

Agenda For The Meeting of Otago Fish & Game Council
On 21st March 2024
At Otago Fish and Game Council office
Cnr Hanover and Harrow Streets, Dunedin
Starting 11.45 noon with a light lunch

Timetable	Council Meeting
11.45 am	Lunch
12.15 pm	Councillor Only Session
12.30 pm	Meeting Begins
1.00 pm	Public Excluded Session
2.30 pm	Open Meeting Resumes
2.45 pm	Afternoon Tea
3.00 pm	Public Forum
5.00 pm	Meeting Ends

Contents

1.0	Present and Apologies	3
2.0	Matters to be raised not on the agenda.....	3
3.0	Declarations of Interest	3
4.0	Confirmation of Previous Minutes.....	4
5.0	Matters Arising from the Minutes	14
6.0	Health and Safety Report – February /March	15
7.0	Items Requiring Decisions.....	16
7.1	Operational Workplan and Budget Overview 2024-2025	16
7.2	Greenhouse Gas Report and Inventory for the OFGC – 2022/2023.....	23
8.0	Public Excluded Items	33
8.1	Confirm Draft OF&GC Public Excluded Minutes from 10 th February 24	33
8.2	Bullock Creek Stormwater QLDC Easement Agreement	33
8.3	Wanaka Hatchery Site Subdivision - Presentation	33
8.4	Dunedin Office Options Paper	33
8.5	Habitat Enhancement and Research Fund Applications	33

9.0	Financial Report	34
10.0	Chief Executives Report	49
11.0	RMA Planning and Consents Report	52
12.0	Committee & Delegate Reports.....	54
12.1	Clutha Fisheries Trust.....	54
12.2	New Zealand Council	54
12.3	Ngai Tahu	54
12.4	Conservation Board	54
12.5	Clutha Mata Au Sports Frish Trust	54
12.6	Tiaki Maniototo.....	54
13.0	Correspondence.....	55
13.1	NZC to Otago.....	55
13.2	Otago to NZC.....	63
13.3	General Correspondence In	65
13.4	General Correspondence Out	65
14.0	Items to be Received or Noted	66
15.0	General Business.....	66

1.0 Present and Apologies

2.0 Matters to be raised not on the agenda

3.0 Declarations of Interest

4.0 Confirmation of Previous Minutes

Minutes For The Meeting of Otago Fish & Game Council

On 10th February 2024

Wānaka

1.0 Present and Apologies

Present: Colin Weatherall (Chair), Mike Barker, Rick Boyd, Ian Cole, Ray Grubb, John Highton, Adrian McIntyre, Vicky May, Blair Trevathan.

In attendance: Ian Hadland (CE), David Priest (Central Otago Operations Manager), Bruce Quirey (Communications Officer).

Present via video conferencing: Friends of Bullock Creek chair Ben Irving joined the meeting during the public session.

Apologies: Paulette Tamati-Elliffe (Ngāi Tahu appointee), Neil Harraway (Otago Conservation Board).

Meeting opening at 10.15am.

The Chair welcomed the councillors.

Moved (Cr Weatherall)

That apologies be accepted.

Carried unanimously.

2.0 Matters to be raised not on the agenda

The Chair sought from Councillors any matters not raised in the agenda. Councillors suggested a site visit to Bullock Creek Hatchery Springs would be useful given interest in its management plan, and it was agreed to take place later that day.

3.0 Declarations of Interest

The Chairperson asked Councillors to update and sign Declarations of Interest. No declarations were tabled.

4.0 Confirmation of Previous Minutes

Moved (Cr Highton/Cr McIntyre)

That the minutes of the Council meeting and AGM of Otago Fish & Game Council held on 30th November 2023 be confirmed as a true and correct record.

Carried unanimously.

5.0 Matters Arising from the Minutes

Councillors asked the CE if the Minister for Hunting and Fishing had responded to an invitation to attend the Council meeting in Wānaka; progress on a proposed Council meeting on a marae; and progress on the guides licence. The CE said he had not received a reply from Minister's invitation; there was no update on the marae meeting; and the guides licence would be discussed in public-excluded at the next Fish & Game New Zealand Council meeting in February.

There was discussion about the Clutha Fisheries Trust report concerning a proposal from Otago Regional Council for funding for trout removal and fish barriers in tributaries of the Nevis River. The CE was asked if the proposal had been sent to Otago Fish & Game. The CE referred to the Council's species interaction policy and recent assistance by Fish & Game to relocate brook char from Pisgah Creek headwaters. Councillors questioned how much monitoring was being done of native fish populations before and after trout removals. It was suggested Fish & Game should develop monitoring criteria concerning species interaction and fish barriers. Research into the response of non-migratory galaxiids to trout removals was required. The Chair said a formal notice of motion would not be required and the CE would follow it up.

6.0 Health and Safety Report

The CE said Health and Safety Audit Checklist for 2023 had been completed. A question was raised about the inclusion of hazardous machinery such as chainsaws and scrub bars. The CE said he would check but it would be related to field equipment. Another question was asked if there would be an independent review of the health and safety policy or the actions taken as a result. The CE said NZC was proposing to form a working group that would audit health and safety plans and policy. He would follow that up. It was suggested health and safety should be checked by an external organisation.

Moved (Cr Highton/ Cr May)

1. **That this report be received**
2. **That the annual audit report be received**

Carried unanimously.

7.0 Items Requiring Decisions

7.1 Election of Officers

Cr Weatherall vacated the Chair position and the CE called for nominations for the Chair role. Crs Barker and Cole nominated Cr Weatherall for the Chair role. There were no other nominations and Cr Weatherall was returned.

X managed the remaining nominations and appointments.

Chair asked CE to pick up Item 1.

Crs Weatherall/Boyd nominated Crs McIntyre and May to continue in the deputy chair roles. There being no other nominations, Cr Weatherall declared Crs May and McIntyre reappointed.

After discussion about the appropriate size of the executive committee, the Chair nominated Crs Barker, May, McIntyre, Grubb, alongside the Chair, to continue in the executive council. Seconded by Cr Cole, they were reappointed to the executive council.

1. **Chair** (Cr Weatherall)
2. **Deputy Chairs** (Cr McIntyre and Cr May)
3. **Executive Council** (Crs Weatherall, Barker, Grubb , May, McIntyre)

The Chair also thanked Cr Barker for continuing in the role of NZC Appointee, which was not up for contest as it ran for the term of Council. There was discussion about the need for councillors to be paid, and it was pointed out that would require legislative change.

7.2 Council Elections 2024 – Confirming Arrangements

The Otago Fish & Game CE said the NZC CE had been advised there was potential the Minister could delay the 2024 elections. Otago Fish & Game Council would proceed with preparations for the elections unless otherwise instructed. Before the elections, Councillors needed to confirm council members numbers, wards and the returning officer role. One of the options the CE suggested was Council reduce the number of wards from four to two. Also, the description of the Clutha ward needed clarification.

Discussion turned to whether the CE or ElectionNZ should be appointed as the returning officer. It was expressed that Otago licence holders valued their independence and having the CE as returning officer demonstrated Otago was a standalone entity. It was also said, on the contrary, that having the Otago CE as returning officer offered no benefit and every other F&G region appointed an ElectionNZ returning officer.

Moved (Cr Weatherall/Cr McIntyre)

That the Chief Executive be appointed as the returning officer.

Carried (Grubb against)

A mix of views were expressed about the wards structure. It was suggested they should be abolished altogether; four wards be retained because the value of local knowledge; risk of overrepresentation by councillors from a particular area; wards should be completely reviewed; the ward system did not work in

the same way for both fish and game; and wards should not be changed before pending changes to the wider organisation, including the potential for appointed governors.

Moved (Cr Weatherall/Cr McIntyre)

- 1. That the present four-ward structure be confirmed.**
- 2. That the name of Clutha ward be amended to Clutha/West Otago to be clearer.**

Carried (Cr Grubb abstained/Cr May against)

Councillors then discussed the number of members. Comments included that any lesser number would be a problem; Council had effectively committed to the current number by retaining its four wards; and having fewer members created a risk of losing the Council's skill set.

Moved (Cr Boyd/Cr Cole)

The Council size be confirmed as nine members.

Carried unanimously.

The meeting adjourned at 11.25am for a short break.

The meeting resumed at 11.30am

7.3 2024/2025 Anglers Notice Review Report

The CE said the current Anglers Notice review was minor and the triennial anglers review would begin in October. He suggested the Council consider establishing a policy or template for setting fish or game bird regulations. He drew to councillors' attention a template written by Cr Boyd and a policy drawn up by North Canterbury F&G. He highlighted a draft change to the open season for Blakelys Dam because lambing no longer took place at the property therefore removing the need to delay the opening. The CE said an error about the open season for the Manuherekia River in the regulation guidebook would be corrected, but noted the season was accurate in the Anglers Notice.

Moved (Cr Cole/Cr Boyd)

- 1. That the 2024/2025 Anglers Notice Review Report be received.**
- 2. The open season for Blakelys Dam be changed to October 1 to April 15.**

Councillors challenged why the Department of Conservation had suggested the Greenstone and Caples rivers be amalgamated as one Designated Waters fishery. There was discussion about establishing a policy for setting fish and game regulations. Crs Boyd and Grubb offered to assist.

The motion for recommendations 1 and 2 was carried.

Councillors said templates for setting fish and game regulations would differ and should be separate. The consultation processes needed specific reference to Ngāi Tahu.

Moved (Cr Highton/Cr Boyd)

That draft policies for setting fish and game bird regulations be brought to the Council meeting in May.

Carried

The meeting advanced to item 9.

9.0 Financial Report

Discussing the Financial Report, the CE noted the ANZ 70 Account on Page 38 had been reinvested now that the property transaction had been completed. He pointed out an error on Page 38 under Fixed Assets and Capital Expenditure, which showed the Chardonnay Street section was sold for \$931,294 plus GST, when in fact it should have said exclusive of GST.

In response to a question, the CE said there was no outstanding long-term liability from accumulated annual leave. A query was raised about an apparent mismatch in the dates of reserves in charts on pages 39 and 40. There were also questions about whether term deposits should be longer and if Council should operate on cash flow projection tables.

The Chair expressed disappointment in BDO having missed the OF&GC audit report deadline and said he had raised the matter with the NZC chair. The CE said feedback had been provided to BDO.

Moved (Cr May/ Cr Highton)

- 1 **That the BDO Audit Management Report be received and the Chief Executive explanation be noted.**
- 2 **That the Finance report and Licence Report to the 31st December 2023 be received.**

Carried.

10.0 Chief Executive's Report - February 2024

The CE gave an update on the Takitakitōa Wetlands walk on World Wetlands Day, on February 2, saying public turnout was low due to rain beforehand, but it was a good event and attended by an ORC councillor.

Regarding fisheries monitoring, queries were raised about ground truthing a model of spawning in Otago, the definition of high densities, and the recording of galaxiids.

About the Anglers Notice, it was pointed out the triennial review year was in the first year of a newly elected council term. A question was raised what year in the term of a newly elected council was best for a triennial review.

Other matters discussed were the potential impact on income caused by a rogue fishing licence website, the number of Otago rangers, and potential for Fish & Game to manage compliance for other species, such as whitebait.

Moved (Cr Cole/ Cr Grubb)

That the CE's report be received

Carried

The meeting was adjourned for lunch and resumed after 30 minutes.

Moved (Cr Cole/Cr Barker)

That the meeting moves into Public Excluded Items.

Carried unanimously.

8.0 Public Excluded Items

8.1 Confirm Draft OF&GC Public Excluded Minutes from 30th Nov 2023

8.2 Assets and Options Report

8.3 Risk Management Report

8.4 Habitat Enhancement Application – Bullock Creek

8.5 Bullock Creek Storm Water Update

Moved (Cr May/Cr Boyd)

That the meeting return to the public agenda.

Carried

Public forum - Friends of Bullock Creek presentation

Friends of Bullock Creek chair Ben Irving joined the Public Forum via video conferencing at 2.25pm.

In welcoming Mr Irving to the meeting, Cr Weatherall said the Council considered a HEF application in its non-public session today and approved a \$3,500 grant for ongoing restoration work at Bullock Creek Hatchery Springs.

Mr Irving provided an overview of FOBC, explaining the group was a charitable trust. The past few years had illustrated the impact the team could make at Bullock Creek, expressed well through the QEII Covenant.

He discussed risks to mitigate, such as failure to raise funds, or lack of strong succession within FOBC leadership, and differing priorities between FOBC and F&G towards the site.

FOBC was looking for opportunities to partner with F&G for fundraising, seek further funds from QEII Trust and create a plan with F&G governed by the MOU.

He asked that over the next few years how could FOBC continue to formalise its relationship with F&G and its intent for the site. It was about creating a sustainable pathway, be able to predict and have confidence in funding and a strong partnership with F&G.

The CE acknowledged the MOU. He said it was largely on task except for funding from F&G, which was arguably a bit light. Other provisions might better define what the future might look like.

The Chair said he had clearly understood Mr Irving's comments on funding and finding a way for F&G to help more. The Council was keen to foster the relationship.

Mr Irving left the meeting at 2.48pm.

11.0 RMA Planning and Consents Report

The CE said there would be a funding application for Land and Water Regional Plan hearing witnesses. The Environmental Officer would provide a brief to the Council and apply to NZC for about \$160,000. F&G was also looking to save by working with other organisations.

Moved (Cr May/Cr Cole)

That the RMA Planning and Consents Report be received.

Carried

12.0 Committee & Delegate Reports

12.1 Clutha Fisheries Trust

The CFT chair, Cr Cole, said CFT met on January 17. The sale of the Cromwell property to F&G had gone through and the money had been invested. CFT continued support for the Bendigo Wildlife Management Area. A funding commitment was contingent on a three-year management plan, which it was awaiting. CFT was particularly concerned about willow removal down to Amisfield.

Other matters included a species interaction project in the Nevis catchment, funding for a masters research project in the Nevis, and access on an unformed legal road at Kidds Creek.

Moved (Cr May/Cr Barker)

That the CFT report be received.

Carried.

12.2 New Zealand Fish and Game Council

Cr Barker said the NZC executive met two weeks ago. The NZC CE had met the Minister for Hunting and Fishing. The NZC research subcommittee terms of reference had been completed and sent to NZC for ratification. A new application template for research grants had been developed.

Cr Weatherall added the future finance committee would soon report on progress to the NZC. The future governance project would report two months later. The NZC would consider a scholarship application for Ian Hadland to attend to an R3 conference in the United States.

Moved (Cr Weatherall/Cr McIntyre)

That the NZC report be received.

Carried.

12.3 Ngai Tahu

Apology.

12.4 Conservation Board

Apology.

Cr McIntyre said the Conservation Board had been invited to discuss improving access for upland game bird hunting on public land.

12.5 Clutha Mata Au Sports Fish Trust

The CMSFT chair, Cr Boyd, said the overall objective was to get the Trust underway as an operating organisation. Tania Murphy had been appointed to take the next steps. There had been a delay in having the Trust incorporated. There would be a meeting online in 10 days. An application needed to be sent to Contact Energy to release funds within the terms of the funding agreement. Minutes of the Trust meetings would be circulated to F&G and Ngāi Tahu.

Moved (Cr Weatherall/Cr Cole)

That the Clutha Mata Au Sports Fish Trust report be received.

Carried.

The meeting adjourned at 3.25pm and resumed at 3.35pm.

13.0 Correspondence

13.1 NZC to Otago

13.1.1 New Zealand Council Consultation Items

The OF&GC CE said the NZC CE had made recommendations in the draft governance code of conduct. He said Otago already had a governance code of conduct policy. However, a paragraph on predetermination could be incorporated.

Regarding the draft drug and alcohol policy, he said NZC had overreached by assuming responsibilities it was not entitled to, such as management of staff issues at a regional council. The policy needed to refer to regions.

Moved (Cr Grubb/Cr McIntyre)

The Council support the

- **draft Governance Code Of Conduct,**
- **draft Drug and Alcohol Policy,**
- **and draft Prevention Of Bullying And Harassment Policy subject to edits to clarify roles and responsibilities.**

Carried.

Moved (Cr McIntyre/Cr Cole)

That correspondence received.

Carried.

14.0 Items to be Received or Noted

14.1 Staff Development Report – Steve Dixon

The CE said he hoped to find the funds to improve Macraes Hatchery because there was temperature problem last year.

14.2 Lake Dunstan - Grass Carp

Councillors expressed concern about grass carp permits approved by MPI following the discovery of a grass carp in Lake Dunstan. It was suggested F&G should write to MPI and say F&G did not think the permits met the conditions and the risk assessment was not adequate.

Moved (Cr McIntyre/Cr Grubb)

That the Council write to MPI to express concern about the grass carp risk assessment and to seek involvement in the permit process.

Carried.

14.3 2023 Licence Holder Engagement Surveys

The communications officer presented the findings of the 2023 engagement surveys.

Councillors noted the increased communications outputs and improved survey results, but suggested more engagement work was required without taking from other work areas. There was a need to engage more with farmers and other stakeholders.

Moved (Cr Weatherall/Cr May)

That the 2023 Licence Holder Engagement Surveys report be received.

Carried.

14.4 Paradise Shelduck Moulting Count January 2024

Councillors discussed the methodology of counts, noting paradise shelducks are moving from traditional moulting sites to newly developed irrigation ponds. The CE said a wildlife quantitative specialist was looking at the way F&G monitored paradise shelduck.

Moved (Cr McIntyre/Cr Grubb)

That the Paradise Shelduck Moulting Count report be received.

Carried

15.0 General Business

The Chair said NZC had commissioned a consultant to deliver a cost-optimisation report for the organisation. The report was in draft form. He said before F&G regions must be given the opportunity to review the report and respond before it is accepted by NZC.

The Chair declared the meeting closed at 4.35pm.

Councillors then left to inspect the Bullock Creek Hatchery Springs site.

5.0 Matters Arising from the Minutes

6.0 Health and Safety Report – February /March

Events/Work Requiring OHS Planning – Job hazard sheets completed.

- Acoustic surveys of Central Lakes
- Game bird count flights
- Lakes and Designated Water ranging

OHS Audits - Internal

Completed audits:

- Office Hazard Audits
- Hazardous substances

Next audit areas:

- Vehicle hazards and safety equipment
- Workshops, field equipment and PPE

Incidents/Accidents/Near Misses/New Hazards

- Covid amongst the staff, working from home when possible.
- A bumped head during a bird count flight. No lasting damage.
- A truck stuck in mud while off road, 4 wheel drive training skills were used
- New hazard note, the new boat trailer is wider than the previous.
- A child climbed on the fish tanker at an open day. No damage to either.
- University students assisting with electric fishing nets had near miss. Not holding insulated handles correctly. They were advised again how to hold and we will increase insulated length.

Training Completed

- Boat master course completed by 1 staff member.
- Dunedin Building fire drill completed.

General Discussions, Actions

- We are looking at the stability of our Dunedin building during earthquakes and what improvements can be made.
- Southland F&G is working on electric fishing rules for Standard Operating Procedure (SOP).

Recommendation

That this report be received

Sharon Milne
Administration Officer
March 2024

7.0 Items Requiring Decisions

7.1 Operational Workplan and Budget Overview 2024-2025

Attached is the draft workplan and budget for the Councils consideration. If approved this will be fed into the New Zealand Councils (NZC) budgeting and licence fee setting process with the final 2024/25 workplan (subject to final bulk fund and confirmation of licence fee) being adopted at our July meeting.

NZC guidance on budgets

New Zealand Council has provided some financial guidance explaining that they don't expect the Minister to entertain an increase in the licence fee and they expect regions to consider using accumulated reserves to buffer increases in costs, and to pay for any new projects.

There is also a NZC request to reduce all bulk funds by 3% with these funds to be brought into the Contestable Funding pool for redistribution. For Otago this means a reduction of \$37,229 on the base fund to \$1,203,739. That is extremely difficult to achieve with most of the fixed costs rising by much more than that. CPI to December 2023 was 4.7%.

Any additional spending above base funds needs to go through the **contestable funding process** at a national level. Contestable funding bids have to be submitted by the end of March.

2023-2026 Strategic priorities - confirmed

At the February planning meeting, Council confirmed its three year priorities contained in Appendix 1. Development of specific outcomes for objectives wasn't achieved but that hasn't constrained the development of the draft operational workplan.

Themes from the planning meeting

Several themes emerged from the planning workshop:

Species management and monitoring – Addressing knowledge gaps for species including shoveler, grey teal and southern lakes rainbows. Reviewing monitoring systems for adequacy in managing populations. Species interactions for gamebirds and trout/indigenous fish.

Increasing opportunities for gamebird hunting – improvements in access to private land, public land and better use of our own wetlands. Increasing hunter skill level.

Increased liaison with the rural community – through catchment group work, support for riparian and wetland work. Aiming to achieve better dialogue to enhance access and gamebird hunting opportunities.

Maintenance of Council owned properties – the need to undertake maintenance of huts and land parcels owned by F&G was highlighted in a report to the February meeting

High profile collaborative project in Lower Clutha River – Clutha Lagoon raised as a project and discussed.

DRAFT 2024/25 OWP changes in emphasis

The yellow highlighted sections in the draft operational workplan indicate areas aligned with the Council's priorities. There has been a shift in staff hours towards themes such as species management and public interface, reflecting this emphasis. Should a new staff member be appointed, adjustments to project hours will be necessary to accommodate the additional workload required in these areas, particularly around landowner liaison.

Other activities

There are a number of other tasks which are outside of those priorities which might be regarded as core business (gamebird monitoring counts, hatchery operations) in our annual operational work plan and those have been included in the budget. I doubt the Council wants any of this to be stopped altogether to pursue only those goals above.

Risk management

Some of the projects are obviously linked to addressing risks identified in the risk management plan which was agreed at the February meeting.

Climate change work is set to continue with finalising the review on the potential impacts to sportfish and gamebird populations and their habitat, and to monitor and report on our own carbon footprint.

Budget

Weaving this all together into a coherent budget is no easy task and despite efforts to simplify, the national budget system is still overcomplicated.

3% Cut in Base Funds - As you are aware around 85% of our budget is overheads (mostly salaries) with only around \$96,000 available to externally fund projects and other activities. As savings have been made in overhead costs (leases, technology savings, leasing to owning) I have been shifting these to fund rising fixed costs. Unfortunately, as costs rise this is doing little more than holding the line so at this stage it has been impossible to make the 3% (\$37,229) reduction in the base fund as requested by NZC.

Options for reducing costs – Below is a pick list which individually or collectively could attain the saving.

Project or function to remove	Saving	Comment/consequence
Mallard monitoring flight	\$4,000	Would break up a 5 year dataset
Acoustic monitoring on Lakes	\$3,500	Aim was to repeat annually
Weekly river reports	\$6,000	Lower contact with licence holders
Prosecutions	\$10,000	No court prosecutions undertaken
3 in person Council meetings	\$6,000	Three of the 6 meetings via video conference
Staff training	\$8,000	Lower staff moral

One further alternative would be to remove or reduce the present non salaried staff. They are presently acting in support roles for the Environmental Officer and CE and also coordinate our prosecution work. In total these part time employees collectively cost \$43,000. This could increase the burden of work on some key staff so it is not recommended to remove at this point.

In summary, I have developed a budget based on last years bulk fund as savings have not been able to be made without removing core functions and capability. This will need to be communicated back to NZC.

Contestable Funding bids

At the bottom of the Budget spreadsheet (attached) you will see that a number of contestable funding bids are proposed. These have been split into two sections; funding from the licence fee pool, and funding from Otago's own reserves.

Applications from national contestable pool (from the licence fee):

1. ***Governance training for new Councillors - \$5000. One off cost.*** It is highly likely that there will be new councillors around the table following the October 2024 elections. The Councils Governance manual requires that training is undertaken and this was also one of the recommendations of the ministerial review.
2. ***New staff member – \$115,000.*** This to cover salary and associated costs. Includes staff member setup (phone, computer, and contribution to shared pool vehicle). \$5,000 could be considered one off cost rather than ongoing. Appendix 2 contains the outline of the role. Ongoing cost, or limited to two year contract to align with strategic plan term.

Spending from Otago Reserves

3. ***Designated waters angler and fisheries monitoring for drift diving and angler monitoring – \$23,000 from Non resident Levy Reserve.*** To cover the costs for helicopter access to undertake drift dives in DW catchments \$13,500 is required plus an additional \$9,500 for aerial support for ongoing angler monitoring (and compliance) in Otago Designated waters.

Asset replacement

The asset replacement fund sits at \$47,000. There is no immediate call on it with the exception of a single vehicle change over in 2024/25 which it can easily cover. We have been running down this reserve over the last few years and there will be a need to increase the investment into it to cover future asset replacement from 2025/26 financial year.

Recommendation

That the Council;

- **Agree to the draft 2024/25 operational workplan and budget**
- **Confirm the contestable funding bids from the national pool and notification of the proposed spending from reserves.**
- **Notify NZC of Otago Councils inability to meet the 3% saving in base funds.**

Ian Hadland

Chief Executive

15th March 2024

Appendix 1: Draft Strategic Priorities 2023-2026

Sportsfish/gamebird species and habitat maintained and improved

- Understand climate change impacts on critical habitat and species abundance and distribution.
- Long-term monitoring programmes are established for sensitive sportsfish and gamebird species/populations
- RMA/NBEA planning documents recognise fish and game bird values and protect and restore the habitats that they depend upon.

Strategic relationships and advocacy enhanced

- Public and stakeholder perceptions (social licence) of Otago Fish & Game as a valid and respected organisation are improved.
- Alliances are formed with like-minded bodies for mutual benefit. (eg Industry groups, Game Animal Council)
- Landowners see F&G Otago as a valuable partner organisation in habitat protection, species management, and in fostering access to those resources.
- General public understand and value trout, salmon and game birds as public resource, and how angling and gamebird hunting contributes to people's wellbeing and kiwi way of life.

Recruitment and retention of licence holders improved

- Increased knowledge of Otago F&G role and activity by licence holders results in improved perceptions of value for money in a licence.
- Barriers to participation such as cost, regulation complexity, skill level and access are managed or reduced as far as possible.
- Licence holders see tangible 'evidence of service' through regular communication from the organisation.

Tangata Whenua/Mana whenua engaged

- Iwi and Otago F&G aspirations agreed and shared to achieve greater protection of freshwater and wetland values through RMA/NBEA processes
- Enduring and meaningful partnership formed with tangata whenua
- Conservation Act Section 4 responsibilities (treaty responsibilities) are understood, acknowledged and met.

Appendix 2: New Staff role brief (draft)

Focus: Advocacy/PR/Strategic Relationships

Term: Two year contract (remaining term of Strategic Plan)

Project areas:

Access – negotiating access, Access mapping, online mapping, access publications, new access opportunities (public roads, Doc land, tenure review land etc)

Emphasis on gamebird hunter access – Public land, F&G land, private land

Catchment Groups liaison – attend meetings, establish relationships, generate and enhance access and wetland development opportunities.

Other strategic relationships – Walking Access Commission, Game Animal Council, Angling and hunting/shooting clubs, Territorial authorities.

Implement Communications Strategy - Under direction of Comms officer

Other – Supports events, completes funding applications, CLE, and other F&G work.

Person Specifications

Knowledge: F&G, sportfish and gamebird species and habitat, farming methods, familiar with local area

Skills: Negotiation, Communication, Relationship building, GIS/Online mapping, Publications/Website

Attributes: Outgoing, Brave/Resilient, Good communicator, warm and friendly

Appendix 3 Budget Summary

REGION: Otago							
SCHEDULE C : OUTPUTS BUDGET SUMMARY - 2024-2025							
<i>Code</i>	<i>Output</i>	<i>External Costs</i>	<i>Hours</i>	<i>Internal Costs</i>	<i>Income</i>	<i>Net Cost</i>	<i>%</i>
1	Species Management Expend	\$ 25,000	3140	\$ 252,279	\$ -	\$ 277,279	22.4
2	Habitat Protection & Management	\$ 6,000	3230	\$ 259,510	\$ -	\$ 265,510	21.4
3	Angler/Hunter Participation	\$ 14,500	2290	\$ 183,987	\$ -	\$ 198,487	16.0
4	Public Interface	\$ 1,700	2430	\$ 195,235	\$ -	\$ 196,935	15.9
5	Compliance	\$ 15,500	1450	\$ 116,498	\$ 500	\$ 131,498	10.6
6	Licensing	\$ 250	100	\$ 8,034	\$ -	\$ 8,284	0.7
7	Councils	\$ 15,500	590	\$ 47,403	\$ -	\$ 62,903	5.1
8	Planning/Reporting	\$ 18,500	980	\$ 78,737	\$ -	\$ 97,237	7.9
9	Administration						0.0
	Total Overhead Staff Hours		1662				
	TOTAL BUDGET	\$ 96,950	15872	\$ 1,141,682	\$ 500	\$ 1,238,132	
	Plus Asset Replacement Fund/Capital					\$ 2,835	
	Plus other Capital items eg principle repayments on Loans					\$ -	
	Plus Reinstatement of Reserves						
	TOTAL BUDGET					\$ 1,240,967	
	Made up from:						
	<i>Bulk Funding</i>				<i>Last year</i>	\$ 1,240,968	
	Contestable Pool Funding - Ongoing	New staff member				\$ 115,000	
	Contestable Pool Funding - One off	Governance training				\$ 5,000	
	Regional Reserve Funding - One off	Designated waters monitoring				\$ 23,000	
	Regional Reserve Funding - One off						
	Regional Reserve Funding - One off	Wanaka Mtce (Approved 15k over 2 years)				\$ 7,500	

7.2 Greenhouse Gas Report and Inventory for the OFGC – 2022/2023

The Otago Fish and Game Council

The Otago Fish and Game Council is a statutory regulatory authority, with the function to “... manage, maintain, and enhance the sports fish and game resource in the recreational interest of angler and hunters...”¹. The majority of work for the organisation is field work, report writing, regulation setting, policy analysis and advocacy. This requires a small staff of ~9 people plus a couple of contractors, all with freshwater expertise. Most of the work for the organisation takes place either in the office or in/on water bodies.

Inventory context

This report is set in the context of Council’s strategic priority for the 2023 – 2026 period to “*Better understand climate change impacts on critical habitat and species abundance and distribution.*” In the current operational work plan, this has translated into a task to “*report on risks and opportunities related to climate change in Otago*” and an activity to “*Report on options for reducing the organisations own carbon footprint. Implement changes where necessary*”.

Best practice for voluntary emissions reductions is to measure emissions, set targets, take action and report on progress. This report provides the first step in that process.

It is also best practice to adhere to already developed principles when claiming voluntary emissions reductions. These have been developed by the Ministry for the Environment and are outlined in their *Interim Guidance for Voluntary Climate Change Mitigation*.² These principles are:

1. **Transparent:** The details of the source of voluntary climate change mitigation and how the voluntary action meets the other five principles for claiming voluntary climate change mitigation should be clearly stated and publicly available.
2. **Real, measurable and verified:** The voluntary climate change mitigation claimed as the offset represents a tonne of carbon dioxide (CO₂) (or equivalent) emissions reduced or removed from the atmosphere, from tangible activities that have been implemented. The reduction or removal is supported by evidence from credible monitoring and reporting and should be verified by a third party to a reputable, and publicly disclosed, carbon standard (including the New Zealand Emissions Trading Scheme).
3. **Additional:** The greenhouse gas (GHG) emissions reductions or removals are due to a specific intervention and would not have occurred under business as usual. This

¹ Conservation Act 1987 section 26Q

² <https://environment.govt.nz/assets/publications/interim-guidance-voluntary-climate-change-mitigation.pdf>

means the voluntary climate change mitigation cannot be an action or activity that was going to happen anyway, something that is already required under existing regulation, or incentivised by other policy measures.

4. Not double used: Organisations must ensure the GHG emission reductions or removals are only used once to achieve emissions reduction targets or for compliance.
5. Address leakage: The activity of reducing or removing emissions within the boundary of the voluntary climate change mitigation activity does not result in increases to emissions elsewhere. If leakage does occur, the project should be measuring and deducting any leakage related emissions from the total voluntary climate change mitigation claimed.
6. Permanent: Reductions or removals must be maintained over time and be unlikely to be reversed. Any subsequent reversal of credited climate change mitigation must be fully compensated for.

Should Councillors wish to go ahead with emissions reductions, they should set up a long-term project which puts the above process into action.

Report aims and methodology details

This report provides an inventory of the greenhouse gas emissions of the Otago Fish and Game Council for its 2022/2023 financial year.

The methodology used for this inventory comes from the Ministry for the Environment (MfE), which has produced a detailed guide for measuring emissions³ that aligns to the GHG Protocol Corporate Accounting and Reporting Standard⁴ and ISO 14064-1:2018.⁵ The MfE has provided an excel workbook with evidence-based emissions factors that enable organisations' inputs to be converted to units of emissions and automatically totalled. The workbook also notes any uncertainty associated with the accuracy of the emissions factors.⁶

Additional detail on the emissions factors used, additional methodologies used and uncertainties associated with the collection and analysis of organisational data can be viewed in Appendix 1.

The MfE methodologies is suitable for measuring emissions within an organisation and its supply chains, to identify actions to reduce emissions. It is not necessarily a helpful tool to compare emission between organisations.

³ <https://environment.govt.nz/publications/measuring-emissions-a-guide-for-organisations-2023-detailed-guide/>

⁴ <https://ghgprotocol.org/corporate-standard>

⁵ <https://www.iso.org/standard/66453.html>

⁶ A copy of the workbook can be downloaded from <https://environment.govt.nz/publications/measuring-emissions-a-guide-for-organisations-2023-emission-factors-summary/>

Direct emissions are reported in this methodology, which result from the operations of the organisation. This does not constitute a life cycle analysis of products. For example, emissions resulting from running a car for business use is counted but not the emission generated from manufacturing the car. This skews the inventory to some degree. Methodologies for life cycle assessments are available but are easy to access and may require more in-depth analysis.

The methodology measures direct emissions for the following gasses:

- Carbon dioxide (CO₂)
- Methane (CH₄)
- Nitrous oxide (N₂O)
- Hydrofluorocarbons (HFCs)
- Perfluorocarbons (PFCs)
- Sulphur hexafluoride (SF₆)
- Nitrogen trifluoride (NF₃) 4 and other gases (eg, Montreal Protocol refrigerant gases or medical gases)

These are totalled into a carbon dioxide equivalent for the organisation.

The MfE methodology places emission sources into scope 1, scope 2 and scope 3 activities. It explains these as:

“Scope 1: Direct GHG emissions from sources owned or controlled by the organisation (ie, within the organisational boundary). For example, emissions from combustion of fuel in vehicles owned or controlled by the organisation.

Scope 2: Indirect GHG emissions from the generation of purchased energy (in the form of electricity, heat or steam) that the organisation uses.

Scope 3: Other indirect GHG emissions occurring because of the activities of the organisation but generated from sources that it does not own or control (eg, air travel).”

In this inventory, you will see emissions reported against these categories. This is important because it helps Councillors and staff consider the main sources for emissions – whether they are generated by direct business activities or up or downstream in the supply chain.

It may seem counter-intuitive to measure and report against the emissions of other organisations within the scope 3 category; however, this is helpful because it allows the reporting organisation to consider whether beneficial changes can be made within the supply chain – for example, by changing transport options for staff travelling in vehicles not owned by the organisation.

This analysis will consider scope 3 emissions to get a more holistic picture of the emissions profile of the organisation.

Should changes be made to the methodology in future years that result in material differences in the calculated emissions, all previous years’ emissions should be re-calculated using that method. To enable this to happen, all data for this inventory has been retained.

Finally, it is critical to note that this inventory has been carried out by Nigel Paragreen, a permanent staff member, and not been independently verified. This goes against one of the inventory principles. Because there are no greenhouse gas inventory experts on staff, we cannot guarantee that there are not errors in the analysis. Independent verification will assist with confirming the accuracy of the work and providing confidence to the public if the organisation were to publicly announce emissions reductions.

The choice not to verify this inventory has been made due to the instruction in the OWP, which has been interpreted as an exploratory approach. If the Council elects to take on a long-term emissions reduction project, they should also consider whether to provide funding for external verification.

If a choice were made to pursue independent verification, it would require annual reports to be verified. Based on information provided by a verification company based in Dunedin, this would cost around \$1,300 annually, provided data behind this inventory is not difficult to review. There may be reduced costs in future years, as the independent verification can be streamlined.

Organisation and boundaries

Any greenhouse gas inventory requires clear boundaries to be set. These define what will and won't be counted in the inventory. Following the MfE guidelines, boundaries must be set for both the organisation and the timeframe of the inventory.

The organisational boundary chosen for this inventory follows the operational control approach, set out in the GHG protocol. Under this approach, the inventory will count emissions from activities where the organisation *"...has the full authority to introduce and implement its operating policies at the operation."*

For the Otago Fish and Game Council, this includes emissions from all work from staff and contractors directly employed as well as hatchery operations and some contact energy projects but does not include emissions generated from businesses renting Fish and Game buildings.

Otago Fish and Game's financial year was chosen for the timeframe of the inventory. The most recent, full financial year was chosen. Therefore, this inventory includes emissions from 1 September 2022 until 30 August 2023.

Emissions

The total emissions, categorised by source and type, for the organisation are as follows:

Summary of total emissions: Otago Fish and Game Council

From Anthropogenic sources

Total calculated emissions based on user input into worksheets

Default Scope	Emission Source	kg CO ₂ -e	CO ₂ (kg CO ₂)	CH ₄ (kg CO ₂ -e)	N ₂ O (kg CO ₂ -e)	Percent of total kg CO ₂ -e
Scope 1	Fuel	41877.41	41143.03	100.03	634.34	41.55%
Scope 3	Transport and distribution losses	1060.10	1030.12	27.72	2.26	1.05%
Scope 2	Purchased energy - offices and huts	2058.52	2000.30	53.82	4.40	2.04%
Scope 3	Purchased energy - pump 610	7083.58	6883.23	185.21	15.13	7.03%
Scope 3	Working from home	48.92	47.53	1.28	0.10	0.05%
Scope 1	Refrigerant and other gases	27937.80	n/a	n/a	n/a	27.72%
Scope 3	Passenger transport	18719.61	17849.55	86.62	332.24	18.57%
Scope 3	Freight Transport	223.93	221.84	0.56	1.52	0.22%
Scope 3	Water supply and wastewater treatment	502.33	76.04	189.21	237.07	0.50%
Scope 3	Waste	1287.29	0.00	1287.29	0.00	1.28%
Scope 1	Agriculture	0.00	0.00	0.00	0.00	0.00%

Total GHG Inventory Emissions (kg)	100799.48	69251.66	1931.75	1227.06	Percent of total kg CO ₂ -e
Total scope 1	69815.21	41143.03	100.03	634.34	69.26%
Total scope 2	2058.52	2000.30	53.82	4.40	2.04%
Total scope 3	28925.75	19225.09	1592.68	573.20	28.70%

Total GHG Inventory Emissions (tonnes)	100.80	69.25	1.93	1.23	Percent of total kg CO ₂ -e
Total scope 1	69.82	41.14	0.10	0.63	69.26%
Total scope 2	2.06	2.00	0.05	0.00	2.04%
Total scope 3	28.93	19.23	1.59	0.57	28.70%

Figure 1: total emissions for the Otago Fish and Game Council in the 2022/2023 financial year, as calculated using the MfE Measuring Emissions Guidance 2023 Workbook. A larger font version of this figure is available in Appendix 2.

There are some activities which contribute significantly to the organisation's emissions but are masked by the total figures. These have been pulled out and are displayed below:

Key emitting activities	kg CO ₂ -e	Percent of total kg CO ₂ -e
Diesel fuel - used in utes and the Skoda	38398.69	38.09%
Commute - all current staff	14049.55	13.94%
Dunedin fridge & freezer; Cromwell freezer	13770.00	13.66%

Commute - all staff without contract commutes	10429.69	10.35%
All air conditioners (refrigerant) bar Dunedin main	8879.00	8.81%
Hatchery pump 610 electricity	7083.58	7.03%
Dunedin main air conditioner (refrigerant)	5288.80	5.25%
All aircraft travel	4929.92	4.89%
Councillor & ranger transport in private vehicles	2358.74	2.34%

Figure 2: activities which contribute significantly to total emissions. A larger font version of this figure is available in Appendix 2.

The GHG Protocol recommends that emissions be tied to organisation outputs, to get an idea of the organisation's efficiency and allow comparison against other, similar organisations. Unfortunately, the output for the Otago Fish and Game Council are not easily quantified, so this is not possible.

As such, there are few ways to describe the scale of the emissions generated, relative to the characteristics of the organisation. One (imperfect) way this could be achieved is to consider the total cost of offsetting the organisation's emissions. At the time of writing, the spot price for one tonne of carbon offset in the New Zealand market is \$69.50, meaning that it would cost \$7004.25 to offset the entire organisation's emissions for the 2022/2023 financial year.

Comments on the organisation's emissions profile and recommendations for reductions

From the above emissions totals, the following comments can be made:

- Fuel, passenger transport and refrigerant are the major emissions sources for the organisation, cumulatively representing nearly 90% of the total.
- Dividing these categories out, the three biggest emission generating activities are:
 - o diesel for Fish and Game utes and the skoda;
 - o private vehicle use for staff commuting; and
 - o refrigerant losses from very old fridges and freezers.
- The hatchery pump 610 generates significant emissions for the service it provides.
- Councillor and ranger transport in private vehicles is a relatively small contributor to emissions; however, it is most certainly an underestimate of the true distance travelled.
- The Dunedin main office air conditioner emits only slightly less refrigerant emissions than all other air conditioners in the organisation combined.
- Purchased energy, energy transport and distribution losses, waste disposal and working from home represent very small proportional emissions.

Based on this, the following suggestions for emissions reductions can be made:

- Replace old fridges and freezers, ensuring that they are decommissioned rather than sold.

- Swap fossil fuel vehicles for electric when they have finished their expected life for the organisation. The fewer vehicles being used by the organisation, the lower emissions will go.
- Encourage public and active transport commuting, and work from home for staff. This will be affected greatly by asset replacement decisions such as where to base the Dunedin office and whether a workspace can be provided in Wanaka.
- Explore the idea of creating a 'staff shuttle' to increase commute options for staff, using the electric vehicle already in the fleet.
- Find efficiencies for the operation of hatchery pump 610.
- Avoid air travel where possible.

In addition, if a long-term project to reduce emissions is approved by Councillors, there are improvements that could be made to the organisation's record keeping systems to help store the new information which will need to be gathered annually. This includes:

- Recording passenger travel using non-Fish and Game vehicles as trips occur, rather than at the end of the year.
- Improving the accuracy with which we record ranger and Councillor travel.
- Automating the collection and input of staff survey data.

Setting an emissions reductions target

If the Council were to approve a long-term emissions reduction project, a target will need to be set. It is important to set the target at a level that will contribute to a meaningful climate change response. However, it has been difficult to find advice on where best to set such a target.

The only rationale that staff can provide, is that an emissions target could be set to mirror that of the wider New Zealand reductions targets – a 50% reduction on 2005 emissions by 2030 and net zero by 2050.⁷ This still presents problems though, as the 2005 emissions of the organisation are unknown.

Setting an ambitious, yet realistic, target is important if Fish and Game Otago is to pull its weight in mitigating the impacts of climate change. Collectively, countries are not on track to achieve their Paris Agreement targets and the United Nations has called for "greater ambition and accelerating action".⁸ Fish and Game is one of countless small organisations which collectively contribute to climate change globally. By acting in line with international direction, we can also be part of the solution.

A 50% reduction on 2022/2023 financial year emissions by 2030 would constitute a target which aligns with the UN call for "greater ambition and accelerating action." It would be a

⁷<https://environment.govt.nz/what-government-is-doing/areas-of-work/climate-change/emissions-reductions/emissions-reduction-targets/greenhouse-gas-emissions-targets-and-reporting/>

⁸ <https://news.un.org/en/story/2023/09/1140527>

challenge; though may well be achievable. A 50% reduction by 2030 would constitute a 10% emissions reduction in emissions per year from the latter half of the decade.

Based on simple assumptions, a 25% reduction in emissions could be achieved simply by replacing the Dunedin fridge, Dunedin freezer and the Cromwell freezer; using hatchery pump 610 seasonally (when it is most needed); and reducing diesel consumption by 30% by replacing additional utes with electric vehicles. This low hanging fruit would constitute half of the total initial emissions reduction target.

Exclusions

There are some key exclusions from this inventory. The MfE methodology allows *de minimis* sources of emissions to be excluded. These are sources of emissions which are expected to be small, totalling no more than a small percentage of total emissions. The MfE methodology suggests using a 5% threshold, which has been adopted.

The following emissions have been excluded on this basis:

Emission source excluded	Explanation
Specific emissions from activities of staff who were with the organisation for a short period during the inventory timeframe – Niall Watson and Paul van Klink	Generally, the emissions resulting from the work of these staff will be captured, such as fuel use in work vehicles or electricity and refrigerant leakage associated with their office. The major emission source not counted would be from commuting, which will be a very small percentage of the total given the short time they spent employed during the inventory timeframe.
Councillors' work from home	There are no records associated with the work Councillors undertake at home. Given staff emissions from working at home are just 0.05% of the total, it is likely that Councillors' emissions from this activity will be insignificant.
All hatchery electricity bar pump 610	Staff were unable to get accurate records from Oceana Gold about the electricity use of the hatchery – bar pump 610. Based on the electronics used in the hatchery operation (outside of the container fridge – see below), it is likely that the impact on total organisation emissions will be insignificant.
Removal and disposal of effluent from the hatchery	Similar to the above, obtaining accurate records of effluent removal and disposal has been difficult. It is estimated that around 400kgs of effluent is removed and disposed of every 4 years or so. The current waste and freight transport emissions for the 2022/2023 year suggest that these emissions are insignificant.

Selected contact energy projects	Records to calculate emissions from some contact energy projects were difficult for staff to obtain – specifically the travel for Manuka island trapping and 5-10 hours of digger operation. Staff’s best estimates indicate that the emissions from these would be small, compared to the total.
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There are two additional exclusions which do not fall into the *de minimis* category. That these are excluded detract from the certainty of this inventory:

1. The Otago Fish and Game Council owns and manages numerous wetlands around Otago. Wetlands can be both an incredible source of carbon sequestration and/or a heavy emitter, depending on their individual characteristics. There is currently no reliable method for calculating wetland carbon emissions or sequestration; therefore, they could not be included in this inventory.
2. Staff were not able to collect records on the electricity usage or refrigerant leakage from the hatchery container fridge. It is likely that emissions from this container fridge will have a more than insignificant impact on total emissions for the organisation.

If a long-term project emissions reduction project is approved, staff should look for opportunities to include these factors in future.

Recommendations

That the Council:

- 1. Receive this report.**
- 2. Direct staff to pursue an emissions reduction target of a 50% reduction in greenhouse gas emissions, based on the 2022/2023 financial year emissions, by 2030.**
- 3. Decide whether emissions reduction reporting should be subject to external verification, as is best practice.**

Nigel Paragreen
Environmental Officer
March 2024

Appendix 1 – Summary of emissions sources, quantity, uncertainty and additional methodology notes

Appendix 2 – Summary of total emissions: Otago Fish and Game Council

8.0 Public Excluded Items

8.1 Confirm Draft OF&GC Public Excluded Minutes from 10th February 24

8.2 Bullock Creek Stormwater QLDC Easement Agreement

8.3 Wanaka Hatchery Site Subdivision - Presentation

8.4 Dunedin Office Options Paper

8.5 Habitat Enhancement and Research Fund Applications

8.5.1 Takitakitoa

8.5.2 Fern Burn Native Restoration

8.5.3 Paddock Bay Pond Native Planting

8.5.4 Rocky Hill Wetland Restoration

9.0 Financial Report

Finance and Licence Sales To 29th February 2024

9.1 Finance Reports

The financial Profit and Loss report and Balance sheet for the period from 1st September 2023 to 29th February 2024 are below.

Profit and Loss

Income

Licence Income

Total licence sales year to date is \$1,912,935 against annual budget of \$2,455,777 (78% of annual budget)

Fish licence revenue to 29th February 2024 totals \$1,912,813 (Fish sales \$1,882,160 + non resident revenue \$1,909 + Designated Water licence \$28,743) compared with \$1,792,252 for the same period of the 2022/23 season. The make up of fish licence income is different this season with the new designated waters licence system charging for selected waters.

Fish Licence revenue is ahead of 2022/23 by \$120,561.

These figures include both resident and non resident sales.

Other Income

Total other income year to date is \$691,677.

Areas of interest are:

- Wages Reimbursement relates to work done for other regions
- Contact Energy income is invoiced for project work as it is done.
- Court fine money from our latest court case is coming in monthly.
- Rent Received is below budget as the budget was made when we had the Cromwell section leased out.
- Other income is very high as we have the surplus on sale of fixed assets that included the sale of the Chardonnay Street property in Cromwell and a vehicle.

Donations and Grants (not in budget)

Donation/Grant from	For	Amount GST excl
Bayfield High School	TAKF Lures	\$50.00
Otago Community Trust	TAKF	\$1,879.00
RICHO	Taiktaiktoa Wetland	\$1,000.00
Total		\$2,929.00

Expenses

Expenditure at the 29th February for the 2023/24 financial year is \$1,360,789 against a year to date budget of \$1,441,629. Expenditure slightly under budget at 94.4%.

The main reasons for any variances are:

- Species Management – Population monitoring flights have started but not all invoiced yet.
- Habitat Protection – this includes \$7,573 of unbudgeted Contact Sports Management Plan spending, this will be on charged to Contact Energy Ltd, Works. Resource Management Act is over spent due to legal advice required. Works and Management - Under spent at this time. It relates to spending on wetland plant guards and stakes and maintenance to the Wanaka grounds is budgeted for. Habitat Enhancement and Research Fund Grants come from a reserve funded from diversion payments.
- Participation – Designated Waters signage, surveys and monitoring is under spent and has a budget in place for more work, OF&G fishing training events is slightly over spent but are mostly complete. We have a grant Otago Community Trust to go towards Take A Kid Fishing events.
- Public interface. Under spent at this time. Active with fishing reports and social media with more work planned.
- Compliance - Over spent. One difficult prosecution concluded. Ranger training and support is underspent at this time with plans for training to come.
- Licencing – Underspent at this time. Designated Waters (DW) IT Build – Otago Region’s contribution to designing and implementing the DWL system and data base. Commission is made up from agent sales commission and bank fees associated with online sales.
- Council expenses – Over spent for three of six meetings accounted for. February two day planning meeting included accommodation and food. Remaining meetings just a day each.
- Planning and Reporting – Under spent. All expenses from accountant for the auditor in. More National Liaison to come.
- Over Heads/Administration – Salary Under spent to date. Difference from January to February relates to monthly in and outs of accrued annual leave. Office premises – On budget to date. Budgeted rental expense on the Cromwell office has now stopped this will cause an under spend in the future. An assessment was done on Dunedin building insurance and it is much higher than budget. Communications – Over spent. New phone and data system in the planning. Extra software for boat running was not budgeted for. Costs increasing. General expenses – Over spent. Unexpected legal cost for Wanaka Hatchery/Bullock Creek \$11,689. Vehicle costs- Over spent. These are increasing. February more use than January, RUC ordered and vehicle servicing extras.

- Approved Reserves Expenses - \$11,658. This is expenditure approved by the council for the Bendigo, Bullock Creek and Historical and Regional Policy Statement Reserves.
- Depreciation – Depreciation year to date is \$25,350.
- Levies – paid monthly as per budget. \$580,979 excl GST to date.
- University Research Grant – Dr Donald Scott Fund -\$5000 has been paid from the non-resident reserve as agreed by Council.

The profit and loss for the 4 months ended 29th February 2024 shows a surplus of \$1,243,823.

Balance Sheet

Bank Funds Position at 29th February 2024

Bank	Value
ANZ 00 Account	\$ 60,179.97
ANZ 70 Account	\$ 635,878.25
ASB Account	\$ 90.57
Cash On Hand	\$ 50.00
Total	\$ 696,198.79

Term Investments as at 29th February 2024

Investment Bank	Amount	Rate	Maturity
ANZ 1000	\$530,399	6.0%	16 May 2024
ASB	\$200,000	6.10%	2 nd August 2024
ASB	\$200,000	4.30%	2 nd May 2024
Total	\$930,399		

We will make another term deposit investment in March 2024

Fixed Assets and Capital Expenditure

The asset replacement fund has gone from \$95,161 to \$24,005 this will increase with the sale of the boat. Boat Sold 12/03/2024 \$19,391 exclusive of GST.

Liabilities

Total Liabilities at 29th February are \$243,177.

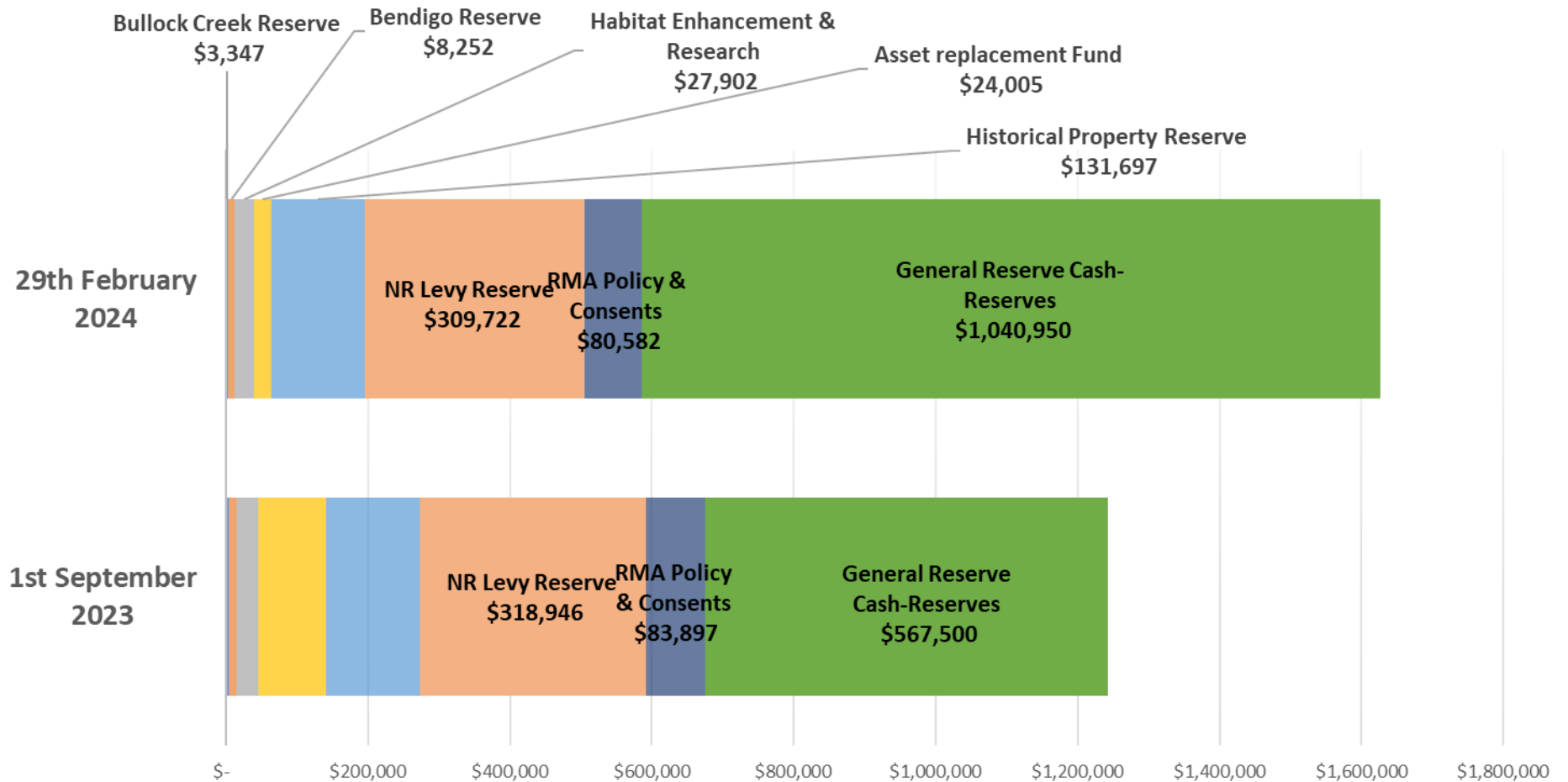
- Employee Entitlements includes \$49,804 of outstanding staff annual leave.
- Other payables includes visa card spending, game stamp Levy and mostly from reversal of income in advance from the previous year. This will be updated at the end of the year when the new figures are calculated.
- Salmon Endorsement and Designated Waters Liabilities are money owed to other regions for licences relating to their region but sold in Otago

Equity**Otago Fish and Game Reserves 29th February 2024**

Otago Reserves Movements	Balance August 2023	Income (To) Reserve	Note	Outgoing (From) Reserve	Balance Feb 2024
Back Country Non-resident Levy	\$318,946	\$1,909	1	\$11,133	\$309,722
Habitat Enhancement & Research	\$29,502	\$5,900	2	\$7,500	\$27,902
Bullock Creek Reserve	\$5,437	\$3,500	3	\$5,590	\$3,347
Bendigo Reserve	\$10,592	\$0.0	8	\$2,340	\$8,252
Priority Consents Reserve	\$41,697	\$0.0	7	\$0.0	\$41,697
Historical Property Reserves	\$132,341	\$0.0	4	\$644	\$131,697
Regional Policy Statement Reserve	\$11,124	\$0.0	5	\$3,315	\$7,809
Priority Plan Changes	\$31,076	\$0.0	6	\$0.0	\$31,076
Total	\$580,715	\$11,309		\$30,522	\$561,502

- Note 1 \$5000 a year for five years is to be taken from the Non resident fund for the Dr Donald Scott University Fund. Agreed by Council May 2021. 2021/22 is year three. Budget \$25,000 for 2023/24 Implementation of the Designated Waters set up and monitoring.
- Note 2 Balance is \$27,902. Less committed but not yet paid out of \$1,000 so balance of \$26,802 available for dispersal by way of grants.
- Note 3 Bullock Creek was approved OF&GC HEF funding February 2024 \$3,500.
- Note 4 Historical Property Reserve, used on development of the Wanaka site
- Note 5 OF&GC agreed to \$60,000 May 2020. NZC notified.
- Note 6 OF&GC agreed to \$120,000 May 2020. NZC notified. \$81,000 agreed to be spent by council September 2020.
- Note 7 OF&GC agreed to \$60,000 May 2020. NZC notified.
- Note 8 May 2022 \$3,414 and March 2023 \$3,000 council agreed to Habitat Enhancement funds for Bendigo. CFT agreed to assist with grant of \$15,000 June 23. ORC Eco Fund \$5,000 June 23

MOVEMENT IN RESERVES FROM 1ST SEPTEMBER 2023 TO 29TH FEBRUARY 2024



Profit and Loss

Otago Fish and Game Council For the 6 months ended 29 February 2024

	JAN 2024	FEB 2024	YTD ACTUAL	YTD BUDGET	VARIANCE	% OF YTD BUDGET	ANNUAL BUDGET	LAST YEAR
Income								
Licence Sales								
Fish Licence Sales	191,960	102,056	1,882,160	2,077,395	(195,235)	91%	2,077,401	1,888,362
Non-Resident Licence Revenue	-	-	1,909	-	1,909	-	-	105,135
Designated Water Licence Sales	5,278	6,200	28,743	-	28,743	-	-	-
Game Licence Sales	-	70	122	-	122	-	378,376	354,010
Total Licence Sales	197,238	108,326	1,912,935	2,077,395	(164,460)	92%	2,455,777	2,347,507
Other Income								
Wages Reimbursement	-	1,988	3,869	-	3,869	-	-	14,941
Contact Energy Mitigation Income	-	-	3,771	-	3,771	-	-	68,972
Interest Income	2,284	1,573	26,236	28,374	(2,138)	92%	56,757	52,630
Fines - Fishing & Game Offences	114	28	900	200	700	450%	500	798
Rent Received	3,104	4,188	22,790	31,929	(9,139)	71%	63,849	53,747
Fishing Competitions	-	-	594	-	594	-	-	1,544
Profit on Sale of Fixed Assets	-	-	623,398	-	623,398	-	-	8,144
Donations & Grants	-	-	2,929	-	2,929	-	-	28,823
Merchandise Sales/Other	35	-	60	-	60	-	-	87
RMA Costs Reimbursed	-	-	-	-	-	-	-	60,000
Sundry Income	-	-	130	-	130	-	-	413
Diversion - Habitat Enhancement and Research Fund	2,050	1,650	7,000	-	7,000	-	-	18,460
Total Other Income	7,586	9,427	691,677	60,503	631,174	1,143%	121,106	308,559
Total Income	204,824	117,753	2,604,612	2,137,898	466,714	122%	2,576,883	2,656,066

	JAN 2024	FEB 2024	YTD ACTUAL	YTD BUDGET	VARIANCE	% OF YTD BUDGET	ANNUAL BUDGET	LAST YEAR
Gross Profit	204,824	117,753	2,604,612	2,137,898	466,714	122%	2,576,883	2,656,066
Expenses								
Species Management								
Population Monitoring	3,612	175	4,386	6,000	(1,614)	73%	13,000	49,063
Monitor key fisheries/Research Liaison	-	-	-	1,000	(1,000)	-	1,000	-
Harvest Assessment	-	-	-	-	-	-	3,500	3,500
Hatchery Operations	-	-	3,388	4,500	(1,112)	75%	9,000	14,731
Releases	-	170	681	1,000	(319)	68%	1,000	625
Game Bird Control compliants	-	-	-	-	-	-	-	444
Total Species Management	3,612	346	8,455	12,500	(4,045)	68%	27,500	68,363
Habitat Protection & Mngt								
Contact Sports Fish Management Plan	-	-	7,573	-	7,573	-	-	44,017
Resource Mngt Act	-	980	980	600	380	163%	1,000	64,042
Works & Management	1,030	-	6,272	7,500	(1,228)	84%	12,500	1,574
Habitat Enhancement Research Fund Grants	-	2,000	3,739	-	3,739	-	-	2,870
Total Habitat Protection & Mngt	1,030	2,980	18,564	8,100	10,464	229%	13,500	112,503
Participation								
Access and Signage	30	21	565	1,252	(687)	45%	2,500	2,499
Back Country Surveys/Monitoring	-	556	6,133	25,000	(18,867)	25%	25,000	116
Promotion Articles and Advertising	-	-	-	400	(400)	-	500	-
Publications and Web Site	-	-	924	-	924	-	-	4,430
OF&G Training Events	-	-	2,051	1,750	301	117%	2,000	2,300
Club Relations and Grants	-	-	184	500	(316)	37%	1,000	1,083
F&G Advocacy at Popular Fisheries	-	-	-	-	-	-	-	15,026
Total Participation	30	578	9,857	28,902	(19,045)	34%	31,000	25,453

	JAN 2024	FEB 2024	YTD ACTUAL	YTD BUDGET	VARIANCE	% OF YTD BUDGET	ANNUAL BUDGET	LAST YEAR
PUBLIC INTERFACE								
Liaison								
Liaison DoC Unin Govt CFT IWI	9	-	33	600	(567)	5%	1,000	765
Total Liaison	9	-	33	600	(567)	5%	1,000	765
Communication								
Publications	-	-	384	-	384	-	-	-
World Wetlands	-	27	27	500	(473)	5%	500	54
Total Communication	-	27	411	500	(89)	82%	500	54
Media Releases								
Advocacy Statutory	-	-	-	300	(300)	-	500	-
Weekly Fishing Reports/ social media	420	700	3,167	3,376	(209)	94%	4,500	2,940
Communications Strategy	-	-	176	12,000	(11,824)	1%	24,000	14,520
Media Release	-	-	-	300	(300)	-	500	400
Total Media Releases	420	700	3,343	15,976	(12,633)	21%	29,500	17,860
Total PUBLIC INTERFACE	429	727	3,787	17,076	(13,289)	22%	31,000	18,679
COMPLIANCE								
Ranger Training and Expenses	-	200	2,056	3,600	(1,544)	57%	5,500	5,941
Compliance	-	-	8,250	2,000	6,250	412%	5,000	6,649
Total COMPLIANCE	-	200	10,306	5,600	4,706	184%	10,500	12,590
LICENCING								
Designated Waters IT Build	-	-	21,023	31,819	(10,796)	66%	31,819	-
Agent Servicing	-	-	91	250	(159)	36%	500	172
Commission/Fees	6,009	2,299	63,718	93,499	(29,781)	68%	110,510	86,914
Total LICENCING	6,009	2,299	84,833	125,568	(40,735)	68%	142,829	87,087
COUNCIL								

	JAN 2024	FEB 2024	YTD ACTUAL	YTD BUDGET	VARIANCE	% OF YTD BUDGET	ANNUAL BUDGET	LAST YEAR
Elections Council	-	-	-	-	-	-	250	-
Council Meetings and Agendas	-	6,919	10,116	7,500	2,616	135%	15,000	12,462
Total COUNCIL	-	6,919	10,116	7,500	2,616	135%	15,250	12,462
PLANNING & REPORTING								
Reporting/Audit	-	-	15,713	16,000	(287)	98%	16,000	17,049
National Liason	-	-	195	400	(205)	49%	500	630
Total PLANNING & REPORTING	-	-	15,908	16,400	(492)	97%	16,500	17,679
ADMINISTRATION								
Salaries	58,506	74,860	437,491	493,546	(56,055)	89%	987,058	808,170
Staff Expenses								
ACC Levy	-	-	-	-	-	-	2,000	2,160
Fringe Benefit Tax	-	-	-	-	-	-	6,500	7,217
Staff Training	-	455	2,170	3,000	(830)	72%	6,000	16,619
Staff Clothing Branded	-	-	743	-	743	-	-	572
Staff Personal Expenses	-	118	111	-	111	-	-	-
Staff Expenses	146	606	2,805	4,004	(1,199)	70%	8,000	9,438
Staff Employment Expenses	-	-	-	1,200	(1,200)	-	2,000	683
Total Staff Expenses	146	1,180	5,830	8,204	(2,374)	71%	24,500	36,689
Office Premices	7,336	3,393	62,568	62,709	(141)	100%	115,899	114,681
Office Equipment	503	-	626	1,350	(724)	46%	2,500	1,119
Communications	1,974	2,291	11,608	10,456	1,152	111%	20,700	23,017
General Exp (incl Insurance)	2,475	262	13,708	3,204	10,504	428%	4,600	2,720
General Field Equipment	746	172	1,445	1,804	(359)	80%	3,300	2,572
Vehicles	1,541	4,371	32,597	31,008	1,589	105%	54,000	60,078
Total ADMINISTRATION	73,227	86,529	565,874	612,281	(46,407)	92%	1,212,557	1,049,047
Approved Reserve Expense	31	4,206	11,658	-	11,658	-	-	61,697

	JAN 2024	FEB 2024	YTD ACTUAL	YTD BUDGET	VARIANCE	% OF YTD BUDGET	ANNUAL BUDGET	LAST YEAR
Depreciation	6,408	6,408	35,350	26,718	8,632	132%	53,431	59,502
NZ Fish & Game Levies	96,830	96,830	580,979	580,984	(5)	100%	1,161,958	1,200,082
Public Advocacy	-	101	101	-	101	-	-	-
University of Otago Research Grant	-	-	5,000	-	5,000	-	-	5,000
Total Expenses	187,605	208,121	1,360,789	1,441,629	(80,840)	94%	2,716,025	2,730,144
Net Profit	17,219	(90,369)	1,243,823	696,269	547,554	179%	(139,142)	(74,078)

Balance Sheet

Otago Fish and Game Council As at 29 February 2024

	29 FEB 2024	31 AUG 2023
Assets		
Current Assets		
Bank	696,199	324,402
Receivables		
Accounts Receivable	192,973	159,885
Prepayments and Accrued Income	1,297	12,332
Total Receivables	194,270	172,216
GST	(11,476)	22,038
Investments	930,334	916,442
Inventory	15,599	15,599
Accrued Interest	8,328	17,017
Total Current Assets	1,833,254	1,467,714
Fixed Assets		
Property Plant & Equipment	2,046,156	1,329,054
Total Fixed Assets	2,046,156	1,329,054
Total Assets	3,879,410	2,796,768
Liabilities		
Current Liabilities		
Accounts Payable	11,770	77,178
Other Payables	176,587	253,200
Employee Entitlements	49,804	73,980
Salmon Endorsement	2,078	-
Designated Waters other regions	2,939	-
Total Current Liabilities	243,177	404,359
Total Liabilities	243,177	404,359
Net Assets	3,636,233	2,392,410
Equity		
Accumulated Funds		
Accumulated Funds	1,548,016	1,622,094
Current Year Earnings	1,243,823	(74,078)
Transfer (To)/From Reserves	258,887	172,028
Total Accumulated Funds	3,050,725	1,720,043
Dedicated Reserves		
Non Resident Levy Reserve	309,722	318,946
Habitat Enhancement & Research	27,902	29,502
Priority Plan Changes Reserve	31,076	31,076
Priority Consents Reserve	41,697	41,697
Regional Policy Statement Reserve	7,809	11,124

	29 FEB 2024	31 AUG 2023
Historical Property Reserve	131,697	132,341
Asset Replacement Funding	24,005	91,651
Total Dedicated Reserves	573,908	656,337
Restricted Reserves		
Bullock Creek Reserve	3,347	5,437
Bendigo Reserve	8,252	10,592
Total Restricted Reserves	11,600	16,030
Total Equity	3,636,233	2,392,410

9.2 Licence Sales

Fish Licence Sales 2023/24 Season to 29th February 2024

See table following for fish licence sales numbers and categories for the 2022/23 and 2023/24 season sales to the end of February of the season.

In summary, 2023/24 fishing licence sales in whole season licence equivalents (LEQs) 14,162 LEQs compared with 13,770 LEQs for the same period last year - 392 LEQs ahead last year at the same time. The designated water resident licence (\$5) does not affect the LEQ greatly, it is more influenced by the adult and family resident licence sales, that are down this year. Non resident categories have continued to increase as international tourism rebounds.

9.3 Debtors

Two agents direct debits failed but this has now been settled.
No doubtful debts in the general accounts.

9.4 Recommendations

- 1. That the Finance report and Licence Report to the 29th February 2024 be received.***

Sharon Milne
Administration Officer
13/03/2024

Fish Licence Sales In Otago To The End Of February Of The Season

2023/24

Sales	FWFA	FWA	FWNA	FSLA	FLAA	FLBA	FSBA	FDA	FDNA	FWJ	FWNJ	FDJ	FDNJ	FWNC	FDNC	SRSE	DWLR	DWLN	Total	LEQ
Public	1897	2322	515	371	343	34	304	1916	1563	529	37	266	93	12	56	0	1448	504	13845	7,219
Agency	2062	2915	167	751	151	16	106	367	480	364	9	43	30	10	25	504	1384	82	9476	6,942
Total	3959	5237	682	1122	494	50	410	2283	2043	893	46	309	123	22	81	504	2832	586	23321	14,162

2022/23

Sales	FWFA	FWA	FWNA	FSLA	FLAA	FLBA	FSBA	FDA	FDNA	FWJ	FWNJ	FDJ	FDNJ	FWNC	FDNC	SRSE	DWLR	DWLN	Total	LEQ
Public	2065	2290	462	361	383	33	230	1874	1249	490	33	254	59	11	28	0	0	0	11303	6,758
Agency	2169	3020	161	697	153	12	108	477	633	374	15	53	51	8	9	617	0	0	8570	7,011
Total	4234	5310	623	1058	536	45	338	2351	1882	864	48	307	110	19	37	617	0	0	19873	13,770

FWFA (Family), FWA (Adult season), FWNA (Non Resident season), FSLA (Senior Loyal), FLAA (Local Area),

FLBA (Long Break), FSBA (Short Break), FDA (Adult Day), FDNA (Non Resident Adult Day), FWJ (Junior Season)

FWNJ (Junior non resident season), FDJ (Junior Day), FDNJ (Non Resident Junior Day), FWNC (non Resident Child season)

FDNC(Non Resident child Day),SRSE (Salmon Endorsement),DWLR(Designated Waters Resident),DWLN(Designated Waters Non Res)

Some of the DWLs sold are for other regions, and other regions have some of ours

10.0 Chief Executives Report

Light report this period it's only been a month between meetings. Most of the CE's time has been spent on property matters and operational workplan and budget development.

10.1 SPECIES MANAGEMENT

Monitor Fisheries

The acoustics surveying of sportsfish populations in Lakes Wanaka, Hawea and Wakatipu is now complete and the data is being analysed. It went very smoothly. There will be a report on this at the next meeting of Council.

Regulations

The Minister of Hunting and Fishing refused to accept some Regions proposed adjustments to the Gamebird Hunting Regulations Notice. This delayed the printing of the Regulation booklets. Southland and North Canterbury had some species bag limits, which were proposed for change, returned to the 23/24 season limits. The Minister has made it clear that there will need to be more solid justification for changes in future. Our Otago Regulations went through as agreed by Council in November.

Anglers Notice – Council agreed to review the Anglers Notice policy documents provided to the last meeting and staff will support Councillors redrafting that policy. Getting the process right is especially important in light of the new Ministers comments on the Gamebird Notice review. It is hoped to have a draft Regulation Setting Policy and process ready for the May meeting.

Species interaction

I have checked the permissions provided to Otago Regional Council for sportsfish removal in tributaries of the Nevis and Shag/Waihemo and believe it complies with the policy direction and process. If Council, wishes to review the Species Interaction Policy or the delegation for issuing permits to applicants in line with it, please raise this at the meeting.

10.2 HABITAT PROTECTION AND MANAGEMENT

Contact Energy – Trust Up and Running

The Clutha/Mata Au Sports Fish Trust has now been incorporated and the funding agreement should be signed by the time of the meeting. A media release on its formation has been issued and was well received. Its Chair (Cr Boyd) will be able to update the full Council at the meeting on progress.

10.3 USER PARTICIPATION

Designated Waters implementation

The Designated Waters licencing system is running relatively smoothly. Otago has issued 606 Designated Waters day licences to non residents for our 9 waters. By comparison Southland has issued 490 for the Oreiti River Designated Water alone. Curiously, the Greenstone Controlled Fishery booking system use is very light with only around 25% of the available beats taken up. The upper river has been running very low though.

Publications

By the time of the meeting the F&G magazine should have been distributed to last years licence holders. Our Otago content looks good. Rising printing and distribution costs are becoming a significant concern for the NZC, not just for the magazine which is under review, but for production and distribution of licences and regulations booklets too.

Online content

The upgraded website is up and running. Among other pages, the Communications Officer has been preparing the hunter access content ahead of the gamebird season.

10.4 PUBLIC INTERFACE

Grass Carp

The Operations Manager has been back in touch with MPI and DOC to arrange an onsite meeting at the Queenstown liberation site where the Carp likely escaped from. It is likely that one of the ponds may be removed from any future liberations but that has yet to be confirmed. No further fish have been found outside of the authorised area.

Bullock Creek Stormwater

The CE has been in regular contact with Queenstown Lakes District Council staff and our Councils lawyer to update the Easement Agreement for the proposed pipeline. (see confidential papers) The Friends of Bullock Creek continue to press QLDC with questions over the system performance which are not being substantially answered.

10.5 COMPLIANCE

Offences

The Compliance officer has worked his way through the summer season backlog. Most are accepting the Councils diversion package rather than electing to go through to full court proceedings but a handful are proving hard to resolve. There could be some heavy legal fees associated with prosecution of these remaining cases near the end of the financial year and there is minimal prosecution budget left to conclude them.

10.6 LICENCING

Licence sales are down across the country (-2.3%) but only marginally (-1.8%) behind last year in Otago. Much of that is driven by the 7% decrease in family licence sales (see finance report)

10.7 COUNCIL

Elections

There is still no advice on any potential delay to the Council elections as hinted so we are progressing as usual. I have notified the NZC about the Councils wish to have the Otago CE as its returning officer and confirming the number of councillors and wards for the election.

Otago F&G Property

There is a wider land and buildings assets report in the public excluded agenda. This has been a considerable body of work over the last few weeks. Coming to grips with seismic performance of our Dunedin building for instance has been quite challenging and time consuming.

Boat Replaced

The Dunedin boat has been replaced with a Frewza and named Opoho (after Opoho Creek, the first trout hatchery site in Otago). The boat has been entered into the Maritime Transport Operator Plan and the near 30 year old Stabicraft boat has now been sold.

10.8 PLANNING AND REPORTING

Next Council Meeting

The next Council meeting is on 23rd May was proposed to be at the Otakou Marae but they are fully booked so we will need to push this ahead, perhaps until the new Council is formed in November. The July meeting is proposed to be in Tapanui and Southland Council will be joining us.

National Liaison

The NZC continues to swamp Councils with policy documents for feedback. The latest list includes policy on health and safety for Rangers and Protected Disclosures Policy. They will come to the May meeting after being reviewed by staff.

Recommendation

That this report be received

Ian Hadland
Chief Executive
March 2024

11.0 RMA Planning and Consents Report

1 February 2024 – 13 March 2024

Current Legislation, Policy and Planning Processes

Proposed Otago Regional Policy Statement (PORPS)

The Panel have closed the hearings for the PORPS but no decision has been released at the time of writing. Staff understand that an extension has been provided to the Panel, allowing them to release the decision at any point until March. Once a decision has been released, there will be a brief period to consider appeals.

Land and Water Regional Plan (LWRP)

Staff provided a submission on a draft of the LWRP as part of Resource Management Act (RMA) Schedule 1, clause 3 consultation process. Staff worked collaboratively with NZ and CSI Fish and Game Councils to provide a detailed response. The both the contents of the submission and the draft LWRP are confidential.

After advice from the new Minister for the Environment, there is now uncertainty about whether the Land and Water Regional Plan will be notified in mid-2024 as planned. Staff expect a decision will be made by the Otago Regional Council on this matter soon.

Fast-track Approvals Bill

The Central Government has recently released a Fast-track Approvals Bill, the intention being to enable development on projects of regional or national significance. The Bill represents potential risk to the sports fish and game resource and a response is being led by NZ Fish and Game Council.

Current notification processes - nil

Written approval provided during the period

Applicant	Activity	Outcome
Queenstown Lakes District Council applications		
Moana Fishing Charters	To operate a fishing charter operation on Lake Wakatipu.	Affected party approval was provided.

No written approvals were provided during the period for consents from the following bodies:

- Otago Regional Council
- Central Otago District Council
- Dunedin City Council
- Clutha District Council
- Waitaki District Council

Recommendation:

- 1. That this report be received.**

Nigel Paragreen
Environmental Officer
13 March 2024

12.0 Committee & Delegate Reports

12.1 Clutha Fisheries Trust

12.2 New Zealand Council

12.3 Ngai Tahu

12.4 Conservation Board

12.5 Clutha Mata Au Sports Frish Trust

12.6 Tiaki Maniototo

13.0 Correspondence

13.1 NZC to Otago

13.1.1 Base Funding for 2024 25 NZC Chair



20 February 2024

Dear Chairs
Regional Fish and Game Councils

Base Funding for 2024 25

Fish and Game are being challenged on many fronts. The Revenue forecast and a reduction on 2023 and 2024 and the indication from the Minister of Hunting and Fishing is that there is no appetite for an increase in the Licence fee.

Taking these factors into account, the NZC have recommended that all Regions make savings on their base line budgets of 3% for the 2024 25 budgets.

At the 167th meeting of the NZC the reviewed the licence forecast for the 2024 25 Season which was recommended by the Managers. The NZC have accepted the Manager recommendation as outlined in Table 1 and 2 below of 31,298 LEQ for Game and 72,435 LEQ for Fish.:

Table 1: Game LEQ Forecast

Table 1	Actual Game 2022	Actual Game 2023	Extrapolated Game 2025
Nothland	1582	1544	1525
Auckland Waikato	6309	6512	6512
Eastern	3024	2853	2768
Hawke's Bay	1916	1750	1667
Taranaki	1114	1082	1066
Wellington	3409	3289	3229
Nelson Marlborough	900	860	840
North Canterbury	2428	2551	2551
West Coast	370	364	361
Central South Island	2235	2263	2263
Otago	4080	3988	3942
Southland	4727	4625	4574
	32094	31681	31298

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

New Zealand Council

Table 2 Fish LEQ Forecast

	Actual Fish 2022-23	Estimated Total 2023-24	Extrapolated 2024-25
Table 2			
Nothland	455	471	471
Auckland Waikato	3550	3690	3690
Eastern	8643	8449	8352
Hawke's Bay	2525	2227	2078
Taranaki	1034	958	920
Wellington	2990	2949	2929
Nelson Marlborough	4410	4270	4200
North Canterbury	11084	10853	10738
West Coast	2253	2165	2121
Central South Island	12946	12633	12477
Otago	15828	15685	15614
Southland	9084	8926	8847
	74802	73276	72435

Based on maintaining the Licence Price at \$153 for Fish and \$113 for Game the available funds for Contestable funding would be limited to \$489,693 (see Table 3 below)

Table 3:	
Licence Forecast	\$ 12,576,248
less COS 4.5%	\$ 565,931
Net Licence Income	\$ 12,010,317
Draft calc of interest rates - 5.57 @.9	\$ 346,784
Availble Funds	\$ 12,357,101
Base Funds	\$ 11,867,408
Available Funds	\$ 489,693

This figure of \$489,693 reflect the amount of dollars available for funding RMA, salary adjustments, Capex requirements and other contestable funding applications that the NZC/National and Regional Councils require.

The NZC was concerned that \$489,693 was not a sufficient pool, to ensure the Fish and Game Strategy could be adhered to and wanted to ensure that the priority to Staff remuneration was able to be maintained. The NZC also referred to the Hunt Resource

Allocation Project and have recommended that all Regions make savings of their base funding by 3%. This would make available a further \$356,022 for the Contestable fund, bringing the total pool to \$845,715. Refer Table 4 for the updated base funds for 2024

Table 4 Base funds with a 3% reduction.

Table 4: Base Funds with 3 % savings			
	Original	3% Savings	New Base Funds
Northland	581,107	17,433	563,674
Auckland\Waikato	909,097	27,273	881,824
Eastern	1,278,944	38,368	1,240,576
Hawkes Bay	380,624	11,419	369,205
Taranaki	419,692	12,591	407,101
Wellington	830,600	24,918	805,682
Nelson-Marlb	564,125	16,924	547,201
Nth Canterbury	1,003,286	30,099	973,187
West Coast	351,136	10,534	340,602
Central SI	877,010	26,310	850,700
Otago	1,240,968	37,229	1,203,739
Southland	823,924	24,718	799,206
NZC only	1,240,295	37,209	1,203,086
National inc Research	1,366,600	40,998	1,325,602
TOTAL	11,867,408	356,022	11,511,385
Original Availabe for Contestable Funding		489,693	
Funds Available for Contestable Funding		845,715	

The NZC understand that these savings will be difficult for many Regions (including NZC and the National Budget) to achieve, however, as an organisation we will need to work together to strategically identify the areas/projects that we can afford to fund in these fiscally difficult times.

Your Sincerely



Barrie Barnes
Chair NZC

13.1.2 Summary of F&G National Meeting 16th February 2024



13 March 2024

NZC CEO Update to Regional Managers

Summary of Fish & Game National Council Meeting #167 (16 & 18 February 2024)

Tēnā koutou,

As we head into the new year, with our first NZC meeting of 2024 held on 16 and 18 February in Wellington, I trust this update finds each of you well. This year is going to be a huge one for Fish & Game and it's important that we have a clear direction and focus on the important mahi ahead.

We have a new Government, and Minister for Hunting and Fishing, and will continue to work closely with them on legislative reforms that meet Fish & Game licence holder aspirations, ensure fishing and hunting thrive, and deliver enduring outcomes that benefit all New Zealanders.

Last year we finalised Fish & Game's Organisational Strategy and Business Implementation Plan setting out the priorities which will guide us as we go forward. We must carefully consider what we need to do and how we can best achieve our objectives as we plan and budget for the coming year. Let's continue our collaborative efforts to steer Fish and Game towards an impactful future.

Below, you'll find a comprehensive summary of the topics and decisions from our latest NZC meeting. Your engagement and feedback in these matters are invaluable, and I encourage you to review the summary closely.

Executive Overview:

Annual Budget and Contestable Funding Process:

In the context of spending reductions taking place across Government departments and indications from the Minister and that there is low appetite for increasing license fees NZC had an extensive discussion and gave careful consideration to the 2024/25 Budget and Contestable Funding process.

NZC resolved that all Regional Councils are requested to make savings to their Annual Baseline funding by 3% in their 2024/25 budget. These savings will be added to the contestable funding pool. This will ensure contestable funding of \$845,715 is available for the upcoming CFs application process in April to fund priority areas. In the absence of a 3% saving in baseline funding across the regions, the contestable funding budget would be around \$480,000. It is noted that the RM budget of around \$400,000 has historically come from the Contestable Funding budget.

With licence fees expected to remain at the current levels and the LEQ forecasts set out below reducing costs will be essential to ensure we can continue to deliver our prioritise on behalf of licence holders.

NZC recognises the importance of providing clear direction to Managers and Regions to assist in preparing budgets and CF applications. Last year we agreed to maintain staff salaries in line with market baseline and this will be a priority in considering CF applications for the 2024/24 financial year.

It was agreed that Regional Chairs are invited to participate in a Joint NZC meeting on the 19 April 2024 morning meeting via zoom to help provide an overview of CF applications from the regional perspective. The Managers to meet the day before on the 18th April, as historically been the case to make a recommendation to the NZC on the CF applications

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

New Zealand Council

2024/25 Licence Fee & Forecast: The Licence Working Party (LWP) brought forward their licence sales forecast, presenting outcomes to the February NZC meeting. An overview was shared of forecasting methodologies for the Fish and Game seasons. This forecast including methodology was unanimously recommended by the Managers as well. NZC has approved the Licence Fee forecast, however, will review and approve the final forecast that the LWP prepare for the April meeting.

LEQ for Game Licence Sales is 31,298. Total LEQ for Fish Licence Sales is 72,435.

The LWP Licence Fee forecasts by region are as follow:

Table 1: Game LEQ Forecast 2025	Actual Game 2022	Actual Game 2023	Extrapolated Game 2025
Nothland	1582	1544	1525
Auckland Waikato	6309	6512	6512
Eastern	3024	2853	2768
Hawke's Bay	1916	1750	1667
Taranaki	1114	1082	1066
Wellington	3409	3289	3229
Nelson Marlborough	900	860	840
North Canterbury	2428	2551	2551
West Coast	370	364	361
Central South Island	2235	2263	2263
Otago	4080	3988	3942
Southland	4727	4625	4574
	32094	31681	31298

Table 2 Fish LEQ Forecast 2024 25	Actual Fish 2022-23	Estimated Total 2023-24	Extrapolated 2024-25
Nothland	455	471	471
Auckland Waikato	3550	3690	3690
Eastern	8643	8449	8352
Hawke's Bay	2525	2227	2078
Taranaki	1034	958	920
Wellington	2990	2949	2929
Nelson Marlborough	4410	4270	4200
North Canterbury	11084	10853	10738
West Coast	2253	2165	2121
Central South Island	12946	12633	12477
Otago	15828	15685	15614
Southland	9084	8926	8847
	74802	73276	72435

Detailed Information and Decisions:

RMA/Legal Fund Update & Applications:

NZC discussed Wellington Fish & Game Council's (WFGC) predicted PC2 Environment Court case cost overrun and the decision at an NZC Emergency Workshop held on 21 December 2023 which agreed that this be funded from the RMA Fund. It is noted that the WFGC has covered the initial costs

of the PC2 case of \$120,000 out of their reserves. Current reserves predictions for the region are 26%, meaning that the region has limited funds to further costs associated with PC2.

The PC2 case is nationally important and precedent setting. The case is testing regulatory frameworks, and in particular the adoption of a scorecard approach for intensive agriculture where freshwater impacts are significant. It is likely the Primary Sector and Regional Councils will look to adopt this approach across other parts of New Zealand.

NZC resolved that the decision agreed at the NZC Emergency Workshop held on 21 December 2023 to support the WFGC Emergency Application to the RMA fund for Horizons PC2 Case cost overrun of \$107,770 to be funded from the RMA fund be ratified.

Research Fund Applications:

Three research proposals were considered for a contribution study into the economic value and wider benefits of sport fishing in Aotearoa New Zealand. This is an important study area for Fish & Game to support a range of insight activity, advocacy work and future policy and legislative considerations.

Proposals from NZIER, the Cawthron Institute, and Deloitte were presented. The merits of each proposal were considered including scope, affordability, expertise available, methodologies and timing for the provision of findings.

As of 31 December 2023, there were \$218,860 committed funds from the Research Fund. There was an available balance of \$64,430 to fund new research applications in the 2023/24 fiscal year.

The Managers had recommended the Cawthron project \$160,000 if this could be funded through the Research budget and over successive years.

NZC agreed to progress the NZIER – Economic Contribution of Freshwater Angling research subject to the Research Sub-Committee finalising the terms and conditions of the proposal and that the cost remain within the available \$64,430 available to fund research applications within the 2023/24 budget. The decision was based on the merits of the proposal, as well as budget restriction considerations.

Verbal Update on Taranaki and Wellington Amalgamation:

Chris Donald, Chair – Taranaki F&G, provided an update to NZC on the voluntary amalgamation between Taranaki F&G and Wellington F&G, including an overview of the ambitions of the project, key achievements and next steps. Key learnings from the project were also shared at the Chairs forum on Saturday.

Ranger & Maritime Compliance:

NZC received an update report on the proposed National Health and Safety Policy, the National Health and Safety Policy for Rangers and Managers declaration and provided feedback.

The aim of the process is to review and embed current best practice and achieve consistency across the organisation through updated policies, templates and operational plans. There has been comprehensive review of all policies and SOPs relating to ranger team activity and ongoing consultation with a further Managers workshop to take place ahead of presenting draft policies the NZC April meeting.

Communications Update:

NZC received an update on communications and public awareness work. Advocacy, social licence and brand are key focus areas and the report [Communications Report Feb24.pdf](#) has been developed to highlight progress and achievements in these areas. Our ReWild campaign [Fish & Game ReWild Campaign Report 2024.pdf](#), has been successful in achieving reach and positive brand perception since its launch in November 2023, with 6 million impressions across all channels. Feedback and analytics of content performance on a range of channels and campaigns was also shared achieved.

Staff Development Fund Application:

Council received the Staff Development Grant Update Report from Steve Dixon on the Recirculating Aquaculture Systems Course attended in September 2023 at the National Conservation Training Centre.

Council agreed to support the Staff Development Fund application for Ian Hadland's attend the 'Council to Advance Hunting and Shooting Sports R3 Symposium' to be held in Alabama, USA on 29 May – 1 June 2024 to the value of \$5,049.

Budget Amendment for 2023/24:

NZC approved the reallocation of \$20,000 from the Advocacy budget to the Marketing and Social Licence Budget.

Fish & Game Audit Findings:

Grant Thornton presented an unqualified audit report for the year ended 31 August 2023 with no uncorrected misstatements, control deficiencies or recommendations identified and no concerns raised in relation to control procedures and fraud risk. Based on audit procedures performed, the Auditor was satisfied of appropriate performance reporting as part of the financial report. NZC noted the positive reflection of this on the team and thanked all those involved in the audit process

Finance Reports:

Carmel Veitch, CFO, presented and responded to questions on the a financial reports:

- **National Finance Report** [National Finance Report Dec23.pdf](#)
For the period ended 31 December 2023, the combined NZC and National Budget presented a surplus of \$393,747 against a total full year budget deficit of \$515,074. An overview and additional clarifications were provided on funding and expenditure items
- **National Variance Report** [National Variance Report - 31 Aug.pdf](#)
The report detailed variance to budgets for each Council with clarification of variances provided and process for monitoring and addressing them on an ongoing basis.
- **National and Regional Reserves Reports** [National And Regional Reserves 31 Aug23.pdf](#)
NZC received the report on reserves position for each Council following the financial audit. No Council required a top up of reserves for the year ended 31 August 2023. ARF management continues to be of concern for some Councils. Reserves as at 31 August were \$8.255 million. NZC is budgeted to require a top up of \$10,444 in the year ended 31 August 2024. A correction was noted in relation to WF&G, who had to replace two vehicles taking their reserve percentage from 33% to 22%.

Risk management:

NZC received and discussed the NZC Risk Register. Discussion took place in relation a range of risk areas pertinent to NZC including environmental, social, organisational, financial, political and legislative risk.

Policies:**DRAFT POLICIES for Regional Consultation:**

Deadline for Feedback is Friday 31 May 2024 in time for the 18th NZC June Meeting.

Health and Safety Policies: NZC approved the draft National Health and Safety Policy for Rangers [draft H & S policy for rangers.docx](#) and National Health and safety Policy [Draft National H&S Policy.docx](#) and Managers declaration and to be shared for regional consultation. These had been revised into two separate policies a management declaration following consultation.

Protected Disclosures Policy & Procedures: Council agreed the draft Protected Disclosures Policy and Procedures for regional consultation. [Draft Protected Disclosures policy.docx](#)

Draft Funding Application Form and Research Application Process Sequence:

NZC received an update from the Research Sub-Committee (RSC) and discussed the Draft Terms of Reference for the RSC, Draft Funding Application Form and Research Application Process Sequence. [Draft Funding Application Form.docx](#) and [Research Applications Process Sequence.docx](#) These propose updates to the process for Research Fund applications to provide greater consistence and clearer processes for considering and submitting applications.

Future Structures:

The Future Structures Working Group (FSWG) has been continuing to finalise recommendations which are due to presented to the April NZC meeting ahead of wider consultation. A range of areas are being considered relating to: Council size and composition; iwi representation; management support across regions; NZC support for regions which may wish to amalgamate; numbers of wards; voting rights associated with different licences; election regulations; appointments to NZC

Future Funding:

The Future Funding Working Group (FFWG) has been developing proposals in relation to future funding with the aim of making recommendations within the scope of existing regulations. Recommendations are being developed for NZC consideration in April ahead of wider consultation in the areas of: Licence sale income; separation and centralisation of certain costs and funds; external revenue streams; the approach to budgeting and split between different sources of funding; contestable fund terms and criteria; career development; audit processes. Suggestions were also discussed in relation to the most appropriate consultation process.

Decisions from Part II (Public Excluded) moved to Part I:

Resolution - That NZC request that Regional Councils make savings to the Annual Baseline funding by 3% for 2024/25 budget.

Resolution - That NZC delegate authority to the Executive Committee to agree a final decision on the appointment of a Governance Advisor.

Chairs Report Discussion took place in relation to the introduction of Guide Licencing. It was confirmed that the Chair had raised this with the Minister at their meeting on 17 January alongside other important issues. Consistency with requirements for guides in other areas, Health & Safety, relationships with other organisations, and the responsibility for resource management were considered. Further work was needed to develop proposals and consider consultation processes. In terms of taking this matter forward it was confirmed that there would be further discussion with DOC and with the Minister at the upcoming meeting in March.

If you have further queries or need more details on any of these points, please feel free to contact me directly. We value your ongoing commitment and look forward to your continued participation in achieving our common objectives.

Nāku iti noa, nā



Corina Jordan
Chief Executive Officer
New Zealand Fish and Game Council

13.2 Otago to NZC

13.2.1 NZF&GC Policy Feedback

14 February 2024

Chair, Barrie Barnes
New Zealand Fish & Game Council
Via email

Re: New Zealand F&G Council (NZC) Policy Feedback

Dear Barrie

The NZC bundle of policy documents and information was presented and considered at our recent Otago F&G Council meeting. Otago Council would like to offer the following feedback;

Good Employer Obligations

Thank you for circulating the legal advice which was sought to clarify Fish & Game's *Good Employer* obligations. Council felt that this should have been self explanatory and/or available anywhere online through Employment New Zealand or elsewhere.

1. Draft Governance Code of Conduct

The policy is supported but duplicates much of what is in the F&G standard Governance Manual and standing orders. It does have additional provisions, such as a paragraph on predetermination which would be a useful insertion into Otago's Governance policy to bring it up to date.

If ratified, this policy could potentially be implemented at a local level as an independent policy. However, the Council's inclination is to integrate it into the Governance Manual, consolidating all policies into a single resource. NZC could oversee the updating of governance manuals across Regional Councils to ensure uniformity.

2. Draft Drug and Alcohol Policy

The policy is useful and expands on provisions already captured in Otago staff contracts and Work Rules. The additional document on procedures and support for staff was not considered by Council as it is operational so not a governance matter.

The policy would benefit considerably from editing the *Fish & Game New Zealand* references to include Regional Councils. As presently written, NZC over reaches by assuming responsibilities it's not entitled to such as management of staff issues at a Regional Council level eg:

Following an investigation, Fish and Game New Zealand may:

- *Offer, at its discretion the opportunity for the employee to participate in a rehabilitation programme, and/or;*

- *Take disciplinary action up to and including summary dismissal*

With those various references edited to clarify roles and responsibilities, the policy is supported.

3. Draft Prevention of Bullying and Harassment Policy

While comprehensive, it was agreed it needs to be, given that determining harassment or bullying is an increasingly grey area. The topic is presently adequately covered in Otago staff contracts but it was noted that the policy also includes Councillors, presumably to cover off any Councillor to staff issues that may arise.

The policy is supported and its adoption as a local policy would follow.

Again, there is a separate Bullying and Harassment *Procedures* document which is mainly operational (how to make complaints and where to go for support etc). Council did not consider this but agreed it could be finalised through the managers group.

Yours sincerely



Colin Weatherall
Chair, Otago Fish & Game Council

**13.3 General Correspondence In
Nil**

**13.4 General Correspondence Out
Nil**

14.0 Items to be Received or Noted

Nil

15.0 General Business