is effectively made up of all the non-specific activities that are required for the general function of Hawkes Bay Fish and Game Council. In determining the actual costs of output areas or projects, administration costs are apportioned at an hourly rate so that all input costs are shared between the projects.

#### Administration Project Clusters

Management Project	Management Action	When	Description
1911 Staff salaries & payroll		Sept-Aug	Staff paid per contract and on time. Provide financial report to each meeting of Council.
Direct cost \$355090			

#### 1920 Staff Co-ordination and Training

Management Project	When	Description
1921 ACC Levy Staff Meetings	Sept-Aug	Maintain regular staff communications and involvement in overall operations of Fish & Game.
1923 Staff Training	Sept-Aug	Organise specific training opportunities to suit the individual requirements of staff.

1925 Employment	Sept-Aug	Carry out employment procedures as required
1926 Health & Safety	Sept-Aug	Ensure that Fish & Game operations meet the Health and Safety at Work Act 2015.
		Utilise the current H&S plan for the Hawkes Bay Region and make it a practical and living document.
		Ensure staff undertake mandatory “Toolbox” talks while working with F&G staff, external agencies and groups in the field.
		Ensure that Fish & Game makes ongoing progress on the development and implementation of a health and safety conscious culture.
Direct cost \$9500		

## 1930 Onsite House

Management Project	Description	
1932 Onsite House	Carry out any maintenance required on the onsite house to meet New Zealand standards for rental accommodation.	
Direct cost \$7700	Income \$23400	Total (\$15700)

## 1940: Office Premises

Management Project	Description
1942-6 Office Premises	Report in finance report expenses relating to rates, maintenance, insurance and power
	Carry out maintenance and cleaning to ensure that the Fish and Game office premises provide a suitable and safe work environment.
1947 Meeting Room	Ensure Meeting room is maintained at a high standard for those using and renting it.

## Office Equipment

Management Project	Description
1951-5 Office Equipment	Maintain register of office equipment including asset schedule. Carry out maintenance or replacement schedule as required and pay photocopying lease.
Direct Costs \$6700	

## 1960 Communications and Consumables

Management Project	Description
1961 Communications	Maintain effective office and field communications. Review communications requirements.
1962-6 Consumables	Ensure adequate supply of office materials available for staff operations.
Direct Costs \$9700	

## 1970 General

Management Project	Description
1971-8 Administration	Continue to carry out the wide range of general office administration and management tasks in an efficient manner.
Direct Costs \$3200	

## 1980 Equipment

Management Project	Description
1981 Equipment Purchases	Purchase equipment under \$2000
1983 Equipment Maintenance	Maintain register of Hawkes Bay Fish & Game equipment, purchase new equipment as required.
Direct Costs \$3100	

Management Project	Description
1991-6 Vehicle Maintenance	Ensure that vehicles are maintained in an effective condition and adequate provision is made for their replacement.
Direct Costs \$14100	

REGION:Hawke's Bay includes CFs SCHEDULE A : BUDGET 2024-2025							Available /(Over)Budget	\$	Current Year's Approved Budget (2023-2024)					
Code	Project/Category Item	External Costs	Hours	Internal Costs	Income	Net Cost	%	External Costs	Hours	Internal Costs	Income	Net Cost	%	
<b>1100 SPECIES MANAGEMENT</b>														
<b>1110 SPECIES MONITORING</b>														
1111	River fisheries investigations	\$ 12,000	310	\$ 24,557	\$ -	\$ 36,557	36.1	\$ 1,000	400	\$ 31,687	\$ -	\$ 32,687	46.8	
1112	Data watch	\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	0	\$ -	\$ -	\$ -	0.0	
1114	Lake Tutira	\$ 4,000	115	\$ 9,110	\$ -	\$ 13,110	12.9	\$ -	10	\$ 792	\$ -	\$ 792	1.1	
1115	Upland/Headwater Fisheries	\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	20	\$ 1,584	\$ -	\$ 1,584	2.3	
1116	Game Bird Trend Counts	\$ 7,000	200	\$ 15,843	\$ -	\$ 22,843	22.6	\$ 2,000	95	\$ 7,526	\$ -	\$ 9,526	13.7	
1117	Research	\$ 1,000	30	\$ 2,376	\$ -	\$ 3,376	3.3	\$ -	0	\$ -	\$ -	\$ -	0.0	
1118	Waterfowl monitoring programme	\$ 2,000	250	\$ 19,804	\$ -	\$ 21,804	21.5	\$ 2,800	250	\$ 19,804	\$ -	\$ 22,604	32.4	
1119	Predator Control	\$ 2,000	20	\$ 1,584	\$ -	\$ 3,584	3.5	\$ 1,000	20	\$ 1,584	\$ -	\$ 2,584	3.7	
		\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	0	\$ -	\$ -	\$ -	0.0	
		\$ 28,000	925	\$ 73,275	\$ -	\$ 101,275		\$ 6,800	795	\$ 62,977	\$ -	\$ 69,777		
<b>1120 HARVEST ASSESSMENT</b>														
1121	River fisheries creel surveys	\$ -	100	\$ 7,922	\$ -	\$ 7,922	79.8	\$ -	15	\$ 1,188	\$ -	\$ 1,188	50.0	
1122	Gamebird Harvest surveys	\$ 2,000	0	\$ -	\$ -	\$ 2,000	20.2	\$ -	15	\$ 1,188	\$ -	\$ 1,188	50.0	
		\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	0	\$ -	\$ -	\$ -	0.0	
		\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	0	\$ -	\$ -	\$ -	0.0	
		\$ 2,000	100	\$ 7,922	\$ -	\$ 9,922	100	\$ -	30	\$ 2,376	\$ -	\$ 2,376		
<b>1130 FISH SALVAGE</b>														
1131		\$ -	0	\$ -	\$ -	\$ -		\$ -	0	\$ -	\$ -	\$ -		
1132		\$ -	0	\$ -	\$ -	\$ -		\$ -	0	\$ -	\$ -	\$ -		
		\$ -	0	\$ -	\$ -	\$ -		\$ -	0	\$ -	\$ -	\$ -		
<b>1140 HATCHERY OPERATIONS</b>														
1141	Operate Hatchery & Purchase Fish	\$ -	0	\$ -	\$ -	\$ -		\$ -	0	\$ -	\$ -	\$ -		
1142	Maintain Hatchery Buidings	\$ -	0	\$ -	\$ -	\$ -		\$ -	0	\$ -	\$ -	\$ -		
1143	Equipment Purchases <\$2000	\$ -	0	\$ -	\$ -	\$ -		\$ -	0	\$ -	\$ -	\$ -		
1144		\$ -	0	\$ -	\$ -	\$ -		\$ -	0	\$ -	\$ -	\$ -		
1145		\$ -	0	\$ -	\$ -	\$ -		\$ -	0	\$ -	\$ -	\$ -		
		\$ -	0	\$ -	\$ -	\$ -		\$ -	0	\$ -	\$ -	\$ -		
<b>1160 RELEASES</b>														
1161	Fish Liberations & Purchases	\$ 1,500	10	\$ 792	\$ -	\$ 2,292	74.3	\$ 3,000	110	\$ 8,714	\$ -	\$ 11,714	100.0	
1162	Liberations - contract	\$ -	10	\$ 792	\$ -	\$ 792	25.7	\$ -	0	\$ -	\$ -	\$ -	0.0	
		\$ 1,500	20	\$ 1,584	\$ -	\$ 3,084		\$ 3,000	110	\$ 8,714	\$ -	\$ 11,714		
<b>1170 REGULATIONS</b>														
1171	Sports Fish Regulations	\$ -	50	\$ 3,961	\$ -	\$ 3,961	50.0	\$ -	15	\$ 1,188	\$ -	\$ 1,188	50.0	
1172	Sports Game Regulations	\$ -	50	\$ 3,961	\$ -	\$ 3,961	50.0	\$ -	15	\$ 1,188	\$ -	\$ 1,188	50.0	
1173		\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	0	\$ -	\$ -	\$ -	0.0	
1174		\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	0	\$ -	\$ -	\$ -	0.0	
		\$ -	100	\$ 7,922	\$ -	\$ 7,922		\$ -	30	\$ 2,376	\$ -	\$ 2,376		
<b>1180 GAME BIRD CONTROL</b>														
1181	Game Bird Control	\$ -	75	\$ 5,941	\$ -	\$ 5,941	100.0	\$ -	0	\$ -	\$ -	\$ -		
1182	Sport Fish Control	\$ -	5	\$ 396	\$ -	\$ 396	6.7	\$ -		\$ -	\$ -	\$ -		
		\$ -	75	\$ 5,941	\$ -	\$ 5,941		\$ -	0	\$ -	\$ -	\$ -		

Code	Project/Category Item	External Costs	Hours	Internal Costs	Income	Net Cost	%	External Costs	Hours	Internal Costs	Income	Net Cost	%
<b>1200 SPORTS FISH AND GAME HABITAT</b>													
<b>1210 RESOURCE MANAGEMENT ACT</b>		Water take consents etc											
1211	RMA Planning	\$ 45,000	200	\$ 15,843		\$ 60,843	95.0	\$ 2,500	150	\$ 11,882		\$ 14,382	100.0
1212	Consents Applications	\$ -	40	\$ 3,169		\$ 3,169	5.0	\$ -	0	\$ -		\$ -	0.0
1213	RMA Conservator order	\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
1214	Beach Raking study - Cawthron	\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
1215		\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
		\$ 45,000	240	\$ 19,012	\$ -	\$ 64,012		\$ 2,500	150	\$ 11,882	\$ -	\$ 14,382	
<b>1220 WORKS &amp; MANAGEMENT</b>		Council controlled land						Council controlled land					
1221	Lake Pirimu	\$ 1,000	30	\$ 2,376	\$ -	\$ 3,376	39.1	\$ 500	25	\$ 1,980	\$ -	\$ 2,480	51.0
1222	Railroad Wetland	\$ 500	10	\$ 792	\$ -	\$ 1,292	15.0	\$ 500	10	\$ 792	\$ -	\$ 1,292	26.6
1223	HBRC Reserves	\$ 300	20	\$ 1,584	\$ -	\$ 1,884	21.8	\$ 300	10	\$ 792	\$ -	\$ 1,092	22.5
1224	Lake Rununga	\$ 500	20	\$ 1,584	\$ -	\$ 2,084		\$ -	0	\$ -		\$ -	0.0
		\$ 2,300	80	\$ 6,337	\$ -	\$ 8,637		\$ 1,300	45	\$ 3,565	\$ -	\$ 4,865	
<b>1230 ASSISTED HABITAT</b>		Works and Management on land not owned/controlled by Council						Works and Management on land not owned/controlled by Council					
1231	Maintain/Create and Enhance Game Bird	\$ 2,000	50	\$ 3,961		\$ 5,961	51.6	\$ 2,500	80	\$ 6,337		\$ 8,837	48.4
1232	Nursery	\$ 4,000	20	\$ 1,584		\$ 5,584	48.4	\$ 1,500	100	\$ 7,922		\$ 9,422	51.6
1234	Implementation of Strategic Plan	\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	0	\$ -	\$ -	\$ -	0.0
1235	Lake Tutira Habitat	\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
		\$ 6,000	70	\$ 5,545	\$ -	\$ 11,545		\$ 4,000	180	\$ 14,259	\$ -	\$ 18,259	
<b>1240 ASSESSING &amp; MONITORING</b>													
1241	Habitat (Wetland) Inventory	\$ -	0	\$ -	\$ -	\$ -		\$ -	20	\$ 1,584	\$ -	\$ 1,584	100.0
1242		\$ -	0	\$ -		\$ -		\$ -	0	\$ -		\$ -	0.0
		\$ -	0	\$ -	\$ -	\$ -		\$ -	20	\$ 1,584	\$ -	\$ 1,584	
<b>1300 PARTICIPATION</b>													
<b>1310 ACCESS</b>													
1311	Maintain & Enhance Access (includes Inv	\$ 2,000	15	\$ 1,188		\$ 3,188	39.0	\$ 1,000	40	\$ 3,169		\$ 4,169	44.7
1312	Signage	\$ 3,000	15	\$ 1,188		\$ 4,188	51.3	\$ 1,200	50	\$ 3,961		\$ 5,161	55.3
1313	Hunter Ballots	\$ -	5	\$ 396		\$ 396	4.8	\$ -	0	\$ -		\$ -	0.0
1314	Walking Access	\$ -	5	\$ 396		\$ 396	4.8	\$ -	0	\$ -		\$ -	0.0
1315		\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
		\$ 5,000	40	\$ 3,169	\$ -	\$ 8,169		\$ 2,200	90	\$ 7,129	\$ -	\$ 9,329	
<b>1320 SATISFACTION SURVEY</b>													
1321	Satisfaction Survey	\$ -	10	\$ 792		\$ 792	100.0	\$ 500	30	\$ 2,376		\$ 2,876	100.0
		\$ -	10	\$ 792	\$ -	\$ 792		\$ 500	30	\$ 2,376	\$ -	\$ 2,876	
<b>1330 NEWSLETTERS</b>													
1331	Newsletters Electronic	\$ 1,500	60	\$ 4,753	\$ -	\$ 6,253	44.1	\$ 1,500	100	\$ 7,922	\$ 500	\$ 8,922	31.1
1332	Fish & Game magazine	\$ -	15	\$ 1,188		\$ 1,188	8.4	\$ -	50	\$ 3,961		\$ 3,961	13.8
1333	Fish and Game Website/Facebook	\$ 2,000	60	\$ 4,753		\$ 6,753	47.6	\$ -	200	\$ 15,843		\$ 15,843	55.2
1334		\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
1335		\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
		\$ 3,500	135	\$ 10,694	\$ -	\$ 14,194		\$ 1,500	350	\$ 27,726	\$ 500	\$ 28,726	
<b>1340 OTHER PUBLICATIONS</b>													
1341	Information Pamphlets	\$ 2,000	10	\$ 792		\$ 2,792	100.0	\$ 500	20	\$ 1,584		\$ 2,084	100.0
1342		\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
		\$ 2,000	10	\$ 792	\$ -	\$ 2,792		\$ 500	20	\$ 1,584	\$ -	\$ 2,084	

Code	Project/Category Item	External Costs	Hours	Internal Costs	Income	Net Cost	%	External Costs	Hours	Internal Costs	Income	Net Cost	%
<b>1350 TRAINING</b>													
1351	Take me Fishing Programme	\$ 500	30	\$ 2,376	\$ -	\$ 2,876	12.4	\$ 4,000	400	\$ 31,687	\$ -	\$ 35,687	54.8
1352	Angler/Hunter Training	\$ 4,000	150	\$ 11,882	\$ -	\$ 15,882	68.7	\$ 2,000	200	\$ 15,843	\$ -	\$ 17,843	27.4
1353	Angler/Hunter Inquiries	\$ -	50	\$ 3,961	\$ -	\$ 3,961	17.1	\$ -	100	\$ 7,922	\$ -	\$ 7,922	12.2
1354	Fishing Competitions	\$ -	5	\$ 396	\$ -	\$ 396	1.7	\$ -	0	\$ -	\$ -	\$ -	0.0
1355	Maintain Balloted Stands	\$ -	0	\$ -	\$ -	\$ -	0.0	\$ 500	40	\$ 3,169	\$ -	\$ 3,669	5.6
		\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	0	\$ -	\$ -	\$ -	0.0
		\$ 4,500	235	\$ 18,616	\$ -	\$ 23,116		\$ 6,500	740	\$ 58,620	\$ -	\$ 65,120	
<b>1360 CLUB RELATIONS</b>													
1361	Fish and Game club Communications	\$ 200	25	\$ 1,980	\$ -	\$ 2,180	100.0	\$ 100	20	\$ 1,584	\$ -	\$ 1,684	100.0
1362		\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	0	\$ -	\$ -	\$ -	0.0
1363		\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	0	\$ -	\$ -	\$ -	0.0
1364		\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	0	\$ -	\$ -	\$ -	0.0
1365		\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	0	\$ -	\$ -	\$ -	0.0
		\$ 200	25	\$ 1,980	\$ -	\$ 2,180		\$ 100	20	\$ 1,584	\$ -	\$ 1,684	
<b>1370 HUTS</b>													
1371	Fish & Game Huts	\$ 500	50	\$ 3,961	\$ 1,500	\$ 2,961	100.0	\$ 2,000	50	\$ 3,961	\$ 1,500	\$ 4,461	100.0
1372		\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	0	\$ -	\$ -	\$ -	0.0
		\$ 500	50	\$ 3,961	\$ 1,500	\$ 2,961		\$ 2,000	50	\$ 3,961	\$ 1,500	\$ 4,461	
<b>1400 PUBLIC INTERFACE</b>													
<b>1410 LIAISON</b> Conservation Boards, DoC													
Conservation Boards, DoC													
1411	Statutory Liaison and Political awareness	\$ -	70	\$ 5,545	\$ -	\$ 5,545	100.0	\$ -	50	\$ 3,961	\$ -	\$ 3,961	100.0
1412		\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	0	\$ -	\$ -	\$ -	0.0
		\$ -	70	\$ 5,545	\$ -	\$ 5,545		\$ -	50	\$ 3,961	\$ -	\$ 3,961	
<b>1420 COMMUNICATION</b> Organisations/Groups - Conservation,iwi, farmers, local auth.													
Organisations/Groups - Conservation,iwi, farmers, local auth.													
1421	Public Communications (includes media	\$ -	0	\$ -	\$ -	\$ -		\$ -	75	\$ 5,941	\$ -	\$ 5,941	100.0
1422		\$ -	0	\$ -	\$ -	\$ -		\$ -	0	\$ -	\$ -	\$ -	0.0
		\$ -	0	\$ -	\$ -	\$ -		\$ -	75	\$ 5,941	\$ -	\$ 5,941	
<b>1430 ADVOCACY</b> Angler/hunter interests													
Angler/hunter interests													
1431	Angler & Hunter interests	\$ -	50	\$ 3,961	\$ -	\$ 3,961	100.0	\$ -	70	\$ 5,545	\$ -	\$ 5,545	100.0
1432	Wetland forum	\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	0	\$ -	\$ -	\$ -	0.0
1435		\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	0	\$ -	\$ -	\$ -	0.0
		\$ -	50	\$ 3,961	\$ -	\$ 3,961		\$ -	70	\$ 5,545	\$ -	\$ 5,545	
<b>1440 PUBLIC PROMOTIONS</b>													
1441	Public Promotions	\$ 4,000	25	\$ 1,980	\$ -	\$ 5,980	100.0	\$ -	50	\$ 3,961	\$ -	\$ 3,961	100.0
1442		\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	0	\$ -	\$ -	\$ -	0.0
		\$ 4,000	25	\$ 1,980	\$ -	\$ 5,980		\$ -	50	\$ 3,961	\$ -	\$ 3,961	
<b>1450 VISITOR FACILITIES/EDUCATION/INTERPRETATION</b>													
1451	Education Centre - one off Reserves	\$ 18,000	420	\$ 33,271	\$ 8,000	\$ 43,271	24.3	\$ 2,000	500	\$ 39,608	\$ -	\$ 41,608	29.7
1452	Game Farm Operations	\$ 6,000	500	\$ 39,608	\$ -	\$ 45,608	575.4	\$ 3,500	300	\$ 23,765	\$ -	\$ 27,265	
1453	Game Farm Maintenance	\$ -	0	\$ -	\$ -	\$ -	0.0	\$ 6,000	400	\$ 31,687	\$ -	\$ 37,687	26.9
1454	Game Farm Development	\$ 40,000	610	\$ 48,322	\$ -	\$ 88,322	49.6	\$ 10,000	300	\$ 23,765	\$ -	\$ 33,765	24.1
1455	Hatchery building	\$ -	10	\$ 792	\$ -	\$ 792	0.4	\$ -	0	\$ -	\$ -	\$ -	0.0
		\$ 64,000	1540	\$ 121,993	\$ 8,000	\$ 177,993		\$ 21,500	1500	\$ 118,825	\$ -	\$ 140,325	



Code	Project/Category Item	External Costs	Hours	Internal Costs	Income	Net Cost	%	External Costs	Hours	Internal Costs	Income	Net Cost	%
<b>1500 COMPLIANCE</b>													
<b>1510 RANGING</b>													
1511	Ranging & Rangers	\$ 1,500	575	\$ 45,549		\$ 47,049	100.0	\$ 1,500	100	\$ 7,922		\$ 9,422	100.0
1512		\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
1515		\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
		\$ 1,500	575	\$ 45,549	\$ -	\$ 47,049		\$ 1,500	100	\$ 7,922	\$ -	\$ 9,422	
<b>1520 RANGER TRAINING</b>													
1521	Training - regional Honorary rangers	\$ 1,000	40	\$ 3,169		\$ 4,169	100.0	\$ 1,000	60	\$ 4,753		\$ 5,753	100.0
1522		\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
1525		\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
		\$ 1,000	40	\$ 3,169	\$ -	\$ 4,169		\$ 1,000	60	\$ 4,753	\$ -	\$ 5,753	
<b>1530 COMPLIANCE</b>													
1531	Court Prosecutions	\$ 1,000	20	\$ 1,584	\$ -	\$ 2,584	100.0	\$ 1,500	55	\$ 4,357	\$ -	\$ 5,857	100.0
1532		\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
1535		\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
		\$ 1,000	20	\$ 1,584	\$ -	\$ 2,584		\$ 1,500	55	\$ 4,357	\$ -	\$ 5,857	
<b>1600 LICENCING</b>													
<b>1610 LICENCE PROD./DISTRIB.</b>													
1611	Licence production and distribution	\$ -	20	\$ 1,584		\$ 1,584	40.0	\$ 5,652	20	\$ 1,584		\$ 7,236	47.7
1612	Analysis of Licence Information	\$ -	10	\$ 792		\$ 792	20.0	\$ -	30	\$ 2,376		\$ 2,376	15.7
1613	National Licence Management	\$ -	20	\$ 1,584		\$ 1,584	40.0	\$ -	20	\$ 1,584		\$ 1,584	10.5
1614	Marketing/Promoting Sales	\$ -	0	\$ -		\$ -	0.0	\$ -	50	\$ 3,961		\$ 3,961	26.1
1617		\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
		\$ -	50	\$ 3,961	\$ -	\$ 3,961		\$ 5,652	120	\$ 9,506	\$ -	\$ 15,158	
<b>1620 AGENT SERVICING</b>													
1621	Agent Meetings & Promotions	\$ 100	25	\$ 1,980		\$ 2,080	100.0	\$ 300	50	\$ 3,961		\$ 4,261	72.9
1622	Agent Information	\$ -	0	\$ -		\$ -	0.0	\$ -	20	\$ 1,584		\$ 1,584	27.1
1625		\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
		\$ 100	25	\$ 1,980	\$ -	\$ 2,080		\$ 300	70	\$ 5,545	\$ -	\$ 5,845	
<b>1700 COUNCILS</b>													
<b>1710 COUNCIL ELECTIONS</b>													
1711	Election	\$ 1,000	30	\$ 2,376		\$ 3,376	100.0	\$ 1,000	20	\$ 1,584		\$ 2,584	100.0
		\$ 1,000	30	\$ 2,376	\$ -	\$ 3,376		\$ 1,000	20	\$ 1,584	\$ -	\$ 2,584	
<b>1720 COUNCIL MEETINGS</b>													
1721	Council - meetings, reports & minutes	\$ 1,500	170	\$ 13,467		\$ 14,967	100.0	\$ 1,500	150	\$ 11,882		\$ 13,382	94.4
1722	Other Council Expense - legal	\$ -	0	\$ -		\$ -	0.0	\$ 800	0	\$ -		\$ 800	5.6
1723		\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
1724		\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
		\$ 1,500	170	\$ 13,467	\$ -	\$ 14,967		\$ 2,300	150	\$ 11,882	\$ -	\$ 14,182	
<b>1800 PLANNING/REPORTING</b>													
<b>1810 MANAGEMENT/STRATEGIC PLANNING</b>													
1811	Management implentation	\$ -	0	\$ -		\$ -		\$ -	5	\$ 396		\$ 396	100.0
1812		\$ -	0	\$ -		\$ -		\$ -	0	\$ -		\$ -	0.0
		\$ -	0	\$ -	\$ -	\$ -		\$ -	5	\$ 396	\$ -	\$ 396	
<b>1820 ANNUAL OPERATIONAL WORKPLAN</b>													
1821	OWP preparation	\$ -	80	\$ 6,337		\$ 6,337	66.7	\$ -	80	\$ 6,337		\$ 6,337	64.0
1822	Budget	\$ -	40	\$ 3,169		\$ 3,169	33.3	\$ -	25	\$ 1,980		\$ 1,980	20.0
1823	SSP	\$ -	0	\$ -		\$ -	0.0	\$ -	20	\$ 1,584		\$ 1,584	16.0
1824		\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
1825		\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
		\$ -	120	\$ 9,506	\$ -	\$ 9,506		\$ -	125	\$ 9,902	\$ -	\$ 9,902	
<b>1830 REPORTING/AUDIT</b>													
1831	Peformance Report	\$ -	50	\$ 3,961		\$ 3,961	19.9	\$ -	50	\$ 3,961		\$ 3,961	26.2
1832	Audit	\$ 7,700	40	\$ 3,169		\$ 10,869	54.7	\$ 7,700	25	\$ 1,980		\$ 9,680	64.0
1833	Work Programme Monitoring	\$ -	35	\$ 2,773		\$ 2,773	13.9	\$ -	10	\$ 792		\$ 792	5.2
1834	Annual Meeting	\$ 300	25	\$ 1,980		\$ 2,280	11.5	\$ 300	5	\$ 396		\$ 696	4.6
1835		\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
		\$ 8,000	150	\$ 11,882	\$ -	\$ 19,882		\$ 8,000	90	\$ 7,129	\$ -	\$ 15,129	

1840 NATIONAL LIAISON													
1841	NZ F & G Liaison	\$ 100	10	\$ 792		\$ 892	100.0	\$ 200	25	\$ 1,980		\$ 2,180	35.5
1842	Liaison & Travel	\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
1843	National Conference	\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
1844	Marketing	\$ -	0	\$ -		\$ -	0.0	\$ -	50	\$ 3,961		\$ 3,961	64.5
1845		\$ -	0	\$ -		\$ -	0.0	\$ -	0	\$ -		\$ -	0.0
		\$ 100	10	\$ 792	\$ -	\$ 892		\$ 200	75	\$ 5,941	\$ -	\$ 6,141	
<b>TOTAL OUTPUTS COST</b>		\$ 182,700	4990	\$ 395,290	\$ 9,500	\$ 568,490		\$ 73,852	5275	\$ 417,867	\$ 2,000	\$ 489,719	

OVERHEAD COSTS													
Code	Project/Category Item	External Costs	Hours	Internal Costs	Income	Net Cost	%	External Costs	Hours	Internal Costs	Income	Net Cost	%
<b>ADMINISTRATION</b>								<b>Current Year's Approved Budget (2023-2024)</b>					
<b>1910 SALARIES</b>													
1911	Salaries	\$ 280,000				\$ 280,000	78.9	\$ 234,000				\$ 234,000	92.7
1911	Salaries Education Centre one off From F	\$ 50,000				\$ 50,000		\$ -				\$ -	
1912	Contract - Eastern	\$ 13,000			\$ -	\$ 13,000	3.7	\$ 8,000			\$ -	\$ 8,000	3.2
1913	Contract - Field	\$ 4,000				\$ 4,000	1.1	\$ 3,000				\$ 3,000	1.2
1914	Game Survey Contract	\$ -				\$ -	0.0	\$ 1,000				\$ 1,000	0.4
1915	Kiwi saver	\$ 8,090				\$ 8,090	2.3	\$ 6,490				\$ 6,490	2.6
1916		\$ -				\$ -	0.0	\$ -				\$ -	0.0
1917		\$ -				\$ -	0.0	\$ -				\$ -	0.0
		\$ 355,090			\$ -	\$ 355,090		\$ 252,490			\$ -	\$ 252,490	
<b>1920 STAFF EXPENSES</b>													
1921	ACC Levy	\$ 685				\$ 685	7.2	\$ 1,000				\$ 1,000	10.5
1922	Fringe Benefit Tax	\$ 1,500				\$ 1,500	15.8	\$ 1,500				\$ 1,500	15.8
1923	Staff Training	\$ 1,315				\$ 1,315	13.8	\$ 2,000				\$ 2,000	21.1
1924	Staff expenses	\$ 4,000				\$ 4,000	42.1	\$ 2,000				\$ 2,000	21.1
1925	Employment Expenses	\$ 1,000				\$ 1,000	10.5	\$ 2,000				\$ 2,000	21.1
1926	Health & Safety	\$ 1,000				\$ 1,000	10.5	\$ 1,000				\$ 1,000	10.5
		\$ 9,500			\$ -	\$ 9,500		\$ 9,500			\$ -	\$ 9,500	
<b>1930 STAFF HOUSES</b>													
1931	Rates	\$ 700			\$ 23,400	\$ (22,700)	144.6	\$ 700			\$ 10,400	\$ (9,700)	359.3
1932	Maintenance	\$ 5,000				\$ 5,000	-31.8	\$ 5,000				\$ 5,000	-185.2
1933	Insurance	\$ 2,000				\$ 2,000	-12.7	\$ 2,000				\$ 2,000	-74.1
1934	Staff Quarters Electricity	\$ -				\$ -	0.0	\$ -				\$ -	0.0
1935	Staff Quarters Maintenance	\$ -				\$ -	0.0	\$ -				\$ -	0.0
		\$ 7,700			\$ 23,400	\$ (15,700)		\$ 7,700			\$ 10,400	\$ (2,700)	
<b>1940 OFFICE PREMISES</b>													
1941	Rent	\$ -				\$ -	0.0	\$ -				\$ -	0.0
1942	Rates	\$ 2,500				\$ 2,500	26.0	\$ 2,500				\$ 2,500	21.9
1943	Maintenance	\$ 1,300				\$ 1,300	13.5	\$ 1,300				\$ 1,300	11.4
1944	Insurance	\$ 4,800				\$ 4,800	50.0	\$ 4,800				\$ 4,800	42.1
1945	Power	\$ 3,000				\$ 3,000	31.3	\$ 3,000				\$ 3,000	26.3
1946	Cleaning	\$ -				\$ -	0.0	\$ 1,800				\$ 1,800	15.8
1947	Meeting room	\$ -			\$ 2,000	\$ (2,000)	-20.8	\$ -			\$ 2,000	\$ (2,000)	-17.5
		\$ 11,600			\$ 2,000	\$ 9,600		\$ 13,400			\$ 2,000	\$ 11,400	
<b>1950 OFFICE EQUIPMENT</b>													
1951	Purchases (Under \$2,000)	\$ 5,000				\$ 5,000	74.6	\$ 1,300				\$ 1,300	44.8
1954	Eqpmt Maintenance	\$ 200				\$ 200	3.0	\$ 100				\$ 100	3.4
1955	Eqpmt Insurance	\$ -				\$ -	0.0	\$ -				\$ -	0.0
1956	Eqpmt Rental/lease	\$ 1,500				\$ 1,500	22.4	\$ 1,500				\$ 1,500	51.7
1957	Software	\$ -				\$ -	0.0	\$ -				\$ -	0.0
		\$ 6,700			\$ -	\$ 6,700		\$ 2,900			\$ -	\$ 2,900	
<b>1960 COMMUNICATIONS/CONSUMABLES</b>													
1961	Telephone/wifi	\$ 4,000				\$ 4,000	41.2	\$ 6,000				\$ 6,000	51.3
1962	Postage	\$ 500				\$ 500	5.2	\$ 500				\$ 500	4.3
1963	Courier	\$ 500				\$ 500	5.2	\$ 500				\$ 500	4.3
1964	Stationery	\$ 1,000				\$ 1,000	10.3	\$ 1,000				\$ 1,000	8.5
1965	Computer Expenses	\$ 2,500				\$ 2,500	25.8	\$ 2,500				\$ 2,500	21.4
1966	Photocopying	\$ 1,200				\$ 1,200	12.4	\$ 1,200				\$ 1,200	10.3
1967	Communications	\$ -				\$ -	0.0	\$ -				\$ -	0.0
		\$ 9,700			\$ -	\$ 9,700		\$ 11,700			\$ -	\$ 11,700	

Code	Project/Category Item	External Costs	Hours	Internal Costs	Income	Net Cost	%	External Costs	Hours	Internal Costs	Income	Net Cost	%
<b>1970 GENERAL</b>													
1971	Advertising	\$ 2,000				\$ 2,000	62.5	\$ 1,000				\$ 1,000	55.6
1972	Subscriptions	\$ 500				\$ 500	15.6	\$ 100				\$ 100	5.6
1973	Donations	\$ -			\$ -	\$ -	0.0	\$ -			\$ -	\$ -	0.0
1974	Office General - Petty Cash	\$ 300				\$ 300	9.4	\$ 300				\$ 300	16.7
1975	Insurance - General	\$ -			\$ -	\$ -	0.0	\$ -			\$ -	\$ -	0.0
1976	Legal General	\$ -				\$ -	0.0	\$ -				\$ -	0.0
1977	Valuation Fee	\$ -				\$ -	0.0	\$ -				\$ -	0.0
1978	Bank Charges	\$ 400				\$ 400	12.5	\$ 400				\$ 400	22.2
1979		\$ -				\$ -	0.0	\$ -				\$ -	0.0
		\$ 3,200			\$ -	\$ 3,200		\$ 1,800			\$ -	\$ 1,800	
<b>1980 GENERAL EQUIPMENT</b>													
1981	Purchases (Under \$2,000)	\$ 1,500				\$ 1,500	48.4	\$ 1,200				\$ 1,200	42.9
1983	Equipment Maintenance/MSA	\$ 1,600				\$ 1,600	51.6	\$ 1,600				\$ 1,600	57.1
1984	Equipment Insurance	\$ -				\$ -	0.0	\$ -				\$ -	0.0
1985	Equipment Hire/rental	\$ -				\$ -	0.0	\$ -				\$ -	0.0
1986	Equipment Fuel	\$ -				\$ -	0.0	\$ -				\$ -	0.0
1987	Photos	\$ -				\$ -	0.0	\$ -				\$ -	0.0
1988		\$ -				\$ -	0.0	\$ -				\$ -	0.0
1989		\$ -				\$ -	0.0	\$ -				\$ -	0.0
		\$ 3,100			\$ -	\$ 3,100		\$ 2,800			\$ -	\$ 2,800	
<b>1990 VEHICLES</b>													
1991	Purchases (Under \$2,000)	\$ -				\$ -	0.0	\$ -				\$ -	0.0
1993	Vehicle Maintenance	\$ 2,600				\$ 2,600	18.4	\$ 2,600				\$ 2,600	19.4
1994	Vehicle Insurance	\$ 2,500				\$ 2,500	17.7	\$ 2,500				\$ 2,500	18.7
1995	Vehicle Registration	\$ 2,000				\$ 2,000	14.2	\$ 1,300				\$ 1,300	9.7
1996	Vehicle Fuel & RUC	\$ 7,000				\$ 7,000	49.6	\$ 7,000				\$ 7,000	52.2
1997		\$ -				\$ -	0.0	\$ -				\$ -	0.0
1998		\$ -				\$ -	0.0	\$ -				\$ -	0.0
1999		\$ -				\$ -	0.0	\$ -				\$ -	0.0
		\$ 14,100			\$ -	\$ 14,100		\$ 13,400			\$ -	\$ 13,400	
<b>TOTAL OVERHEADS COST</b>		\$ 420,690			\$ 25,400	\$ 395,290		\$ 315,690			\$ 12,400	\$ 303,290	
<b>TOTAL OVERHEADS NET COST</b>						\$ 395,290						\$ 303,290	
<b>TOTAL OUTPUTS STAFF HOURS</b>							4990						5275
<b>INTERNAL COST PER HOUR</b>						\$ 79.22						\$ 57.50	
<b>OVERHEAD STAFF HOURS</b>			Hours										Hours
Administration			1150										816
Leave			0										784
Training/Staff Liaison			0										0
<b>TOTAL OVERHEAD STAFF HOURS</b>			1150										1600

SCHEDULE B : PROJECT SUMMARY : BUDGET 2024-2025								Current Year's Approved Budget (2023-2024)					
Code	Project/Category Item	External Costs	Hours	Internal Costs	Income	Net Cost	%	External Costs	Hours	Internal Costs	Income	Net Cost	%
1110	Population Monitoring	\$ 28,000	925	\$ 73,275	\$ -	\$ 101,275	79.0	\$ 6,800	795	\$ 62,977	\$ -	\$ 69,777	80.9
1120	Harvest Assessment	\$ 2,000	100	\$ 7,922	\$ -	\$ 9,922	7.7	\$ -	30	\$ 2,376	\$ -	\$ 2,376	2.8
1130	Fish Salvage	\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	0	\$ -	\$ -	\$ -	0.0
1140	Hatchery	\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	0	\$ -	\$ -	\$ -	0.0
1150	Game Farm	\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	0	\$ -	\$ -	\$ -	0.0
1160	Releases	\$ 1,500	20	\$ 1,584	\$ -	\$ 3,084	2.4	\$ 3,000	110	\$ 8,714	\$ -	\$ 11,714	13.6
1170	Regulations	\$ -	100	\$ 7,922	\$ -	\$ 7,922	6.2	\$ -	30	\$ 2,376	\$ -	\$ 2,376	2.8
1180	Control	\$ -	75	\$ 5,941	\$ -	\$ 5,941	4.6	\$ -	0	\$ -	\$ -	\$ -	0.0
	<b>Species Management Expend</b>	<b>\$ 31,500</b>	<b>1220</b>	<b>\$ 96,644</b>	<b>\$ -</b>	<b>\$ 128,144</b>		<b>\$ 9,800</b>	<b>965</b>	<b>\$ 76,444</b>	<b>\$ -</b>	<b>\$ 86,244</b>	
1210	RMA	\$ 45,000	240	\$ 19,012	\$ -	\$ 64,012	76.0	\$ 2,500	150	\$ 11,882	\$ -	\$ 14,382	36.8
1220	Works/Management	\$ 2,300	80	\$ 6,337	\$ -	\$ 8,637	10.3	\$ 1,300	45	\$ 3,565	\$ -	\$ 4,865	12.4
1230	Assisted Habitat	\$ 6,000	70	\$ 5,545	\$ -	\$ 11,545	13.7	\$ 4,000	180	\$ 14,259	\$ -	\$ 18,259	46.7
1240	Assessing/Monitoring	\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	20	\$ 1,584	\$ -	\$ 1,584	4.1
	<b>Habitat Protection &amp; Management</b>	<b>\$ 53,300</b>	<b>390</b>	<b>\$ 30,894</b>	<b>\$ -</b>	<b>\$ 84,194</b>		<b>\$ 7,800</b>	<b>395</b>	<b>\$ 31,290</b>	<b>\$ -</b>	<b>\$ 39,090</b>	
1310	Access	\$ 5,000	40	\$ 3,169	\$ -	\$ 8,169	15.1	\$ 2,200	90	\$ 7,129	\$ -	\$ 9,329	8.2
1320	Satisfaction Survey	\$ -	10	\$ 792	\$ -	\$ 792	1.5	\$ 500	30	\$ 2,376	\$ -	\$ 2,876	2.5
1330	Newsletters	\$ 3,500	135	\$ 10,694	\$ -	\$ 14,194	26.2	\$ 1,500	350	\$ 27,726	\$ 500	\$ 28,726	25.1
1340	Other Publications	\$ 2,000	10	\$ 792	\$ -	\$ 2,792	5.2	\$ 500	20	\$ 1,584	\$ -	\$ 2,084	1.8
1350	Training	\$ 4,500	235	\$ 18,616	\$ -	\$ 23,116	42.6	\$ 6,500	740	\$ 58,620	\$ -	\$ 65,120	57.0
1360	Club Relations	\$ 200	25	\$ 1,980	\$ -	\$ 2,180	4.0	\$ 100	20	\$ 1,584	\$ -	\$ 1,684	1.5
1370	Huts	\$ 500	50	\$ 3,961	\$ 1,500	\$ 2,961	5.5	\$ 2,000	50	\$ 3,961	\$ 1,500	\$ 4,461	3.9
	<b>Angler/Hunter Participation</b>	<b>\$ 15,700</b>	<b>505</b>	<b>\$ 40,004</b>	<b>\$ 1,500</b>	<b>\$ 54,204</b>		<b>\$ 13,300</b>	<b>1300</b>	<b>\$ 102,981</b>	<b>\$ 2,000</b>	<b>\$ 114,281</b>	
1410	Liaison:Consv.Bds/DoC	\$ -	70	\$ 5,545	\$ -	\$ 5,545	2.9	\$ -	50	\$ 3,961	\$ -	\$ 3,961	2.5
1420	Communication int. Organisations	\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	75	\$ 5,941	\$ -	\$ 5,941	3.7
1430	Advocacy	\$ -	50	\$ 3,961	\$ -	\$ 3,961	2.0	\$ -	70	\$ 5,545	\$ -	\$ 5,545	3.5
1440	Public Promotions	\$ 4,000	25	\$ 1,980	\$ -	\$ 5,980	3.1	\$ -	50	\$ 3,961	\$ -	\$ 3,961	2.5
1450	Visitor Fac/Education/Interpretation	\$ 64,000	1540	\$ 121,993	\$ 8,000	\$ 177,993	92.0	\$ 21,500	1500	\$ 118,825	\$ -	\$ 140,325	87.8
	<b>Public Interface</b>	<b>\$ 68,000</b>	<b>1685</b>	<b>\$ 133,480</b>	<b>\$ 8,000</b>	<b>\$ 193,480</b>		<b>\$ 21,500</b>	<b>1745</b>	<b>\$ 138,233</b>	<b>\$ -</b>	<b>\$ 159,733</b>	
1510	Ranging	\$ 1,500	575	\$ 45,549	\$ -	\$ 47,049	87.4	\$ 1,500	100	\$ 7,922	\$ -	\$ 9,422	44.8
1520	Ranger Training	\$ 1,000	40	\$ 3,169	\$ -	\$ 4,169	7.7	\$ 1,000	60	\$ 4,753	\$ -	\$ 5,753	27.4
1530	Compliance	\$ 1,000	20	\$ 1,584	\$ -	\$ 2,584	4.8	\$ 1,500	55	\$ 4,357	\$ -	\$ 5,857	27.8
	<b>Compliance</b>	<b>\$ 3,500</b>	<b>635</b>	<b>\$ 50,302</b>	<b>\$ -</b>	<b>\$ 53,802</b>		<b>\$ 4,000</b>	<b>215</b>	<b>\$ 17,032</b>	<b>\$ -</b>	<b>\$ 21,032</b>	
1610	Licence Prod/Distribution	\$ -	50	\$ 3,961	\$ -	\$ 3,961	65.6	\$ 5,652	120	\$ 9,506	\$ -	\$ 15,158	72.2
1620	Agent Servicing	\$ 100	25	\$ 1,980	\$ -	\$ 2,080	34.4	\$ 300	70	\$ 5,545	\$ -	\$ 5,845	27.8
	<b>Licensing</b>	<b>\$ 100</b>	<b>75</b>	<b>\$ 5,941</b>	<b>\$ -</b>	<b>\$ 6,041</b>		<b>\$ 5,952</b>	<b>190</b>	<b>\$ 15,051</b>	<b>\$ -</b>	<b>\$ 21,003</b>	
1710	Cncl Elections	\$ 1,000	30	\$ 2,376	\$ -	\$ 3,376	18.4	\$ 1,000	20	\$ 1,584	\$ -	\$ 2,584	15.4
1720	Cncl Meetings	\$ 1,500	170	\$ 13,467	\$ -	\$ 14,967	81.6	\$ 2,300	150	\$ 11,882	\$ -	\$ 14,182	84.6
	<b>Councils</b>	<b>\$ 2,500</b>	<b>200</b>	<b>\$ 15,843</b>	<b>\$ -</b>	<b>\$ 18,343</b>		<b>\$ 3,300</b>	<b>170</b>	<b>\$ 13,467</b>	<b>\$ -</b>	<b>\$ 16,767</b>	
1810	Management/Strategic Planning	\$ -	0	\$ -	\$ -	\$ -	0.0	\$ -	5	\$ 396	\$ -	\$ 396	1.3
1820	OWP/Budget/Lic Fee setting	\$ -	120	\$ 9,506	\$ -	\$ 9,506	31.4	\$ -	125	\$ 9,902	\$ -	\$ 9,902	31.4
1830	Annual/Other Reporting	\$ 8,000	150	\$ 11,882	\$ -	\$ 19,882	65.7	\$ 8,000	90	\$ 7,129	\$ -	\$ 15,129	47.9
1840	National Liaison	\$ 100	10	\$ 792	\$ -	\$ 892	2.9	\$ 200	75	\$ 5,941	\$ -	\$ 6,141	19.5
	<b>Planning/Reporting</b>	<b>\$ 8,100</b>	<b>280</b>	<b>\$ 22,181</b>	<b>\$ -</b>	<b>\$ 30,281</b>		<b>\$ 8,200</b>	<b>295</b>	<b>\$ 23,369</b>	<b>\$ -</b>	<b>\$ 31,569</b>	
	<b>PROJECT BUDGET</b>	<b>\$ 182,700</b>	<b>4990</b>	<b>\$ 395,290</b>	<b>\$ 9,500</b>	<b>\$ 568,490</b>		<b>\$ 73,852</b>	<b>5275</b>	<b>\$ 417,867</b>	<b>\$ 2,000</b>	<b>\$ 489,719</b>	
<b>OVERHEADS</b>		<b>External Costs</b>		<b>Income</b>	<b>Net Cost</b>	<b>%</b>		<b>External Costs</b>		<b>Income</b>	<b>Net Cost</b>	<b>%</b>	
1910	Salaries	\$ 355,090		\$ -	\$ 355,090	89.8		\$ 252,490		\$ -	\$ 252,490	83.3	
1920	Staff Expenses	\$ 9,500		\$ -	\$ 9,500	2.4		\$ 9,500		\$ -	\$ 9,500	3.1	
1930	Staff Houses	\$ 7,700		\$ 23,400	\$ (15,700)	-4.0		\$ 7,700		\$ 10,400	\$ (2,700)	-0.9	
1940	Office Premises	\$ 11,600		\$ 2,000	\$ 9,600	2.4		\$ 13,400		\$ 2,000	\$ 11,400	3.8	
1950	Office Equipment	\$ 6,700		\$ -	\$ 6,700	1.7		\$ 2,900		\$ -	\$ 2,900	1.0	
1960	Communications/Consumables	\$ 9,700		\$ -	\$ 9,700	2.5		\$ 11,700		\$ -	\$ 11,700	3.9	
1970	General	\$ 3,200		\$ -	\$ 3,200	0.8		\$ 1,800		\$ -	\$ 1,800	0.6	
1980	Gen Equipment	\$ 3,100		\$ -	\$ 3,100	0.8		\$ 2,800		\$ -	\$ 2,800	0.9	
1990	Vehicles	\$ 14,100		\$ -	\$ 14,100	3.6		\$ 13,400		\$ -	\$ 13,400	4.4	
	<b>Administration</b>	<b>\$ 420,690</b>		<b>\$ 25,400</b>	<b>\$ 395,290</b>			<b>\$ 315,690</b>		<b>\$ 12,400</b>	<b>\$ 303,290</b>		
<b>REGION:</b>		<b>0</b>											

SCHEDULE C : OUTPUTS BUDGET SUMMARY - 2024-2025								Current Year's Approved Budget (2023-2024)					
Code	Output	External Costs	Hours	Internal Costs	Income	Net Cost	%	External Costs	Hours	Internal Costs	Income	Net Cost	%
1	Species Management Expend	\$ 31,500	1220	\$ 96,644	\$ -	\$ 128,144	22.5	\$ 9,800	965	\$ 76,444	\$ -	\$ 86,244	17.6
2	Habitat Protection & Management	\$ 53,300	390	\$ 30,894	\$ -	\$ 84,194	14.8	\$ 7,800	395	\$ 31,290	\$ -	\$ 39,090	8.0
3	Angler/Hunter Participation	\$ 15,700	505	\$ 40,004	\$ 1,500	\$ 54,204	9.5	\$ 13,300	1300	\$ 102,981	\$ 2,000	\$ 114,281	23.3
4	Public Interface	\$ 68,000	1685	\$ 133,480	\$ 8,000	\$ 193,480	34.0	\$ 21,500	1745	\$ 138,233	\$ -	\$ 159,733	32.6
5	Compliance	\$ 3,500	635	\$ 50,302	\$ -	\$ 53,802	9.5	\$ 4,000	215	\$ 17,032	\$ -	\$ 21,032	4.3
6	Licensing	\$ 100	75	\$ 5,941	\$ -	\$ 6,041	1.1	\$ 5,952	190	\$ 15,051	\$ -	\$ 21,003	4.3
7	Councils	\$ 2,500	200	\$ 15,843	\$ -	\$ 18,343	3.2	\$ 3,300	170	\$ 13,467	\$ -	\$ 16,767	3.4
8	Planning/Reporting	\$ 8,100	280	\$ 22,181	\$ -	\$ 30,281	5.3	\$ 8,200	295	\$ 23,369	\$ -	\$ 31,569	6.4
9	Administration						0.0						0.0
	<b>Total Overhead Staff Hours</b>		1150						1600				
	<b>TOTAL BUDGET</b>	<b>\$ 182,700</b>	6140	<b>\$ 395,290</b>	\$ 9,500	<b>\$ 568,490</b>		<b>\$ 73,852</b>	6875	<b>\$ 417,867</b>	\$ 2,000	<b>\$ 489,719</b>	
	<b>Plus Asset Replacement Fund/Capital</b>					\$ 11,134						\$ 11,134	
	Plus other Capital items eg principle repayments on Loans					\$ -						\$ -	
	Plus Reinstatement of Reserves												
	<b>TOTAL APPROVED BUDGET</b>					<b>\$ 579,624</b>						<b>\$ 500,853</b>	
	Made up from:												
	Bulk Funding					\$ 380,624						\$ 380,624	
	Contestable Pool Funding - Ongoing					\$ 54,000						\$ -	
	Contestable Pool Funding - One off from Reserves					\$ 100,000						\$ -	
	Regional Reserve Funding - One off RMA Funding Approved post NZC meeting TRANCH 2					\$ 45,000						\$ 5,652	
	Plus Reinstatement of Reserves												
	<b>TOTAL BUDGET 2024-2025</b>					<b>\$ 579,624</b>		<b>Approved Budget 2024-2025(Including CF)</b>				<b>\$ 386,276</b>	
	Budget Available					\$ -						\$ 114,577	



# 2024 GAME BIRD HUNTER SATISFACTION SURVEY

PRELIMINARY RESULTS

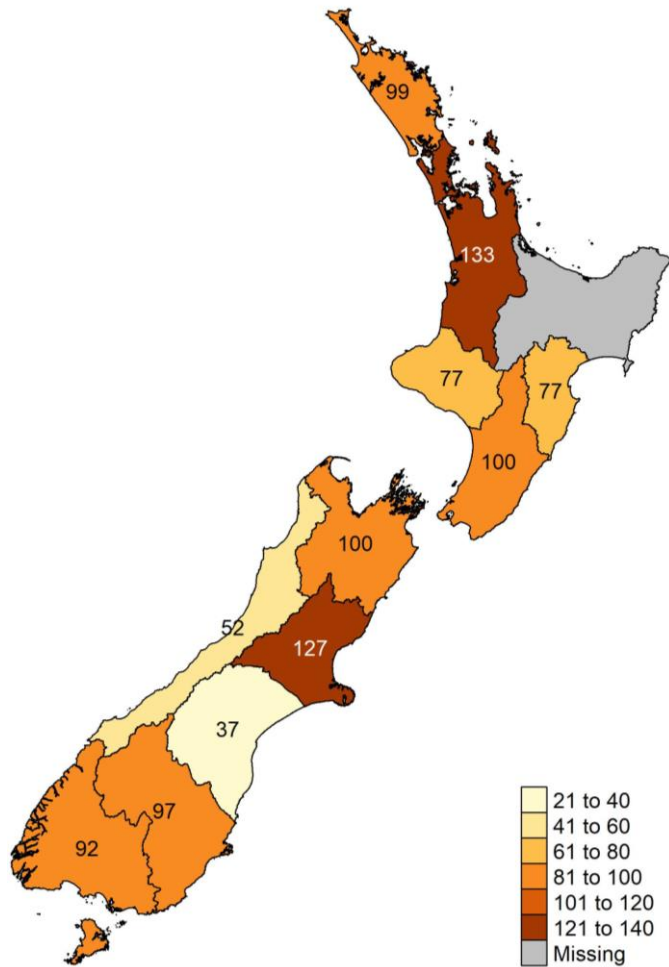
# 2024 GAME BIRD HUNTER SATISFACTION SURVEY



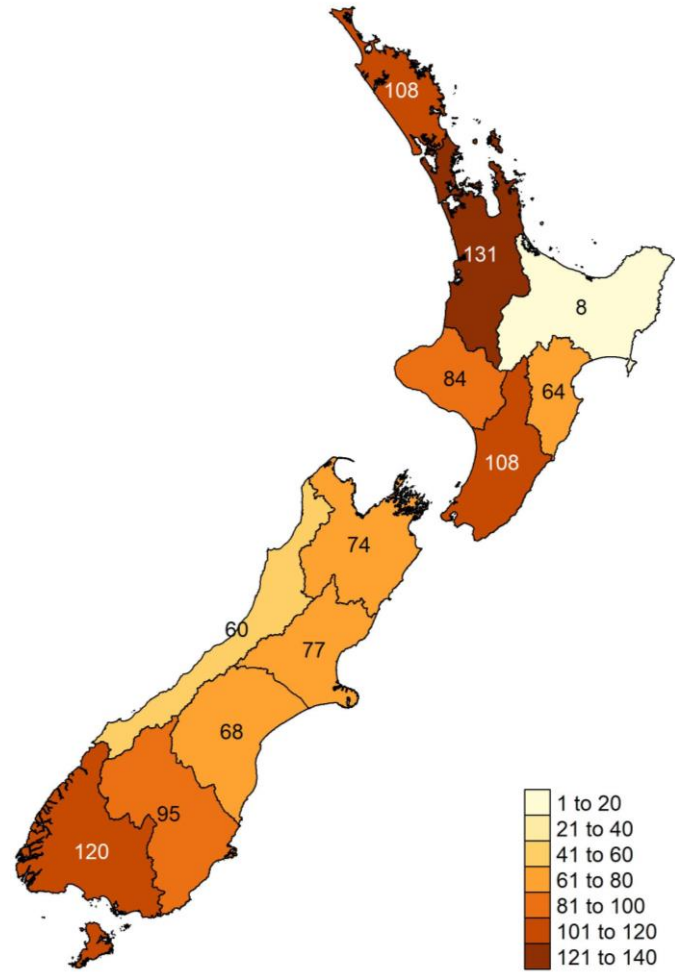
- Hunters surveyed as a part of the annual opening weekend harvest survey
- Hunters who had hunted during opening weekend were asked several questions about their satisfaction with their opening weekend experience
- Asked to rate satisfaction on 5-point scale (1 = very dissatisfied, 5 = very satisfied)
- 991 surveys collected across 11 regions



# 2024 GAME BIRD HUNTER SATISFACTION SURVEY



Surveys per Region

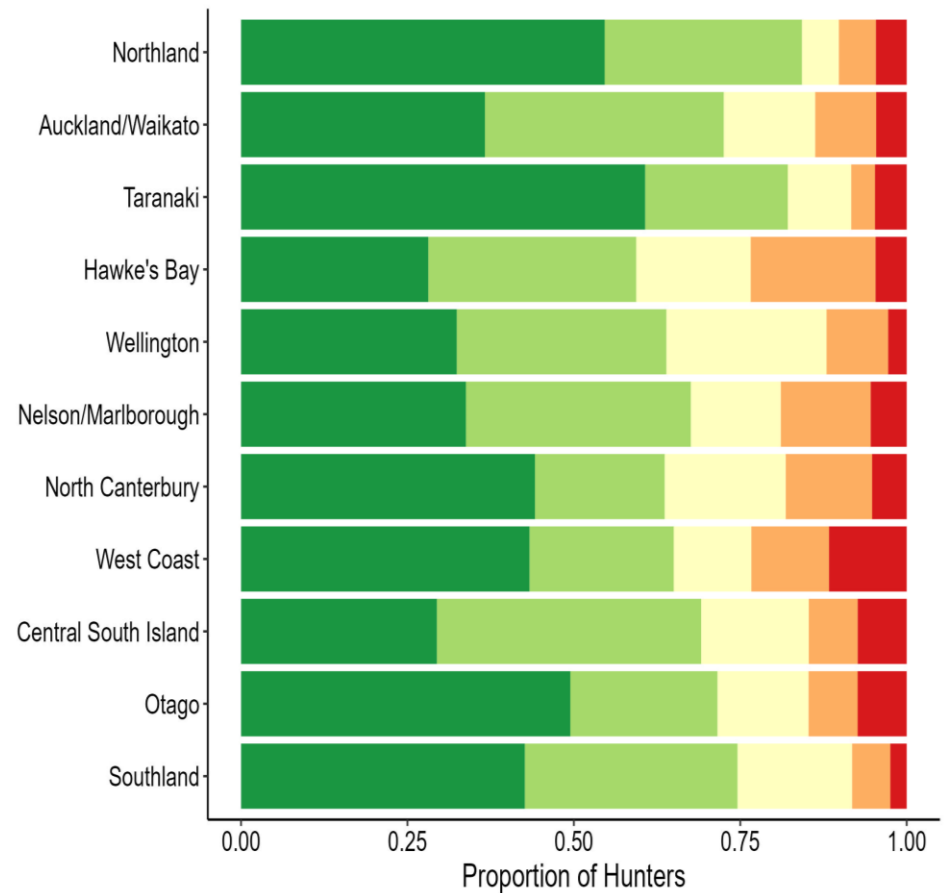


Hunters per Region

# 2024 GAME BIRD HUNTER SATISFACTION SURVEY

## How satisfied were you with your Opening Weekend experience?

- Mean satisfaction was 3.9 (95% CI 3.8-4.0), or satisfied
- Satisfaction was largely similar between regions, with means ranging from 3.6 to 4.3
- More than 70% of hunters reported they were satisfied or very satisfied with their opening weekend experience

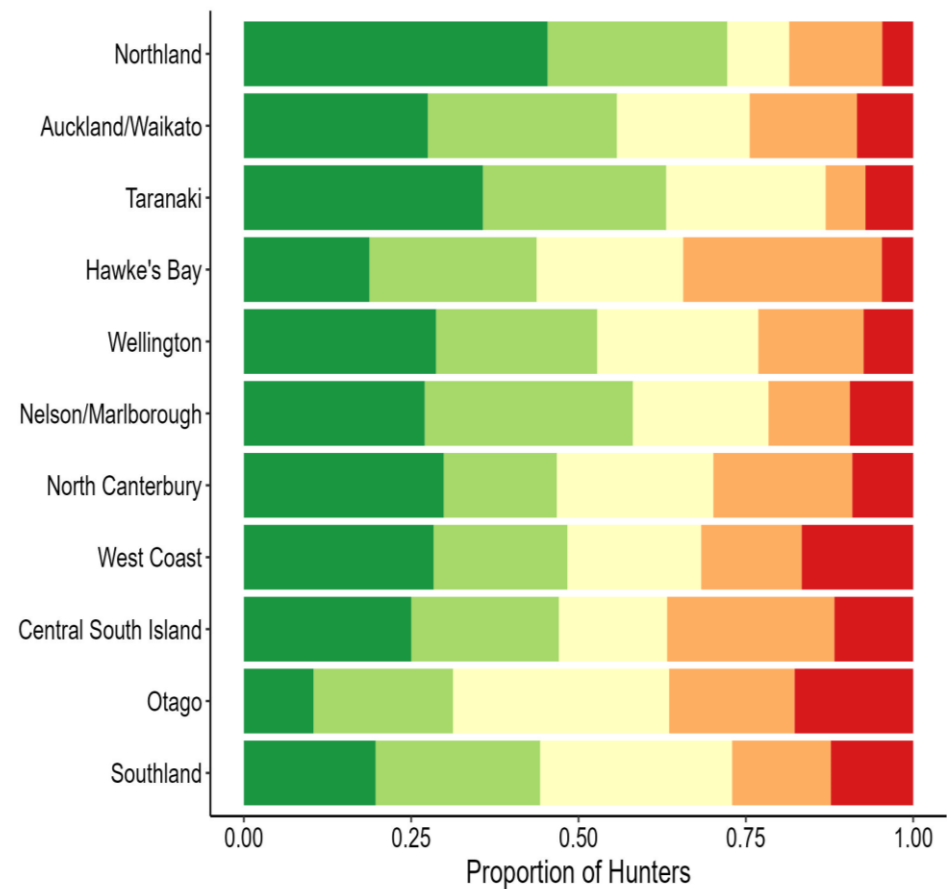


■ Very Dissatisfied 
 ■ Dissatisfied 
 ■ Neither Satisfied nor Dissatisfied 
 ■ Satisfied 
 ■ Very Satisfied

# 2024 GAME BIRD HUNTER SATISFACTION SURVEY

## How satisfied were you with the number of ducks you saw in your hunting area?

- Mean satisfaction was 3.4 (95% CI 3.3-3.5), or slightly more satisfied than neutral
- Satisfaction was largely similar between regions, with means ranging from 2.9 to 3.9
- 51% of hunters reported they were satisfied or very satisfied with the number of ducks they saw
- 26% of hunters reported they were dissatisfied or very dissatisfied

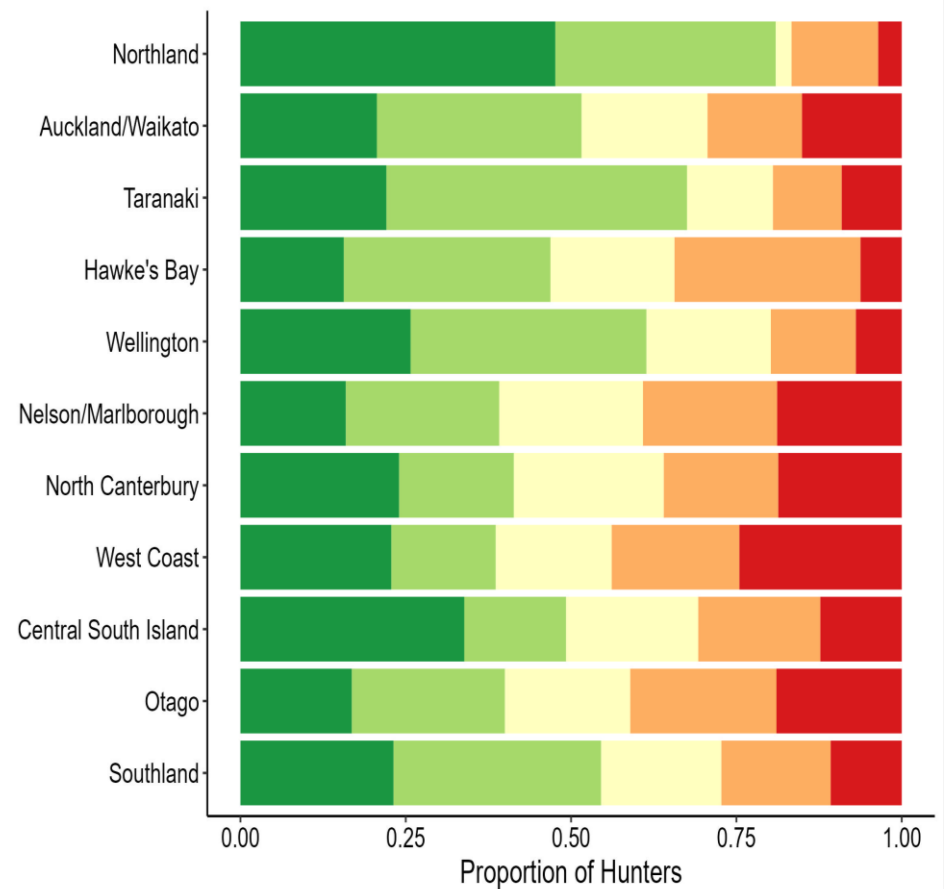


■ Very Dissatisfied 
 ■ Dissatisfied 
 ■ Neither Satisfied nor Dissatisfied 
 ■ Satisfied 
 ■ Very Satisfied

# 2024 GAME BIRD HUNTER SATISFACTION SURVEY

## How satisfied were you with the number of mallards/grey ducks you harvested?

- Mean satisfaction was 3.3 (95% CI 3.2-3.4), or slightly more satisfied than neutral
- Satisfaction varied between regions, with means ranging from 2.9 to 4.1
- 52% of hunters reported they were satisfied or very satisfied with the number of mallards/grey ducks they harvested
- 30% of hunters reported they were dissatisfied or very dissatisfied

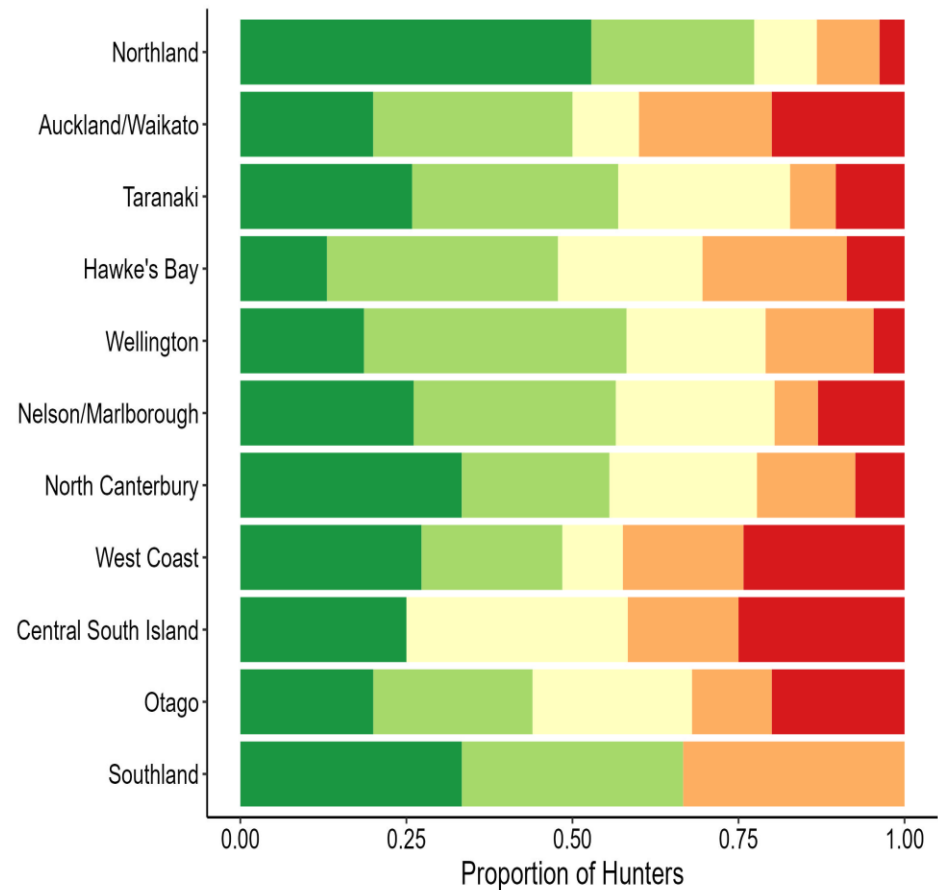


■ Very Dissatisfied 
 ■ Dissatisfied 
 ■ Neither Satisfied nor Dissatisfied 
 ■ Satisfied 
 ■ Very Satisfied

# 2024 GAME BIRD HUNTER SATISFACTION SURVEY

## How satisfied were you with the number of paradise shelducks you harvested?

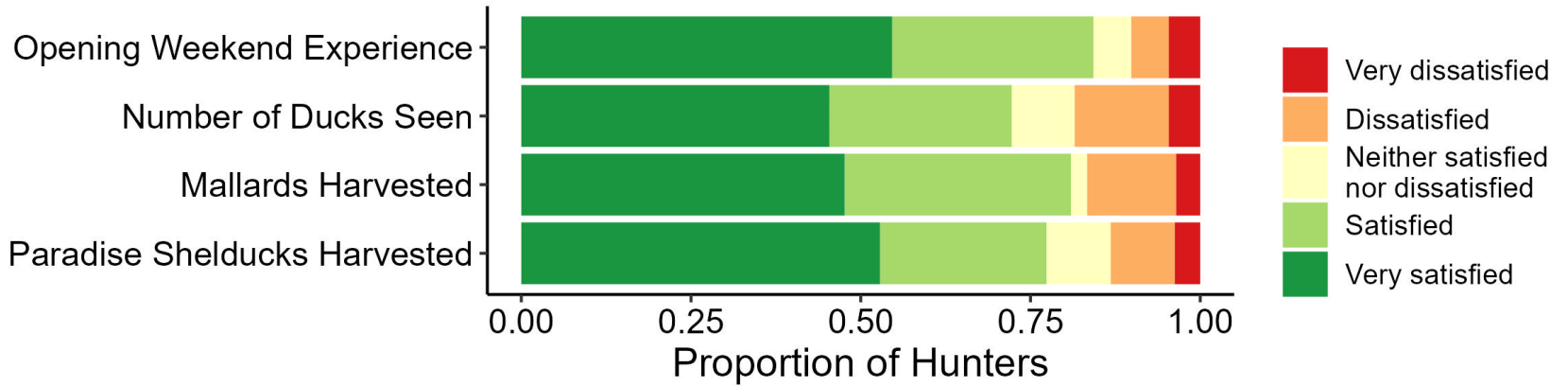
- Mean satisfaction was 3.5 (95% CI 3.4-3.6), or slightly more satisfied than neutral
- Satisfaction varied between regions, with means ranging from 2.8 to 4.1
- 56% of hunters reported they were satisfied or very satisfied with the number of paradise shelducks they harvested
- 25% of hunters reported they were dissatisfied or very dissatisfied



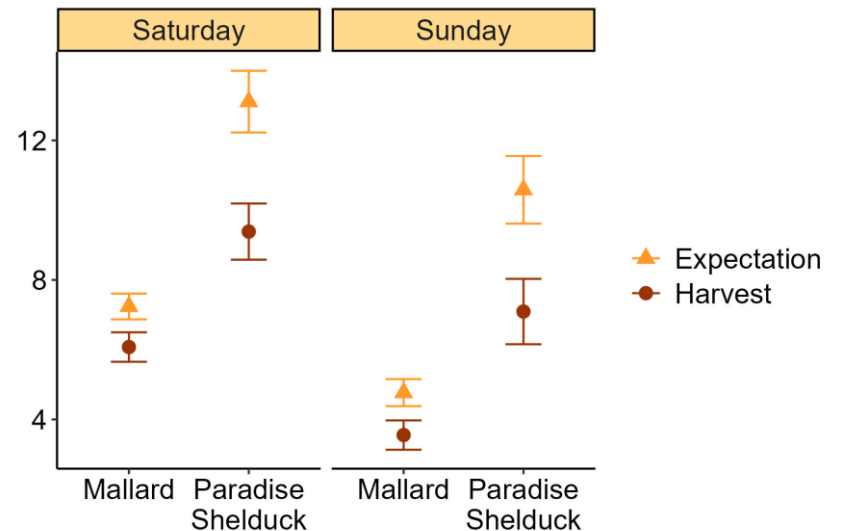
■ Very Dissatisfied 
 ■ Dissatisfied 
 ■ Neither Satisfied nor Dissatisfied 
 ■ Satisfied 
 ■ Very Satisfied

# 2024 GAME BIRD HUNTER SATISFACTION SURVEY

# NORTHLAND

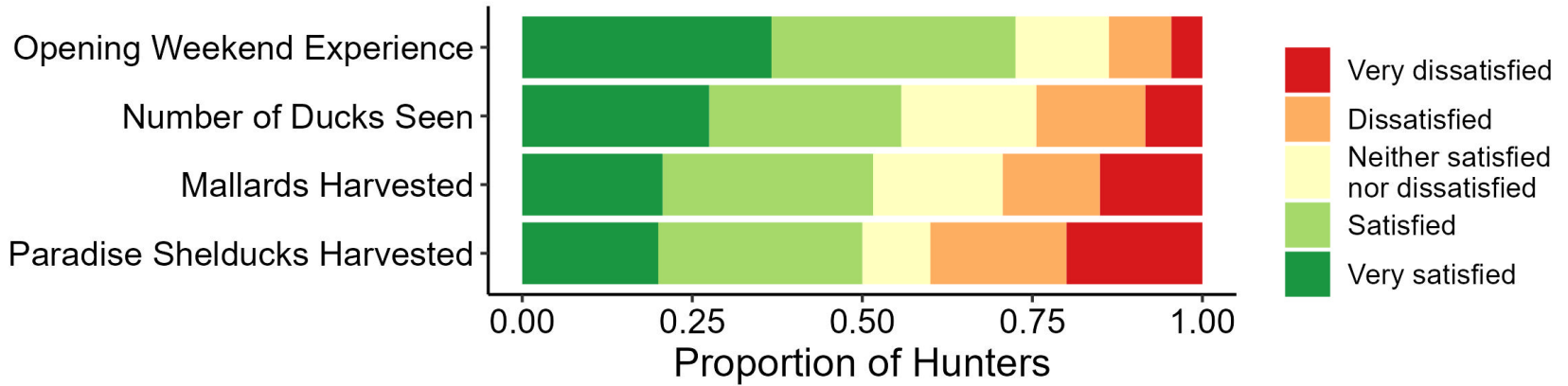


- More than 70% of hunters said they were either satisfied or very satisfied with each aspect of their hunting experience
- Fewer than 5% of hunters said they were very dissatisfied with any aspect of their hunting experience
- On average, harvest was slightly lower than hunter expectations

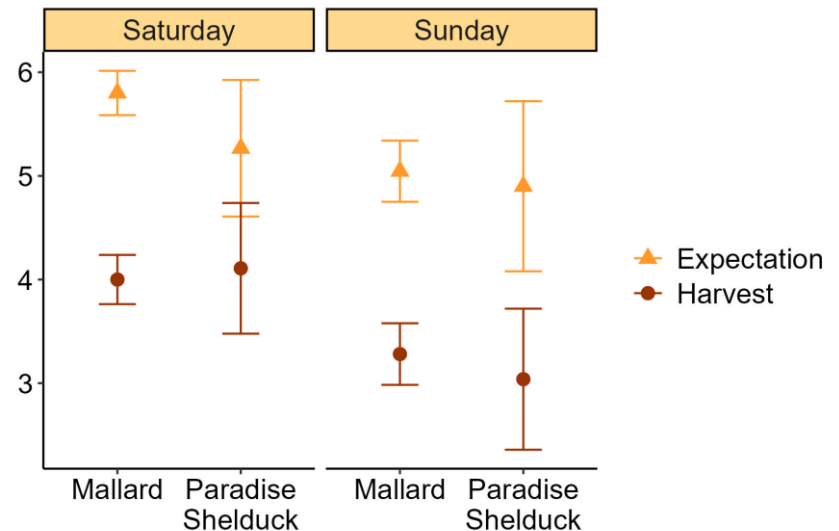


# 2024 GAME BIRD HUNTER SATISFACTION SURVEY

## AUCKLAND/WAIKATO

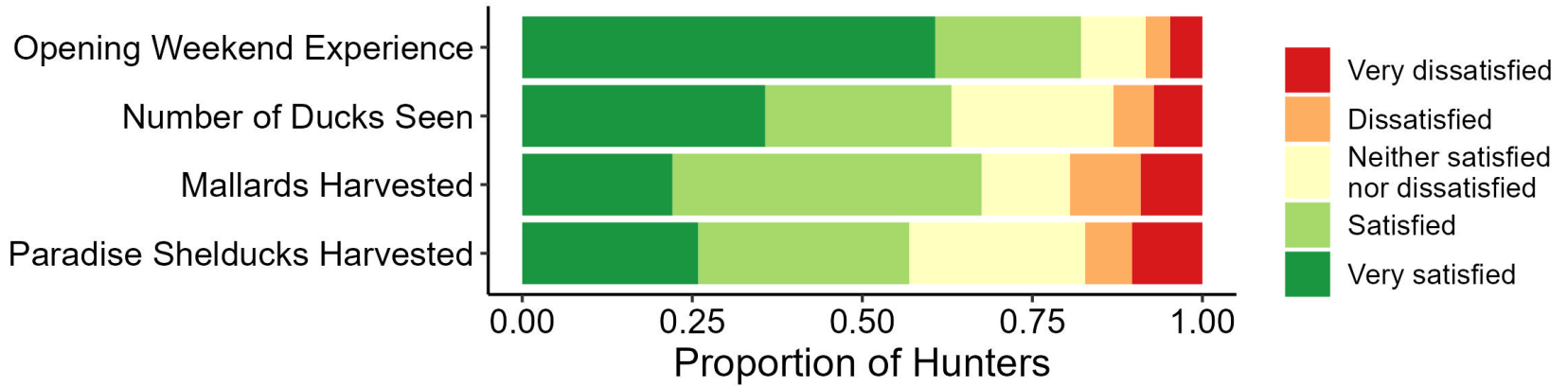


- More than 70% of hunters said they were either satisfied or very satisfied with their overall weekend experience
- 40% of hunters said they were either dissatisfied or very dissatisfied with their paradise shelduck harvest, while only 29% said they were dissatisfied or very dissatisfied with their mallard harvest
- On average, mallard harvest was lower than hunter expectations, and paradise shelduck harvest was slightly below expectations

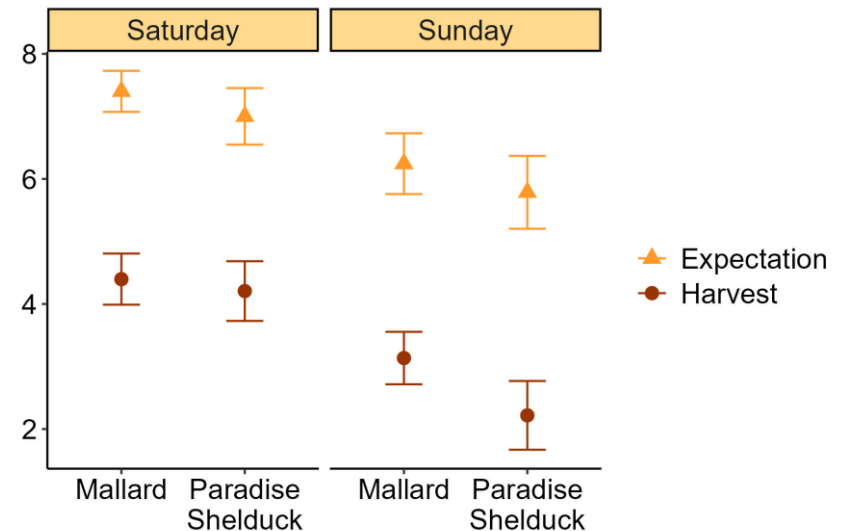


# 2024 GAME BIRD HUNTER SATISFACTION SURVEY

# TARANAKI



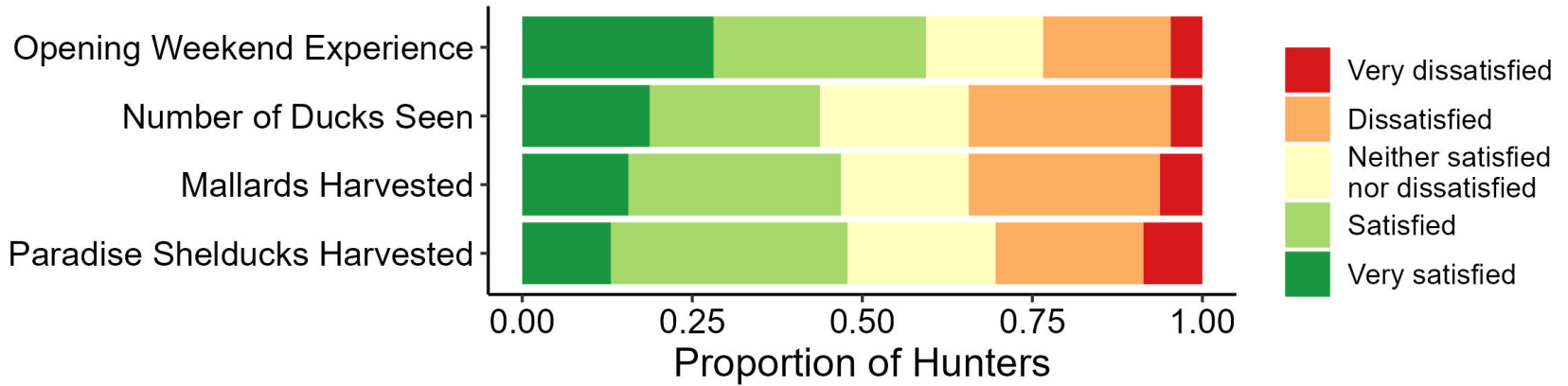
- More than 55% of hunters said they were either satisfied or very satisfied with each aspect of their opening weekend experience
- More than 80% of hunters said they were either satisfied or very satisfied with their overall opening weekend experience
- On average, harvest was lower than hunter expectations



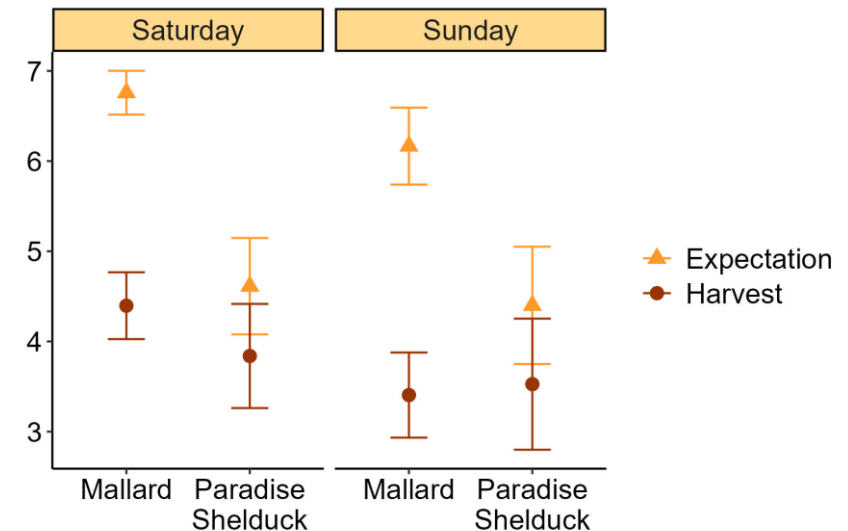


# 2024 GAME BIRD HUNTER SATISFACTION SURVEY

# HAWKE'S BAY

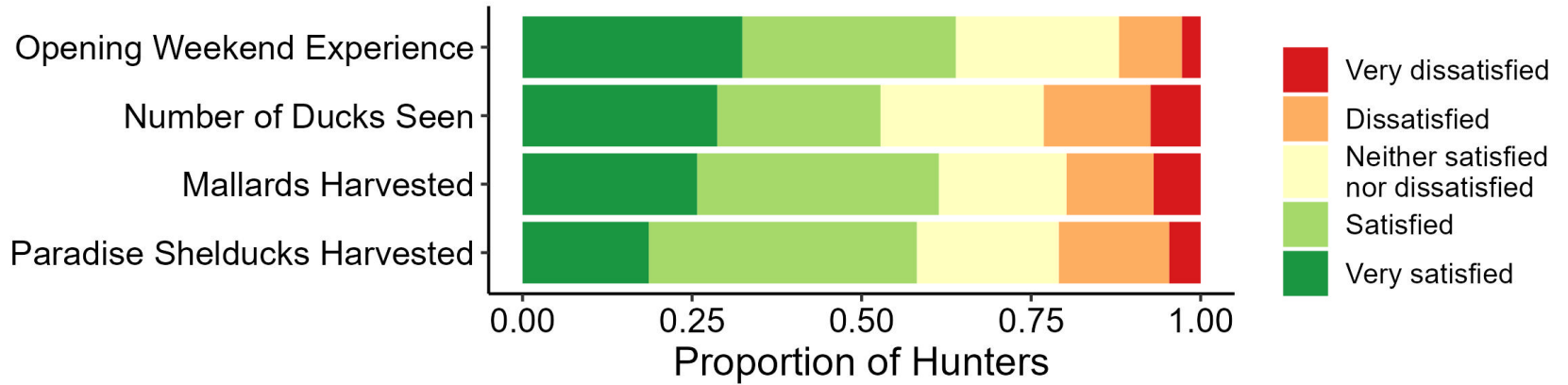


- More than 40% of hunters said they were either satisfied or very satisfied with each aspect of their opening weekend experience and 59% of hunters said they were either satisfied or very satisfied with their overall experience
- 30-35% of hunters said they were either dissatisfied or very dissatisfied with the number of ducks they saw and harvested
- On average, mallard harvest was lower than hunter expectations, but paradise shelduck harvest matched expectations

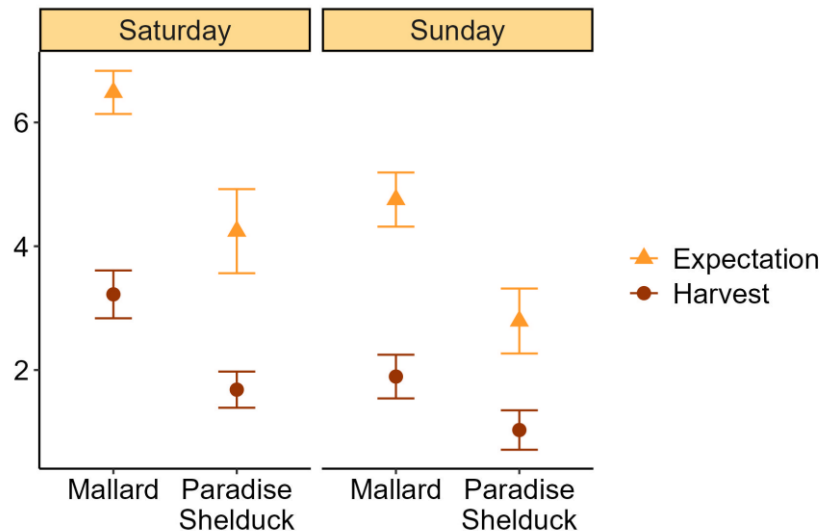


# 2024 GAME BIRD HUNTER SATISFACTION SURVEY

# WELLINGTON

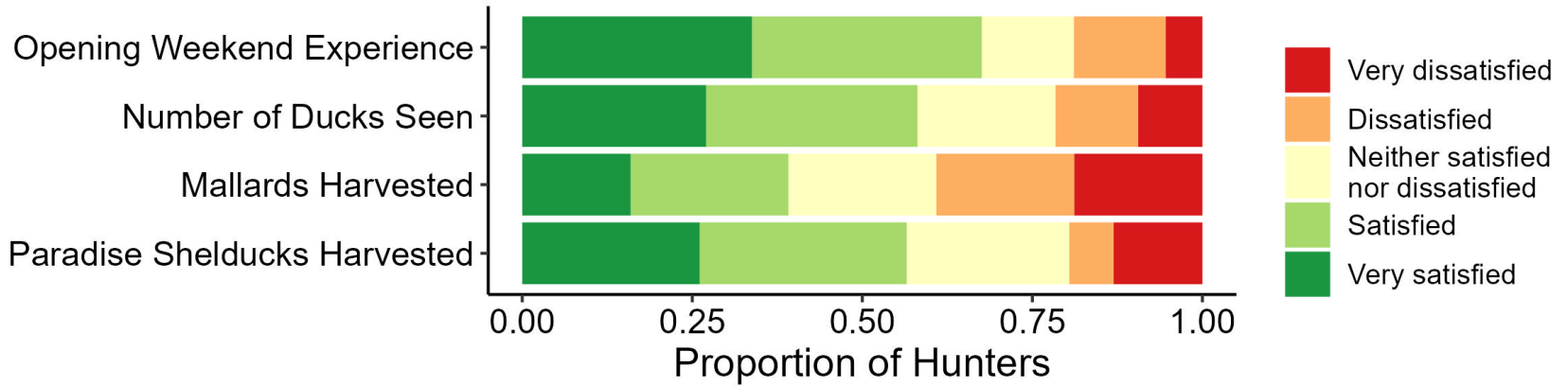


- More than 50% of hunters said they were either satisfied or very satisfied with each aspect of their opening weekend experience
- 20-23% of hunters said they were either dissatisfied or very dissatisfied with the number of ducks they saw and harvested, but only 12% of hunters said they were dissatisfied or very dissatisfied with their overall experience
- On average, harvest was lower than hunter expectations

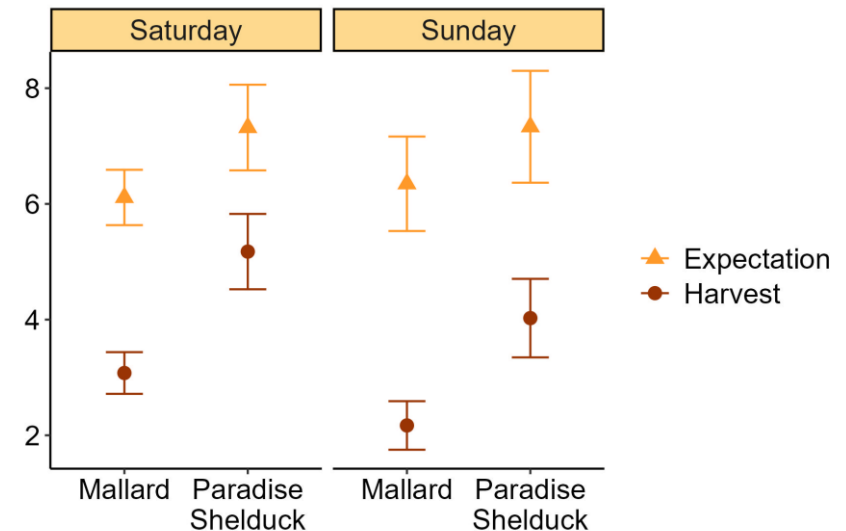


# 2024 GAME BIRD HUNTER SATISFACTION SURVEY

## NELSON/MARLBOROUGH

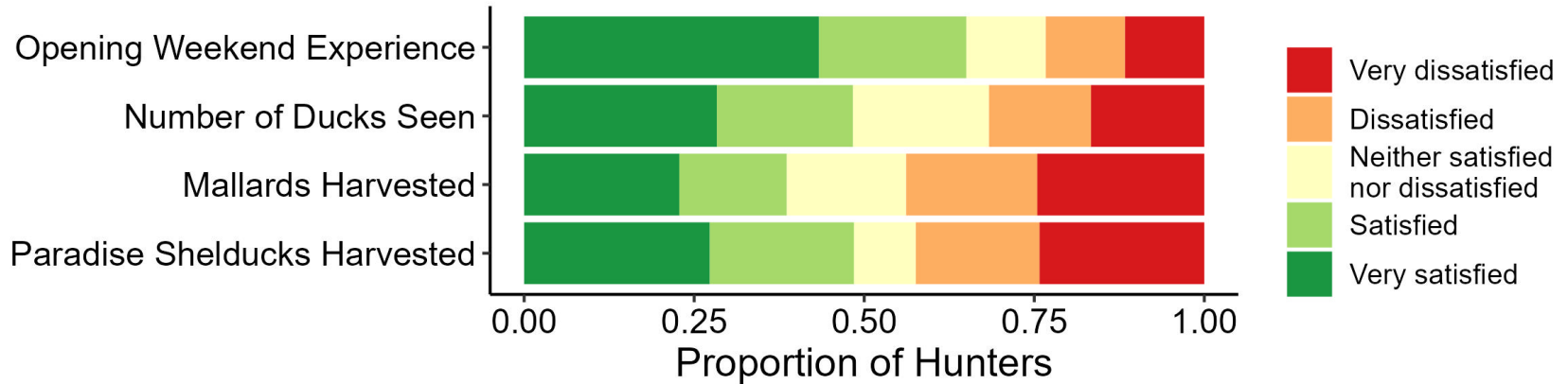


- Nearly 70% of hunters said they were either satisfied or very satisfied with their overall opening weekend experience
- Around 20% of hunters said they were either dissatisfied or very dissatisfied with each aspect of their opening weekend experience except for mallard harvest, for which 40% were either dissatisfied or very dissatisfied
- On average, harvest was lower than hunter expectations

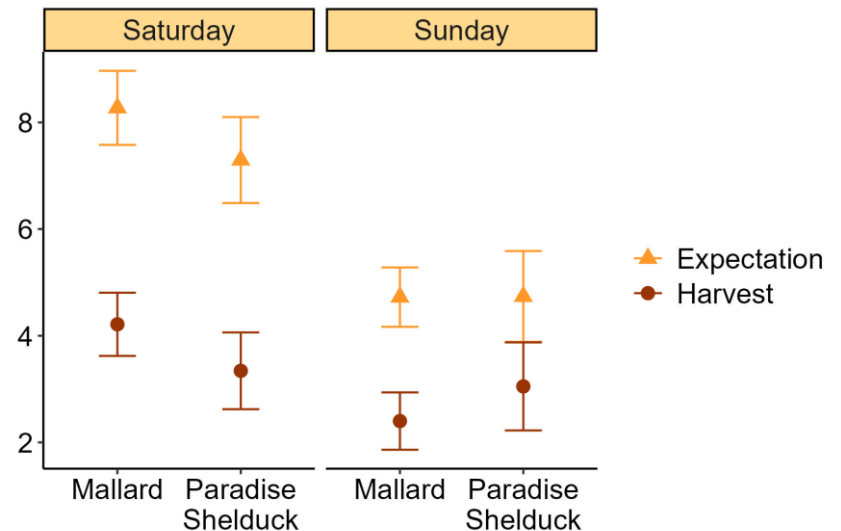


# 2024 GAME BIRD HUNTER SATISFACTION SURVEY

# WEST COAST

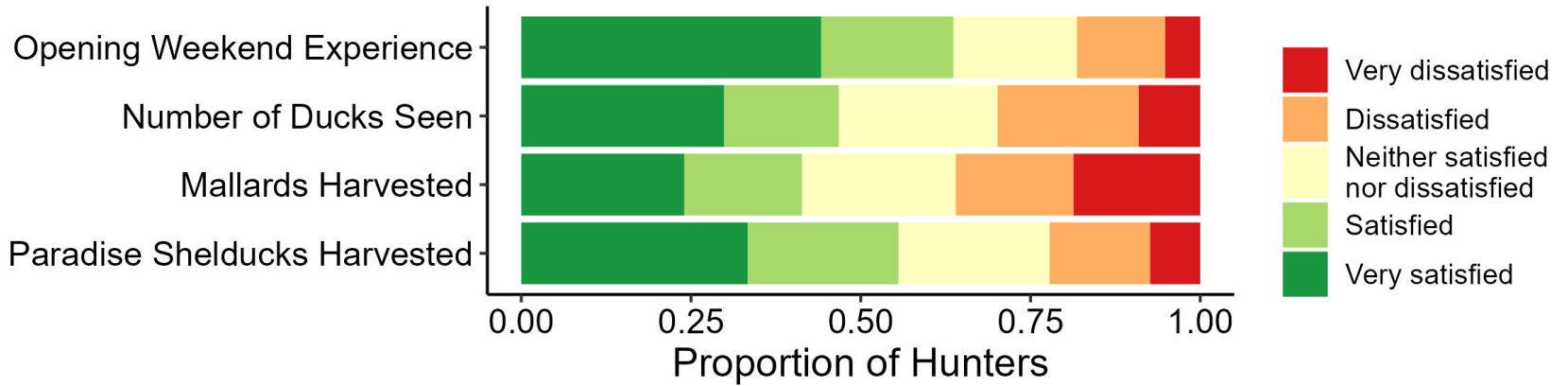


- 65% of hunters said they were either satisfied or very satisfied with their overall opening weekend experience
- Nearly 25% of hunters said they were very dissatisfied with the number of mallards they harvested, and nearly 25% said they were very dissatisfied with the number of paradise shelducks harvested
- On average, harvest was lower than hunter expectations on Saturday, but was more similar to expectations on Sunday

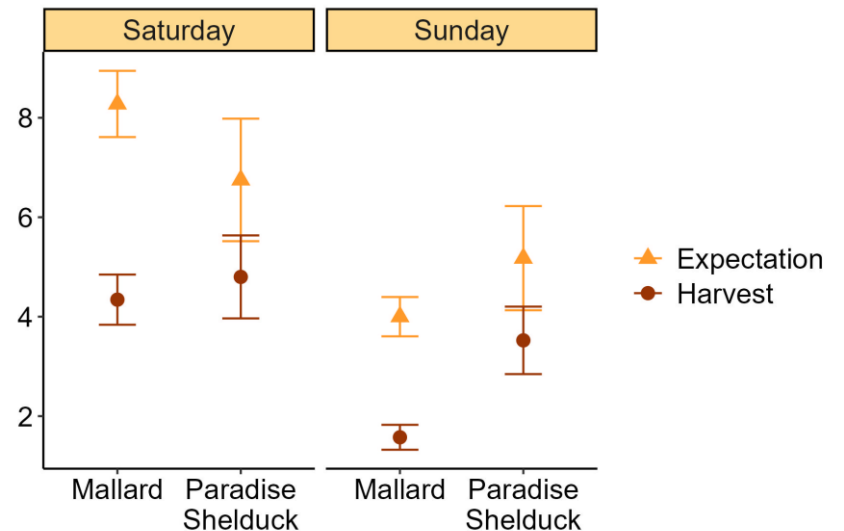


# 2024 GAME BIRD HUNTER SATISFACTION SURVEY

## NORTH CANTERBURY

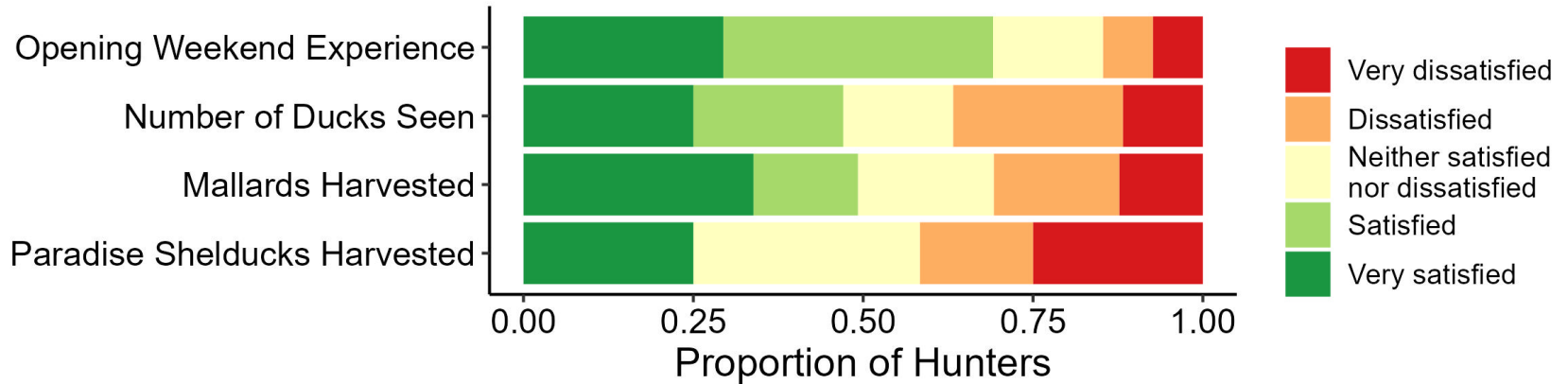


- 65% of hunters said they were either satisfied or very satisfied with their overall opening weekend experience
- Nearly 20% of hunters said they were very dissatisfied with the number of mallards they harvested, and nearly 30% said they were either dissatisfied or very dissatisfied with the number of ducks they saw
- On average, mallard harvest was lower than hunter expectations, but paradise shelduck harvest matched expectations

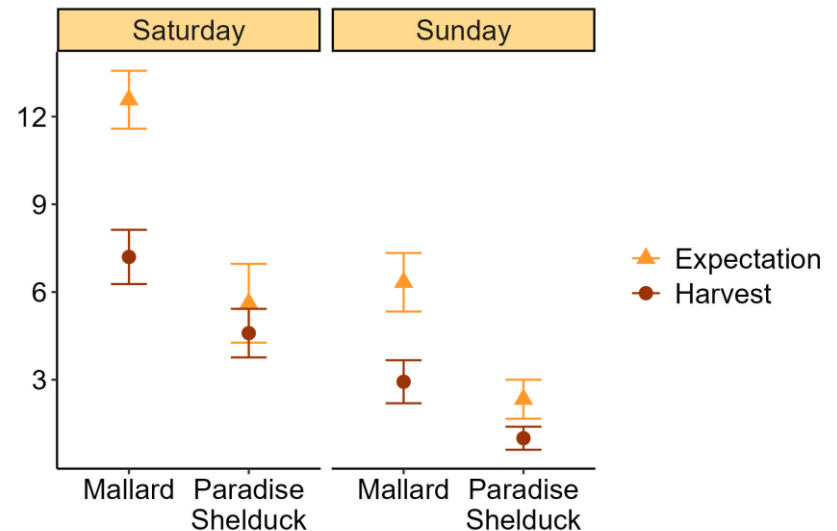


# 2024 GAME BIRD HUNTER SATISFACTION SURVEY

## CENTRAL SOUTH ISLAND

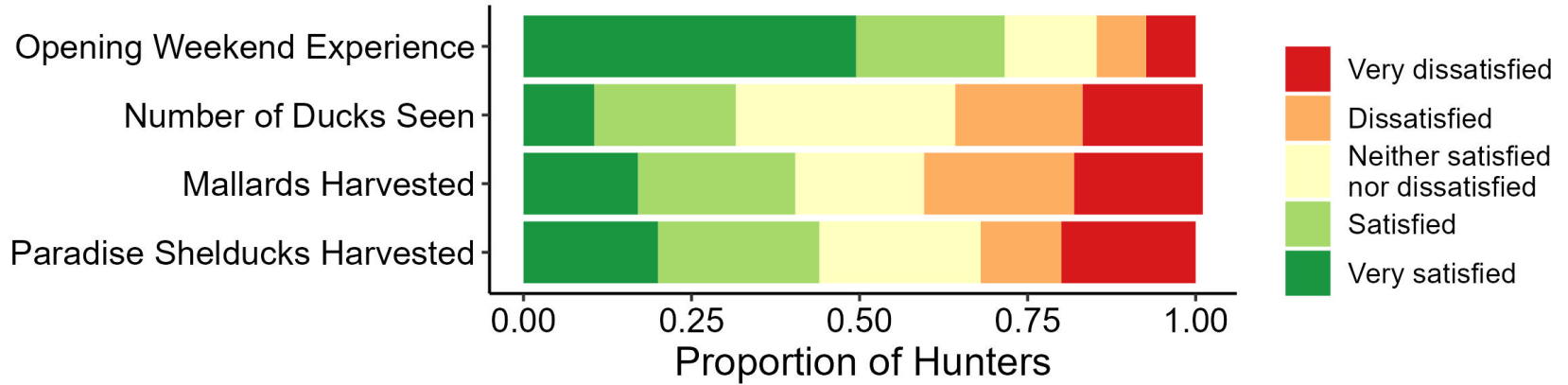


- Nearly 70% of hunters said they were either satisfied or very satisfied with their overall opening weekend experience, and nearly 50% were satisfied with the number of ducks they saw and the number of mallards they harvested
- Fewer than 15% of hunters said they were dissatisfied or very dissatisfied with their overall opening weekend experience
- On average, mallard harvest was lower than hunter expectations, but paradise shelduck harvest matched expectations

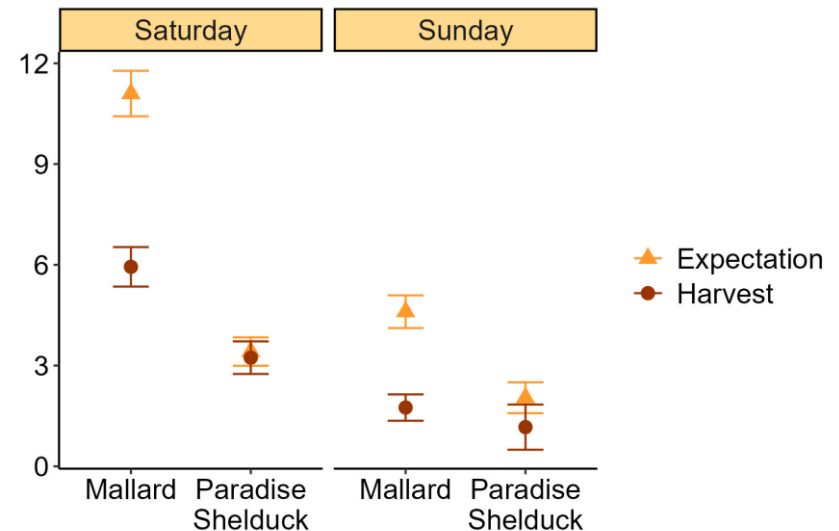


# 2024 GAME BIRD HUNTER SATISFACTION SURVEY

# OTAGO

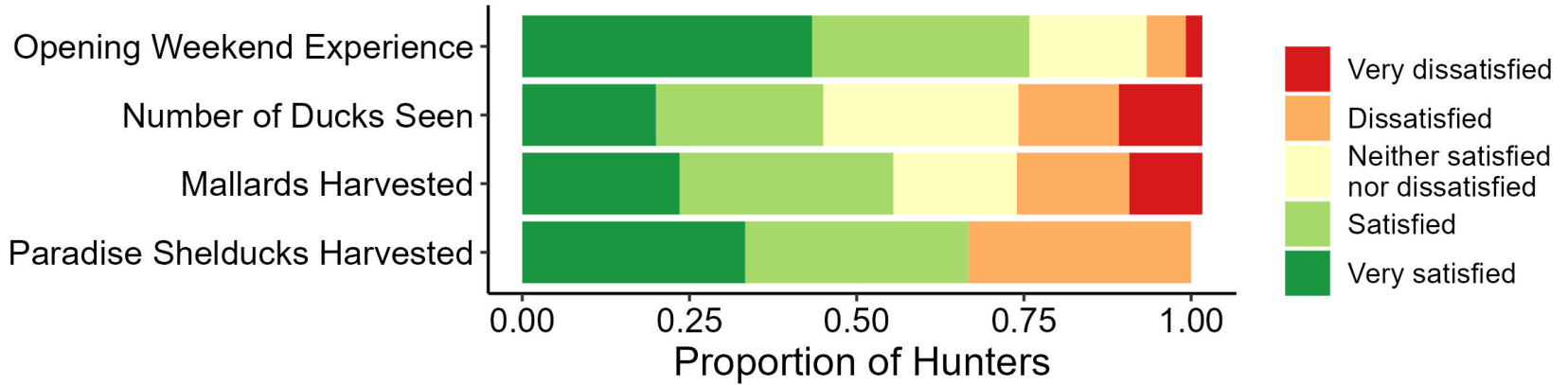


- More than 70% of hunters said they were either satisfied or very satisfied with their overall opening weekend experience
- More than 40% of hunters said they were either dissatisfied or very dissatisfied with the number of mallards they harvested and nearly 40% reported they were dissatisfied with the number of ducks they saw
- On average, mallard harvest was lower than hunter expectations, but paradise shelduck harvest matched expectations

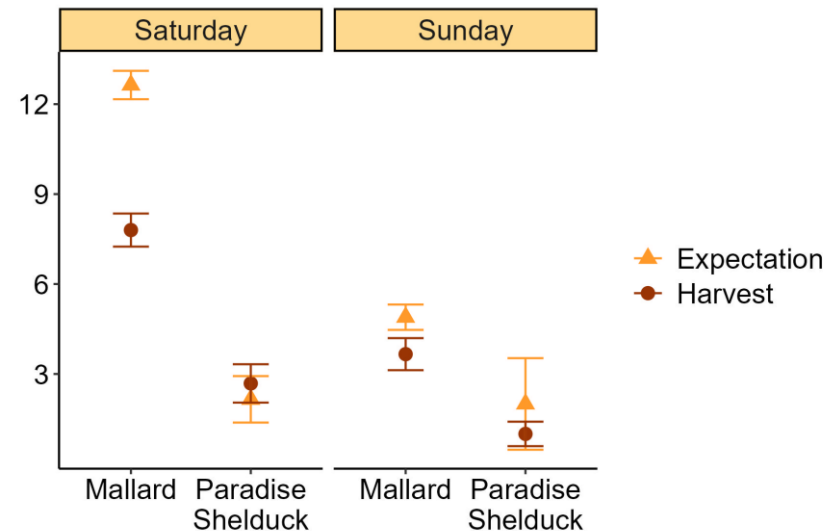


# 2024 GAME BIRD HUNTER SATISFACTION SURVEY

# SOUTHLAND



- More than 75% of hunters said they were either satisfied or very satisfied with their overall opening weekend experience
- Fewer than 30% of hunters said they were either dissatisfied or very dissatisfied with the number of mallards they harvested or the number of ducks they saw
- Mallard harvest was lower than hunter expectations on Saturday, but all other harvest matched expectations





## 1352 Angler/Hunting Training.

### Women's Club

A meeting with women who registered interest in a women's club was held in early August. 24 women attended and submitted ideas on how they would like to see the club develop. An open day for members to fish and get to know each other is scheduled for Saturday 7<sup>th</sup> Sept at the Game Park. Staff also met with Jen Moore, a keen hunter who is looking to develop online content to assist women develop hunting skills & opportunities. Staff are also meeting with Napier Boys High & NZ Firearms Safety Authority to develop relationships & ideas for hunter training. Social media posts have received a positive response for the development of more training programs including firearms licencing, safe handling, gamebird identification etc.

### Women's Course

A 6 week course is planned to start mid September. Paula Burden will tutor the group of upto 12 women and it will be run on Sunday afternoons 1-3.30pm with 4 sessions at the Game Park and 2 sessions at a nearby river. The course has been timed to run into the new fishing season.

### Student Courses

A twp 6 week student course will also start mid September. Archie Reisma will tutor the group of up to 10 students and it will be run on Tuesday & Thursday afternoons from 3.45-5pm with 4 sessions at the Game Park and the last as a day trip to a nearby river.

## 1351 Take me Fishing.

July event was cancelled due to rain and is being rescheduled for Saturday 28<sup>th</sup> September.

**VOLUNTEERS ARE NEEDED FOR THE EVENT.**

## 1441-1451 Game Park – Education Centre

**Schools:** There have been 3 school groups visit and two open days over July & August. Students participated in workshops including fishing, water studies & planting. Feedback from these schools has been extremely positive, with kids being highly engaged and happy with their experiences. Wet weather saw 2 groups postpone visits to latter in the year.



## 1454 Game Farm Development:

Further wetland plantings have been done. Quotes/Sponsorships are being sought to build a boardwalk to be installed through the wetland area to allow visitors to wander through the area. Steps and new planting have been put in place through gate to large pond, this will make it safer as visitors would short-cut down the bank which can be slippery when wet. Old fish traps are being utilised as gabions to new parking area by large pond.



2019



2024



## Operations Report

### ***Species Management***

1111 River investigations: Spawning survey's conducted on Tukituki, .....

1118 Waterfowl monitoring programme: Annual Shoveler Duck survey was undertaken by staff on Aug 5<sup>th</sup> and results submitted to Eastern for analysis.

1119 Predator Control: DOC200 traps provided to landowners on request. Staff investigating options for sourcing more as current stocks are low.

1121 River fisheries surveys: Online diary completed with 50 entries YTD. See attached report for results.

1122 Gamebird hunter survey: Preliminary results received for the Satisfaction survey conducted for opening weekend. See report attached. Gamebird hunter survey completed with entries entered into database.

1181: Gamebird Control: Staff working with Wellington staff to develop random transect map to conduct Pukeko monitoring assessment. Enquires already coming from growers & pest controllers for permits when season finishes. **Permit & cull report attached.**

### ***Habitat Protection & Maintenance***

1211 RMA Planning. Staff & NZC staff have been liaising with experts and lawyers to present evidence at an upcoming hearing for the Tranche 2 appeal. See update paper attached.

1212 Consent Applications: Weekly reports received from HBRC on consent applications, reviewed by staff.

1231 Maintain & Enhance Gamebird Habitat. \_\_\_\_ GBHT referee checks completed and submitted to trust for payment to land owner.

1232 Nursery. Manager & staff are reviewing arrangements with Te Ngahere for use of nursery space at front & rear of the property. 250 plants used to plant new wetland area. 420 plants YTD sold to landowners developing wetlands.

### ***Angler & Hunter participation & services***

1311 Maintain & enhance access: Staff have been checking signage and access in Northern HB and Central HB and updating information where necessary. When completed it will be sent to website developer to be uploaded onto the F&G website. Physical brochures will be updated as stocks levels decrease or if there is outdated information that needs to be rectified.

1312 Signage. Signage updated as necessary. Working with NZC on a redesign of access signs to include Rewild branding and bi-lingual.

1332 F&G Magazine. Magazines have been posted out to licence holders this month.

1333 F&G Website. Website and social media updated regularly. A new private group has been created for the women's group which is gaining traction with 60+ members.

1361 Fish & Game Club communications. Manager met with members from Hastings Anglers club who are seeking further information on the 2022/23 audited report.

1371 Fish & Game Hut. Two groups have booked the hut.

### **Public Interface**

1411 Statutory Liaison: Manager & staff met with HBRC staff in Consents, Policy & River Management. See attached notes for more information.

1441 Public Promotions: Three school groups have visited the facility and open days held during the school holidays.

1452 Game farm operations: Water take remains static at 30000m<sup>3</sup> per month from an allocated 76000m<sup>3</sup> allowance. The pump is now working at normal level but is not having a significant impact of water allowance at this stage.

**Whole Consent Monthly Takes for Water Year 2024**

	Volume (m <sup>3</sup> )
July 2023	38661.20
August 2023	37790.60
September 2023	30744.31
October 2023	30886.20
November 2023	29718.21
December 2023	26754.09
January 2024	27235.20
February 2024	28688.69
March 2024	34225.32
April 2024	33503.00
May 2024	38742.81
June 2024	30736.90
Total for Water Year 2024	387686.53

1453 Game Farm Maintenance: Standard maintenance is being undertaken to maintain high standards for visitors.

### **Compliance**

1521 Training: John & Davey travelled to Rotorua to complete Cert ranger training in August.

### **Licensing**

1611 Licence production & distribution: New season 24/25 Fishing licences went on sale 24<sup>th</sup> August. New look Regulation handouts have been developed and now are region specific and have been delivered to Agents with pricing cards.

1614 Marketing & Promotion. A social media promotion will be run to encourage pre-season licence sales with a prize of a guided fishing trip being donated by Dave Hern.

1614 Agent meetings: Staff have visited agents with Regulation handouts.

### **Councils**

1711 Council Elections: Nomination forms are available on line and from the game farm for candidates to collect. Social media posts have been used to raise awareness and a media release was sent to HB Today. Public notices will also appear in HB Today announcing the election. Nominations closed 31<sup>st</sup> August.

### **Planning & reporting**

1821 OWP Preparation: Changes to the previously submitted OWP for 24/25 have been submitted for final signoff at this meeting.

1831 Performance Report & SSP: Work has began to pull together this years statement of service performance with changes being made nationwide to make the report more relatable to licence holders while still being compliant for auditing purposes.

1832 Audit: NZC are working with auditors to confirm timeframes for audits.

### ***Staff House***

The house tenants have requested HBFGC notify a process for an annual review for tenancy and rent adjustments.

### ***Vehicle Maintenance***

Three quotes were received from Toyota, Mitsubishi & Ford for a replacement ute. The Toyota Hiace and Ford Ranger were test driven by staff with the Toyota Hiace being chosen as the preferred model. Once received it will be signwritten with Rewild branding & F&G logo. LPA433 will be listed online for sale.

## HBRC notes

### Consents – Paul Barrett

Tranch 2 brief discussion about augmentation – details to be worked out later. Cumulative effects small effects on top of degraded systems.

Ngati Whera river stones cannot be taken without permission on Mohaka River gravel allocation. Lake based quarry applications coming up. Plan doesn't deal with extraction out of river bed – policy needs to do this. Harder to find gravel in river so doing land based gravel extraction. Put and take fishery? Riparian wetland? Remediation plan to do some kinds of riparian lake when finished.

Mohaka River - conditions reasonably standard cannot go below water take wetted channel, bird surveys, gravel return etc.

Exclusion period for trout spawning? May – July. In wetted channel.

Affected parties consent - Push above allocation limits, avoid trout spawning times of year to do works. Conditions needed to avoid works in

**HBF&G provide trout spawning habitat to give to council email [whit@hbrc.govt.nz](mailto:whit@hbrc.govt.nz) is the contact in the science team for fish surveys.**

The consents that we are interested in (eg gravel extraction, bridge, water take, discharge consents etc)

Can we talk about large water take application from Epic ref 129795 in the Tukituki catchment? – this consent is a tidy up of existing flow allocation.

Make up of planning team: 12 planners, 1 senior, 3 intermediate, Malcolm Miller advisor, Simon - flood protection sites. Esk stop banks and others. 30 days to notify and conditions. New stop bank and designs, mouth of the Esk September consents around management plans.

Contaminated soil dumping near in Tukituki catchment – doesn't appear that you have any rules relating to contaminated soil so we assume this is just a district council matter under the NES-CS?

**HBF&G to find out address of dump site and volume of contaminated soil dumped.**

Asked where allocation volumes will be exceeded – TANK Ngauroro overallocated now consents expiring next year. Follow up on WCO.

### Policy – Saul and Dale and Nicola

Dale Meredith – Otago previously flow allocation and RPS. Tukituki catchment. HBRC urban form and development and land and freshwater. Nicola acting manager. Bianca and climate change. Geographic spread.

Saul - ecosystems and biodiversity, specific catchments divided across the team

Overseer issues and rule setting, captured too many farms wanting to just get intensive farms not all of them. Further conversation about this in future meeting.

Farm plans – HB earlier regions to roll out. Southland and Waikato still needing to do it but waiting for changes.

CCCV values FFP in my area N is an issue, biodiversity, cultural values responsive to this. RPSS work relevant etc. Response part. Consultation fatigue. Cyclone trauma.

Waigoodpolicy practice notes NPS-FM plan changes

TANK plan changes (very generally of course) – mediation half way through to end Dec. Consents come in on hold. Catchment communities idea blue print - financial support and environmental stuff fell away. Recovery hub rather than environmental focus. How catchment groups determine what they become involved in – focus may return to freshwater. Appeal points likely to go to EC. Might get EC date next year.

HBF&G to talk to science team about our fish surveys when this work has been completed

Ngauroro WCO 12/13 Aug appeal outstanding definition of damming with Forest and Bird. Court dates pushed back, both agreed error of law. Iwi appeal withdrawn.

HB & CJ attend meeting with Saul and policy team regarding PC 6 26<sup>th</sup> August teams meeting.

## River Management

River management staff members that we met: James Feary: [james.feary@hbrc.govt.nz](mailto:james.feary@hbrc.govt.nz) and head engineer David Okros: [david.okros@hbrc.govt.nz](mailto:david.okros@hbrc.govt.nz)

Waipukarau, Tukituki field trip with staff previously with F&G staff.

Reviews on river systems ways of managing river systems to prevent flooding, climate change standard, working with science team to get nature based solutions, literature review and solutions. Tender attenuation modelling. Scheme review needs to look at nature based solutions. Areas where we can not use hard engineering going forward. Geomorphology (T&T Ian Fuller) to look at Gravel and long term period. Mindful that we have had a big event. Post Gabrielle and everyone wants protection. What risk looks like. Houses right beside river systems and then infrastructure. Strategy work engineering long term view of where we want to go 100 year flood event and higher flood event. What they should be doing in gravel management space. Bed levels may too high to hold bank full width of water. Greater replenishment of aquifers, increase flood prone areas and trade off. Heratonga plains and wetland.

HB - Ask for copy of nature based solutions

HB - report and global consents regarding gravel management.

HB to request and then provide to HBF&G - bird counts does this information also include game bird counts?

Increase vegetation in catchments, wetlands etc. Drainage for farming. Bexley example HC appeal earthquake red zone. Esk Vally land categorisation class 3, development could be protected class 2. 7 big projects HDC Havelock North various projects. Increase level of protection build within 3 years to protect houses from 100 year event. 10 year period would be reasonable and now new gvt wants it done in one election cycle.

Prior to 2022 braidle process look within that contractors to extract gravel

Annual plans and strategy and what is sustainable and assess all out applications for that. Hand that over to operations to deal with the contractors. Gravel management plan.

Riparian area vegetation management, stop bank encroachment and native planting. Environmental enhancement plan. Bird surveys of all of our river systems. Condition of gravel extraction consents. Indigenous species free of birds. Bird populations regular surveys. At least annually. All species Nicky Mc Carthur, per reach.

Gravel bed management take gravel out of system to improve flood outcomes use contracts to remove it. Govt funding to remove gravel. Ripping and raking to remove over burden vegetation and secondly to loosen gravel.

Fish spawning times of year and does this impact on your work programme?

Gravel extraction standard conditions - crossing points, orientation, shape, no bunding

Tree trimming photos shown

-Owner true right at bridge does river management work so might be jumping in and doing work? RC does not use this person as a contractor.

HBF&G to follow up with location where photos taken and photos shown in meeting re Manganukuu trees photo and trimming taking place during trout spawning.



## Field Officer Report

### Habitat Creation/ Enhancement

#### Game Bird Habitat Grant Applications (GBHT).

We have assisted with 2 applications to create new wetlands, both in Central Hawkes Bay, applications closed on 30 June 2024 and have just received notification from GBHT, that both applications were successful

The applications, were made for Springvale Station and Long Island station, both properties have impressive and well managed wetlands on them already and these 2 new ones; once finished they will create good nesting and feeding habitat complimenting the existing more expansive wetlands.

#### Previous GBHT grants final sign off.

Two GBHT assisted wetlands had referees reports written and final signoff/ payment made. Russco farms started in 2022; has 4x breeding ponds that are all well fenced and planted, Tainui Wetland; an extensive, and impressive project.

#### 1 Billion Trees Fund.

A fund started by government aiming to plant 1 billion trees, some of the funding applications were facilitated by GBHT and "refereed" by Fish and Game to plant natives around wetland / restoration projects. The landowner would get 75% of the approved funding once the trees were planted and a referee had confirmed trees were satisfactorily planted, stock fencing and a pest program in place, the final 25% would be paid out if 12 months later, 80% + had survived; requiring another referee visit. Many of these funding requests were approved in 2021, and landowners started planting on the promise of reimbursement. In late June 2024 the GBHT emailed HB Fish and Game advising there was still monies in the order of \$76K held for 10 of these applicants, several having had no reimbursement at all. I have contacted all, completed referee's visits for most and facilitated payment on all that we could, unfortunately 1 property was not planted and several had plantings reduced due to cyclone damage. Fortunately all approaches have met with a positive response and it has been a positive bridge building/ PR exercise, several have expressed a strong interest in applying for GBHT funding for new wetlands in the 2025 funding round. GBHT Funding Applications 2024/25 funding round.

We currently have 4 potential applicants that we will continue working with targeting application for end of June 2025, I wish to acknowledge and thank John Cheyne for his help and support of the HB team.

### Shoveller Counts

National Shoveller and Grey Teal counts were started 5 August. We had 2 teams of 2 that counted Shoveller and Grey Teal on a total of 10 sites, although lake Poukawa was split into several zones due to multiple "ephemeral lakes" surrounding the permanent lake. Shoveller counts varied from nil - 1600, Grey Teal 0 – 1500 per site, with the high numbers of grey teal and geese making counting shoveller females challenging at times.

#### Points of note

There were very high numbers of Grey Teal, Canada and feral geese at many sites.

Drone photos by the HBFnG team and Brownrigg team were trialled but lacked resolution to count shoveller but would be useful for swan counts, and getting closer would have flushed the birds.

Gaining landowner permission to gain good vantage points helped massively, coupled with good binoculars, high resolution still photos from these vantage points look promising.

### Spawning surveys

We have walked 1km stretches of Tukituki, Waipawa, Ngaruroro and Tutaekuri tributaries and parts of the main stem towards their headwaters, over the main spawning season. The large number of exposed slips have meant the rivers dirtied very quickly and stayed dirty with any rain for much longer than pre- cyclone, making this work challenging, creating longer than ideal breaks between successful counts at times.

With the exception of the Tutaekuri, numbers have been good in all catchments surveyed so far, with the Managanuku, Tukipo, Kahahakuri and Ohara standing out with counts up to 42/ km in the lower Manganuku.

The Tutaekuri stands out as a concern, when I visited a tributary and upper reaches in May, for an initial "post cyclone assessment" I found good numbers of "coloured up" trout, and lots of anglers boot prints, a visit in early August was disappointing with only 1 live trout and 1 dead fish found in 2x 1km stretches. It's possible they could have spawned and dropped back or moved further up between visits, I am hoping to visit other tributaries in the next few weeks before the recovering fish drop back down and the season starts.

### Access

We have started visiting and assessing access points, where possible whilst out doing spawning counts or other site visits. We are hopeful that these will be completed and online information updated over the next month or so, as several access points are either no longer available, contact numbers are out of date or are now potentially difficult.

#### Pukekos.

We have issued several permits to disturb on various crops, we are working with Dr Matt Kaverman from Wellington region to generate a driven transects monitoring program for Pukekos in Hawkes Bay region, plan is to count in spring and pre gamebird season.

### Swans

Following on from several successful driven shoots during the game bird season by Brownrigg's, we have issued a permit for cultural harvest of swan eggs to Ngai Te Rangikoianake Hapu owners of Poukawa 13B block at lake Poukawa. We are hopeful that this cultural egg harvest will also catalyse a permit request for the Ahuriri lagoon and surrounding area. I expect we will receive a permit request to disturb/ cull swans as planting starts around Lake Poukawa from Brownrigg Agriculture soon too.

### 3 FINANCE REPORT

**Ref: 8.03.01**

**4 September 2024**

#### **1. Purpose**

To inform the Council of the end of year financial position and approve payments for the months of June, July and August 2024.

Tables within this report:

Table 1	Other Income to 31 August 2024
Table 2	Profit and Loss to 31 August 2024
Table 3	Balance Sheet as at 31 August 2024
Table 4	Variance Report to 31 August 2024
Tables 5, 6 & 7	Bank Transactions June, July and August 2024
Table 8, 9 & 10	Credit Card Transactions June, July and August 2024

#### **2. YTD Profit and Loss**

The Profit & Loss statement for the period ending 31 August is provided in Table 2. This report documents the income and expenditure for the final period of the 2023-2024 financial year. There are several year-end accruals and adjustments yet to occur in preparation for the 2023-2024 Financial Statements.

#### ***Summary***

A net loss of \$32,870 is reported at year-end against a forecasted loss of \$18,387. Approximately \$10,000 is funded from reserves for the Ruataniwha appeal and interest on investment accruals are yet to be completed.

#### ***Income***

##### **Licence Sales**

Fish licence revenue to 31 August (year-end) is \$325,560 compared to an annual budget of \$249,956, a surplus on budget of \$75,644 is reported for the 2023-24 financial year.

During the 2023-24 national budget round the target for Hawke's Bay fish licence sales was reduced by 805 LEQ's (\$107,100) to offset possible losses in revenue resulting from the devastating impact of cyclone Gabrielle. Fortunately, the losses experienced during the year were not as significant as first anticipated and as a result the reduced target was exceeded by \$75,644. During the 2024-25 national budget round this positive result was highlighted and the proposed target for fish licence sales for the 2024-25 season was increased as a means to return this additional revenue to the national pool. The Hawke's Bay Council did not wish to see an increase in the fish licence sales target for the 2024-25 season and rejected the budget target put forward, rather the Council resolved to reimburse to the NZ Council the surplus sales within the current financial year. This would be paid by way of a levy to the New Zealand Council and details of the calculation can be found later in this report.

Game licence revenue to 31 August (year-end) is \$177,349 compared with the annual budget of \$179,937, a deficit to budget of \$2,588 is reported at year end.

A more up to date picture of licence sales performance to 31 August can be found within the licence sales report.

### **Other Income**

Legal funding of \$30,000 was received during the period from the New Zealand Council for costs associated with the Environment Court appeal related to a resource consent to take ground water from Ruataniwha. On receipt of audit confirmation reports from the banks the final interest accruals will be made and will be incorporated into the 2023-24 Financial Statements.

<b>Table 1: Other Income</b>	<b>Total Budget</b>	<b>YTD Actual</b>
Legal Funding received from NZFGC		\$30,000
Diversion – Jnr Hunter/Angler Programmes		\$1,050
Wetland Plants		\$1,678
Diversion – Legal & Expense recovery		\$174
Advertising	\$500	\$0
Glen Falls Hut	\$1,500	\$1,191
Game Farm & Promotional Income		\$3,635
Donations		\$68
Sundry Income		\$1,948
Meeting Room Hire	\$2,000	\$861
Rental Income	\$10,400	\$24,300
Interest Income	\$29,522	\$33,301
<b>Total</b>	<b>\$43,922</b>	<b>\$98,206</b>

### **Expenditure**

Total expenditure to 31 August 2024 was \$634,024, being 129% of budgeted total expenditure for the 2023-24 financial year. The overspend on budget is \$141,822 of which \$40,583 is legal costs funded by the NZC legal fund and the Water Quality Donations Reserve, and \$68,000 for additional levies described later in this report. Funding of the School Curriculum Development was budgeted to occur in 2022-23 was delayed and went through the accounts in the 2023-24 financial year. Other under and overs are described below.

### **Species Management**

There was no Species Management expenditure reported within the three-month period.

Species Management spending for the financial year ended at \$15,480 against a total budget of \$9,800. The Species Management output is overspent by \$5,680 at year-end primarily due to the purchase of trout which were ordered and not budgeted for.

### **Habitat Protection/Management**

Significant expenditure is reported in the Resource Management Act output relating to the Environment Court appeal for the resource consent to take groundwater from Ruataniwha. Total costs for the appeal to 31 August are \$40,583 of which \$30,000 is funded by the New Zealand Fish and Game Council's legal fund and is reported in this report under "Other Income". The balance is to be funded from the Hawke's Bay Councils River/Water Quality Donations reserve and this transfer will take place when the financial statements for the year are completed. Other Habitat spending at year-end totalled \$3,079 against an output budget of \$7,800, an underspend for the year of \$4,721.

### **Participation**

Access and newsletters spending over the period related to a licence for design software, and mailchimp subscription fees. Angler and hunter training spending covered the tutor cost for the student fly fishing courses undertaken in May and June, and 4 fly rod and reel combos. Participation spending at year end was \$7,946 – total budget \$13,300, the participation output was underspent \$5,354 for the year.

### **Public Interface**

Public Promotions spending for the period included \$550 in voucher giveaways for; the Perceptions Survey, the hunters pack giveaway, and the upland game promotion.

The most significant expense in the Visitor Facility budgets was \$3,570 for handrails for the front and rear deck stairs. Other Game farm related expenditure included security cameras and signs, plants, sprays and fertiliser, quickcrete, rat traps, dump fees, gloves and minor equipment maintenance costs.

Public Interface spending at year-end is \$40,505 against a total budget for the year of \$21,500. The funding of the School Curriculum (\$10,000) was to be paid in the 2022-23 financial year and as a result has contributed to the above budget variance leaving an overspend for the year of \$9,005.

### **Compliance**

Compliance expenditure relates to the purchase of pants for rangers, two bum bags and lunch for closing weekend. Total spending for year \$1,751 – total budget \$4,000, underspent \$2,249 at year end.

### **Licensing**

The Commission budget includes agent commission, and the fees associated with the Public Online and 0800 sales. Total Licensing spending at year-end was \$23,468 – total budget \$25,297. The Licensing budgets are underspent at year-end by \$1,829 because of reduced costs associated with the development of the designated waters licence system which all regions contributed to.

### **Council**

Expenses are reported within the Council budgets relating to the governance advisor, catering, and postage for the July meeting of Council. A subscription to the Boardpro platform to produce Council papers was paid in July (\$1,650). Total spending for year \$4,994 – total budget \$3,300, overspent \$1,694 at year end due to unbudgeted spend on the Boardpro subscription.

### **Planning**

The Planning expenditure reported in August relates to the year-end accrual for the 2023-24 audit fee. Levies were paid in July as budgeted.

There is an additional levy accrued to the New Zealand Council in August for \$68,000 in relation to fish licence revenue received over budget which the Council had resolved to return to the national pool. The calculation for the levy takes into consideration that the Hawke's Bay Council's Game licence sales ended the year under budget, so the levy is based on the combined year-end result.

Net surplus in combined Fish & Game licence revenue as at 31 August was \$73,055, less commissions & fees of 5%, net surplus revenue \$69,402. Levy proposed by the CFO of NZ Council \$68,000.

### ***Administration***

- Salaries - YTD \$266,621, total budget 252,490. The year-end leave accruals have been completed and spending within the Salaries budget includes contract services for Eastern Fish & Game and an accrual for NZ Fish & Game CEO C. Jordan as acting Regional Manager. The Salaries budgets are overspent \$14,131 at year-end.
- Staff Expenses - included flights for ranger training on the canals in the South Island and travel expenses for fish salvage training in North Canterbury region. Various expenses are also reported relating to morning teas, lunches for; ranger training, shoveler counts, swan egg harvest, volunteers, and meetings. Total spending for year \$8,876 – total budget \$9,500, underspent \$624 at year end.
- Staff Houses – spending relates to installation of a polythene vapour barrier under the rental property which is required to comply with Healthy Homes standards. Total spending for year \$6,282 – total budget \$7,700, underspent \$1,418 at year end.
- Office Premises – the usual expenditure related to electricity and rates was incurred. Additional spending during the period related cleaning products and an electrical fault in the office. Total spending for year \$12,654 – total budget \$8,600, overspent \$4,054 at year-end due primarily to higher than budget rates expense (\$2,235) but increases in costs associated with power, maintenance and cleaning are also noted.
- Office Equipment – spending relates to the photocopier lease and the purchase of a sofa bed for the office. Total spending for year \$2,947 – total budget \$2,900, overspent \$47 at year end.
- Communications/Consumables – spending includes photocopying, phones, courier, xero licence fees, PO Box renewal, stationery, and IT services. Total spending for year \$8,228 – total budget \$11,700, underspent \$3,472 at year end.
- General - expenses include bank fees, Facebook and istock subscriptions, the annual survey monkey subscription, and staffroom and cleaning supplies. The annual insurance premium was paid in August (\$9,595), and an expense reported relating to the valuation of the Huia. Total spending for year \$13,556 – total budget \$6,600, overspent \$6,956 at year end. While most of this variance is related to insurance being higher than budgeted (\$5,088), there is a \$2,500 unspent vehicle insurance budget under “Vehicles”. The premium was not split when received from the insurer.
- General equipment - expenses relate to steel cap boots, gumboots, field work boots, life jackets, and supplies for botulism and bird flu kits. Total spending for year \$4,831 – total budget \$2,800, overspent \$2,031 at year end due to a variety of additional costs incurred over the year.
- Vehicle spending relates to fuel, RUC’s, reimbursement of travel for the acting manager and the monthly SmartTrack fee. Spent YTD \$10,965 – total budget \$13,400. An underspend of \$2,435 is reported due to the vehicle insurance premiums being included under the General Expense budgets.

### **3. Balance Sheet**

The Balance Sheet as at 31 August 2024 is shown in Table 3 and compares the year-end position with the prior year financial year. Again, it is to be highlighted that final accruals and adjustments are yet to occur for the final result for the 2023-24 financial year.

#### **Cash Position: As at 31 August 2024**

\$ 194,620	Cash & Call accounts (includes \$1,692 Donations)
\$ 627,840	Investments (includes \$70,629 Donations)
<b>\$ 822,460</b>	<b>Total</b>

**Debtors:** Outstanding Debtors \$44,561 as at 31 August 2024 (\$14,464 as at 31 August 2023). The current debtor balance includes the legal funding by the NZC as reported earlier in this report.

### **4. Variance Report**

The variance report is shown in Table 4. The figures in the “Variance Report” are taken from the Profit and Loss (Table 2), however, this report includes a comparison of staff hours against budget. Overhead costs are allocated against each project based on hours worked on the project giving an internal cost and a total project cost.

YTD actual staff hours are entered for each project to provide Council with an overview of the staff time component of the Operational Work Plan. The hours to 31 August incorporate time provided by Eastern Fish & Game Council and the New Zealand Fish & Game Council through CEO Corina Jordan





# Table 2 Profit and Loss

## Hawke's Bay Fish and Game Council For the month ended 31 August 2024

	JUN 2024	JUL 2024	AUG 2024	YTD ACTUAL	TOTAL BUDGET	VARIANCE	% REMAINING
<b>Income</b>							
<b>Licence Income</b>							
Fish Licence Income	3,377	2,818	1,080	325,600	249,956	75,644	30
Game Licence Income	2,252	316	185	177,349	179,937	(2,588)	(1)
<b>Total Licence Income</b>	<b>5,629</b>	<b>3,134</b>	<b>1,265</b>	<b>502,948</b>	<b>429,893</b>	<b>73,055</b>	<b>17</b>
Other Income	9,490	2,893	39,156	98,206	43,922	54,284	124
<b>Total Income</b>	<b>15,119</b>	<b>6,027</b>	<b>40,421</b>	<b>601,154</b>	<b>473,815</b>	<b>127,339</b>	<b>27</b>
<b>Operating Expenses</b>							
Depreciation	2,138	2,118	2,051	25,479	23,593	1,886	8
<b>1100 SPECIES MANAGEMENT</b>							
<b>1110</b>							
Population Monitoring	-	-	-	6,972	6,800	172	3
1160 Releases	-	-	-	8,508	3,000	5,508	184
<b>Total 1100 SPECIES MANAGEMENT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,480</b>	<b>9,800</b>	<b>5,680</b>	<b>58</b>
<b>1200 HABITAT PROTECTION MANAGEMENT</b>							
<b>1210 Resource Management Act</b>							
1210 Resource Management Act	15,426	12,268	8,333	40,583	2,500	38,083	1,523
1220 Works & Management	-	-	-	855	1,300	(445)	(34)
1230 Assisted Habitat	-	-	-	2,224	4,000	(1,776)	(44)
<b>Total 1200 HABITAT PROTECTION MANAGEMENT</b>	<b>15,426</b>	<b>12,268</b>	<b>8,333</b>	<b>43,662</b>	<b>7,800</b>	<b>35,862</b>	<b>460</b>
<b>1300 PARTICIPATION</b>							
1310 Access	-	120	-	3,009	2,200	809	37
1320 Satisfaction Survey	-	-	-	435	500	(65)	(13)
1330 Newsletters	136	136	85	1,102	1,500	(398)	(27)
1340 Informational Publications	-	-	-	-	500	(500)	(100)
1350 Angler & Hunter Training	150	828	-	3,346	6,500	(3,154)	(49)
1360 Club Relations	-	-	-	-	100	(100)	(100)

Table 2 Profit and Loss

	JUN 2024	JUL 2024	AUG 2024	YTD ACTUAL	TOTAL BUDGET	VARIANCE	% REMAINING
1370 Fish & Game Huts	-	-	-	54	2,000	(1,946)	(97)
<b>Total 1300 PARTICIPATION</b>	<b>286</b>	<b>1,084</b>	<b>85</b>	<b>7,946</b>	<b>13,300</b>	<b>(5,354)</b>	<b>(40)</b>
<b>1400 PUBLIC INTERFACE</b>							
1440 Public Promotions	391	-	87	565	-	565	-
1450 Visitor Facility	3,827	138	1,032	39,940	21,500	18,440	86
<b>Total 1400 PUBLIC INTERFACE</b>	<b>4,218</b>	<b>138</b>	<b>1,119</b>	<b>40,505</b>	<b>21,500</b>	<b>19,005</b>	<b>88</b>
<b>1500 COMPLIANCE</b>							
1510 Ranging	627	-	284	1,601	1,500	101	7
1520 Ranger Training	-	-	-	103	1,000	(897)	(90)
1530 Compliance/Prosecutions	-	-	-	47	1,500	(1,453)	(97)
<b>Total 1500 COMPLIANCE</b>	<b>627</b>	<b>-</b>	<b>284</b>	<b>1,751</b>	<b>4,000</b>	<b>(2,249)</b>	<b>(56)</b>
<b>1600 LICENSING</b>							
1610 Licence Production	-	-	-	3,735	5,652	(1,917)	(34)
1620 Agent Servicing	-	-	54	66	300	(234)	(78)
1630 Commission	202	126	34	19,668	19,345	323	2
<b>Total 1600 LICENSING</b>	<b>202</b>	<b>126</b>	<b>88</b>	<b>23,468</b>	<b>25,297</b>	<b>(1,829)</b>	<b>(7)</b>
<b>1700 COUNCILS</b>							
1710 Council Elections	-	-	-	-	1,000	(1,000)	(100)
1720 Council Meetings	-	2,147	-	4,994	2,300	2,694	117
<b>Total 1700 COUNCILS</b>	<b>-</b>	<b>2,147</b>	<b>-</b>	<b>4,994</b>	<b>3,300</b>	<b>1,694</b>	<b>51</b>
<b>1800 PLANNING/REPORTING</b>							
1830 Reporting/Audit	-	-	5,565	7,676	8,000	(324)	(4)
1840 National Liaison	-	15,309	68,000	128,101	59,922	68,179	114
<b>Total 1800 PLANNING/REPORTING</b>	<b>-</b>	<b>15,309</b>	<b>73,565</b>	<b>135,777</b>	<b>67,922</b>	<b>67,855</b>	<b>100</b>
<b>1900 ADMINISTRATION</b>							
1910 Salaries	14,609	31,322	62,677	266,621	252,490	14,131	6
1920 Staff Expenses	222	114	2,329	8,876	9,500	(624)	(7)
1930 Staff Houses	856	-	-	6,282	7,700	(1,418)	(18)
1940 Office Premises	346	1,448	1,114	12,654	8,600	4,054	47

Table 2 Profit and Loss

	JUN 2024	JUL 2024	AUG 2024	YTD ACTUAL	TOTAL BUDGET	VARIANCE	% REMAINING
1950 Office Equipment	1,496	106	106	2,947	2,900	47	2
1960 Communications/Consumables	521	576	587	8,228	11,700	(3,472)	(30)
1970 General	531	58	9,869	13,556	6,600	6,956	105
1980 General Equipment	189	946	157	4,831	2,800	2,031	73
1990 Vehicles	745	882	1,625	10,965	13,400	(2,435)	(18)
<b>Total 1900 ADMINISTRATIONS</b>	<b>19,515</b>	<b>35,452</b>	<b>78,463</b>	<b>334,960</b>	<b>315,690</b>	<b>19,270</b>	<b>6</b>
<b>Total Operating Expenses</b>	<b>42,412</b>	<b>68,642</b>	<b>163,988</b>	<b>634,024</b>	<b>492,202</b>	<b>141,822</b>	<b>29</b>
<b>Net Profit</b>	<b>(27,294)</b>	<b>(62,615)</b>	<b>(123,566)</b>	<b>(32,870)</b>	<b>(18,387)</b>	<b>(14,483)</b>	<b>79</b>

# Table 3: Balance Sheet

## Hawke's Bay Fish and Game Council As at 31 August 2024

	31 AUG 2024	31 AUG 2023
<b>Assets</b>		
<b>Bank</b>		
Westpac Call Account	84,836	82,580
Westpac Current Account	107,249	56,894
Donation Account	72,321	68,305
Westpac Mastercard K Meehan	843	-
Petty Cash	10	353
<b>Total Bank</b>	<b>265,259</b>	<b>208,132</b>
<b>Current Assets</b>		
<b>Debtors &amp; prepayments</b>		
Accounts Receivable	44,561	14,464
Interest Accrued & Prepayments	4,291	10,120
GST	20,346	9,729
<b>Total Debtors &amp; prepayments</b>	<b>69,198</b>	<b>34,314</b>
Investments	557,211	527,413
Farmlands Shares	1,835	1,835
<b>Total Current Assets</b>	<b>628,244</b>	<b>563,562</b>
Fixed Assets	380,869	394,719
<b>Total Assets</b>	<b>1,274,371</b>	<b>1,166,412</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Creditors and accrued expenses</b>		
Accounts Payable	30,151	26,002
Accrued Expenses	84,600	8,512
Income in Advance	31,894	35,419
Game Bird Habitat Trust	11,074	-
Westpac Credit cards	-	66
Westpac Mastercard - CN	-	353
<b>Total Creditors and accrued expenses</b>	<b>157,719</b>	<b>70,352</b>
Employee costs payable	65,254	11,793
<b>Total Current Liabilities</b>	<b>222,973</b>	<b>82,145</b>
<b>Total Liabilities</b>	<b>222,973</b>	<b>82,145</b>
<b>Net Assets</b>	<b>1,051,398</b>	<b>1,084,268</b>

Table 3: Balance Sheet

	31 AUG 2024	31 AUG 2023
<b>Equity</b>		
<b>Accumulated Funds</b>		
Accumulated Funds	887,531	872,103
Current Year Earnings	(32,870)	34,535
Transfer To/From Reserves	-	(19,107)
<b>Total Accumulated Funds</b>	<b>854,661</b>	<b>887,531</b>
<b>Dedicated Reserves</b>		
Asset Replacement Reserve	41,636	41,636
Back Country Fisheries Reserve	86,492	86,492
Hawke's Bay Pheasants Unlimited	1,647	1,647
River/Water Quality Donations	66,962	66,962
<b>Total Dedicated Reserves</b>	<b>196,737</b>	<b>196,737</b>
<b>Total Equity</b>	<b>1,051,398</b>	<b>1,084,268</b>

## 5. Bank Transactions

Bank and credit card transactions for the period 1 June to 31 August are shown on Tables 5 through 10.

<b>Table 5: Westpac Current Account Transactions</b>			
Hawke's Bay Fish and Game Council - 1 June 2024 to 30 June 2024			
<b>Date</b>	<b>Payee</b>	<b>DC Batch</b>	<b>Amount</b>
03 Jun 2024	Generated by Xero Payroll		6,968.84
10 Jun 2024	Cardlink Systems DD		551.59
11 Jun 2024	One New Zealand Group DD		366.29
17 Jun 2024	Generated by Xero Payroll		6,947.00
17 Jun 2024	Inland Revenue Department		6,721.00
20 Jun 2024	Archie Reisima	150.00	
20 Jun 2024	BOC Limited	17.32	
20 Jun 2024	BOC Limited	99.88	
20 Jun 2024	Davy Jones	73.38	
20 Jun 2024	Eastern Fish and Game Council	81.48	
20 Jun 2024	Eastern Fish and Game Council	1,867.31	
20 Jun 2024	Farmlands	351.80	
20 Jun 2024	Guns & Tackle	55.96	
20 Jun 2024	Hawkes Bay Install	856.29	
20 Jun 2024	Hawkes Bay Refrigeration (2005) Ltd	232.30	
20 Jun 2024	Hawkes Bay Regional Council DD	3,855.37	
20 Jun 2024	John Lumsden	197.00	
20 Jun 2024	Johnston Locksmiths	40.00	
20 Jun 2024	Mitre10 Mega	37.48	
20 Jun 2024	Mitre10 Mega	93.74	
20 Jun 2024	New Zealand Fish and Game Council	336.17	
20 Jun 2024	New Zealand Fish and Game Council	903.06	
20 Jun 2024	North Canterbury Fish and Game Council	381.80	
20 Jun 2024	OfficeMax	127.03	
20 Jun 2024	Paula Burden	230.00	
20 Jun 2024	Redstripe	107.82	
20 Jun 2024	Smartrak Limited	110.33	10,205.52
20 Jun 2024	Frank Energy DD		397.68
20 Jun 2024	FujiFilm DD		202.62
27 Jun 2024	BOL Monthly Charges		4.56
<b>Total</b>			<b>32,365.10</b>

<b>Table 6: Westpac Current Account Transactions</b>			
Hawke's Bay Fish and Game Council - 1 July 2024 to 31 July 2024			
<b>Date</b>	<b>Payee</b>	<b>DC Batch</b>	<b>Amount</b>
01 Jul 2024	Generated by Xero Payroll		7,103.70
09 Jul 2024	Cardlink Systems DD		431.35
12 Jul 2024	One New Zealand Group DD		365.32
15 Jul 2024	Generated by Xero Payroll		6,884.13
15 Jul 2024	Inland Revenue Department		6,729.36
18 Jul 2024	Archie Reisima	180.00	
18 Jul 2024	Eastern Fish and Game Council	81.48	
18 Jul 2024	Guns & Tackle	200.00	
18 Jul 2024	Mitre 10 Mega Napier	37.11	
18 Jul 2024	Mitre 10 Mega Napier	127.22	
18 Jul 2024	Mitre 10 Mega Napier	198.04	
18 Jul 2024	New Zealand Fish and Game Council	1,757.54	
18 Jul 2024	NIWA Taihoro Nukurangi	1,537.20	
18 Jul 2024	OfficeMax	98.29	
18 Jul 2024	Redstripe	35.94	
18 Jul 2024	Smartrak Limited	110.33	
18 Jul 2024	Stihl Shop Greenmeadows	97.20	
18 Jul 2024	Stihl Shop Greenmeadows	217.00	

Date	Payee	DC Batch	Amount
18 Jul 2024	Tube Worx	4,105.50	
18 Jul 2024	Wellington Fish and Game Council	720.59	9,503.44
22 Jul 2024	Frank Energy DD		266.16
22 Jul 2024	FujiFilm DD		148.36
25 Jul 2024	Inland Revenue Department		5,775.72
25 Jul 2024	Kahu Environmental	517.50	
25 Jul 2024	Kahu Environmental	4,722.19	
25 Jul 2024	Kahu Environmental	17,740.19	
29 Jul 2024	Generated by Xero Payroll		7,069.23
31 Jul 2024	BOL Monthly Charges		3.99
<b>Total</b>			<b>44,280.76</b>

### Table 7: Westpac Current Account Transactions

Hawke's Bay Fish and Game Council - 1 August 2024 to 31 August 2024

Date	Payee	DC Batch	Amount
07 Aug 2024	Cardlink Systems DD		589.63
07 Aug 2024	Big Spark Electrical	126.50	
07 Aug 2024	Davy Jones	66.36	
07 Aug 2024	Rivers to Ranges Limited	745.00	937.86
08 Aug 2024	Fine Antiques		310.50
11 Aug 2024	One New Zealand Group DD		366.77
12 Aug 2024	Generated by Xero Payroll		7,045.39
19 Aug 2024	Inland Revenue Department		10,264.49
19 Aug 2024	Accident Compensation Corporation	435.67	
19 Aug 2024	BOC Limited	9.23	
19 Aug 2024	Eastern Fish and Game Council	81.48	
19 Aug 2024	Mitre 10 Mega Napier	36.56	
19 Aug 2024	Mitre 10 Mega Napier	151.81	
19 Aug 2024	Mitre 10 Mega Napier	220.86	
19 Aug 2024	New Zealand Fish and Game Council	2,582.69	
19 Aug 2024	New Zealand Fish and Game Council	17,170.12	
19 Aug 2024	Redstripe	71.88	
19 Aug 2024	S A Robinson	300.00	
19 Aug 2024	Sally Gepp Barrister	14,107.98	
19 Aug 2024	Smartrak Limited	110.33	
19 Aug 2024	Stoney Creek	457.16	35,735.77
20 Aug 2024	Frank Energy DD		338.22
20 Aug 2024	FujiFilm DD		197.86
21 Aug 2024	Napier City Council DD		1,398.95
26 Aug 2024	Generated by Xero Payroll		7,540.91
30 Aug 2024	BOL Monthly Charges		3.61
<b>Total</b>			<b>64,729.96</b>

### Table 8: Westpac Mastercard KM

Hawke's Bay Fish and Game Council - 1 June 2024 to 30 June 2024

Date	Payee	Amount
04 Jun 2024	Istock	40.25
04 Jun 2024	Mailchimp	156.36
06 Jun 2024	New World Greenmeadows	24.94
06 Jun 2024	Z Taradale	107.65
07 Jun 2024	Crafty's - R & S Beere Ltd	250.00
25 Jun 2024	Survey Monkey	540.00
30 Jun 2024	Waipawa Bakehouse	34.10
<b>Total</b>		<b>1,153.30</b>

**Table 9: Westpac Mastercard KM**

Hawke's Bay Fish and Game Council - 1 July 2024 to 31 July 2024

Date	Payee	Amount
04 Jul 2024	Mailchimp	156.38
05 Jul 2024	NZ Transport Agency	207.77
09 Jul 2024	Star Foods Onekawa NZL	49.08
11 Jul 2024	New World Greenmeadows	48.71
17 Jul 2024	NZTA	392.44
17 Jul 2024	Lynn River Ltd	579.37
18 Jul 2024	NZ Post Limited	11.40
18 Jul 2024	NZ Post Limited	97.00
18 Jul 2024	BoardPro Ltd	1,897.50
24 Jul 2024	Four Square	6.59
24 Jul 2024	Four Square	21.51
24 Jul 2024	Dominos	107.00
25 Jul 2024	Angkor Wat	25.70
26 Jul 2024	New World Greenmeadows	38.60
26 Jul 2024	Air New Zealand	1,173.20
29 Jul 2024	Air New Zealand	316.00
<b>Total</b>		<b>5,128.25</b>

**Table 10: Westpac Mastercard KM**

Hawke's Bay Fish and Game Council - 1 August 2024 to 31 August 2024

Date	Payee	Amount
01 Aug 2024	Napier City Council DD	32.60
04 Aug 2024	Mailchimp	97.74
05 Aug 2024	Waipawa Bakehouse	38.80
13 Aug 2024	The Hideaway Cafe	22.04
16 Aug 2024	Landing Cafe	12.50
16 Aug 2024	Woolworths	18.09
16 Aug 2024	Industrie Cafe	35.29
16 Aug 2024	Burger King	42.50
16 Aug 2024	Paris Delice	53.04
19 Aug 2024	New World Greenmeadows	61.68
23 Aug 2024	HB Hamills NZ	180.00
24 Aug 2024	New World Greenmeadows	135.49
<b>Total</b>		<b>729.77</b>

**Recommendation*****That the payments for 1 June to 31 August totalling \$148,387.14 be approved.***

Current Account – June 2024	\$32,365.10
Current Account – July 2024	\$44,280.76
Current Account – August 2024	\$64,729.96
Credit Card (KM) – June 2024	\$1,153.30
Credit Card (KM) – July 2024	\$5,128.25
Credit Card (KM) – August 2024	\$729.77
<b>Total</b>	<b>\$148,387.14</b>



## LICENCE SALES REPORT

31 August 2024

### 1. 2023-2024 Fish Licence Sales

1. Fish licence sales for the 2023-24 season compared with the 2022-23 season to 31 August are summarised in Table One.
2. Fish licence sales are reporting to be 3% (75 LEQ's) below the 2022-23 season results for the same period.
3. The annual sales target has been exceeded by 556 LEQ's. (Note: the 2023-24 target was reduced due to potential loss of revenue because of cyclone Gabrielle by 805 LEQ's)

*Table One: Fish Licence Sales 2023-24 vs 2022-23 YTD results to 31 August 2024*

Licence Category	Agency Online	Public Online & Call Centre	Total YTD 2022-23	Agency Online	Public Online & Call Centre	Total YTD 2023-24	Inc/Dec on prior Season
<b>Fish Adult</b>							
Family	150	230	380	103	207	310	-70
Season	427	506	933	364	501	865	-68
Season Non-Resident	67	175	242	81	137	218	-24
Loyal Senior	137	99	236	127	92	219	-17
Local Area Adult	90	62	152	61	78	139	-13
Winter Adult	25	53	78	50	89	139	61
Long Break Adult	4	11	15	2	6	8	-7
Short Break Adult	33	94	127	31	168	199	72
Day	107	341	448	128	505	633	185
Day Non-Resident	286	241	527	346	380	726	199
<b>Total Adult</b>	<b>1,326</b>	<b>1,812</b>	<b>3,138</b>	<b>1,293</b>	<b>2,163</b>	<b>3,456</b>	<b>318</b>
<b>Fish Junior</b>							
Season	76	108	184	76	171	247	63
Season Non-Resident	2	3	5	1	8	9	4
Day	8	42	50	24	116	140	90
Day Non-Resident	4	4	8	7	2	9	1
<b>Total Junior</b>	<b>90</b>	<b>157</b>	<b>247</b>	<b>108</b>	<b>297</b>	<b>405</b>	<b>158</b>
<b>Fish Child</b>							
Season Non-Resident	0	7	7	0	2	2	-5
Day Non-Resident	0	4	4	2	1	3	-1
<b>Total Child</b>	<b>0</b>	<b>11</b>	<b>11</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>-6</b>
<b>Total Fish</b>	<b>1,416</b>	<b>1,980</b>	<b>3,396</b>	<b>1,403</b>	<b>2,463</b>	<b>3,866</b>	<b>470</b>
<b>Whole Season Equivalent (LEQ)</b>			2,510			2,435	-75
<b>Variance between Seasons</b>							-3.0%
<b>\$ (excl GST)</b>			<b>\$316,470</b>			<b>\$323,930</b>	<b>\$7,459</b>

### Summary 2023-2024 Season YTD Actual vs Total Budget

2023-24 Annual Budgeted FISH LEQs	1,879	100.0%	\$249,956
2023-24 Actual	2,435	129.6%	\$323,930
<b>Variance to budget</b>	<b>556</b>	<b>29.6%</b>	<b>\$73,974</b>

## 2. 2024 Game Licence Sales

- 2.1 Game licence sales for the 2024 season compared with the 2023 season to 31 August are summarised in Table Two.
- 2.2 Game licence sales are reporting to be 7.9% (138 LEQ's) ahead of the 2023 season results for the same period.
- 2.3 98.6% of the annual sales target has been met at 31 August, a shortfall of 28 LEQ's.

**Table Two: Game Licence Sales 2023-24 vs 2022-23 YTD results to 31 August 2024**

Licence Category	Agency Online	Public Online & Call Centre	Total YTD 2022-23	Agency Online	Public Online & Call Centre	Total YTD 2023-24	Inc/Dec on prior Season
<b>Game</b>							
Adult Season	1,293	409	1,702	1,440	389	1,829	127
Adult Day	25	54	79	28	69	97	18
Junior Season	93	72	165	126	81	207	42
Junior Day	0	0	0	1	5	6	6
Child Season	33	26	59	49	26	75	16
<b>Total Game</b>	<b>1,444</b>	<b>561</b>	<b>2,005</b>	<b>1,644</b>	<b>570</b>	<b>2,214</b>	<b>209</b>
<b>Whole Season Equivalent (LEQ)</b>			1,750			1,888	138
<b>Variance between Seasons</b>							7.9%
<b>\$ (excl GST)</b>			\$155,243			\$177,344	\$22,101

### Summary 2023-2024 Season YTD Actual vs Total Budget

2023-24 Annual Budgeted Game LEQs	1,916	100.0%	\$179,937
2023-24 Actual	1,888	98.6%	\$177,344
<b>Variance to budget</b>	<b>-28</b>	<b>-1.4%</b>	<b>-\$2,593</b>