



# NORTHLAND FISH AND GAME COUNCIL

## AGENDA

PLACE	:	NORTHLAND FISH & GAME OFFICE UNIT A5, 7–11 NELL PLACE, WHANGAREI
DATE	:	<u>Thursday 25 January 2024</u>
MEETING STARTS	:	7.00pm
<b>DINNER</b>	:	<b>6.00pm</b>

### Welcome/Apologies

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## NORTHLAND FISH & GAME ANNUAL OR ONE-YEAR AGENDA

<b>Meetings</b>	<b>Council process</b>	<b>Regular agenda items</b>	<b>Annual items</b>	<b>Ad hoc items</b>
Thursday 25 January 2024	<ul style="list-style-type: none"> <li>▪ Routine – Apologies, minutes of previous meeting, matters arising, agenda items</li> </ul>	<ul style="list-style-type: none"> <li>▪ Managers Operational &amp; Financial Reports</li> <li>▪ Urgent General Business</li> </ul>	<ul style="list-style-type: none"> <li>▪ Finalising Game Notice</li> <li>▪ Evaluation of Council’s Governance Review</li> <li>▪ Confirm trout order for 2025 liberation</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Friday 8 March 2024	<ul style="list-style-type: none"> <li>▪ Routine – Apologies, minutes of previous meeting, matters arising, agenda items</li> </ul>	<ul style="list-style-type: none"> <li>▪ Managers Operational &amp; Financial Reports</li> <li>▪ Urgent General Business</li> </ul>	<ul style="list-style-type: none"> <li>▪ Draft Budget -Items to be considered for following year business plan</li> <li>▪ Report from Chairman on governance review</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Friday 17 May 2024	<ul style="list-style-type: none"> <li>▪ Routine – Apologies, minutes of previous meeting, matters arising, agenda items</li> </ul>	<ul style="list-style-type: none"> <li>▪ Managers Operational &amp; Financial Reports</li> <li>▪ Urgent General Business</li> </ul>	<ul style="list-style-type: none"> <li>▪ Budget &amp; Licence Fee Recommendations</li> <li>▪ Anglers Notice – issues requiring NZC consideration</li> <li>▪ Draft OWP</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Friday 26 July 2024	<ul style="list-style-type: none"> <li>▪ Routine – Apologies, minutes of previous meeting, matters arising, agenda items</li> </ul>	<ul style="list-style-type: none"> <li>▪ Managers Operational &amp; Financial Reports</li> <li>▪ Urgent General Business</li> </ul>	<ul style="list-style-type: none"> <li>▪ Budget and OWP – final sign-off</li> <li>▪ Managers Annual Performance Review</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Friday 20 September 2024	<ul style="list-style-type: none"> <li>▪ Routine – Apologies, minutes of previous meeting, matters arising, agenda items. Final meeting of current council before elections</li> </ul>	<ul style="list-style-type: none"> <li>▪ Managers Operational &amp; Financial Reports</li> <li>▪ Urgent General Business</li> </ul>	<ul style="list-style-type: none"> <li>▪ Meeting programme - dates &amp; venues for next year’s meetings.</li> <li>▪ Managers performance review report</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Friday 8 November 2024	<ul style="list-style-type: none"> <li>▪ Routine – Apologies, minutes of previous meeting, matters arising, agenda items. Inaugural meeting of new council</li> </ul>	<ul style="list-style-type: none"> <li>▪ Managers Operational &amp; Financial Reports</li> <li>▪ Urgent General Business</li> </ul>	<ul style="list-style-type: none"> <li>▪ Induction for new councillors to Northland Fish and Game Council</li> <li>▪ Governance training</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Wednesday 11 December 2024	<ul style="list-style-type: none"> <li>▪ Routine – Apologies, minutes of previous meeting, matters arising, agenda items.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Managers Operational &amp; Financial Reports</li> <li>▪ Urgent General Business</li> </ul>	<ul style="list-style-type: none"> <li>▪ Chairman and Managers Annual Report</li> <li>▪ Financial Statement for year ended 31 August 2024</li> <li>▪ Draft Game Notice</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

**NORTHLAND FISH & GAME COUNCIL**  
**UNCONFIRMED MINUTES OF A MEETING**  
**HELD AT THE NORTHLAND FISH & GAME OFFICE**  
**NELL PLACE, WHANGAREI**  
**7.00PM FRIDAY 13<sup>th</sup> DECEMBER 2023**

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**PRESENT:**

**Chairman:** Phil Durham

**Councillors:** Cameron Shanks, John Skeates, Russell Daniels, John McEntee, Mark Bell

**Staff:** Craig Deal (Manager), Rachael Quin (Administrator)

**Conservation Board:** Penny Smart (via teleconference)

**Member of the Public:** Kelvin Ellis, Rudi Hoetjes

The Chairman welcomed the councillors and members of the public. The Conflict-of-Interest register was circulated around the table for all councillors to sign and declare any conflicts.

**APOLOGIES:** Darryl Reardon, Noel Birchall

The Chairman thanked staff for their effort and credited councillors for making his job easier. Cr Reardon and Cr Shanks were thanked for their years of service.

**Adoption of the Performance Report 2022-23**

**It was resolved:** *That the Council adopts the Audited Performance Report of the Northland Fish & Game council for the year ended 31 August 2023.*

*Cameron Shanks / Russell Daniels* **CARRIED**

The chair presented the Performance Report to the public.

**Previous Minutes**

**It was resolved:** *That the minutes of the meeting held on the 13<sup>th</sup> October 2023 are confirmed as true and correct.*

*John Skeates / John McEntee* **CARRIED**

**Matters Arising**

**Sports Fish Legal Definitions**

Manager advised there has been no progress on freshwater fish passage by Northland Regional Council as work on the Freshwater Plan change has taken priority.

### **Councillor Vacancy**

Northland Fish & Game Council placed a Public Notice in the local papers advising the public of a councillor vacancy on the Northland Fish & Game Council. No submissions were received therefore a by-election is not required. The council received one application to stand for the Northland Fish & Game Council. The chairman welcomed Mr Ellis.

**It was moved:**            ***That the Northland Fish & Game Council appoints Kelvin Ellis to the Northland Fish & Game Council.***

***Cameron Shanks/Mark Bell***

***CARRIED***

### **Managers' Report**

#### **1221 Jack Bisset Wetlands**

The manager advised that there has been no backlash from stand audits and condemned stands. There may be an opportunity for affected stand holders to utilise an excavator for demolition while it is contracted for other work. The manager will contact stand holders.

#### **1225 Flaxmill Wetlands**

Some slumping of the bund wall has water flowing over it in high water events and will need building up. A quote was received to build up 500m of wall between the slumping and the wetland outlet. The manager advised that the outlet is still functioning and the intention is to avoid the cost of building up the entire bund wall length.

#### **1226.1 Underwood Wetland**

The manager advised there had been good interest in ballot for opening weekend 2024. Planning is underway to host an open day to showcase the completed second stage of the wetland on World Wetlands Day 2024. Save the date posts have been sent and an invitation is to follow.

#### **1421 District and Regional Councils**

**Action:** The manager to contact other council staff regarding the Hikurangi Repo Project.

#### **1422 World Wetlands Day**

**Action:** The manager tabled the invitee list and will email to councillors for suggestions.

#### **1830 Reporting/Audit**

**Action:** Otago region Annual Report to be emailed to Cr Shanks and Cr Bell for their interest.

#### **1840 National Liaison**

The manager advised that regional managers and NZ Council have considered options with the two magazines to reduce costs after a major sponsor has withdrawn their advertising. National staff are looking into advertising opportunities to keep production of the magazine viable.

The manager is in the process of joining the retail fuel and vehicle All of Government contracts. Costs savings for fuel against the current contract are difficult to determine however Fish and Game Councils are expected to participate in All of Government procurement where it is available.

### **Field Officers Reports**

#### **1220 Works and Management Wetland Summary**

The manager advised that Underwood Wetland spraying of rice grass has been carried out. It was explained that continual spraying is necessary until the rhizomes are exhausted. The manager commented that the now regular bittern sightings were considered an indicator of wetland health.

#### **1842 Maritime/Moss**

The manager clarified that the warning regarding substandard reporting was a criticism organisation wide and the Northland vessel 'Gamekeeper' was not part of that audit.

**It was moved:**            ***That the Managers and Field Officers' reports be received.***

***Russell Daniels / John Skeates***

***CARRIED***

### **NZFGC Update**

A summary of decisions from the recent NZ Council meeting was supplied by Corina Jordan. The manager highlighted the main points from the summary. Lynda Topp has been appointed as First Patron of Fish and Game New Zealand and will be invited to the wetland event in February.

### **Performance Management Policy**

The chairman pointed out that Central South Island regional C.E. did not submit to council due to the belief it was not a governance topic. The chair stated he will raise the issue of who decides governance at the next chair zoom meeting.

### **Governance Training**

Cr Skeates stated the recent governance training online was good and considered Northland Fish & Game Council is doing very well. Councillors are encouraged to undergo the training but it is understood the standing times are not convenient. Cr Skeates suggested meetings could begin with setting out of points to achieve. The manager offered to trial this at the next meeting.

### **Hunter Survey Results**

Hunter survey results for the 2023 game season were discussed and compared against historical data from previous seasons. 2023 season followed an normal trend in harvest for all game species. The chairman suggested an overlay of wet/dry weather with harvest results to show any correlation.

Cr Skeates suggested that harvest data should be collected for the special paradise duck season and added to the results.

Results from the national shoveler survey indicate a decline in the South Island but stasis in Northland.

### **Game Bird Season Recommendations for 2024 Game Season**

A summary of analysis for the Northland region of the NZ Game Bird Harvest Survey for all game bird species taken in the 2023 open game season was written by Field Officer Graham Gallagher for the Council's information. The councillors discussed the shoveler population and popularity for hunters and why the Special Paradise Week is in February. The following draft Game Gazette notice for the 2024 season was presented for the Councils approval:

#### **NORTHLAND FISH AND GAME REGION<sup>1</sup>**

##### **1 Game That May Be Hunted or Killed—Duration of the 2024/2025 Season**

<b>Species</b>	<b>Season Duration (dates inclusive)</b>	<b>Daily Bag Limit</b>
Grey/mallard duck and any hybrid of that species	4 May to 30 June 2024	12
NZ shoveler duck	4 May to 30 June 2024	3
Paradise shelduck	4 May to 28 July 2024	20
	15 Feb 2025 to 23 Feb 2025	20
Black swan	4 May to 28 July 2024	20
	15 Feb 2025 to 23 Feb 2025	20
Pukeko	4 May to 25 Aug 2024	12
	15 Feb 2025 to 23 Feb 2025	12
California quail	4 May to 25 Aug 2024	10
Brown quail	4 May to 25 Aug 2024	10
Cock pheasant	4 May to 25 Aug 2024	5

##### **2 Shooting Hours**

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<sup>1</sup> Reference to description: *New Zealand Gazette*, 24 May 1990, No. 83, page 1861.



- Drug and Alcohol Policy & Procedure
- Governance Code of Conduct
- Performance Management Policy

NFGC were supportive of all policies. Council intends to adopt NZFGC policies as they are published.

**Action: Manager to communicate this feedback to NZ Council.**

### **Performance Management Policy**

The manager presented a draft performance management policy for the region. Council adopted the policy.

***It was moved: That the Northland Fish & Game Council adopt the Performance Management Policy.***

***Cameron Shanks / John McEntee CARRIED***

### **Health and Safety Report**

Northland Fish & Game is required to give a Health & Safety report at each council meeting detailing:

- The implementation and adherence to Health & Safety policy/manual
- Any new issues or hazards that have arisen and how these have been addressed
- Progress with any ongoing issues
- Outcomes of audits and reviews required in the Health & Safety manual
- Any near misses or injuries

***It was moved: That the Health and Safety Report is received.***

***Russell Daniels / Mark Bell CARRIED***

### **Executive Limitations Report**

***It was moved: That the Executive Limitations Report is received.***

***Kelvin Ellis / John Skeates CARRIED***

### **Financial Reports**

The financial report ending 31 October 2023 with Fish Licence sales YTD to 12 December 2023 was circulated to the councillors. Northland Fish licence sales are well above the previous year.

***It was moved: That the Financial Report is adopted.***



**Memoranda**

Trout Release

Options for 2024 liberations were discussed with a suggestion that less are purchased for liberation into the three dams.

Action: Manager to find out if the total number of fingerlings ordered from the hatchery can be reduced.

Boat Sounder

In order to comply with MTOP it was agreed that it was necessary to purchase a boat sounder with GPS and quality underwater imaging. Wholesale discount quote supplied was the most competitive.

It was moved: ***That the approval is given to purchase an appropriate boat sounder up to \$2000 from the Non-Resident reserve funds.***

Russell Daniels / John Skeates

CARRIED

**General Business**

Manager circulated the updated council meeting dates for 2024 advising that councillors would receive a copy with the January 2024 agenda.

Action: Email chairman a copy of meeting dates.

Cr Daniels expressed interest in carrying out a competition for largest trout of season. The manager advised that is a good idea for next season.

Rudi Hoetjes presented drone footage of the Underwood wetland and offered to provide Fish & Game with the footage.

There being no further business the Chairman declared the meeting closed at 9.26pm.

***Phil Durham  
Chairman***

To: All Councillors  
From: Craig Deal  
Date: 13 January 2024  
Subject: Managers Report

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The following is an account of activities that management has been involved in since the 13 December 2023 meeting.

### **1110 Species Monitoring**

Trend counts have been delayed due to weather.

### **1160 Trout Releases**

I have asked Mark Sherburn if he can reduce our trout order for the 2024 liberation and am awaiting a response.



*Wilsons Dam in Jan 2024. Note full capacity and littoral vegetation establishing around the margins*

### **1172 Game Gazette**

Draft Game Gazette is attached as an agenda item for approval after taking the trend count data into consideration.

### **1181 Game Bird Dispersal**

Permits to disturb and kill when necessary have been issued steadily through December and continue into January. Most working gas guns are issued to landowners. Two new guns have been purchased with one sold to a landowner.

### **1210 Resource Management Act**

Mischa Davis from Auckland Waikato and myself have met with NRC representatives to discuss the draft Freshwater Plan. NRC are going ahead with the consultation as planned however the timeline for public notification has been pushed out to 2027.

### **1226.1 Underwood Wetland**

A mow has been booked for late January 2024 to make the wetland accessible and presentable for the World Wetlands Day event.

### **1310 Access**

The information sign at Wilsons Dam is missing – a replacement will be ordered.

### **1330 Newsletters**

Reel Life articles were published for December and January.

Staff intend on conducting a paradise duck hunt in Underwood Wetland during the February Special Season to gather photographs and material for future publications.

### **1332 Angler/Fish National Magazine**

Field officers and I have been out getting some good quality imagery for fishery publications.

### **1421 District and Regional Councils**

I have emailed WDC staff as requested at the last meeting to query the Hikurangi Repo Project and the potential for Fish and Game to have input.

### **1422 World Wetlands Day**

Planning continues for the event at the Underwood Wetland on World Wetlands Day, 02 February 2024. The plan is to host the event at the wetland to minimise logistical burden.

The invitee list has been sent to councillors for information – MPs and other dignitaries will be invited. Corina Jordan is planning to attend and there may be some interest from news outlets. GBHT is sending three representatives. Rudi will be participating and will be a speaker.

### **1423 Fish and Game website updates and maintenance**

Rachael and I have updated the contents for the new website page under development.

### **1455 Information to Licence Holders and Members of the Public**

Fish and Game New Zealand is publishing information on golden clam as it becomes available. Reel Life articles are being published monthly.

### **1500 Compliance**

Anglers are checked as they are encountered. Ranging will take place on the first weekend of the shelduck special season 17-18 February.

An issue was reported via social media of an individual snaring ducks with a bamboo pole at Waipapa Landing recently. Staff will investigate.

### **1600 Licensing**

Fish licence sales are down nationally. Northland is the only region that is above expected sales for this time of year. The deficit in sales nationally may be cause for concern with next year's budget allocation.

### **1630 Commission**

Commission is being paid by way of a credit on invoices issued to agents.

### **1710 Council Elections**

Council elections will be held in October this year.

### **1720 Council Meetings**

The annual agenda for Northland Fish and Game Council meetings in 2023-2024 was amended as instructed at the last meeting and been promulgated to councillors and NZC.

### **1821 Annual OWP/Budget**

Contestable Funding (CF) bids for the 2024-2025 budget will need to be confirmed at the March 2024 meeting – are there any projects or funding increases that council wants me to scope prior to presenting the draft budget and CF bids for approval at the next meeting?

### **1830 Reporting/Audit**

Office of the Auditor General have released new reporting standards. The focus on the modernised reporting is outputs, outcomes, and impacts, related back to a strategy. This is a significant diversion from the traditional audit which has focussed on numbers (budget and hours). NZC and Otago Fish and Game Council followed the new reporting format this year and have had difficulty with their auditors struggling to adapt to the new format. This financial year will see all regions reporting in the new format. NZC is running training workshops for the regions to facilitate the change.

The recently received Management Letter from BDO regarding the audit is included as an agenda item. The audit result was positive and there are no issues to be brought to the council's attention.

### **1900 Administration**

The office has been open for all the required hours during the reporting period and has served the public and licence holders.

I am in the process of signing up to the vehicle purchasing All-of-Government contract. I have submitted the paperwork to join the Retail Fuel agreement with BP and am waiting on confirmation.

The Council's assets are well maintained and fully insured.

### **Recommendation**

That the Northland Fish and Game Council receive this report.



*Craig Deal*  
*Manager*  
*16 January 2024*

To: All Councillors  
From: Graham Gallagher  
Date: 15/01/2024  
Subject: Field Officer Report (Whangarei)

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### **1111 Trend counts and population monitoring**

I attended the Parakai and Paeroa banding sites in the Auckland/Waikato region. 750 and 600 ducks were banded respectively.

I assisted John Dyer in the southern half of the Auckland region with their trend counts. Northland and Northern Auckland trend counts will occur at the next available weather window.

### **1172 Regulations**

Nothing to report.

### **1181 Game bird dispersal**

I am continuing to service the gas guns as they return from the field and assist farmers with dispersal information.

### **1220 Works and Management Wetland Summary**

I am starting to control the willows at the Kawakawa wetland in collaboration with the surrounding landowners. The bund repair at the Flaxmill will occur in the near future to stop the water breaching.

The bittern data was analysed independently. The Flaxmill and the Greenheart have the highest call rates from all the sites monitored in Northland.

### **1231/2 Landowner advice / NZGBHT applications**

Nothing to report.

### **1313 Ballots/Permits**

Nothing to report.

### **1331 Media**

Reel life and game magazine articles are being produced according to the media schedule.

### **1510 Ranging/Compliance**

We have had a report of someone catching ducks in the Kerikeri area with fish hooks. Inquiries are continuing to investigate this offending. We also have had reports of undersize trout being caught in the Kerikeri catchment. Evidence is limited so prosecution is unlikely.

### **1923 Staff Training**

Nothing to report.

**Maritime/Moss**

On water safety drills are scheduled for February. All the required checks are being completed in a timely manner.

A handwritten signature in black ink, appearing to read 'Graham Gallagher', with a stylized flourish at the end.

***Graham Gallagher***

***Field Officer - Whangarei***

To: All Councillors  
From: John Macpherson  
Date: 12 January 2024  
Subject: Field Officer Report (Kaitaia)

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Permits have been on a steady increase as farmers crops come along. Most are for paradise shelduck, swan, and pukeko for a short time until the maize outgrows their destructive ways. The birds don't seem to be as bad this season as the continual rain has kept the grass available to them. I also believe the moult is later this year and there are still many birds unable to fly.

I went to do some repairs on the Waitangi Wetland spill way, unfortunately the drainage after the spillway is blocked and the spillway is mostly under water.

I did some spraying at the Underwood, weed control on the dam walls and checked and cleaned the grates covering the control structures. We checked the trap network on the way out and are still catching weasels, stoats, and rats.

There was a bird flu meeting with DOC just prior to Christmas to identify possible preparedness if this does arrive in NZ. Being the top of the country there is a good chance migrating birds could end up coming here first.

- What skills would, and do people have?
- Vets, bird refuges?
- Boats for water birds?
- People to assist, feet on the ground?
- Prioritise first response, lead agencies?
- Where and how do we fit?

Enquiries about swan, and numbers on harbours, how to control or move birds on.

Thank you for the opportunity to have a Christmas get together, which sort of ended up guys against the girls, Rachael had gone the extra mile with a trophy for the day, well done ladies!! ?



**John Macpherson**  
**Field Officer (Kaitaia)**



**NORTHLAND FISH AND GAME  
COUNCIL**

**Audit Completion Report**  
For the year ended 31 August 2023





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NEW ZEALAND

10 January 2024

Northland Fish and Game Council  
PO Box 25003  
Whangarei Mail Centre  
WHANGAREI 0148

For the Councillors

## 1. COVER LETTER

We recently completed our audit of Northland Fish and Game Council (the "Council") for the year ended 31 August 2023.

We set out the findings of our audit work for that year in the report attached to this letter.

We would like to thank Rachael Quin and Craig Deal for the assistance extended to BDO Northland during the course of the audit. We have received full and frank cooperation. There is nothing we wish to raise solely with the Council.

The primary aim of our audit is to form an opinion as to whether your financial statements fairly reflect the results of your organisation's activities for the reporting period and its financial position at balance date. The audit report expresses this opinion.

Our work has focussed on material transaction streams and therefore our work should not be relied upon as a complete review of the organisations systems, procedures and controls. An audit provides a high but not absolute level of assurance; it is not designed to be relied upon to detect all incidences of fraud or error. The responsibility to maintain adequate accounting systems and controls designed to prevent and detect fraud and error is the responsibility of the Council.

As part of our audit we review the accounting systems and procedures in operation and consider effectiveness from an audit perspective. As a result of this process we generally identify several matters that we draw to your attention together with our recommendations for improvement. The recommendations below are at best practice and do not reflect in any way on any particular individual in the organisation.

We welcome your response regarding any actions you are planning to take on the matters raised. If it is of value to your Council, we would be happy to attend a Council meeting to discuss any finance related issues you have.

If you have any queries, please don't hesitate to contact me.

Kind regards

BDO Northland

**Adelle Wilson**  
Partner  
Audit & Assurance Services  
Email: adelle.wilson@bdo.co.nz

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## 2. AUDIT CONCLUDING MEMORANDUM

### 2.1 Audit opinion

We conducted our audit in accordance with generally accepted auditing standards in New Zealand. We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

We signed an unmodified audit opinion over the financial statements of the Council for the year ended 31 August 2023.

### 2.2 Internal controls

During the audit we identified some improvements in internal controls that in our opinion, should be brought to your attention. These are outlined in section 3 of this report.

We have included all findings that our audit procedures highlighted. However, you will appreciate that our work is undertaken primarily to enable us to form an opinion if the financial statements present fairly, in all material respects the financial statements of the Council in accordance with PBE SFR-A (PS). Accordingly, we have designed our tests and the evaluation of your systems only to the extent necessary to enable us to arrive at this opinion.

### 2.3 Fraud risk

The primary responsibility for the prevention and detection of fraud rests with the Directors and management.

As your auditor, we have a responsibility to assess the risk of material misstatement of the financial statements due to fraud. We identified potential fraud risk areas and designed audit tests to mitigate the risk of material error due to fraud. During the course of our audit we did not identify any instances of suspected or actual fraud.

### 2.4 Management judgements and accounting estimates

Overall, we note that the judgements and estimates by management in preparing the results for the year ended 31 August 2023 appear reasonable.

### 2.5 Audit misstatements

There were several disclosure adjustments requested within the financial statements along with some amendments to the presentation of the statement of cashflows. There were no adjusted misstatements identified nor were there any non-adjusting misstatements.

## 2.6 No disagreements with management

We have had no disagreements with management during the course of our audit.

## 2.7 No difficulties were encountered when dealing with management

We have encountered no difficulties with management about accounting treatment, measurement and disclosure during the course of the audit.

## 2.8 Independence

We have complied with the independence requirements of the Code of Ethics issued by the External Reporting Board and Guidelines on Independence issued by BDO New Zealand.

## 2.9 Going concern

There are no material uncertainties over the appropriateness of applying the going concern assumption in the preparation of the financial statements.

## 2.10 No non-compliance with laws and regulations

We have made enquiries in relation to non-compliance with laws and regulations during the course of our audit. We have not become aware of any instances of non-compliance with laws and regulations which has materially impacted the financial position or performance of the Council.

### 3. AUDIT FINDINGS

#### 3.1 Update on finding from prior year audit

We found that there were no repetitions of the matters that were raised last year. As a general comment the number of observations we have raised in this letter are low. Further to this there were no audit journals requested for the 2023 audit.

We would like to commend the Council and team on a job well done.

#### 3.2 Reconciliation to Eyede

We found that there are some minor anomalies in the revenue reconciliation which management is aware of. The amounts were not material for audit to consider further.

We recommend that prior to submitting the financial information to your accounting service provider for 2024, the reconciliation to the eyede report is cross checked -there should be a very small variance; if any.

#### 3.3 Credit Card

The use of the credit card is always seen as an area of audit risk. From our sample based testing for the 2023 financial year we found that the retention of invoices was good. We observed a couple of minor omissions being two small BP connect invoices and one for the regular 2 talk Limited payment.

We noted no issues of unusual or excessive spending.

We draw this matter to your notice just for continued awareness around the need for any credit card statements to be independently reviewed and a reminder around the retention of all invoices.

The Chairman

Northland Fish and Game Council

**HEALTH AND SAFETY – January 2024**

**Background**

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

1. implementation and adherence to Health and Safety policy / manual
2. any new issues and updates
3. progress with any ongoing issues
4. outcomes of audits and reviews required in the Health and Safety manual
5. any near misses or injuries and any new hazards and how these have been addressed

**Update**

<b>1. Development of policy / manual</b>	<b>Status</b>
Policy and Manual is in place.	Current
<b>2. New issues and information</b>	
Nil	
<b>3. Ongoing issues</b>	
Nil	
<b>4. Audits, reviews, and meetings</b>	
H&S Meetings Vehicle inspections Annual Audits and Reviews	Monthly meetings held. Carried out monthly. First Aid training booked. Review of chemical spill procedure.
<b>5. Near misses, injuries, and hazards</b>	
Nothing to report.	



**Craig Deal**  
**Manager**  
**January 2024**

## Executive Limitations Reports

Northland Fish and Game Council Meeting 15 January 2024

Prepared by: Craig Deal, Manager

Report frequency: Reports as required by ML 4.4.1

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### **General Comment**

The policy ML 4.4.1 requires the Manager to report bi monthly on Financial Planning and Budgeting; Financial condition and activities: Protection of Assets, Programmes and services and Public Affairs. These are regular reports and they are primarily aimed at certification by me that I have complied with the Executive Limitations Policies, or identifying any occasions where I have, either not been able to comply with the policies or there are issues that I believe need to be brought to the Councils attention the format of this report is therefore to certify compliance and note any exceptions.

### **EL 1 Financial Planning and Budgeting**

#### ***Level Two***

*EL 1.2 Financial Planning for any financial year or the remaining part of financial year shall not deviate materially from the Councils strategic Ends policies, risk financial harm or fail to be derived from a multi year plan.*

#### **Report**

The budget and Operational Work Plan for 2023-2024 Financial year is now underway. All planned expenditure is within the allocations in the budget and Operational Work Plan for the year.

### **EL 2 Financial Condition**

#### **Level Two**

*EL 2.2 With respect to the actual and ongoing financial condition and activities the Manager shall not cause or allow the development of financial harm or material deviation of expenditures from Councils priorities.*

#### **Report**

Expenditure has been in accordance with the Council priorities and the Councils financial position is sound.

### **EL 6 Protection of Assets**

#### **Level Two**

*EL 6.2 The Manager shall not allow the Councils assets to be unprotected, inadequately maintained or unnecessary placed at risk.*

#### **Report**

All of the Councils assets are regularly maintained and serviced by appropriate and experienced personnel. All assets are kept in secure locations and are fully insured against theft, loss or damage.

## **EL 14 Programmes and Services**

### **Level Two**

*EL 14.2 The Manager shall not allow programmes and services to be established which are not thoroughly researched prior to commencement and carefully managed, monitored and reviewed.*

### **Report**

No programmes or services have been entered into which do not align with the organisation's purposes or priorities.

## **EL 15 Public Awareness**

### **Level Two**

*EL 15.2 The Manager shall not approve or in any way support any action or activity or statements to the news media that are derogatory or in any way damaging to Fish and Game New Zealand*

### **Report**

No actions or statements that might generate media attention have been made or supported in this reporting period and the reputation of Fish and Game remains intact.



Craig Deal

15 January 2024



To: All Councillors  
From: Rachael Quin  
Date: 12 January 2024  
Subject: Financial Report for the period ending 31<sup>st</sup> December 2023

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### **Revenue**

**Fish & Game Bird Licence Income**           **\$41,069**

The latest national licence sales spreadsheet will be circulated at the Council meeting for Councillor's information.

**NZFG Council Grant**                               **\$96,051**

The first instalment of the NZC grant was made on the 21<sup>st</sup> November 2023.

**Interest Income**                                   **\$7,351**

All interest is accrued to 31<sup>st</sup> December 2023. The council has two term deposits:

<u>Name</u>	<u>Amount</u>	<u>Maturity Date</u>	<u>Interest Rate</u>
(73) Term Deposit	\$200,000	17 February 2024	5.65% pa (compound interest quarterly)
(74) Term Deposit	\$100,000	17 February 2024	5.65% pa (compound interest quarterly)

**Other Income**                                   **\$4,977**

This figure includes Greenheart Wetland grazing lease, and income in advance from DOC for Wairua Wildlife Management Reserve work.

**Total Income**                                   **\$149,448**

### **Expenditure**

The current financial situation for the Council is that expenditure is under the budget in most areas. All depreciation has been accumulated to the 31<sup>st</sup> December 2023.

**Total Overheads**                               **\$175,143**

**Total Operating Expenditure**           **\$197,258**

**Net Deficit**                                       **(\$47,811)**

### **Recommendation**

**That the financial report to the 31<sup>st</sup> December 2023 be adopted.**

***Rachael Quin***  
***Office Administrator***

## Balance Sheet

Northland Fish and Game Council

As at 31 December 2023

<b>Account</b>	<b>31 Dec 2023</b>
<b>Assets</b>	
<b>Bank</b>	
ASB Cashflow	330.44
Cheque Account	18,846.09
Habitat Development Fund	4,296.91
Savings on Call Account	158,803.38
Term Deposit (73)	202,848.22
Term Deposit (74)	101,424.11
<b>Total Bank</b>	<b>486,549.15</b>
<b>Current Assets</b>	
Accounts Receivable	10,168.73
Accrued Interest	2,561.08
Prepayments	507.62
<b>Total Current Assets</b>	<b>13,237.43</b>
<b>Fixed Assets</b>	
Land	278,592.75
Improvements	140,383.00
Accum Dep Improvements	(36,932.41)
Field Equipment	9,049.76
Accum Dep Field Equipment	(3,750.39)
Office Equipment	29,078.51
Accum Dep Office Equipment	(23,833.64)
Vehicles	189,157.27
Accum Dep Vehicles	(100,216.99)
<b>Total Fixed Assets</b>	<b>481,527.86</b>
<b>Total Assets</b>	<b>981,314.44</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	7,429.03
Accrued Expenses	10,270.00
Annual Leave & Time in lieu	40,153.04
Game Bird Habitat Stamp	4.35
GST	13,966.40
Income in Advance	0.00
PAYE Clearing	8,197.27
Rounding	0.03
Salmon Endorsement Clearing	38.38
Designated Waters Clearing	30.43
Visa Credit Card - Craig Deal	800.52
<b>Total Current Liabilities</b>	<b>80,889.45</b>
<b>Non-current Liabilities</b>	
Payroll Clearing	0.00
<b>Total Non-current Liabilities</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>80,889.45</b>
<b>Net Assets</b>	<b>900,424.99</b>
<b>Equity</b>	
Accumulated Funds	877,453.44
Current Year Earnings	(47,810.81)
Non-Resident Levy Reserve	(1,015.25)
Retained Earnings	70,782.36
Transfer To/From Reserves	1,015.25
<b>Total Equity</b>	<b>900,424.99</b>

## Profit and Loss

Northland Fish and Game Council

For the 4 months ended 31 December 2023

Account	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unused Budget	% of Budget
<b>Trading Income</b>						
<b>Licence Sales</b>						
Fish Licence Sales	36,831	30,000	6,831	49,198	(12,367)	75%
Fish Licence Income in Advance	4,238	0	4,238	0	4,238	0%
Game Bird Licence Sales	0	0	0	145,753	(145,753)	0%
<b>Total Licence Sales</b>	<b>41,069</b>	<b>30,000</b>	<b>11,069</b>	<b>194,951</b>	<b>(153,882)</b>	<b>21%</b>
Grants NZC	96,051	96,050	1	384,203	(288,152)	25%
Interest Income	7,351	3,440	3,911	10,304	(2,953)	71%
Other Income	4,977	2,250	2,727	9,828	(4,851)	51%
<b>Total Trading Income</b>	<b>149,448</b>	<b>131,740</b>	<b>17,708</b>	<b>599,286</b>	<b>(449,838)</b>	<b>25%</b>
<b>Gross Profit</b>	<b>149,448</b>	<b>131,740</b>	<b>17,708</b>	<b>599,286</b>	<b>(449,838)</b>	<b>25%</b>
<b>Operating Expenses</b>						
<b>Species Management</b>						
1111 Trend Counts	0	0	0	9,600	(9,600)	0%
1161 Trout Liberations	0	0	0	4,000	(4,000)	0%
1181 Gamebird Dispersal	1,494	1,000	494	1,000	494	149%
<b>Total Species Management</b>	<b>1,494</b>	<b>1,000</b>	<b>494</b>	<b>14,600</b>	<b>(13,106)</b>	<b>10%</b>
<b>Habitat Protection/Management</b>						
1221 Jack Bisset Wetlands	302	3,400	(3,098)	10,200	(9,898)	3%
1222 Waitangi Wetlands	0	0	0	200	(200)	0%
1223 Habitat Maintenance	723	2,540	(1,817)	7,628	(6,905)	9%
1224 Borrow Cut Wetland	0	0	0	1,700	(1,700)	0%
1225 Flaxmill Development	0	2,000	(2,000)	5,000	(5,000)	0%
1226 Kawakawa Maintenance	0	0	0	1,500	(1,500)	0%
1226.1 Underwood Wetland Development	1,876	0	1,876	6,900	(5,024)	27%
1228 Wairua River Wildlife Management Res	0	0	0	2,500	(2,500)	0%
1228.1 Awakino Wetland	0	0	0	500	(500)	0%
1228.2 Greenheart Lease/Development	137	0	137	1,100	(963)	12%
<b>Total Habitat Protection/Management</b>	<b>3,038</b>	<b>7,940</b>	<b>(4,902)</b>	<b>37,228</b>	<b>(34,190)</b>	<b>8%</b>
<b>Participation</b>						
1313 Ballots/Permits Advertising	0	0	0	500	(500)	0%
<b>Total Participation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>(500)</b>	<b>0%</b>
<b>Public Interface</b>						
1422 World Wetlands Day	0	0	0	1,000	(1,000)	0%
1453 Office Habitat Print & Poster Material	0	0	0	300	(300)	0%
<b>Total Public Interface</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,300</b>	<b>(1,300)</b>	<b>0%</b>
<b>Compliance</b>						
1511 Ranger Allowance/Mileage	668	0	668	250	418	267%
1521 CLE Course	0	0	0	1,600	(1,600)	0%
1531 Court Prosecutions	0	0	0	3,000	(3,000)	0%
<b>Total Compliance</b>	<b>668</b>	<b>0</b>	<b>668</b>	<b>4,850</b>	<b>(4,182)</b>	<b>14%</b>
<b>Licensing</b>						
1613 Designated Waters Licence set up	508	1,537	(1,029)	1,537	(1,029)	33%
1617 Transaction Fees	45	800	(755)	2,000	(1,955)	2%
1618 Transaction Fees excl GST	588	0	588	0	588	0%
1631 Commission on Sales - Fish	454	1,234	(780)	1,234	(780)	37%
1632 Commission on Sales - Game	0	0	0	6,490	(6,490)	0%
<b>Total Licensing</b>	<b>1,595</b>	<b>3,571</b>	<b>(1,976)</b>	<b>11,261</b>	<b>(9,666)</b>	<b>14%</b>
<b>Councils</b>						
1711 Advertising/Printing/Postage	373	0	373	0	373	0%
1721 Council Meals	366	500	(134)	1,500	(1,134)	24%
1722 Travel Reimburse/Accom Councillors	896	1,232	(336)	3,700	(2,804)	24%
<b>Total Councils</b>	<b>1,635</b>	<b>1,732</b>	<b>(97)</b>	<b>5,200</b>	<b>(3,565)</b>	<b>31%</b>
<b>Planning/Reporting</b>						
1822 Annual Report & Financial Statements	3,116	2,800	316	2,800	316	111%
1831 Audit	7,610	5,260	2,350	8,070	(460)	94%
1842 Maritime NZ - F&G Vessels	2,960	2,000	960	2,000	960	148%
<b>Total Planning/Reporting</b>	<b>13,686</b>	<b>10,060</b>	<b>3,626</b>	<b>12,870</b>	<b>816</b>	<b>106%</b>

**Overheads****Salaries**

1911 Salaries	121,179	121,928	(749)	365,786	(244,607)	33%
Kiwisaver Contributions	3,682	3,656	26	10,974	(7,292)	34%
1913 Seasonal Contractor	2,381	0	2,381	4,000	(1,620)	60%
1914 Allowances	1,533	1,250	283	1,250	283	123%
<b>Total Salaries</b>	<b>128,774</b>	<b>126,834</b>	<b>1,940</b>	<b>382,010</b>	<b>(253,236)</b>	<b>34%</b>

**Staff Expenses**

1921 ACC Levy	596	0	596	1,000	(404)	60%
1923 Staff Training	0	0	0	3,100	(3,100)	0%
1924 Health & Safety (OSH)	870	664	206	2,000	(1,130)	44%
1925 Staff Expenses	589	1,000	(411)	3,000	(2,411)	20%
1926 Staff Uniforms	0	0	0	1,000	(1,000)	0%
<b>Total Staff Expenses</b>	<b>2,055</b>	<b>1,664</b>	<b>391</b>	<b>10,100</b>	<b>(8,045)</b>	<b>20%</b>

**Office Premises**

1941 Rent	12,667	12,664	3	38,000	(25,333)	33%
1942 Office Premises Rates (inc Water)	3,026	1,900	1,126	7,600	(4,574)	40%
1943 Maintenance	77	0	77	500	(423)	15%
1944 Insurance	435	500	(65)	500	(65)	87%
1945 Power	565	916	(351)	2,750	(2,185)	21%
1946 Office Security	228	232	(5)	700	(473)	33%
<b>Total Office Premises</b>	<b>16,997</b>	<b>16,212</b>	<b>785</b>	<b>50,050</b>	<b>(33,053)</b>	<b>34%</b>

**Office Equipment**

1951 Purchases (Under 2,000) Office Equipment	39	500	(461)	1,500	(1,461)	3%
1952 Asset Replacement/Depreciation	1,479	0	1,479	0	1,479	0%
1953 Equipment Maintenance	0	400	(400)	400	(400)	0%
1954 Equipment Insurance	0	500	(500)	500	(500)	0%
1955 Office Equipment Leasing	99	0	99	0	99	0%
<b>Total Office Equipment</b>	<b>1,617</b>	<b>1,400</b>	<b>217</b>	<b>2,400</b>	<b>(783)</b>	<b>67%</b>

**Communications/Consumables**

1961 Telephone/fax/internet	1,538	2,332	(794)	7,000	(5,462)	22%
1963 Courier/Freight	428	284	144	1,000	(572)	43%
1964 Stationery	232	332	(100)	1,000	(768)	23%
1965 Photocopier	600	1,000	(400)	3,000	(2,400)	20%
1966 Computer Expenses	1,522	2,664	(1,142)	8,000	(6,478)	19%
<b>Total Communications/Consumables</b>	<b>4,319</b>	<b>6,612</b>	<b>(2,293)</b>	<b>20,000</b>	<b>(15,681)</b>	<b>22%</b>

**General**

1974 Bank Charges	134	332	(198)	995	(861)	13%
1975 General (inc Petty Cash)	149	264	(115)	800	(651)	19%
1976 Public Liability Insurance	1,530	1,600	(70)	1,600	(70)	96%
1977 General Insurance	831	850	(19)	850	(19)	98%
<b>Total General</b>	<b>2,644</b>	<b>3,046</b>	<b>(402)</b>	<b>4,245</b>	<b>(1,601)</b>	<b>62%</b>

**General Equipment**

1981 Purchases (Under 2000) Field Equipment	0	1,000	(1,000)	3,000	(3,000)	0%
1982 Asset Replacement Field Equipment	379	0	379	0	379	0%
1983 Field Equipment Maintenance	195	700	(505)	700	(505)	28%
1985 Equipment Hire/Rental	0	500	(500)	500	(500)	0%
<b>Total General Equipment</b>	<b>574</b>	<b>2,200</b>	<b>(1,626)</b>	<b>4,200</b>	<b>(3,626)</b>	<b>14%</b>

**Vehicle Expenses**

1991 Purchases (Under 2,000) Vehicles	0	500	(500)	500	(500)	0%
1992 Asset Replacement -Vehicles	6,370	0	6,370	0	6,370	0%
1993 Vehicle Maintenance	804	2,164	(1,360)	6,500	(5,696)	12%
1994 Vehicle Insurance	6,255	6,000	255	6,000	255	104%
1995 Vehicle Registration	213	1,000	(787)	1,000	(787)	21%
1996 Vehicle Fuel & RUC	3,915	3,332	583	10,000	(6,085)	39%
1997 General Trailer Maintenance	46	500	(454)	500	(454)	9%
1999.1 Boat Maintenance	560	1,000	(440)	1,000	(440)	56%
1999.3 Polaris ATV	0	1,200	(1,200)	1,200	(1,200)	0%
<b>Total Vehicle Expenses</b>	<b>18,163</b>	<b>15,696</b>	<b>2,467</b>	<b>26,700</b>	<b>(8,537)</b>	<b>68%</b>

**Total Overheads**

<b>Total Overheads</b>	<b>175,143</b>	<b>173,664</b>	<b>1,479</b>	<b>499,705</b>	<b>(324,562)</b>	<b>35%</b>
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**Total Operating Expenses**

<b>Total Operating Expenses</b>	<b>197,258</b>	<b>197,967</b>	<b>(709)</b>	<b>587,514</b>	<b>(390,256)</b>	<b>34%</b>
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<b>Net Profit</b>	<b>(47,811)</b>	<b>(66,227)</b>	<b>18,416</b>	<b>11,772</b>	<b>(59,583)</b>	<b>-406%</b>
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## Aged Receivables Summary

Northland Fish and Game Council

As at 31 December 2023

Ageing by due date

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
Bracey Ltd	184.00	0.00	0.00	0.00	0.00	0.00	184.00
Fish & Game, Eyede Solutions Ltd for	9,984.73	0.00	0.00	0.00	0.00	0.00	9,984.73
<b>Total</b>	<b>10,168.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,168.73</b>
<b>Percentage of total</b>	<b>100.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>100.00%</b>

## Aged Payables Summary

Northland Fish and Game Council

As at 31 December 2023

Ageing by due date

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
<b>Aged Payables</b>							
BDO Northland	0.00	2,702.50	0.00	0.00	0.00	0.00	2,702.50
BP Oil New Zealand Ltd	1,331.58	0.00	0.00	0.00	0.00	0.00	1,331.58
CA Motorcycles Ltd	74.75	0.00	0.00	0.00	0.00	0.00	74.75
Coastal Accounting	0.00	363.17	0.00	0.00	0.00	0.00	363.17
Donovans Trade Supplies	803.25	0.00	0.00	0.00	0.00	0.00	803.25
Eastern Fish & Game Council	82.63	0.00	0.00	0.00	0.00	0.00	82.63
Fish & Game, Eyede Solutions Ltd for	333.45	0.00	0.00	0.00	0.00	0.00	333.45
Graphic Press & Packaging Limited	57.50	0.00	0.00	0.00	0.00	0.00	57.50
Marsden Truck Wash	50.60	0.00	0.00	0.00	0.00	0.00	50.60
Northland Business Systems Limited	223.10	0.00	0.00	0.00	0.00	0.00	223.10
NZME	428.61	0.00	0.00	0.00	0.00	0.00	428.61
Paymark / Worldline	21.74	0.00	0.00	0.00	0.00	0.00	21.74
Powershop	226.93	0.00	0.00	0.00	0.00	0.00	226.93
TSC IT Consultants	729.22	0.00	0.00	0.00	0.00	0.00	729.22
<b>Total Aged Payables</b>	<b>4,363.36</b>	<b>3,065.67</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,429.03</b>
<b>Total</b>	<b>4,363.36</b>	<b>3,065.67</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,429.03</b>
<b>Percentage of total</b>	<b>58.73%</b>	<b>41.27%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>100.00%</b>

## CORRESPONDENCE

**September 2023 to August 2024**

<b>Inward</b>				
<b>No.</b>	<b>DATE</b>	<b>FROM</b>	<b>SUBJECT</b>	<b>FILED</b>
1789	31/08/2023	Barrie Barnes, NZFGC Chair	Upcoming cost optimisation and resource allocation project	Saved in Agenda file for October 2023 meeting
1790	7/09/2023	Liam Jenkins, Compliance Monitoring, NRC	Monitoring Report for Resource Consent AUT.037288.01.01	email to Craig Deal. Saved in 1212 Consents
1791	15/09/2023	Barrie Barnes, NZFGC Chair	Letter to regional councillor re unfounded claims and Wildlife Act	email to all councillors and Craig Deal 19/09/2023
1792	14/09/2023	Peter Allen, Councillor	Resignation from Northland Fish & Game Council	email to Craig Deal 14/09/2023
1793	26/09/2023	Corina Jordan, NZC CE	National Anglers Survey 21/22 report	email to Craig Deal 26/09/2023
1794	6/09/2023	Maryse Ropiha, EA, NZFGC	NZC Meeting 165 August 2023 update	email to Craig Deal 06/09/2023
1795	13/11/2023	Simon Reid, Councillor, WDC	Hikurangi Repo Project, response to managers request	email to Craig Deal 13/11/2023
1796	12/01/2024	Steve Mabbott	Certificate of Survey	Maritime - Gamekeeper folder

<b>Outward</b>				
<b>No.</b>	<b>DATE</b>	<b>SENT TO</b>	<b>SUBJECT</b>	<b>FILED</b>
904	25/08/2023	Willow-Jean Prime, Minister of Conservation	Advising John McEntee filled council vacancy December 2022	Northland - Documents\1700 COUNCILS\Councillors
905	27/09/2023	Peter Allen	Response to email from Peter Allen advising resignation	Craig Deal emails
906	7/11/2023	Simon Reid, Councillor, WDC	Requesting involvement in Hikurangi Repo Project	Craig Deal emails
907	20/12/2023	Minister of Conservation	Advising appointment of Kelvin Ellis to council December 2023	Northland - Documents\1700 COUNCILS\Councillors