

# Hawke's Bay Fish & Game Council

BOARD PACK

for

**HBFG Council Meeting**

Tuesday, 20 May 2025

6:00 pm (NZST)

Held at:

Hawkes Bay Fish & Game

22a Burness Road Jervoistown Napier

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# AGENDA

## HBFG COUNCIL MEETING

<b>Name:</b>	Hawke's Bay Fish & Game Council
<b>Date:</b>	Tuesday, 20 May 2025
<b>Time:</b>	6:00 pm to 9:00 pm (NZST)
<b>Location:</b>	Hawkes Bay Fish & Game , 22a Burness Road Jervoistown Napier
<b>Board Members:</b>	Bruce Bates (Chair), Blair Slavin, Callum Slavin, Dan Jones, Gary Bowcock, Glenn Morgan, Greg Duley, Henry Melville, Jeff Niblett, Karl Goodchild, Peter Coles, Steve Evans
<b>Attendees:</b>	Corina Jordan, Kerry Meehan

### 1. Opening Meeting 6pm

#### 1.1 Hawke's Bay Fish & Game Council

Bruce Bates

The Chairman welcomed members and those in attendance to the HBFGC meeting and informed members the meeting is being recorded.

#### 1.2 Present & in Attendance

Bruce Bates

##### For Noting

Record noted of all those who attend meeting in full or in part.

#### 1.3 Apologies

Bruce Bates

##### For Noting

Confirm apologies notified to Chairman from those Councillors for non-attendance or lateness.

#### 1.4 Confirmation of Agenda & General Business

Bruce Bates

##### For Discussion

Any items from Council not included in agenda.

#### 1.5 Conflict of interest

Bruce Bates

##### For Noting

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

#### 1.6 Confirm Minutes

Bruce Bates

### For Decision

To review & confirm minutes from council meeting 18 March 2025

Supporting Documents:

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1.6.a	Minutes : HBFGC Meeting - 18 Mar 2025	8
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## 1.7 Matters arising from minutes

Bruce Bates

### For Discussion

## 1.8 Hawkes Bay Risk Register

Corina Jordan

### For Decision

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

Supporting Documents:

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1.8.a	Hawkes Bay Risk Management Register.pdf	14
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## 1.9 Health & Safety Report

Corina Jordan

### For Decision

Supporting Documents:

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1.9.a	HBFGC Paper H&S Report Cover May.docx	17
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## 2. Discussions & Decisions

### 2.1 Anglers Notice 2025-26

Bruce Bates

### For Discussion

2025-26 Draft Anglers notice.

Supporting Documents:

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2.1.a	HBFGC Anglers Notice 2025 26.docx	20
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### 2.2 2025-26 Budget NZC Recommendations

Bruce Bates

### For Decision

Discussion & feedback from NZC decisions for 2025-26 budget and licence fee recommendations.

Supporting Documents:

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2.2.a	2024-25 Licence Fee Consultation to Regional Councils_final.pdf	27
2.2.b	NZC Meeting 174- April 2025 - Consultation Letter CEO.pdf	42
2.2.c	Family Licence Paper[76].pdf	46

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Supporting Documents:

2.2.d	Family licence FAQs 20250416[34].pdf	53
2.2.e	Licence sales and income forecast 2025 2026 report[48].pdf	57
2.2.f	National variance report as at 31 August 2024-v2 final[3].pdf	64
2.2.g	National and Regional Reserves as at 31 August 2024_final-V2[97].pdf	71
2.2.h	Research and Monitoring Programme Update Report April 2025.pdf	74
2.2.i	RMA Legal Fund Update Cover Report_v2 final[1].pdf	80

## 2.3 NZC Policy Updates

Bruce Bates

### For Decision

Feedback required to NZC on various draft policies.

Supporting Documents:

2.3.a	draft Health Safety and Wellbeing Policy.pdf	85
2.3.b	draft Lone Worker Support policy.pdf	92
2.3.c	draft Resource Management & Legislation Fund Policy.pdf	95
2.3.d	Fatigue Management and Support Policy.pdf	99
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## 3. Regional Business

### 3.1 Operations Report

Corina Jordan

### For Information

Supporting Documents:

3.1.a	HBFGC Operations report May.docx	105
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### 3.2 Compliance & Ranger Report

### For Discussion

Supporting Documents:

3.2.a	HBFGC Paper Compliance & Ranging.docx	112
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### 3.3 Finance Reports

### For Decision

Supporting Documents:

3.3.a	Hawkes Bay Finance Report 31 March 2025.docx	117
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### 3.4 Licence Report

### For Information

Supporting Documents:

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3.4.a	Licence Report.docx	125
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### 3.5 Action List

#### For Noting

Supporting Documents:

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3.5.a	Action List	128
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## 4. General Business

### 4.1 General business

Bruce Bates

#### For Discussion

Discussion on any matters not included in the agenda

## 5. Public Excluded

### 5.1 Public excluded session

Bruce Bates

#### For Decision

Move session to public excluded to review previous meeting minutes & discuss regional management contract.

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** HBFG Council Meeting - 22 Jul 2025, 6:00 pm

# MINUTES (in Review)

## HBFGC MEETING

<b>Name:</b>	Hawke's Bay Fish & Game Council
<b>Date:</b>	Tuesday, 18 March 2025
<b>Time:</b>	6:00 pm to 9:45 pm (NZDT)
<b>Location:</b>	Hawkes Bay Fish & Game , 22a Burness Road Jervoistown Napier
<b>Board Members:</b>	Bruce Bates (Chair), Blair Slavin, Callum Slavin, Gary Bowcock, Glenn Morgan, Greg Duley, Jeff Niblett, Karl Goodchild, Peter Coles, Steve Evans
<b>Attendees:</b>	Corina Jordan, Kerry Meehan
<b>Apologies:</b>	Henry Melville, Dan Jones

### 1. Opening Meeting 6pm

#### 1.1 Hawke's Bay Fish & Game Council

#### 1.2 Present & in Attendance

#### 1.3 Apologies

#### 1.4 Confirmation of Agenda & General Business

#### 1.5 Conflict of interest

All councilors signed the conflict of interest register and returned material interest declarations.

#### 1.6 Confirm Minutes

**HBFC Council Meeting January 21 Jan 2025**, the minutes were confirmed with the following changes:

*Removed reference to Bruce Bates conflict of interest.*



#### Confirm Minutes

That the minutes of the previous meeting of the Hawke's Bay Fish & Game Council on the 21st January 2025 are a true and accurate record.

B Slavin Abstained as was absent

**Decision Date:** 18 Mar 2025

**Mover:** Gary Bowcock

**Seconder:** Karl Goodchild

**Outcome:** Approved

Actions register follow up requests

References to Eyede payments

Asset valuation policy

Enrolment of all licence holders. NZC have identified and will also be reviewed at same time as family licence system.

Response to HB today article. recorded councils position on minutes. advice from NZC comms to not do reactive media.

Huia loan. cannot find home for huia. live issue for council. Look overseas for potential. Ngai tahu option? Get a secure display and not pay insurance. Cost if we were to sell them.

## 1.7 Matters arising from minutes

### 1.8 Hawkes Bay Risk Register



#### Risk Register

3. HBFGC accept the risk register as amended through discussion.

**Decision Date:** 18 Mar 2025  
**Mover:** Greg Duley  
**Seconder:** Callum Slavin  
**Outcome:** Approved



#### Risk Register Amendments

Lack of organizational strategy. Change to 4

Governance. Should Diversity should be included? The Council is based on members being elected. How can F&G encourage a more diverse range of people to stand for council?

Social demographic. Risk code

Species management. go to a 3. change wording to regional specific activities. Focus on government not most effective way to achieve results.

Environmental climate change. Work local. how we can mitigate locally.

Gravel extraction. change as not gotten worse. 3 not a 4.

Health and Safety. Contractor management. checking and competency levels. Induction policy. staff working in natural environment, lone worker policy. more information. fatigue management. risk assessments.

**Due Date:** 13 May 2025  
**Owners:** Corina Jordan, Kerry Meehan

### 1.9 Health & Safety Report



#### H&S Report

That HBFGC receives the information and accepts the health and safety report.

**Decision Date:** 18 Mar 2025  
**Mover:** Gary Bowcock  
**Seconder:** Blair Slavin  
**Outcome:** Approved



#### H&S Actions

Lone worker policy review at next meeting.

Track me update and field intentions paper for next meeting.

**Due Date:** 13 May 2025  
**Owner:** Kerry Meehan

## 2. Discussions & Decisions

### 2.1 Draft Operational Workplan & Budget 2025-26



#### Draft Operational Work Plan & Budget 2025-26

That HBFGC approve the draft operational work plan and budget for the 2025-2026 year to be sent to NZC

**Decision Date:** 18 Mar 2025  
**Mover:** Jeff Niblett  
**Seconder:** Karl Goodchild  
**Outcome:** Approved

Manager outline process of the OWP and budgets. Regions create budget, goes to NZC for April meeting. Historically NZC only look at contestable funding, not overall budget. Chair talks to budget and OWP. NZC make recommendation in relation to the overall budget. NZC after April meeting sends back recommendations to regions. Licence fees, levy and grants. HBFGC can submit feedback on recommendations. NZC makes final decision in June for licence fees, levy's and grants. Minister makes final decision on fees and NZC July clarifies licence fees, levy's and grants and final budget numbers. Region confirms in August. Regions can appeal to NZC if they disagree with NZC decisions.

Manager suggesting an access workshop. Identify key areas that can be addressed. Feedback to NZC. Minister was interested in what access was lost. Council had requested.

Chances of funding research project from NZC. 3 projects being submitted nationally for research fund. Forever chemicals in manawtu rivers and effect on trout. Drone technology for population monitoring. Chances good for the Tukituki river study as it is outstanding river in north island.

## 3. Regional Business

### 3.1 Operations Report



#### Operation Report General

Operations report taken as read.

**Decision Date:** 18 Mar 2025  
**Mover:** Gary Bowcock  
**Seconder:** Karl Goodchild  
**Outcome:** Approved

### 3.2 Lake & Reservoir Options

Discussion on horseshoe lake. Debate on suitable water quality and issues with perch. Test 50 fish as a test. Criteria for putting fish in. Access for angler conditions? Min 2 weekends a month with no limit of anglers during season.

Back paddocks lake? Owner not keen on access.

Winstones lake Roys hill open access.

Staff to negotiate different access arrangements.

### 3.3 Compliance & Ranger Report

### 3.4 Finance Reports



#### finance report.

6.1 That the payments for 1st December 2024 to 31st January 2025 totaling \$216,816.02 be approved.

Current Account – January 2025 \$139,172.65

Credit Card (KM) – January 2025 \$2955.5

Total \$142,128.15

**Decision Date:** 18 Mar 2025

**Mover:** Greg Duley

**Seconder:** Steve Evans

**Outcome:** Approved

### 3.5 Licence Report

promotion on approaching best year.

loyal senior pattern.



#### Promotion & Analysis

Staff to look at a promotion on approaching best year for licence sales since 2015/16.

loyal senior licence sales pattern.

Regional specific licence sale demographics.

**Due Date:** 13 May 2025

**Owner:** Kerry Meehan

### 3.6 Action List

Due Date	Action Title	Owner(s)
10 Dec 2024	Staff Follow Ups <b>Status:</b> In Progress	Corina Jordan
10 Dec 2024	Huia loan <b>Status:</b> In Progress	Kerry Meehan
21 Jan 2025	.410 steel shot option <b>Status:</b> In Progress	John Lumsden
21 Jan 2025	Valuation policy <b>Status:</b> In Progress	Corina Jordan
17 Feb 2025	Electoral Roll <b>Status:</b> In Progress	Corina Jordan
17 Mar 2025	Lake Tutira <b>Status:</b> In Progress	Corina Jordan
18 Mar 2025	HB Chair to NZ Chair <b>Status:</b> In Progress	Bruce Bates
18 Mar 2025	Eyede payment <b>Status:</b> In Progress	Corina Jordan
18 Mar 2025	Fish release into Mangaone <b>Status:</b> In Progress	Corina Jordan

## 4. General Business

### 4.1 General business

Manager gave verbal update on the Botulism outbreak and events so far. Treated as HPAI, probable botulism or chemical spill.

Bodies can be disposed with Hastings DC at the landfill. Dig hole when birds dropped off and wait while it is covered back up. Take birds out of bags. open bags Staff to follow up. Make public warning to prevent dogs from eating carcasses. Lagoon farm check. Needs to be a NZ register and identify the areas where it is occurring. National database?

If HPAI seabirds will be first affected.

Members from Peka Peka shooters assn presented concerns. Local iwi are wanting to use as a freedom camping site. What rights to hunters have. Wants to provide accomodation and hunting opportunities.

Manager to contact HBRC. Gus Thompson Pekapeka shooters. 7 owners iwi owners. Staff to investigate. 021820653.



#### Botulism

Received information.

**Decision Date:** 18 Mar 2025  
**Mover:** Karl Goodchild  
**Seconder:** Gary Bowcock  
**Outcome:** Approved



#### Brownrigg Access for Swan

Access for shooters, signs on gates with contacts for hunters. Check to see if we can promote.

**Due Date:** 21 May 2025  
**Owner:** John Lumsden

Mana whenua workshop.

Steve, Greg and Karl are away April.

5-9 best time. June evening. Date TBC with Ueha Environmental and communicated to Council.

Truescope report. article today, ngai tahu case. partnership with crown on fresh water management. Council should have a look and look at case.



#### Pekapeka wetland

Manager to contact HBRC. Gus Thompson Pekapeka shooters. 7 owners iwi owners. Staff to investigate. 021820653.

**Due Date:** 13 May 2025  
**Owner:** John Lumsden

## 5. Public Excluded

### 5.1 Public excluded session



#### Move to public excluded to discuss Operations Management.

Move to public excluded to discuss Operations Management.

**Decision Date:** 18 Mar 2025

**Mover:** Greg Duley

**Seconder:** Peter Coles

**Outcome:** Approved

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

#### New Actions raised in this meeting

Item	Action Title	Owner(s)
1.8	Risk Register Amendments <b>Due Date:</b> 13 May 2025	Corina Jordan, Kerry Meehan
1.9	H&S Actions <b>Due Date:</b> 13 May 2025	Kerry Meehan
3.5	Promotion & Analysis <b>Due Date:</b> 13 May 2025	Kerry Meehan
4.1	Brownrigg Access for Swan <b>Due Date:</b> 21 May 2025	John Lumsden
4.1	Pekapeka wetland <b>Due Date:</b> 13 May 2025	John Lumsden

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Risk Register Hawkes Bay Fish & Game		as at 18 March 2025	
Risk Type	Description	Risk Code	Mitigation
<b>Operational/assets</b>		1 to 4	
	Flood,fire, theft, earthquake	3	Insurance, alarms, theft prevention, key codes changed
	Internet, files storgae and security	4	Security software up to date, Internet supplier agreement in place
	Physical files	3	Security software up to date, Internet supplier agreement in place
<b>Financial</b>			
	Reliance on licence income	3	Secure other sources of income
	Ongoing or new pandemic impact on Non residents	2	Use of reserves
	Investment income weak	2	Reduced reliance on interest revenue
	Depleted reserves	4	
	Fraud	4	Fraud prevention measures in place and audited
	Declining licence sales	1	R3 programme
	Licencing system failure	3	Contracts in place and being monitored
	Agent commission increase	2	Progressive movement to online sales
	NZC levies	3	Proposed changes to NZC levy payments be based on actual sales rather than budgeted sales.
<b>Human resource</b>			
	Pay and conditions of staff	3	Retain good working conditions, <b>provide JD's</b> & job sizing with Strategic Pay and test against market.
	Loss of key staff and recruitment of required skills	2	Promote professional development opportunities, incorporate resilience and cultural support and address capacity and capability gaps.
	Succession planning	2	CE to have succession plans in place to ensure transition of institutional knowledge.
	Staff stress and wellbeing	3	Monitoring in place and regular contact through one on one meetings. Development of individualised My Plans linked to strategic priorities. Encourage staff to take time off. Provide stable management structure & consistency for staff.
	HB Team Culture	4	Maintain positive and transparent workplace culture
	Inter-office staff culture	2	Cultural challenges across organisation continue. The current organisational structure and budgetting approach creates conflict. Minister of Hunting and Fishing legislation changes for F&G will foundational for cultural change. Past regional conflicts between staff and council have created some barriers to relationship building between regional staff.
	HBC Governor/staff culture	3	Training on culture, reestablishing boundaries, building trust and cohesion, creating culture of kindness.
<b>Governance</b>			
	Governance and Cr skill level	2	Governance and chair training, coopting specialist skills and education
	Councillor behaviour	3	Use and knowledge of standing orders and governance policies. Minister of Hunting and Fishing legislative review for F&G will be foundational in addressing challenges around policy implementation and enforcement.
	Representation	2	Encouragement of diversity (and gender) at elections, encourage diverse appointments to HBC
	Councillor safety	4	No addresses, limited personal info
	H&S	2	Ongoing training for governors on culture and governance. Induction for new councils in 2024.
	Disconnect between customers and governors	4	Increase awareness of process of NZC and opportunities for public engagement. Be more engaged with public and Hunting /Fishing Sales Shops, keep up social media contact
<b>Strategic</b>			
	Lack of organisation strategy	4	Organisational strategy built collectively across the organisation, and socialised.
	Lack of organisational strategic implementation plans	1	Build annual operational work plans to ensure these are linked to the NZC organisational strategy, and annual SSP. Contribute to consolidated annual reporting which links to organisational strategy.

Risk Register Hawkes Bay Fish & Game		as at 18 March 2025	
Risk Type	Description	Risk Code	Mitigation
<b>Reputational</b>			
	Social Licence	2	Gather insights on what licence holders, wider stakeholders and public think and feel of Fish and Game to inform social licence campaign, increasing social media profile of organisation, commissioning analysis report summarising last decade of environmental activities undertaken by Fish and Game
	Public perceptions of Fish and Game	1	Broaden awareness and respect for Fish and Game through social licence campaign, including comms and advocacy
	Perceptions of trout	2	Promote value of trout- commercial, recreational, tablefare.
	Catch and release	2	Promote sustainable harvest
	Perceptions around hunting	2	Promote sustainable harvest and ethical shooting.
	Diversity of membership and Council	2	Recruitment at elections, encouragement of diversity through R3 planning.
	Seen as adversarial and litigious	3	Comms strategy to better articulate reasons of objections and legal actions
<b>Social/demographic</b>			
	Perceived value of introduced trout and ducks diminishing?	2	Value to be promoted through communications plan
	Population is diversifying and increasingly urban	1	R3 programme to target specific audiences
	Older population (baby boomers) aging out of sport	2	R3 programme
	Rural community trust in F&G low	2	Regain trust via regular contact on positive projects - Catchment groups, wetland enhancement projects (strategic priority 20-23)
	Game Park Educational program	3	Changes to council or regional management may see change to priority to maintain the development of the educational program
<b>Species/Population</b>			
	Sedimentation of waterways	2	Govt intervention should slow the pace of inputs. Removal may be challenging. promotion of wetlands and native plantings
	Species interactions - natives V introduced	2	Engage and support research on this. Collaborate with manawhenua on research projects to build understanding of values & joint ownership of solutions.
	Ducks as pests/contributor to ecoli levels	3	Research and social messaging
	New incursions of pest fish species	3	Monitoring
	Increase in gamebird populations/increased crop predation.	3	Population monitoring for Mallards, Pukekos and Parries in place
	Cultural Harvest	3	Facilitate and encourage engagement with iwi & consideration to support legislative changes
<b>Political</b>			
	DOC advocacy positions	3	Strategic priority 22 - 27 to engage and support stakeholder groups and build relationships
	RMA review	2	Govt announced review of RMA, NES FW, and NPS FW. Continue to work closely with the government on environmental legislative reform, along with key stakeholders (such as GAC, EDS, F&B, Hunting and Fishing Influencers, Clubs etc), and Ministries (DOC, MPI, MfE).
	Wildlife Act Review	2	Engagement with DOC and GAC. Consider legislative changes, and build policy positions.
	Conservation Act Review	2	Engagement with DOC, GAC, and eNGO's
	F&G Legislative Review	3	Details to come. Will be essential to address cultural challenges across the organisation and to effectively implement F&G Organisational Strategy
	NPS -FM/NES implementation for wetlands and maimai's	3	Propose regulatory changes to enable the protection, enhancement, and establishment of wetlands in supporting the work of F&G, GBHT, and Hunters
	Relationship with DOC	3	Continue to build strong relationships with DOC.
	Treaty of Waitangi and our obligations	2	Strategic priority 22 - 27 to engage with iwi more regularly and meaningfully
<b>Compliance and prosecutions</b>			
	Perceptions about F&G prosecutions	2	Prosecution guidelines in place and regularly reviewed. Public interest test considered. Build and implement an infringement system.

Risk Register Hawkes Bay Fish & Game		as at 18 March 2025	
Risk Type	Description	Risk Code	Mitigation
<b>Environmental</b>			
	Didymo, lake snow etc more pests	2	Assisting Biosecurity with messaging. Promotion of Check, clean,dry through our own publications
	Climate change - heat/flooding	1	How can we mitigate environmental change at a local level
	Declining water quality and quantity	1	Pressure on regional councils plans and recording of complaints encourage water care groups and communities
	Biosecurity - fish and bird diseases	3	Monitoring and reporting of incidents and observations to BNZ
	Intensive land use/ urban sprawl - reduced access	2	Pressure on regional councils to monitor. Reporting on issues
	Gravel extraction/ river straightening/ willow problems	4	Regional councils global consent for river works up for renewal. F&G input with other stakeholders.
	Carbon Farming - Forestry in headwaters	2	National advocacy, supporting regional engagement with district plans
<b>Contractors/third party risks</b>			
	Contractors	3	Contractor management. Checking and competency levels. Induction policy.
	Rangers and Volunteers	2	NZCE working with National Compliance Coordinator to review current systems.
<b>Health &amp; Safety</b>			
	Mental stability, stress, personal conflicts	2	Open door policy with Manager for raising issues. H&S manual covers identification of risk factors
	Fire and emergency	3	Regular fire drills, emergency contacts on list at office.
	Ranger Safety And staff interaction with membes of public	1	Vetting and approval process
<b>Product quality/value</b>			
	Decreasing perception of value of trout and ducks	2	Trout/Ducks promoted as highly valued species through comms channels
	Reducing perception of value for money in licence	2	Communications plan to sell benefits. R3 plan to make people more successful. Ranging to check licences.
	Licence category choices	4	Review of licence categories initiated.
	Reduced access availability	2	Identification of public access points. Improved relationships with landowners

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

**Health & Safety Report****Hawkes Bay Fish and Game Council Meeting  
Tuesday 20<sup>th</sup> May 2025**

**Prepared by:** Kerry Meehan

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

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

***Financial considerations***

Nil                       Budgetary provision                       Unbudgeted

***Risk***

Low                       Medium                       High                       Extreme

**Ngā taunaki – HBFGC Manager Recommendations**

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

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

### Whakarāpopoto - Executive Summary

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

### Takenga mai - Background

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

### Kōrerorero – Discussion

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

Lost time injuries this period	Lost time injuries this year 2024-25	Incidents this period	Incidents this year 2024-25	Near miss events this period	Near miss events this year 2024-25	New hazards reported this period	New hazards reported this year 2024-25
0	0	2	3	0	1	0	0

### Near Miss & Incident Events

Davey Jones

Dislocated Finger

Drift Diving Upper Ngaruroro

Thursday 27/03/25

During one of the sections that we were drift diving I felt a sharp pain in my right little finger whilst navigating some rapids. I pulled into a deep pool and stopped to look at my finger, the top 3 phalanxes were pointing to the right which indicated a dislocation. I grabbed the top 3 phalanxes distal, middle and proximal with my left hand and pulled it in an outward direction to realign with the lower section or metacarpus.

Thankfully the cold river water aided in limiting any bruising and swelling of my finger. It remained sore to touch for the duration of the day.

I strapped it to my ring finger 1. to prevent it being caught on anything and 2. Assist with keeping it straight.

Who: Davey Jones

What: Spray knapsack leakage, Stead (Grass killer)

Where: Game Farm, 22a Burness Rd, Jervoistown

When: Monday 3<sup>rd</sup> March 25

At approximately 10:30am I was spraying couch grass around the front area of the offices when I was approached by John on his return from out on the game farm. He indicated to me that there was a surplus amount of liquid leaking from the seal of my SOLO knapsack.

I removed the knapsack to examine it for myself and found a relatively large number of droplets around the seal. I transferred the remaining liquid into John's knapsack and rinsed and flushed it down with Persil washing powder.

I then went and had a shower so that I could change into some clean gear. The liquid had gotten onto parts of my clothing, shirt, shorts and socks. I put my clothes in a black plastic bag to take home for washing.

Later this week I was talking to Levi Walford from Te Ngahere about the Husqvarna knapsack his team were using and what were the benefits in comparison to Solo. He said that the pump is encased within the knapsack so there is no chance of leakage. He explained that the Solo ones lost pump pressure which has happened to one of our two knapsacks. The Husqies have slightly less capacity but due to the harness set up they seem to feel much lighter in weight.

I have two on order for delivery in late April from Outdoor Power Ltd, Hastings.

### **Ngā kōwhiringa - Options**

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

## Anglers Notice review

### Hawkes Bay Fish and Game Council Meeting Tuesday 20<sup>th</sup> May 2025

Prepared by: John Lumsden

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#### Kōrero taunaki - Summary of considerations

##### *Purpose*

This report to the Hawkes Bay Fish and Game Council seeks to review the 2024/25 Anglers Notice and identify any changes to the current regulations that should be considered for the 2025/26 anglers Notice. At the same time it may be appropriate to flag any potential changes to the licence or the review process that may require more extensive consultation ready for the 2026/27 Anglers notice.

##### *Financial considerations*

Nil       Budgetary provision       Unbudgeted

##### *Risk*

Low       Medium       High       Extreme

#### Ngā taunaki – HBFGC Manager Recommendations

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

1. Receive the information.
2. Agree on draft regulations for the 2025/26 season
3. Agree to further consultation with angling clubs, and individuals on draft regulations, as necessary.

## Whakarāpopoto - Executive Summary

The Hawkes Bay Fish and Game Council have reviewed our Anglers Notice on an annual basis; requesting feedback from interested parties prior to the May council meeting where council have drafted any changes to current regulations. Further public consultation on proposed changes has followed and where necessary further Council decisions have been made prior to early June, when the draft notice is sent through to NZ Council for review, before it is ultimately being sent through to The Minister for final approval.

## Takenga mai - Background

- 1 Many rivers and their trout populations; particularly those in northern Hawkes Bay were badly damaged by Cyclone Gabrielle in February 2023; in response to this, Council reduced bag limits to 1 per angler per day for all catchments for the 2023/24 season. In the May 2024 Council meeting's review of the Anglers Notice, bag limits on several of our larger rivers were relaxed from 1 sport fish to 2 sportfish per day on the main stem only, namely the Tukituki, Waipawa, Ngaruroro, Mohaka and Waipunga rivers, after discussion it was agreed to leave the Tutaekuri river and all tributaries at 1 per angler per day.
- 2 Bait fishing was allowed for all anglers, (not just juniors as previously) in specified lower reaches of the Tukituki, Ngaruroro and Tutaekuri rivers.

We received a significant amount of feedback on the proposed extension of bait fishing waters and several requests that circle hooks be either mandatory or recommended for bait fishing. Council felt that the low bag limits, would be limit the anglers take regardless of method of capture and that it wasn't appropriate to either require or recommend the use of circle hooks.

## Kōrerorero - Discussion

- 3 Field observations, and angler feedback suggest that the Tukituki, Ngaruroro and Mohaka systems have either weathered the impacts of Cyclone Gabrielle better than expected and/ or bounced back well. Responses on our online 2024-25 Angler Diary and 2024-25 Summer Fishing survey were generally very positive regarding angling success, the condition of these rivers, and the size and condition of the trout caught.
- 4 We have had mixed reports on the Tutaekuri River and its major tributary the Mangaone. Spawning counts in the upper Tutaekuri in May 2024, were reasonably promising with 8 trout per kilometre observed, but unfortunately high levels of angler and hunter traffic was also noted in the riverbed, a revisit to the area later in the 2024 spawning season showed very low numbers of trout in the Tutaekuri and a major tributary. We have had several requests for stocking of the Mangaone river and claims from farm owners or managers that they haven't seen any trout in the Mangaone post Cyclone Gabrielle, conversely, we have had reports of good numbers of trout seen and caught in some other parts of the catchment.

- 5 There were some concerns raised in the online 2024-25 Angler Diary and 2024-25 Summer Fishing survey, relating to the high numbers of anglers throughout the season and the high levels of weed and very low flows on the Tukituki and Waipawa catchments later in the season. It is likely that with the actual / or perceived low fish numbers in northern rivers there has been an increase in angling effort on the Tukituki catchment.
- 6 Concerns were raised via direct contact with our office or via the online platforms relating to the poor condition of our various smaller northern rivers, and Lake Tutira and whether there was any trout surviving in them and several asked if council had any plans to restock the Esk, Waikoau, Aropaoanui Rivers and Lake Tutira.
- 7 Concerns were also raised regarding other river users dirtying the water and as some described it, abusing the river and riverbeds, with 4WD vehicles in the riverbed. We had several complaints regarding anglers driving their 4WD Vehicles or “quads” considerable distances up and down riverbeds: particularly in central Hawkes Bay.
- 8 The issue of water clarity was raised on Ngaruroro several times, with complaints regarding gravel extractors and jetboats either stirring up the river all day or dislodging weed making fishing impossible.
- 9 Staff have sent an invitation for feedback to all license holders with a cutoff date of 13/05/25 – this feedback will need to be sent through via email separately to the council agenda to allow us to meet agenda deadlines
- 10 Staff recommend that consideration be given to feedback from our license holders and where change maybe achievable, these changes are consulted on with a cutoff date set to allow The Hawkes Bay Fish and Game council time to reconsider. We need to be aware that the cutoff for sending our draft regulations to New Zealand Council is 6 June 2025.
- 11 Staff recommend that the current regulations and season conditions are retained and used as a working draft.

### **Ngā kōwhiringa – Options.**

- 12 The Council may
  - a. Consider options for the 2025/ 26 anglers notice and vote on draft regulations at its 20 May Council Meeting.
  - b. Notify license holders of any significant proposed changes from the 20 May Council meeting for further consultation, setting an appropriate time frame to allow council to consider any further feedback and vote on prior to the 6 June cutoff for draft regulations to be sent to NZ Council.
- 13 The Council will have a further opportunity to consider the 2025/26 Anglers Notice following this second consultation if needed.

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

### ***Financial Implications***

14 The sale of Sports Fishing Licenses is a significant source of revenue for Fish and Game; it is vital that we maintain a sustainable fishery that maintains current license holders' engagement and encourages recruitment of new license holders.

### ***Legislative Implications***

15 There should be no new legislative implications to maintain current Anglers Notice conditions.

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

16 We have obligations under Section 4 of the Conservation Act, as we are not expecting any significant changes to our last year's anglers notice there should be no need for further engagement.

### ***Policy Implications***

17 Setting conditions for our anglers notice and the annual review of conditions fits with our current policy and strategy of the council. It should be noted that the Hawkes Bay Fish and Game Councils custom and practise has been to review annually; many other Fish and Game regions review their Game Season conditions and Anglers Notice every two years, reviewing one per alternate year.

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

18 We need to maximise angler opportunity whilst minimising risk to our fisheries, with a strong focus on retention of current license holders and recruiting new license holders. We need to maintain or increase sales of Fishing Licenses to maintain our ability to perform our statutory functions and manage our resources for our license holders.

19 Our only significant lake fishery: lake Tutira hasn't been stocked for many years, whilst we are hopeful for positive outcomes in our discussions with MTT and B7/19 Iwi representatives, we acknowledge this may take some time. Unfortunately, many license holders are becoming increasingly frustrated by these delays.

### ***Consultation***

20 Local Angling clubs and all current Angling License holders have been invited to offer feedback. Due to the cutoff for feedback being set at 13 May, and the requirement to get the meeting agenda out prior to 13 May, a summary of feedback and individual feedback will be sent separately, via email as soon after this date possible.

21 If further consultation is needed following the 20 May council meeting, this feedback and any council decision will need to be completed in an extremely timely manner, to have our draft through to NZ Council to meet their 6 June deadline .

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

22 Next actions will depend on any proposed changes made at The Councils’ 20 May council meeting, as covered in consultation section ( points 20 and 21) above.

Appendix 1

2024/25 Anglers Notice for reference.

**Hawke’s Bay Fish and Game Region**

The Hawke’s Bay region is defined here: *New Zealand Gazette*, 24 May 1990, No. 83, page 1861.

**1. Definitions**

For interpretation of terms, refer to the First Schedule of this notice.

**2. Additional Requirements**

Note 1 **Use of Motorised Crafts**

- 1.1 No motorised craft permitted on Lake Waikopiro.
- 1.2 Similarly, except with the prior written authority of the Director-General of Conservation, and subject to compliance with any conditions that the Director-General may impose, no person shall use any boat in Lake Tūtira that is propelled by any means other than sails, oars, or paddles.

Note 2 Fishing is permitted only in daylight hours at Lake Hawkston.

Note 3 **Fish Length**

- 3.1 Esk River (Waiohinganga) above the Waipunga Road Bridge, including tributaries  
550mm maximum
- 3.2 Maraetotara Stream  
350mm maximum
- 3.3 Ngaruroro River upstream of Whanawhana cable, including tributaries  
550mm maximum
- 3.4 Lakes Tūtira and Waikopiro  
350mm minimum
- 3.5 All other waters No  
minimum or maximum size limit

Water	Section of water	Open season	Authorised fishing methods	Daily bag limit by species	Refer clause 2 additional requirements
All other waters not listed below		1 Oct - 30 Jun	FS	1	Note 3
Larger of Twin Lakes (Rotoroa), Kuripapango		All year	FS	No limit	Note 3

Lake Hawkston		1 Nov - 31 Mar	FS	1	Notes 2, 3
All other lakes of the region (except the larger of Twin Lakes & Lake Hawkston above)		All year	FS	<a href="#">2</a>	Notes 1, 3
Aropoanui River	downstream of the landmark opposite Wareham Road	All year	FS	1	Note 3
Esk River/Waiohinganga	upstream of Waipunga Road Bridge and all tributaries	1 Oct - 30 Jun	FS	1	Note 3
	downstream of Waipunga Road Bridge	All year	FS	1	Note 3
<a href="#">Hawkes Bay Fish and Games Council Burness Road Ponds.</a>		<a href="#">All year</a>	<a href="#">FSB</a>	<a href="#">1</a>	<a href="#">Note 3</a>
Karamu Stream, excluding tributaries		All year	FSB	<a href="#">2</a>	Note 3
Maraetotara Stream		All year	FS	1	Note 3
Mohaka River	downstream of the confluence with the Mangatainoka River to State Highway 5, excluding tributaries	All year	FS	<a href="#">2</a>	Note 3
	downstream of State Highway 5 Bridge	All year	FS	<a href="#">2</a>	Note 3
Mohaka River tributaries		1 Oct - 30 Jun	FS	1	Note 3
Ngaruroro River	Upstream of Kiwi Creek confluence, including tributaries	1 Oct - 30 Jun	FS	1	Note 3
	from Kiwi creek to Whanawhana cable, excluding tributaries	All year	FS	<a href="#">2</a>	Note 3
	downstream of Whanawhana cable, excluding tributaries	All year	FS	<a href="#">2</a>	Note 3
	<a href="#">Downstream of Fernhill(Omahu) Bridge.</a>	<a href="#">All Year</a>	<a href="#">FSB</a>	<a href="#">2</a>	<a href="#">Note 3</a>

Ngaruroro River tributaries	upstream of Whanawhana cable	1 Oct - 30 Jun	FS	1	Note 3
	downstream of Whanawhana cable	1 Oct - 30 Jun	FS	1	Note 3
Porangahau River	downstream of confluence with the Mangawhero Stream, excluding tributaries	All year	FS	1	Note 3
Tukituki River	upstream of State Highway 50 Road Bridge, excluding tributaries	1 Oct - 30 Jun	FS	1	Note 3
	downstream of State Highway 50 Road Bridge, excluding tributaries	All year	FS	<u>2</u>	Notes 3,4
	<a href="#">Downstream of Red Bridge</a>	<a href="#">All Year</a>	<a href="#">FSB</a>	<u>2</u>	<a href="#">Note 3</a>
Tutaekuri River	downstream of confluence with the Mangaone Stream, excluding tributaries	All year	FS	1	Notes 3,4
	<a href="#">Down stream of Redclyffe (EIT) Bridge</a>	<a href="#">All year</a>	<a href="#">FSB</a>	<u>1</u>	<a href="#">Note 3</a>
Waipawa River	upstream of State Highway 50 Road Bridge, excluding tributaries	1 Oct - 30 Jun	FS	1	Note 3
	downstream of State Highway 50 Road Bridge, excluding tributaries	All year	FS	<u>2</u>	Note 3
Waipunga River	downstream of the falls, excluding tributaries	All year	FS	<u>2</u>	Note 3

Appendix 2

License holder feedback

To be forwarded via email as soon after 13 may as possible

<b>CONSULTATION:</b>	<b>LICENCE FEE RECOMMENDATION 2025-26</b>
<b>TO:</b>	Regional Managers
<b>CC:</b>	Administrators
<b>AUTHOR:</b>	Corina Jordan, CEO of NZ Fish & Game Council
<b>DATE:</b>	24/04/2025
<b>FEEDBACK DUE:</b>	<b>09/06/2025</b>
<b>FEEDBACK TO:</b>	<a href="mailto:nzcouncil@fishandgame.org.nz">nzcouncil@fishandgame.org.nz</a>

## Recommendations - Ngā taunaki

1. The New Zealand Fish and Game Council seeks consultation from Regional Fish and Game Councils on the following points:
  - a. Recommend to the Minister for Hunting and Fishing of the approval of the 2025-26 Adult Whole Season Sports Fish licence of **\$161** (increase of \$5) and Adult Whole Season Game licence of **\$120** (increase of \$4) (inclusive of a \$5 fee for the Game Bird Habitat Stamp) inclusive of GST be accepted \*
  - b. Recommend to the Minister for Hunting and Fishing of the approval of the 2025 26 Non-Resident Whole Season Fishing licence of **\$300** (increase of \$30) \*
  - c. That the licence categories be charged at the agreed ratio for all categories
  - d. The sea-run salmon licence endorsement of \$5 (as a cost-recovery mechanism) (no change from 2024/25).
  - e. That Designated Waters Licence as a \$5 annual licence per Fish and Game region for resident anglers and as a day licence to non-resident anglers at a fee of \$40 (no change from 2024/25).
  - f. Recommend the forecast Fish LEQ for the 2025/26 Season being **72,975** and **30,601** for Game.

## Discussion - Kōrero

### Proposal

2. The New Zealand Fish and Game Council (NZC) is seeking to consult with Fish and Game regional councils on the '2025/26 licence fee recommendations and forecast LEQ' for 2025/26.
3. The NZC met on the 11th and 12th of April 2025 to consider the 2025/26 budgets and licence fees. Following that meeting, NZC agreed to recommend an increase in licence fees. The licence fee for a sports fish adult whole season licence is proposed as \$161 (an increase of \$5), the game adult whole season licence is proposed as \$120 (an increase of \$4), and the non-resident whole season fish licence is proposed as \$300 (an increase of \$30) for 2025/2026. In recommending these fees, NZC also recommended that all other licence categories increase to the agreed proportions. A full list of recommended licence fees and categories is detailed in the Schedule attached (**Appendix 2**).

## Background

4. In recommending licence fees to the Minister, the New Zealand Fish & Game Council is required to:

*“Give particularly careful consideration to the regional Fish and Game Councils’ assessed management costs, and the potential impact, on their management activities, when reaching its decision as to the level of licence fee that would be “appropriate”; and*

*Give genuine attention, and thought, to the regional Fish and Game Councils’ views and recommendations before making its recommendation to the Minister. Geddis 2023, NZC fee setting power - s 26C(1)(e) CA - advice 29.05.2023[82][23].*

5. Section 26Q of the Conservation Act 1987 sets out the functions of Fish and Game Councils.

**Subsection (l)(d)(a) requires councils:**

*To assess the costs attributable to the management of sports fish and game;*

**Section 26Q(l)(d)(ii) requires Fish and Game councils:**

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

**Section 26C(l)(e) requires NZC:**

*To recommend to the Minister of Conservation an appropriate fee for fishing and hunting licences, after considering the views and recommendations of Fish and Game Councils.*

**Section 26C(l)(ia) also requires NZC:**

*To recommend to the Minister, after considering the views and recommendations (if any) of Fish and Game Councils and the New Zealand Game Bird Habitat Trust Board, an appropriate fee in respect of any game bird habitat stamp and the form of such stamps (the form of the stamp to be approved as part of the 2011 Game Notice).*

6. Operationally, the national policy of NZC specifies that all expenditure needs to be approved as part of the budget round, including capital expenditure and expenditure from reserves for all councils.

## Policy

7. At the May 2020 NZC meeting, in response to COVID-19, the NZC set the minimum level of reserves at 20% of total budget for all councils. This level of general reserve is considered adequate to provide security against fluctuations in income and to ensure adequate operational cash flow.
8. The budget policy specifies that all expenditure from general and dedicated reserves needs to be notified/approved by NZC as part of the budget round or by making an application for Exceptional Funding. There are consequences across all sectors of the organisation when any council's reserves are reduced in a manner inconsistent with this policy.

## Budget Process

9. The New Zealand Fish & Game Council resolved at meeting 170 (23 and 24 August 2025) that there would no longer be a Contestable Fund Budget round. Instead, NZC, on an annual basis, will be taking a zero-based budget approach whereby the entire budget of a region will be reviewed annually and in setting both Licence Fee recommendations and organisational budgets moving forward.
10. The Zero Based Budgeting (ZBB) approach was to be phased in over two years. With the first year focussed on supporting the regions to work through a ZBB process, updating F&G's budget and application templates, and trialling new/amended processes. Year two is intended to be about refining F&G's templates and processes from the learnings of year one and, if required, more in-depth discussions around any potential financial policy changes, including resourcing across the organisation.
11. Summary:
  - a. ZBB is intended to be phased in over two years;
  - b. For 2025/26, Regional Fish & Game Councils are encouraged to consider the previous year's budget as a guide in setting the overall regional budget;
  - c. Councils were encouraged to consider Strategic Priorities for the region – Ideally, utilise the Organisational Strategy as this will be top of mind for NZC;
  - d. Councils were encouraged, when considering their strategic priorities along with legislative functions, to build budgets and their OWP in a manner which considers each line item and whether or not efficiency gains can be made, and whether or not line items should be added or removed;
  - e. The effective outcome may be, an increase, or decrease, relative to the previous year's budget total;
  - f. For material changes in projects from previous years, the preparation of a business case was recommended (i.e.>\$30,000).
12. A comprehensive Zero-based budgeting tool, instructions document, and video was distributed to the regions on 26 February 2025. Drop-in training sessions were also provided. Given the delay in providing the Zero based budgeting tool, NZC accepted regional budgets in either the historic format or in the new ZBB format. Three regions (Westcoast, North Canterbury, and Hawkes Bay Fish & Game Councils) worked with the new ZBB tool and provided their budgets in this format. A Business Case Template and Summary Budget Template were also provided to assist regions in putting forward their recommended budgets to NZC. The Summary Template also provided a structure for Regional Chairs to speak to as they presented their budgets to NZC on the 11<sup>th</sup> of April 2025. All Regions provided their full budgets.

13. This process is summarised in the following budget cycle:

<b>Feb</b>	All council budgets reviewed against audited actual expenditure. Budgets over or under 10% variance are reported against, reviewed, and discussed. The variance reports for the 2024/25 year are prepared and discussed.
<b>March</b>	Preparation of business and operational work plans for new financial year (NFY). Draft budgets developed by NZC and regional councils.

<b>April</b>	Councils apply for Baseline funding and Business Case funding, with applications circulated beforehand and prioritised at the NZC April meeting
<b>April 11<sup>th</sup></b>	NZC meet (by Zoom) with the Chairs of each region to consider the budget funding applications.
<b>April 11 &amp; 12<sup>th</sup></b>	NZC make recommendations on licence forecast fees, having considered Baseline funding levels and Business Case fund applications, and sends them to regional councils for consideration.
<b>May</b>	Regional councils consider NZC licence fee recommendations. Due back to NZC (9 June 2025).
<b>June</b>	NZC consider regional response and finalises licence fee recommendations for approval by the Minister for Hunting and Fishing.

14. The funding required to cover Base funds and approved Business Case funding is assessed against the expected licence sales for the year ahead (established from analysis of historical sales trends) to determine the licence fees.

15. The recommended licence fee is effectively set by dividing the sum of the proposed budgets of the 13 Councils by the number of adult whole season licence equivalents that Fish and Game NZ expects to sell during the year (LEQ targets).

### 2025/26 Licence LEQ Forecast

16. The following table represents the approved forecast for the Licence sales for Fish and Game for the 2025/26 season. NZC is recommending the forecast LEQ for the 2025/26 Season being **72,975** for Fish and **30,601** for Game.

17. The forecast which the Licence Working Party recommended.

**Table 1.** Extrapolated Fish Licence Forecast (LEQ) for 2025/26 – using the estimated sales for the 2024/25 complete season as of 17 March 2025.

	<b>Actual Fish 2023-24</b>	<b>Estimated Fish 2024-25</b>	<b>Extrapolated Fish 2025-26</b>
Northland	467	618	618
Auckland Waikato	3655	3838	3838
Eastern	8504	9005	9005
Hawke's Bay	2455	3010	3010
Taranaki	1022	1217	1217
Wellington	3039	2910	2846
Nelson Marlborough	4377	4217	4136
North Canterbury	11007	10456	10180
West Coast	2169	2200	2200
Central South Island	12486	12406	12366
Otago	15514	15491	15479
Southland	8740	8300	8080
	<b>73435</b>	<b>73667</b>	<b>72975</b>

**Table 2.** Extrapolated Game Licence Forecast (LEQ) for 2025/26 – based on the Traditional Method.

	Actual Game 2023	Actual Game 2024	Extrapolated Game 2026
Northland	1552	1521	1506
Auckland Waikato	6518	6463	6436
Eastern	2855	2663	2567
Hawke's Bay	1750	1888	1888
Taranaki	1086	995	950
Wellington	3290	3239	3214
Nelson Marlborough	862	850	844
North Canterbury	2557	2576	2576
West Coast	364	363	363
Central South Island	2266	2031	1914
Otago	3989	3945	3923
Southland	4625	4488	4420
	<b>31714</b>	<b>31022</b>	<b>30601</b>

18. Appendix 1 provides the 2025/2026 Licence Sales and Interest Forecast based on Current Licence Fees.

### Following Components Featured in the 2025/26 Budget Discussions: Business Case Funding Applications

19. All Regions provided their proposed Baseline budget for FY26. For most regions this included an increase from their FY25 baseline budgets. Increases ranged from 3 to 15% (Table 3). Total FY26 Baseline budgets totaled \$13,295,059, in comparison to total FY25 baseline budgets which totaled \$12,358,386 (including contestable fund applications that were approved in FY25 as ongoing), an increase of 7.6% and \$936,673.
20. For reference, according to the Consumer Price Index (CPI), in March 2025, New Zealand's annual inflation rate reached 2.5% for the previous 12 months.

**Table 3: Summary of Base Budget Proposals 2025/26 vs 2024/25**

Region	Base Budget FY 24/25	Proposed Base Budget 25/26	Percentage increase	Value Increase
Northland	\$592,081.00	\$610,346.00	3%	\$18,265.00
Auckland\Waikato	\$881,824.00	\$966,026.00	10%	\$84,202.00
Eastern	\$1,305,544.00	\$1,378,026.00	6%	\$72,482.00
Hawkes Bay	\$434,624.00	\$499,775.00	15%	\$65,151.00
Taranaki	\$427,816.00	\$427,292.00	0%	(\$524.00)
Wellington	\$848,388.00	\$851,300.00	0%	\$2,912.00
Nelson-Marlb	\$564,125.00	\$590,269.00	5%	\$26,144.00
Nth Canterbury	\$1,068,935.00	\$1,165,910.00	9%	\$96,975.00
West Coast	\$375,951.00	\$424,000.00	13%	\$48,049.00
Central SI	\$945,235.00	\$1,030,235.00	9%	\$85,000.00
Otago	\$1,240,968.00	\$1,324,478.00	7%	\$83,510.00
Southland	\$823,059.00	\$885,171.00	8%	\$62,112.00
NZC only	\$1,280,486.00	\$1,513,516.00	18%	\$233,030.00
National	\$1,569,350.00	\$1,628,715.00	4%	\$59,365.00
<b>TOTAL</b>	<b>\$12,358,386.00</b>	<b>\$13,295,059.00</b>	<b>8%</b>	<b>\$936,673.00</b>

21. Fourteen Business case applications were received (59 last year), seeking additional funding of \$960,449 (previous year \$2,200,596).

**Table 4: Summary of Base Budget Proposals and additional Business Case Requests**

Region	Net Licence Income	Base Budget FY 24/25	Proposed Base Budget 25/26	Reserves as at 31 Aug 25	Business cases from reserves	Business Cases	Description	Reserves Req 20% of budget
Northland	\$226,447.59	\$592,081.00	\$610,346.00	\$214,033.00				\$118,416.20
Auckland\Waikato	\$1,100,651.55	\$881,824.00	\$966,026.00	\$149,287.00				\$176,364.80
Eastern	\$1,430,366.16	\$1,305,544.00	\$1,378,026.00	\$660,651.00		\$70,347.00	Additional compliance Officer	\$264,108.80
Hawkes Bay	\$583,381.66	\$434,624.00	\$499,775.00	\$548,535.00	\$87,000.00		Additional casual staff member 37k, Tukuiku	\$115,324.80
Taranaki	\$254,269.29	\$427,816.00	\$427,292.00	\$258,546.00				\$89,805.00
Wellington	\$680,741.13	\$848,388.00	\$851,300.00	\$410,195.00				\$169,677.60
Nelson-Marlb	\$619,641.83	\$564,125.00	\$590,269.00	\$94,030.00		\$35,000.00	Part time R3 Role	\$112,825.00
Nth Canterbury	\$1,574,695.98	\$1,068,935.00	\$1,165,910.00	\$343,326.00	\$39,000.00		Ngai Tahu	\$213,787.00
West Coast	\$327,820.74	\$375,951.00	\$424,000.00	\$256,274.00				\$80,190.20
Central SI	\$1,815,088.60	\$945,235.00	\$1,030,235.00	\$911,992.00	\$40,000.00		Spawning site	\$207,265.40
Otago	\$2,404,585.74	\$1,240,968.00	\$1,324,478.00	\$843,587.00				\$252,794.00
Southland	\$1,481,972.73	\$823,059.00	\$885,171.00	\$672,820.00		\$41,199.00	One Officer position	\$191,966.80
NZC only	\$39,646.00	\$1,280,486.00	\$1,513,516.00	\$1,559,679.00		\$100,000.00	New Research Position	\$674,567.20
National	\$0.00	\$1,569,350.00	\$1,628,715.00			\$36,000.00	Increased Licence Costs	
National						\$50,000.00	Licence System RFP	
National						\$50,000.00	Extra Magazine postage	
National						\$200,000.00	RMA Fund Topup	
National						\$100,000.00	Research Fund Topup	
<b>TOTAL</b>	<b>\$12,539,309.00</b>	<b>\$12,358,386.00</b>	<b>\$13,295,059.00</b>	<b>\$6,922,955.00</b>	<b>\$166,000.00</b>	<b>\$682,546.00</b>		<b>\$2,667,092.80</b>

## Funding Recommendations from NZC Staff

22. The NZC staff made recommendations to the NZC in three Steps:

- a. Step 1: Recommendation of Salary increases to meet the 2% increase in Market Movement as provided in baseline budgets;
- b. Step 2: if no licence fee increase is to be considered, then recommend:

- i. Retaining FY25 budgets;
  - ii. Approve top-up of reserves;
  - iii. Approve applications from reserves;
  - iv. Approve additional budgets to be spent from reserves, which are a high strategic priority for Fish & Game;
  - v. Approve essential business cases;
    - Licence system RFP \$50,000
    - Increased licence system running costs \$30,000
    - Increase in postage for the magazine \$50,000
- c. Step 3: If a licence fee increase is to be recommended, then consider:
- i. Approval of the Regional Baseline Budgets and increases from 2024/25;
  - ii. Approval of the NZC/National Baseline Budgets, which remain the same as 2024/25;
  - iii. Approval of the essential Business Case applications made by NZC (\$136,000):
    - Increased licence system operation costs (\$30,000):
    - licence system RFP (\$50,000) and
    - expected additional magazine postage costs for the 2026 year (\$50,000)
  - i. Approval of the Business Case applications that meet the organisation's Strategic priorities within the budget envelope that is being considered.

### **2025/26 NZC Business Case Funding Approval and 2025/26 Budgets**

23. Budgets for all councils were received and circulated to the NZC for review before the April NZC meeting.
24. The Chairs of the Regions were invited to present their Regional Budgets to the NZC on Friday, 11<sup>th</sup> April.
25. The NZC approved Business Case funding applications at a total value of \$960,449. Of this, \$386,000 were ongoing from the Licence fee, and \$574,449 were one-off from reserves.
26. As previously notified via email, the draft budget resolutions are:
  - a. Approve reserve top-up of \$27,077 for Auckland/ Waikato and \$18,795 for Nelson/ Marlborough. A total of \$45,872 for reserves top-ups FY26;
  - b. Approve all budgets from reserves that have been included within business cases or as reserve funded within baseline in the FY26 Budget applications;

- c. Approve all staff salary increases (up to 2%) as put forward in the salaries component of baseline budget FY26 applications for existing staff, subject to available budgets.
  - d. Accept essential NZC business cases of \$136,000 consisting of - increased licence system operation costs (\$30,000), licence system RFP (\$50,000) and expected additional magazine postage costs for the 2026 year (\$50,000);
  - e. Recommended approval of a research position with NZC to support NZC's research statutory function and to coordinate and modernize F&G research management, including population monitoring analysis and reporting;
  - f. Agree to top up RMA fund by \$100,000 (\$200,000 was initially applied for to the Council)
  - g. Agree to top up the Research fund by \$50,000
  - h. Recommend approval of the Total Budget of \$13,603,458 funded through forecast licence income and interest from reserves and one off projects funded by the use of reserves;
  - i. Three business cases were proposed to be declined. These included the following:
    - Eastern Compliance Officer \$70,347;
    - NM part-time R<sup>3</sup> position \$35,000;
    - Te Anau position declined as a business case, but NZC would support its position being funded through the regions reserves \$41,199.
  - j. All regionally proposed baseline budgets were accepted, with some recommended changes in relation to funding aspects of projects from reserves rather than through the licence income. Whether or not a region funds projects from reserves is a decision for the Regional Council.
    - Eastern region moved \$8,000 (\$5,000 one off for building maintenance and \$3,000 Tarawera work) from their baseline funding to funding from their reserves.
    - North Canterbury moved two projects from their submitted budget to fund them from reserves, (\$19,000 and \$20,000) and
    - NZC moved the HR position from the National projects to place it under the NZC budget. Also, NZC opted to fund the magazine for two editions in 2026 from the unspent reserves previously allocated in anticipation of cost increases.
27. Budget decisions from NZC meeting 174 are subject to ratification at the NZC meeting in June.
28. Final decisions on the licence fee, levies, and grants will be made at the June NZC meeting 175 after consideration of regional feedback.
29. The proposed budget for the 13 Fish and Game councils for 2025/26 (including funding from reserves) is \$13,834,958. Table 5 summarises the draft budget decisions from NZC which are being consulted on. Individual budgets are shown in Table 6 below alongside the previous financial year (both shown as GST exclusive).

Region	Net Licence Income	Base Budget FY 24/25	Proposed Base Budget 25/26	Reserves as at 31 Aug 25	Business cases	Description
Northland	\$226,447.59	\$592,081.00	\$610,346.00	\$214,033.00		
Auckland\Waikato	\$1,100,651.55	\$881,824.00	\$966,026.00	\$149,287.00		
Eastern	\$1,430,366.16	\$1,305,544.00	\$1,273,476.00	\$660,651.00	\$8,000.00	
Hawkes Bay	\$583,381.66	\$434,624.00	\$499,775.00	\$548,535.00	\$87,000.00	Additional casual staff member 37k, Tukuituki river \$50k
Taranaki	\$254,269.29	\$427,816.00	\$427,292.00	\$258,546.00		
Wellington	\$680,741.13	\$848,388.00	\$851,300.00	\$410,195.00		
Nelson-Marlb	\$619,641.83	\$564,125.00	\$590,269.00	\$94,030.00		
Nth Canterbury	\$1,574,695.98	\$1,068,935.00	\$1,145,910.00	\$343,326.00	\$39,000.00	
West Coast	\$327,820.74	\$375,951.00	\$424,000.00	\$256,274.00	\$33,250.00	
Central SI	\$1,815,088.60	\$945,235.00	\$1,030,235.00	\$911,992.00	\$40,000.00	Fencing
Otago	\$2,404,585.74	\$1,240,968.00	\$1,324,478.00	\$843,587.00		
Southland	\$1,481,972.73	\$823,059.00	\$885,171.00	\$672,820.00	\$41,199.00	One Officer position
NZC only	\$39,646.00	\$1,280,486.00	\$1,513,516.00	\$1,559,679.00	\$130,000.00	New Research Position
National	\$0.00	\$1,569,350.00	\$1,332,715.00		\$332,000.00	Increased Licence Costs 36K, Magazine production costs \$296k.
National					\$50,000.00	Licence System RFP
National					\$50,000.00	Extra Magazine postage
National					\$100,000.00	RMA Fund Topup
National					\$50,000.00	Research Fund Topup
<b>TOTAL</b>	<b>\$12,539,309.00</b>	<b>\$12,358,386.00</b>	<b>\$12,874,509.00</b>	<b>\$6,922,955.00</b>	<b>\$960,449.00</b>	

30. Individual budgets are shown in Table 6 below alongside the previous financial year (both shown as GST exclusive).

	Base Funds 2025/26	Approved Business Case from Licence Fee	Approved Business Case from Reserves	Approved Budget 2025/26 (inc from Reserves)
Northland	610,346	0	0	610,346
Auckland\Waikato	966,026	0	0	966,026
Eastern	1,273,476	0	8,000	1,281,476
Hawkes Bay	499,775	0	87,000	586,775
Taranaki	427,292	0	0	427,292
Wellington	851,300	0	0	851,300
Nelson-Marlb	590,269	0	0	590,269
Nth Canterbury	1,145,910	0	39,000	1,184,910
West Coast	424,000	0	33,250	457,250
Central SI	1,030,235	0	40,000	1,070,235
Otago	1,324,478	0	0	1,324,478
Southland	885,171	0	41,199	926,370
NZC only	1,513,516	100,000	30,000	1,643,516
National	1,332,715	286,000	296,000	1,914,715
<b>TOTAL</b>	<b>12,874,509</b>	<b>386,000</b>	<b>574,449</b>	<b>13,834,958</b>

## Research Fund Allocation

31. An annual allocation is made to the Research Fund to avoid inflating the budget in any one year. The annual Research Budget (\$155k) historically has been split between General Research (\$100k), the National Anglers Survey (\$30k) and the Research for PhD (Cawthron \$25k).

32. NZC made a Business case application of \$100,000 for the Research Fund. NZC approved a \$50,000 top-up of the Research Fund for the 2025/26 financial year.

### Staff Development Fund

33. A staff scholarship of \$10,000 is available annually for Fish and Game staff to apply for support from the organisation for national and international study, work experience or participation in events or conferences. The Staff Development Fund of \$10,000 has been retained and will be available for the 2025/26 financial year.

### RMA/Legal Fund Allocation

34. The RMA/Legal fund receives budget allocations on a reimbursement basis. It covers payment of costs through a national fund rather than separate funding allocations in individual councils' budgets where approved legal projects occur.
35. NZC submitted a Business Case to provide an additional \$200,000 to the RM Fund. NZC approved \$100,000 to be allocated to the national legal pool fund for this 2025/26 year.

### NZC Licence Fee Recommendations

36. After discussion, the NZC voted to recommend to the Minister for Hunting and Fishing of the approval of the 2025 26 Adult whole season sports fish licence of \$161 (an increase of \$5) and Adult whole season game licence increase of \$120 (an increase of \$4) (inclusive of the game bird habitat stamp) inclusive of GST be accepted
37. The NZC also voted to recommend to the Minister for Hunting and Fishing of the approval of the 2025 26 non-resident whole season fishing licence of \$300 (an increase of \$30)
38. That the licence categories be charged at the agreed ratio for all categories;
39. The licence fee(s) and budget go to the Regions for Consultation;
40. Total income, including interest, is \$13,063,462. The Cost of Sales (COS) is the commission and bank transaction charges relating to the sale of licences is budgeted at 4.0% of licence income.

	Fish Licence Income \$			Game Licence Income \$			TOTAL Licence Income \$				
	Fish \$	COS \$	Net Fish \$	Game \$	COS \$	Net Game \$	TOTAL F & G	Net Licence			Net Income
								Total COS \$	Income \$	Interest \$	
Northland	86,520	3,461	83,059	150,600	6,024	144,576	237,120	9,485	227,635	6,421	234,056
Auckland/Waikato	537,320	21,493	515,827	643,600	25,744	617,856	1,180,920	47,237	1,133,683	4,479	1,138,162
Eastern	1,260,700	50,428	1,210,272	256,700	10,268	246,432	1,517,400	60,696	1,456,704	19,820	1,476,524
Hawkes Bay	421,400	16,856	404,544	188,800	7,552	181,248	610,200	24,408	585,792	16,456	602,248
Taranaki	170,380	6,815	163,565	95,000	3,800	91,200	265,380	10,615	254,765	7,756	262,521
Wellington	398,440	15,938	382,502	321,400	12,856	308,544	719,840	28,794	691,046	12,306	703,352
Nelson-Marlborough	579,040	23,162	555,878	84,400	3,376	81,024	663,440	26,538	636,902	2,821	639,723
North Canterbury	1,425,200	57,008	1,368,192	257,600	10,304	247,296	1,682,800	67,312	1,615,488	10,300	1,625,788
West Coast	308,000	12,320	295,680	36,300	1,452	34,848	344,300	13,772	330,528	7,688	338,216
Central South Island	1,731,240	69,250	1,661,990	191,400	7,656	183,744	1,922,640	76,906	1,845,734	27,360	1,873,094
Otago	2,167,060	86,682	2,080,378	392,300	15,692	376,608	2,559,360	102,374	2,456,986	25,308	2,482,293
Southland	1,131,200	45,248	1,085,952	442,000	17,680	424,320	1,573,200	62,928	1,510,272	20,185	1,530,457
Non Resident licence fee uplift											117,382
NZC only										39,646	39,646
National											
<b>TOTAL</b>	<b>10,216,500</b>	<b>408,660</b>	<b>9,807,840</b>	<b>3,060,100</b>	<b>122,404</b>	<b>2,937,696</b>	<b>13,276,600</b>	<b>531,064</b>	<b>12,745,536</b>	<b>200,544</b>	<b>13,063,462</b>

## NZ Game Bird Habitat Stamp

41. The NZC recommended the Game Bird Habitat Stamp for 2025/26 remain at \$5.

## Modification to Licence Categories and Ratios with whole Season Fees

42. The NZ Council agreed that the residents sports fish categories and ratios be maintained as in previous years.

## Overall Forecast Position and Use of Reserves

43. The recommendation for licence fees of \$161 and \$120, along with the recommendation of a total budget of \$13,834,958, creates an overall potential deficit of \$197,047

Net Licence Sales		12,745,536
Interest		200,544
Uplift of Non-Resident licences		117,382
<b>Total Income</b>		<b>13,063,462</b>
<b>Less Approved Budget</b>		<b>13,834,958</b>
<b>Less funded by Reserves</b>		<b>(574,449)</b>
<b>Total Surplus/(Deficit)</b>		<b>(197,047)</b>

44. Approval for councils to use their reserves to cover one-off projects for the year totals \$574,449.

45. Forecasts as at April 2025 suggest two regions, Auckland Waikato and Nelson Marlborough, may fall below the 20% reserves and require a top-up of \$45,872. This was included in the baseline budget calculations

### Conclusion

46. The NZ Council seeks consultation from Fish and Game regional councils on the following points:

a. **The licence fees and categories as set out in the appended schedule (Appendix 2) and specifically:**

- i. **That the 2025/26 Whole Season Sports Fish licence fee is set at \$161 (an increase of \$5), and the Adult Whole Season Game licence fee is set at \$120 (an increase of \$4) (inclusive of a \$5 fee for the Game Bird Habitat Stamp) inclusive of GST be accepted \*;**
- ii. **That the 2025/26 Non-Resident Whole Season Fishing licence fee is set at \$300 (increase of \$30) \***
- iii. **with all proportional changes to remaining licence fees**
- iv. **The Licence LEQ of 72,975 (Fish) and 30,601 (Game).**
- v. **The proposed total budget from the licence fee for your region which determines the Levy or Grant for your region for 2025/26 financial year.**

47. To enable the NZC to consider feedback and make recommendations to the Minister of Conservation at its June 2025 meeting, responses to these changes are requested to be submitted before **Monday, 9 June 2025.**



Barrie Barnes  
**Chairman**  
**New Zealand Fish and Game Council**



Corina Jordan  
**Chief Executive**  
**New Zealand Fish and Game Council**

## APPENDIX 1.

**2025-26 Licence sales and interest forecast based on current licence fees.**

Region	Extrapolated Fish 2025-26	Extrapolated Game 2026	Budget Fish \$135.652 (\$156 incl GST)	Budget Game \$96.523 (\$111 incl GST excl GHBT \$5)	less comm 4% \$	Net Licence \$	Plus Interest \$	Net Income \$
Northland	618	1506	83,833	145,362	-9,168	220,027	\$6,421	226,448
Auckland Waikato	3838	6436	520,633	621,214	-45,674	1,096,173	\$4,479	1,100,652
Eastern	9005	2567	1,221,548	247,771	-58,773	1,410,546	\$19,820	1,430,366
Hawke's Bay	3010	1888	408,313	182,233	-23,622	566,924	\$16,456	583,380
Taranaki	1217	950	165,089	91,696	-10,271	246,513	\$7,756	254,269
Wellington	2846	3214	386,066	310,221	-27,851	668,435	\$12,306	680,741
Nelson Marlborough	4136	844	561,057	81,464	-25,701	616,821	\$2,821	619,642
North Canterbury	10180	2576	1,380,939	248,640	-65,183	1,564,396	\$5,495	1,569,891
West Coast	2200	363	298,435	35,037	-13,339	320,133	\$7,688	327,821
Central South Island	12366	1914	1,677,475	184,743	-74,489	1,787,729	\$27,360	1,815,089
Otago	15479	3923	2,099,760	378,655	-99,137	2,379,278	\$25,308	2,404,586
Southland	8080	4420	1,096,070	426,626	-60,908	1,461,788	\$20,185	1,481,973
NZC							\$46,730	46,730
	<b>72975</b>	<b>30601</b>	<b>9,899,217</b>	<b>2,953,662</b>	<b>-514,115</b>	<b>12,338,764</b>	<b>202,825</b>	<b>12,541,589</b>

## APPENDIX 2

### Schedule of FISH AND GAME NZ's proposed Licence & Fees for 2025/26 (inclusive of GST)

Sports Fish Licence		2024/25	2025/26	
Category of licence	Applicant Class	Current fee \$	Proposed fee\$	Fee difference
Whole season (1 Oct – 30 Sep)	Adult	156	161	5
	Junior	31	32	1
	Child	free	free	Nil
Family		203	209	6
Non-resident Whole season	Adult	273	300	30
	Junior	50	52	2
	Child	50	52	2
Winter (1 Apr – 30 Sep)	Adult	94	97	3
Loyal senior	Adult	133	137	4
Local area	Adult	125	129	4
Short break	Adult	56	58	2
Long-break	Adult	109	112	3
Day	Adult	25	26	1
	Junior	6	6	Nil
Non-resident Day	Adult	38	40	2
	Junior	23	24	1
	Child	23	24	1
Controlled period		free	free	Nil
Sea Run Salmon		\$5	\$5	Nil
Designated Waters- resident	Season	\$5	\$5	Nil
Designated Waters- non- resident	Day	\$40	\$40	Nil

Game Bird Licence*		2025	2026	
Category of licence	Applicant Class	Current fee \$	Proposed fee\$	Fee difference
Whole season (primarily 1st Sat in May to 31 Aug)	Adult	116	120	4
	Junior	27	28	1
	Child	5	5	Nil
Day (available from the 2nd Monday of the season)	Adult	27	28	1
	Junior	10	10	Nil

All licence category fees are set as a percentage of the fish or game adult whole season fee and rounded to the nearest \$; hence, in some instances, the fee difference remains nil.

\*Game bird hunting licence fee includes the \$5 NZ Game Bird Habitat Stamp.

#### Notes:

- A junior means a person aged 12 years or over but under 18 years at the start of the season.
- A child means a person aged under 12 years at the start of the season.
- Designated Waters, Sea Run Salmon and Controlled-Period licence entitles an adult or junior whole season or family fish licence holder to fish in specified waters or for specified species.
- Whole Season for sports fish extends from 1 October to 30 September the following year.
- Whole Season for game birds can extend from the first Saturday in May to beyond the traditional closing dates for upland game hunting at the end of August due to special season



conditions between February to April the following year for some species, e.g. Paradise shelduck and Pukeko.

- A Game Bird Habitat Stamp fee of \$5.00 (incl. GST) is payable on all categories of game hunting licence and is included in the fees shown in the game hunting licence table above.



21 April 2025

## NZC CEO Update to Regional Managers

### Summary of Fish & Game National Council Meeting #174 (10 & 11 April 2025)

Tēnā koutou,

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:

The team at NZC have reviewed and compiled a list of papers from the NZC Meeting 174 held on April 10 & 11 in Wellington.

A number of items are with you all for consultation, including:

1. proposed changes to the family licence;
2. draft budget decisions, and proposed licence fee, levies, and grants;
3. proposed licence sales forecast FY26.

Budgets, levies, and grants are all subject to the final decision by the Minister for Hunting and Fishing on the licence fees submission presented at the end of June.

All decisions from NZC 174 are subject to ratification of minutes at the June NZC meeting.

Also, below is an update on the wider NZC meeting and the following reports are attached for your information:

- RMA update report;
- Research update report;
- Variance report;
- Reserves report.

#### Detailed Information and Decisions:

##### 1. Proposed Family Licence Changes

At the Council meeting, the Council considered a paper proposing changes to the family fishing licence which will create a more equitable system and boost women's participation in fresh water sports fishing.

The current family licence structure designates one person as the "primary" licence holder with full fishing rights, while the "secondary" licence holder (typically a woman) can only fish with the primary holder or with children. Only the primary licence holder receives Fish & Game communications and has voting rights.

This system reflects outdated gender roles and creates barriers for women who wish to fish independently or take their own path in enjoying our waterways. The paper argued that this restriction contributes to the significant gender imbalance in fishing participation, with women making up only 13% of identified anglers.

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

After consideration, the NZC has decided to consult with regions on amending the family licence regulations to allow for:

- Two primary licence holders
- Allow all family members to fish independently
- Both primary licence holders to have equal fishing rights and voting privileges
- Investigate any necessary legislative or regulatory amendments and financial implications as part of the consultation information package.
- If the change is recommended following consultation, monitor financial and participation impacts over a three-year period, with specific attention to rates of women's participation.
- Promote any agreed changes as part of a coordinated strategy to address barriers to women's participation in freshwater sports fishing.

The paper and an FAQ document created to help with consultation are attached to the email.

Feedback is needed before Monday 9<sup>th</sup> June.

## 2. Budget Consultation

As previously notified via email (and the staff newsletter), the draft budget resolutions are:

1. Approve reserve top-up of \$27,077 for Auckland/ Waikato, and \$18,795 for Nelson/ Marlborough. A total of \$45,872 for reserves top-ups FY26;
2. Approve all budgets from reserves that have been included within business cases or as reserve funded within baseline in the FY26 Budget applications;
3. Approve all staff salaries increases as put forward in the salaries component of baseline budget FY26 applications for existing staff.
4. Accept essential NZC business cases of \$136,000 consisting of - increased licence system operation costs (\$30,000), licence system RFP (\$50,000) and expected additional magazine postage costs for the 2026 year (\$50,000);
5. Recommended approval of a research position with NZC to support NZC's research statutory function, and to co ordinate and modernize F&G research management including population monitoring analysis and reporting;
6. Agree to top up RMA fund by \$100,000
7. Agree to top up the Research fund by \$50,000
8. Three business cases were proposed to be declined. These included the following:
  - Eastern Compliance Officer;
  - NM part time R3 position;
  - Te Anau position proposed to be funded by the region from reserves.
9. The majority of regionally proposed budgets were accepted, with some recommended changes in relation to funding aspects of budgets from reserves rather than through the license income. Whether or not a region funds projects from reserves is a decision for the Regional Council.
10. Recommend approval of the Total Budgets of \$13,834,958\* funded through forecast licence income and interest from reserves;
11. Recommend to the Minister for Hunting and Fishing of the approval of the 2025 26 Adult whole season sports fish licence of \$161 (increase of \$5) and Adult whole season game licence increase of \$120 (increase of \$4) (inclusive of the game bird habitat stamp) inclusive of GST be accepted \*

12. Recommend to the Minister for Hunting and Fishing of the approval of the 2025 26 non-resident whole season fishing licence of \$300 (increase of \$30) \*
13. That the licence categories be charged at the agreed ratio for all categories;
14. The licence fee (s) and budget go to the Regions for Consultation;
15. Request that the National Office develops revised budget policy for next year (26/27) and consults the regions on it.

Budget decisions from NZC meeting 174 are subject to ratification at the NZC meeting in June.

Final decisions on the licence fee, levies, and grants will be made at the June NZC meeting 175, after consideration of regional feedback.

Please see the licence fee, levies, grants consultation paper for further information.

Feedback is needed before Monday 9<sup>th</sup> June

### 3. Licence sales forecast (email sent 20 March with draft licence sales forecasts)

Provided by Kate Thompson on behalf of the licence Working Group, this paper discusses the anticipated licence sales for the 2025-26 financial year. NZC is consulting with the regions on the forecast licence sales, and is recommending the forecast LEQ for the 2025/26 Season being **72,975** for Fish and **30,601** for Game (tables 3 and 5 respectively).

Please also find attached the background spreadsheets from Kate on the updated sales forecasts to 17 March for purposes of using estimated complete season sales for 2024-25 in the revenue forecasts.

For the 2024/25 season, General Reserves interest was calculated at 90% of General Reserves 4.5% interest:

- 1<sup>st</sup> Spreadsheet:
  - First table is usual method;
  - 2<sup>nd</sup> is using an estimated result for this season. This increases the forecast from 72,669 to 72,975 for Fish LEQ's;
- 2<sup>nd</sup> workbook "2025-26 Revenue budgets" shows current years LEQ targets in \$ and incorporates interest;
  - Kate has added two extra tables (targets for 25-26) converting LEQ's to \$, one for usual method of forecasting, and another using estimate complete season sales for 2024-25;
  - Note the first table incorporates interest which is calculated from the reserve worksheets returned by regions;

The two forecast tables do not include forecast General Reserves interest income, this will be calculated at 3%. The two forecasts are also based on current licence fees at \$156 incl GST for Fish \$111 incl GST for Game (exclusive of GBHT levy)

General Reserve interest rate for 2025/26 will be calculated as forecast General Reserves at 3%.

NZC has at this stage proposed to use the 72,975 approach for Fish LEQ's, as advised.

NZC remains open to amending their recommendation to NZC. NZC will follow the normal process of consulting with the Regional Fish & Game Councils off the back of the April NZC budget meeting.

Feedback on the proposed Licence sales forecast for FY26 is needed before Monday 9<sup>th</sup> June

## **Reports for information:**

### Variance Report

Attached is the variance report with the information provided to NZC by each region. Historically, this report enables the identification of any issues. All regions provided explanations with their variance reports.

Please note that table 7 is incomplete due to data not being provided.

### Reserves Paper:

The reserves paper indicates the state of the projected reserves within the organisation at the end of Financial year 2024-25.

### Research update paper

Note the current financial status of the Research Fund. As at 27 Feb 2025, \$172,670 commitment and \$99,500 available for distribution

### RMA update Paper

The RMA fund update paper is provided for your reference. As of 28 February 2025, the RMA fund has committed funds of \$445,848. The remaining uncommitted funds of \$192,302 are available for new cases. An additional \$100,000 is being proposed to top up the RM fund for FY26.

### NZC Interim CEO

The NZC voted to appoint Deputy CEO Richie Cosgrove as the interim NZC CEO through to November 2025, whilst the Council undertakes the process for a permanent appointment to the role.

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**

## Supporting Women Anglers: modernising the Family Licence

### New Zealand Fish and Game Council Meeting #174

#### For Decision

**Prepared by:** Maggie Tait, Principal Communications Advisor, NZ Fish and Game Council

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### Kōrero taunaki - Summary of considerations

#### *Purpose*

1. This report to the New Zealand Council seeks support to modernise family licences.

#### *Financial considerations*

Nil       Budgetary provision      x      Unbudgeted

#### *Risk*

Low      x      Medium       High       Extreme

### Ngā taunaki - Staff Recommendations

That the New Zealand Council:

1. **Amend** the family licence regulations to allow for two primary licence holders, giving both members of a couple equal fishing rights and voting privileges.
2. **Implement** this change for the 2025/26 fishing season.
3. **Investigate** any necessary legislative or regulatory amendments required to implement this change.
4. **Monitor** the financial and participation impacts of this change over a three-year period, with specific attention to rates of women's participation.
5. **Notes** that the change will be promoted as part of a coordinated strategy to address barriers to women's participation in fresh water sports fishing.

## Whakarāpopoto - Executive Summary

2. The current family licence structure designates one person as the primary licence holder with the ability to fish independently, while the secondary licence holder (typically a woman) may only fish with children or the primary licence holder. This restricts women's participation in fishing and reinforces outdated gender roles.
3. The Department of Conservation's Taupo District approach to family licences allows both partners to be recognised as licence holders with equal rights.
4. By adopting a similar approach, Fish & Game NZ can address a significant barrier to women's participation in fishing, potentially increasing licence sales and creating a more inclusive fishing community.
5. Financial analysis indicates approximately \$149,501 in additional licence revenue is currently being spent by households containing a family licence holder, suggesting there is demand for both adults in a household to fish independently.
6. Women on The Fly NZ community survey results show that 67% of respondents believe the current regulations are unfair and should be changed, with 82% believing these regulations negatively affect women's participation.
7. Research demonstrates that Fish & Game has reached "carrying capacity" with its current demographic profile. If women participated in fresh water sports fishing at the same rate as men (3.6% vs. current 0.4%), licence holders would increase by an estimated 60,000, significantly boosting participation and revenue.
8. These proposed changes align with Fish & Game's R<sup>3</sup> strategy (recruitment, retention, reactivation) and the recommendations from the governance review highlighting the need for increased diversity.

## Takenga mai - Background

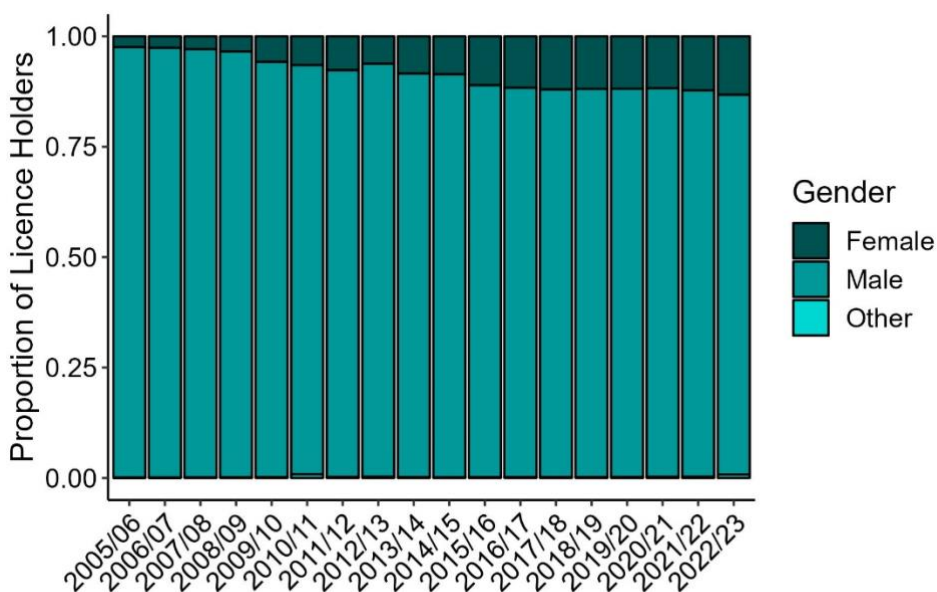
9. The current family licence (\$203) includes "a couple and up to 4 children or grandchildren under the age of 18." However, only the primary licence holder may fish independently, while the secondary licence holder may only fish with the children named on the licence or alongside the primary licence holder.
10. For comparison DOC's family licence is \$159. NZC staff are not recommending increasing the Fish & Game price.

11. Fish & Game's website states: "The licence allows one person (the primary licenceholder), or one person and that person's spouse or partner (the secondary licenceholder) and their children or grandchildren (who are under 18 years of age on October 1) to fish together. The secondary licence holder may take the children named on the licence fishing (and fish themselves with the children) without the primary holder taking part. But only the primary licence holder may use this licence to fish on their own."
12. This restriction presents a significant barrier for the secondary licence holder, who must purchase an additional adult licence (\$156) to fish independently.
13. Recent survey data and constituent correspondence indicate that this structure disproportionately impacts women, who are more likely to be designated as secondary licence holders.
14. At present, only the primary licence holder receives Fish & Game communications and has voting rights in Fish & Game elections, further limiting women's representation and voice in the organisation.

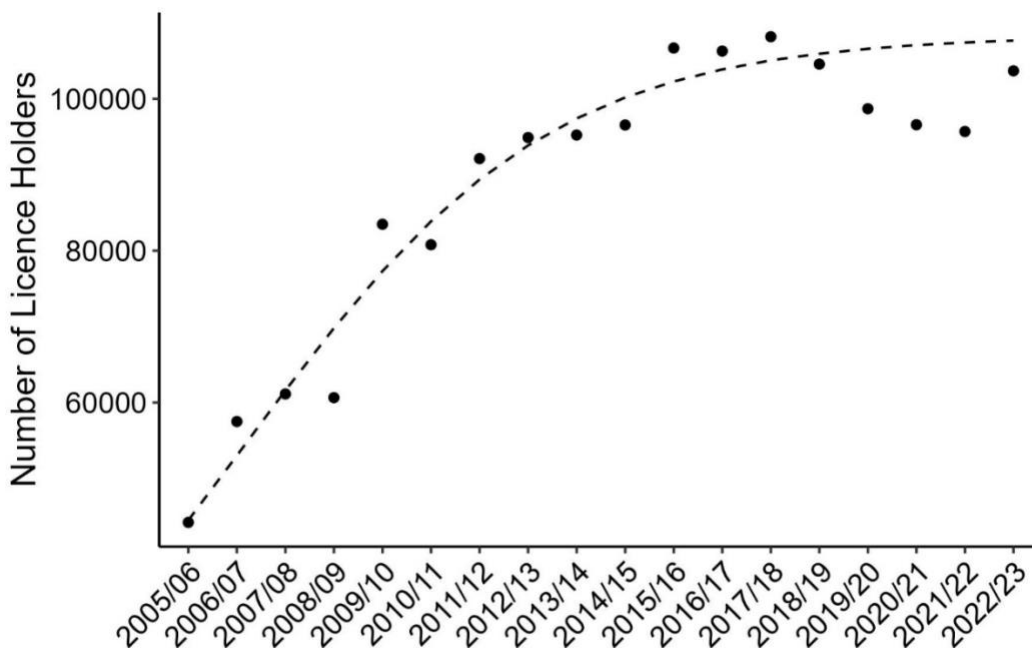
**Kōrerorero - Discussion**

**Current Participation and Potential Growth**

14. During the 2023/24 fishing season, 14,763 out of a total of 109,356 anglers were women, accounting for approximately 13 percent of the total angler population.
15. During the 2005/06 fishing season, 1,099 Fish & Game anglers were women. This constitutes an increase in the proportion of anglers who were women of an average of 0.6% per year.



- 16. However, official statistics likely underestimate female participation due to the lack of data on female spouses on family fishing licences and junior/child anglers – potentially an additional 16,000 women.
- 17. Currently, 3.6% of the adult male population in New Zealand purchases a fishing licence annually, compared to only 0.4% of the adult female population.
- 18. Were women to participate in fresh water sports fishing at the same rate as men, that would increase the number of Fish & Game licence holders by an estimated 60,000, representing significant potential for growth.
- 19. Research by H. Sanders Garrick (2024) indicates that Fish & Game has reached "carrying capacity" within its existing demographic of anglers. The number of fishing licence holders has plateaued in recent years, as shown by logistic growth modelling of licence sales since the 2005/06 fishing season.



- 20. Without expanding the demographic profile of fresh water sports fishing, Fish & Game will have limited opportunity for future growth. The current licence holder base is oscillating slightly above and below the threshold level, indicating a mature market.
- 21. In North America, women are the fastest growing demographic in hunting and fishing, suggesting similar potential exists in New Zealand with the right policy changes and targeted initiatives.

22. Broadening the demographics of fresh water anglers is crucial not only for financial sustainability but also to increase social support for fresh water sports fishing and maintenance of healthy fresh water ecosystems in a changing attitudinal and political landscape.

### Financial Implications

18. During the 2023/24 season, \$118,230 worth of non-family whole season licences were purchased by people from households that already contained a family licence holder.
19. An additional \$31,271 was spent on short-term licences by members of these same households.
20. This suggests that many secondary licence holders (predominantly women) are already purchasing separate licences to fish independently, at a combined cost of \$149,501 annually.
21. While changing to a two primary holder system might initially appear to reduce revenue (as some households would no longer need to purchase additional licences), the increased participation of women could lead to significant long-term revenue growth through both direct licence sales and related expenditures.

### Barriers to Women's Participation

22. A 2025 survey by Women on The Fly NZ found that 67% of respondents believe the current family licence regulations are unfair and should be changed.
23. 82% of respondents believe the current regulations negatively affect women's participation in fresh water sports fishing.
24. Research commissioned by Fish & Game NZ from Dr Stu Hayes and Professor Brent Lovelock (University of Otago) identified several key barriers to women's participation in trout fishing:
- a) **Lack of representation:** Traditional portrayals of fishing as a male-dominated activity have contributed to a lack of visibility of women in the sport.
  - b) **Access to resources:** Women may encounter difficulties accessing essential resources and support systems, such as equipment, knowledge, and mentorship opportunities.
  - c) **Cultural and social norms:** Deep-seated norms surrounding gender roles may discourage women from pursuing fishing as a recreational activity.

- d) **Lack of women in leadership positions:** Limited representation in governance and decision-making roles further restricts women's influence in the fishing community.

25. The Women on The Fly NZ survey highlighted additional practical barriers, including:

- Cost
- Lack of flexibility in the current licensing structure
- The inability to fish independently
- Outdated and restrictive rules that do not reflect modern family dynamics
- Lack of confidence in skills
- Safety concerns when fishing in remote areas

26. Correspondence from licence holders has highlighted frustration with the current system, with one noting: "I feel this is nonsensical and unfair; anyone on our family licence should be able to fish whenever they want and with whoever they want to fish with."

### **Department of Conservation Model**

26. The Department of Conservation (DOC) for the Taupo District employs a more inclusive approach to family licences, defining a family licence as one that "entitles the holder and the holder's spouse or partner and any member of the holder's family, to take trout within the Taupō District."

27. This model recognises both partners equally as licence holders, without designating one as primary and one as secondary.

28. Adopting a similar approach would align Fish & Game with this proven model and address a significant barrier to women's participation.

### **Voting Rights and Representation**

29. Currently, only primary licence holders have voting rights in Fish & Game elections, further limiting women's representation and influence in the organisation.

30. Extending voting rights to both primary licence holders in a family licence would help increase women's participation in governance and decision-making processes.

31. This aligns with recommendations from the governance review highlighting the need for increased diversity across the organisation.

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

32. If approved, staff will:

- a) Draft the necessary amendments to the family licence regulations.
- b) Develop a communication plan to inform current and potential licence holders about the change.
- c) Update licence purchasing systems to accommodate two primary licence holders on family licences.
- d) Monitor and report on the financial and participation impacts of the change over a three-year period.
- e) Work with regional councils to promote this change as part of broader initiatives to encourage women's participation in fishing.

33. Staff recommend implementation for the 2025/26 fishing season, beginning 1 October 2025.

# Family Licence Reform: Frequently Asked Questions

## Financial Implications

**Q: Will changing to a two primary holder system reduce our revenue?**

A: While there may be a short-term reduction in revenue from households that currently purchase both a family licence and an additional adult licence (estimated at \$149,501 annually), research indicates significant potential for growth.

**Q: How much would it cost to implement this change?**

A: Apart from loss in revenue, costs would be minimal. For the DOC fishery, the ratio of adult whole season licence to the family licence is higher than the Fish & Game ratio for the same licences, so a comparative increase may mitigate some of that licence revenue loss and deter fraudulent claims.

**Q: Can we afford to make this change given current budget constraints?**

A: It's not just necessary but will be beneficial. Fish & Game has reached "carrying capacity" with its current demographic. Without expanding to new demographics, particularly women, we face stagnant or declining participation rates. The financial benefits of attracting more women to fishing far outweigh the implementation costs.

## Implementation

**Q: How would we verify that both licence holders are genuinely partners?**

A: We would use the same verification methods currently employed for family licences. The DOC model for the Taupo District has successfully implemented this approach without significant verification issues. Under current rules, we already verify that someone is a spouse or partner to be included on a family licence.

**Q: Would we need to change legislation to implement this reform?**

A: Any necessary regulatory changes would be identified during the implementation planning phase.

**Q: How would we handle voting rights for both primary licence holders?**

A: Both primary licence holders would receive separate communications and voting rights for Fish & Game elections. This process is straightforward to implement through our existing systems with minimal adjustments.

## Impact on participation

### Q: Would this change really make a difference to women's participation?

A: Yes, the evidence strongly suggests it would. A 2025 survey conducted by Women on The Fly NZ (with 51 respondents from their community of approximately 700 members) shows 82% of respondents believe the current regulations negatively affect women's participation.

Women currently represent only 13% of identified anglers (potentially up to 28%, including unidentified participants on family licences). In comparable regions like North America, women are the fastest-growing demographic in fishing and hunting when barriers are removed.

### Q: Why focus on encouraging more women to take up freshwater fishing?

A: Freshwater sports fishing is for everyone.

Research shows women enjoy fishing for many of the same reasons as men: connecting with nature, mental well-being, learning new skills, and social connections. The data shows women currently participate at only 0.4% compared to 3.6% for men, indicating not a lack of interest but the presence of barriers to participation.

Research commissioned by Fish & Game NZ from Dr Stu Hayes and Professor Brent Lovelock (University of Otago) found the family licence was a constraint and recommended changing it. “Another issue had to do with the family licence and, in particular, the requirement that the primary licence holder (generally a husband/partner) must always be present. This requirement was viewed as being problematic for almost all the women we spoke to who had held, or hold, a family licence, in that the requirement can restrict one’s ability to fish alone or with others.”

### Q: How do we know women want to fish independently?

A: Survey data and financial records demonstrate this clearly. During the 2023/24 season, \$118,230 worth of non-family whole season licences were purchased by people from households that already contained a family licence holder. The 2025 Women on The Fly NZ survey showed that 67% of respondents believe the current family licence regulations are unfair and should be changed. The survey also revealed that women's motivations for fishing include connecting with nature, mental well-being, and learning new skills—activities they should be able to pursue independently.

## Addressing Specific Concerns

### Q: Won't men just claim their friends as "partners" to save money?

A: No, we don't believe this will be a problem.

1. The same verification requirements that prevent abuse of the current family licence system would apply
2. The DOC's Taupo District has implemented a similar approach without encountering this issue
3. The proposed definition clearly outlines who qualifies as family members
4. The potential financial benefit would be minimal compared to the effort of falsifying a relationship

**Q: Why change a system that has worked well for decades?**

A: The current system hasn't worked well for many participants, particularly women. The system reflects an outdated model where men were seen as the primary anglers. Modern families and partnerships are more equal, with both partners wanting to participate fully in recreational activities. The proposed change will bring our licensing system into line with modern times and the DOC approach.

**Q: Won't this cause confusion among licence holders?**

A: Clear communication during implementation would minimise any confusion. The change simplifies the system by removing arbitrary restrictions on who can fish and when. Most licence holders will welcome the added flexibility and equality in the system.

## **Benefits Beyond Participation**

**Q: How does this change benefit Fish & Game beyond potential licence sales?**

A: Benefits include:

- Greater diversity in the fishing community
- Increased support for freshwater sports fishing
- Enhanced support to maintain and enhance healthy freshwater ecosystems
- Broader political and community backing for Fish & Game initiatives
- A better fit with today's values of fairness and inclusion More families taking part in fishing activities
- Potential for more diverse representation in Fish & Game governance
- Increased perceived value of a family fishing licence

**Q: Does this align with our broader strategic goals?**

A: Yes, this change directly supports our R<sup>3</sup> strategy (recruitment, retention, reactivation) and aligns with recommendations from the governance review, highlighting the need for increased diversity across the organisation.

### **Comparing with DOC's Approach**

**Q: How has the DOC approach worked in the Taupo District?**

A: The DOC approach in the Taupo District has successfully implemented a more inclusive definition of family licences that recognises both partners equally. Their definition includes "one person, or one person and that person's spouse or partner", along with dependants and grandchildren under 18. This model has functioned effectively without any of the concerns raised.

**Q: What key differences exist between our proposed system and DOC's approach?**

A: Our proposed approach is modelled closely on DOC's system, with adjustments for our specific administrative requirements. Both systems recognise the equality of partners in a family licence arrangement and avoid designating one person as "primary" and one as "secondary."

The DoC definition of family is:

- one person, or one person and that person's spouse or partner; and
- the dependants of that person or those persons who
- ordinarily or periodically reside with that person or those persons and
- are aged under 18 years on 1 July; and
- the grandchildren of that person or those persons who are aged under 18 years on 1 July.

## **2025/26 Licence Forecast**

### **NZ Fish and Game Council Meeting 174 – 11<sup>th</sup> & 12<sup>th</sup> April 2025**

**Prepared by:** Kate Thompson on behalf of the Licence Working Party

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

##### ***Purpose***

1. This report to the New Zealand Fish and Game Council seeks approval for the Licence Forecast and consideration of the 2025/26 Licence fee.

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

- Nil             Budgetary provision             Unbudgeted

##### ***Risk***

- Low             Medium             High             Extreme

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

NZC Staff recommend that NZC:

1. Receive the information.
2. Agree to consult with the regions on the forecast LEQ for the 2025/26 Season being **72,975** for Fish and **30,601** for Game.

## Whakarāpopoto - Executive Summary

1. Each year, the Licence Working Party (LWP) provides a forecast for licence sales to support Fish & Game's budgeting processes.
2. The LWP has analysed Licence Sales over the past few years, including forecasting sales through to the end of the 2024/25 season.
3. The total recommended LEQ for 2025/26 Fish Licence Sales is **72,975**.
4. The total recommended LEQ for 2026 Game Licence Sales is **30,601**.

## Takenga mai - Background

5. Traditionally licence revenue targets for each region are set by comparing two prior **complete** seasons' sales and extrapolating those results using a standard formula to determine the 'Extrapolated Licence Revenue Budget'.
6. For the 2025/26 licence revenue forecasts, the results of the 2022/23 and 2023/24 seasons would normally be compared as the 2024/25 season is incomplete at the time the forecasts are required to be set. Utilising this 'usual' or 'traditional' method of budgeting, the extrapolated licence revenue targets for 2024/25 would be **72,669** LEQ Fish and **30,601** LEQ Game. *Note: this method gives us a Fish LEQ target, which is 306 LEQ's lower than the recommendation by the LWP within this report and is equivalent to approximately \$41,500.*
7. This 'traditional' method of forecasting sales has been used for the recommended LEQ for Game sales as the 2025 Game Season is yet to commence.
8. The LWP deviated from the traditional method for forecasting fish licence sales for the last several budget rounds due initially to Covid disruptions but also the move to online sales has meant that we can gauge a relatively good estimate of what Fish licence sales for the current season will be at year-end by mid-March. Use of the most current season's results can reduce the risk of significant swings in sales targets that may otherwise result.
9. For your information, the table below shows our estimated total Fish licence LEQ's for 2023/24 compared with the actual complete season results for the 2023/24 season. The estimate was completed when over 90% of the sales for the season had occurred

**Table 1 – 2023-2024 Fish LEQ's Estimated v's Actual to provide indication of accuracy. Note: Hawke's Bay's figures impacted by Cyclone Gabrielle**

<b>Table 1</b>	<b>Estimated Fish Total 2023-24</b>	<b>Actual Fish Total 2023-24</b>	<b>Variance</b>
Northland	454	467	13
Auckland Waikato	3658	3655	-3
Eastern	8456	8504	48
Hawke's Bay	2335	2455	120
Taranaki	987	1022	35
Wellington	2989	3039	50
Nelson Marlborough	4364	4377	13
North Canterbury	10964	11007	43
West Coast	2169	2169	0
Central South Island	12536	12486	-50
Otago	15549	15514	-35
Southland	8758	8740	-18
	<b>73219</b>	<b>73435</b>	<b>216</b>

## Kōrerorero - Discussion

**Table 2** – Fish LEQ complete season estimate for the 2024/25 season – based on applying the current YTD variance (%) to sales that occurred in the final period of the 2023/24 season (18 March to 30 September 2024).

<b>Table 2</b>	<b>Fish 2024-25 to 17 March YTD (actual)</b>	<b>Fish Est 18 Mar - 30 Sept 25</b>	<b>Fish Estimated Total 2024-25</b>
Northland	524	94	618
Auckland Waikato	3375	463	3838
Eastern	7946	1059	9005
Hawke's Bay	2630	380	3010
Taranaki	1090	127	1217
Wellington	2702	208	2910
Nelson Marlborough	3911	305	4217
North Canterbury	9844	612	10456
West Coast	1996	204	2200
Central South Island	11125	1281	12406
Otago	14410	1081	15491
Southland	7919	381	8300
	<b>67472</b>	<b>6195</b>	<b>73667</b>

**Table 3** – Extrapolated Fish licence forecast (LEQ) for 2025/26 - using the estimated sales for the 2024/25 complete season as of 17 March 2025.

<b>Table 3</b>	<b>Actual Fish 2023-24</b>	<b>Estimated Fish 2024-25</b>	<b>Extrapolated Fish 2025-26</b>
Northland	467	618	618
Auckland Waikato	3655	3838	3838
Eastern	8504	9005	9005
Hawke's Bay	2455	3010	3010
Taranaki	1022	1217	1217
Wellington	3039	2910	2846
Nelson Marlborough	4377	4217	4136
North Canterbury	11007	10456	10180
West Coast	2169	2200	2200
Central South Island	12486	12406	12366
Otago	15514	15491	15479
Southland	8740	8300	8080
	<b>73435</b>	<b>73667</b>	<b>72975</b>

**Table 4** – Extrapolated Fish licence forecast (LEQ) for 2025/26 – based on the **Traditional Method** (for information only).

<b>Table 4</b>	<b>Actual Fish 2022-23</b>	<b>Actual Fish 2023-24</b>	<b>Extrapolated Fish 2025-26</b>
Northland	455	467	467
Auckland Waikato	3550	3655	3655
Eastern	8643	8504	8435
Hawke's Bay	2525	2455	2420
Taranaki	1034	1022	1016
Wellington	2990	3039	3039
Nelson Marlborough	4410	4377	4361
North Canterbury	11084	11007	10969
West Coast	2253	2169	2127
Central South Island	12946	12486	12256
Otago	15828	15514	15357
Southland	9084	8740	8568
	<b>74802</b>	<b>73435</b>	<b>72669</b>

**Table 5** – Extrapolated Game licence forecast (LEQ) for 2025/26 – based on the **Traditional Method**

<b>Table 5</b>	<b>Actual Game 2023</b>	<b>Actual Game 2024</b>	<b>Extrapolated Game 2026</b>
Northland	1552	1521	1506
Auckland Waikato	6518	6463	6436
Eastern	2855	2663	2567
Hawke's Bay	1750	1888	1888
Taranaki	1086	995	950
Wellington	3290	3239	3214
Nelson Marlborough	862	850	844
North Canterbury	2557	2576	2576
West Coast	364	363	363
Central South Island	2266	2031	1914
Otago	3989	3945	3923
Southland	4625	4488	4420
	<b>31714</b>	<b>31022</b>	<b>30601</b>

**Table 6** – Summary of Fish LEQ 2024-25 Estimate vs. Budget and Extrapolated 2025-26.

<b>Table 6</b>	<b>Estimated Fish 2024-25</b>	<b>2024-25 Fish Budget</b>	<b>Extrapolated Fish 2025-26</b>
Northland	618	454	618
Auckland Waikato	3838	3658	3838
Eastern	9005	8363	9005
Hawke's Bay	3010	2240	3010
Taranaki	1217	964	1217
Wellington	2910	2989	2846
Nelson Marlborough	4217	4341	4136
North Canterbury	10456	10904	10180
West Coast	2200	2127	2200
Central South Island	12406	12331	12366
Otago	15491	15410	15479
Southland	8300	8595	8080
	<b>73667</b>	<b>72376</b>	<b>72975</b>

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

- Using the current prices of \$156 for a Fish Licence and \$116 for a Game Licence, Net Sales would equate to \$12,338,764 ex GST (Last year, \$12,329,235); an increase of \$9,529.
- Interest Income budget for the year is \$202,825.
- Together (net Licence income and Interest), the forecast income is \$12,541,589 (refer Appendix 1 for details).
- Base Funds for 2025/26 total \$12,299,386, with no increase in Licence fee \$242,203 would be available for proposed increases through Zero Based Budgeting system.
- Refer to Table 7. for a Summary of Base Funds per Council. This table also outlines the Net Licence Income for 2025/26 based on the forecast of 72,975 (fish) and 30,601 (game) LEQs.

<b>Table 7</b>	<b>Net Licence &amp; Interest Income 25/26</b>	<b>Base Funds 25/26</b>	<b>Suplus/Shortfall</b>
Northland	226,448	592,081	(365,633)
Auckland/Waikato	1,100,652	881,824	218,828
Eastern	1,430,366	1,305,544	124,822
Hawkes Bay	583,380	434,624	148,756
Taranaki	254,269	427,816	(173,547)
Wellington	680,741	848,388	(167,647)
Nelson-Marlb	619,642	564,125	55,517
Nth Canterbury	1,569,891	1,009,935	559,956
West Coast	327,821	375,951	(48,130)
Central SI	1,815,089	945,235	869,854
Otago	2,404,586	1,240,968	1,163,618
Southland	1,481,973	823,059	658,914
NZC only	46,730	1,280,486	(1,233,756)
National	0	1,569,350	(1,569,350)
<b>TOTAL</b>	<b>12,541,589</b>	<b>12,299,386</b>	<b>242,203</b>

15. Reserve Bank of NZ – Stats Insight – Survey of Expectations – February 2025 (13 February 2025). Short-term CPI inflation expectations: The mean one-year-ahead annual inflation expectation increased from 2.05% to 2.15%.
16. Based on these forecasts, a licence Fee increase will need to be considered in order to meet the current budget requirements and proposed increases sought by Fish & Game Regions in the 2025-26 budget round.
17. Any increase in the licence fee will have to take into consideration the Minister's approval.
18. If there is no increase in the licence fee, Fish and Game needs to consider where to reduce costs.

### ***Legislative Implications***

19. Any amendment to the licence fee requires approval from the Minister.

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

20. There are many risks involved in agreeing on the LEQ and the licence fee, as both impact the financial viability of the organisation.

### ***Consultation***

21. The normal consultation process will take place following the April 2025 meeting.

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

22. If agreed, the Regional Councils will be informed of the Forecast LEQ's for 2025/26 to build into their budgeting process and advised of NZC's appetite for any amendments to licence fees.

## Appendix 1

**2025-26 Licence sales and interest forecast based on current licence fees.**

Region	Extrapolated Fish 2025-26	Extrapolated Game 2026	Budget Fish \$135.652 (\$156 incl GST)	Budget Game \$96.523 (\$111 incl GST excl GHBT \$5)	less comm 4% \$	Net Licence \$	Plus Interest \$	Net Income \$
Northland	618	1506	83,833	145,362	-9,168	220,027	\$6,421	226,448
Auckland Waikato	3838	6436	520,633	621,214	-45,674	1,096,173	\$4,479	1,100,652
Eastern	9005	2567	1,221,548	247,771	-58,773	1,410,546	\$19,820	1,430,366
Hawke's Bay	3010	1888	408,313	182,233	-23,622	566,924	\$16,456	583,380
Taranaki	1217	950	165,089	91,696	-10,271	246,513	\$7,756	254,269
Wellington	2846	3214	386,066	310,221	-27,851	668,435	\$12,306	680,741
Nelson Marlborough	4136	844	561,057	81,464	-25,701	616,821	\$2,821	619,642
North Canterbury	10180	2576	1,380,939	248,640	-65,183	1,564,396	\$5,495	1,569,891
West Coast	2200	363	298,435	35,037	-13,339	320,133	\$7,688	327,821
Central South Island	12366	1914	1,677,475	184,743	-74,489	1,787,729	\$27,360	1,815,089
Otago	15479	3923	2,099,760	378,655	-99,137	2,379,278	\$25,308	2,404,586
Southland	8080	4420	1,096,070	426,626	-60,908	1,461,788	\$20,185	1,481,973
NZC							\$46,730	46,730
	<b>72975</b>	<b>30601</b>	<b>9,899,217</b>	<b>2,953,662</b>	<b>-514,115</b>	<b>12,338,764</b>	<b>202,825</b>	<b>12,541,589</b>

# National Variance Report

## NZ Fish and Game Council Meeting 174 – 11 & 12 April 2025

Prepared by: Richie Cosgrove, DCEO, NZ Fish and Game Council

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### Kōrero taunaki - Summary of considerations

#### *Purpose*

1. Variance Report for the year ended 31 August 2024 to the New Zealand Fish and Game Council (NZC).

#### *Financial Considerations*

- Nil       Budgetary provision       Unbudgeted

#### *Risk*

- Low       Medium       High       Extreme

### Ngā taunaki - Staff Recommendations

2. NZC Staff recommend that NZC:
  - a) Receive the National Variance Report as at 31 August 2024.

## Whakarāpopoto - Executive Summary

3. On an annual basis, NZC undertakes a review of the Fish & Game Council's budget against actual spend (variance report). There are no material issues to note. Overall, according to the current information, 96.43% of the budget across the organisation was spent, Ranging from ~89.1%(Taranaki) to 108.9% (Southland).

## Takenga mai - Background

4. Fish and Game is made up of 13 independent legal entities.
5. Licence forecasts, Budgets, Grants and Levies are set at a national level in conjunction with all 13 entities.
6. The regional Budget is approved by the NZC prior to the Financial year.
7. Variance reports are prepared by regions to give a financial summary of their performance against the approved budget.
8. The Variance reports reconcile with the Audited Financial accounts as at 31/8/24.

## Kōrerorero - Discussion

9. Refer to the following table 1-11 for the variance in each category.
10. Table 1 compares each Council's Financial Budgeted Deficit with the Actual Surplus for Each Council.

TABLE 1: Variance to (Deficit) / Surplus				
Region	Budget	Actual	Var	
Northland	0	29,588	29,588	
Auckland\Waikato	50,634	301	(50,333)	
Eastern	(52,350)	(29,040)	23,310	
Hawkes Bay	(177,464)	(59,265)	118,199	
Taranaki	(8,376)	57,039	65,415	
Wellington	(168,960)	(65,218)	103,742	
Nelson-Marlb	(0)	(77,400)	(77,400)	
Nth Canterbury	(204,229)	(272,952)	(68,723)	
West Coast	(74,522)	(44,172)	30,350	
Central SI	(70,730)	(105,262)	(34,532)	
Otago	(139,142)	1,656,564	1,795,706	
Southland	(409,447)	(422,298)	(12,851)	
NZC	(515,074)	(186,716)	328,358	
National			0	
<b>Total</b>	<b>(1,769,660)</b>	<b>481,169</b>	<b>2,250,829</b>	

**TABLE 2: Variance to Approved Budget**

Region	Budget	Actual	Var	% Spent
Northland	569,962	547,459	22,503	96.1%
Auckland\Waikato	968,896	913,285	55,611	94.3%
Eastern	1,276,028	1,253,704	22,324	98.3%
Hawkes Bay	394,520	369,137	25,383	93.6%
Taranaki	410,936	366,019	44,917	89.1%
Wellington	944,842	951,269	(6,427)	100.7%
Nelson-Marlb	596,829	582,670	14,159	97.6%
Nth Canterbury	1,171,307	1,217,369	(46,062)	103.9%
West Coast	425,406	401,315	24,091	94.3%
Central SI	955,194	882,901	72,293	92.4%
Otago	1,325,777	1,189,067	136,710	89.7%
Southland	949,435	1,033,532	(84,097)	108.9%
NZC	3,970,203	3,753,796	216,407	94.5%
National			0	0.0%
<b>Total</b>	<b>13,959,335</b>	<b>13,461,523</b>	<b>497,812</b>	<b>96.43%</b>

11. Overall, according to the current information, 96.43% of the budget was spent, Ranging from ~89.1%(Taranaki) to 108.9% (Southland).

**TABLE 3: Variance to Net Outputs**

Region	Budget	Actual	Var	% Spent
Northland	70,257	61,203	9,054	87.1%
Auckland\Waikato	134,688	119,137	15,551	88.5%
Eastern	136,404	127,782	8,622	93.7%
Hawkes Bay	104,752	108,056	(3,304)	103.2%
Taranaki	76,861	78,721	(1,860)	102.4%
Wellington	191,046	194,571	(3,525)	101.8%
Nelson-Marlb	111,929	70,462	41,467	63.0%
Nth Canterbury	300,058	406,450	(106,392)	135.5%
West Coast	59,145	30,288	28,857	51.2%
Central SI	132,374	101,706	30,668	76.8%
Otago	177,069	71,340	105,729	40.3%
Southland	84,595	190,307	(105,712)	225.0%
NZC	2,741,500	2,538,200	203,300	92.6%
National			0	0.0%
<b>Total</b>	<b>4,320,678</b>	<b>4,098,223</b>	<b>222,455</b>	<b>94.9%</b>

12. Outputs are the Direct costs incurred in the eight output areas of Species Mngt, Habitat Protection, Angler and Hunter Participation, Public Interface Compliance, Licencing, Council Expense and Planning/Reporting.

13. The report is Net Outputs, as any income generated from these output areas is contra against the expense. For example, regions receive funding from the National budget for RMA spending.

**TABLE 4: Variance to Net Overheads**

Region	Budget	Actual	Var	% Spent
Northland	499,705	486,256	13,449	97.3%
Auckland\Waikato	834,208	794,148	40,060	95.2%
Eastern	1,139,624	1,125,922	13,702	98.8%
Hawkes Bay	289,768	261,081	28,687	90.1%
Taranaki	334,075	287,298	46,777	86.0%
Wellington	753,796	756,698	(2,902)	100.4%
Nelson-Marlb	484,900	512,208	(27,309)	105.6%
Nth Canterbury	871,249	810,919	60,330	93.1%
West Coast	366,261	371,027	(4,766)	101.3%
Central SI	822,820	781,195	41,625	94.9%
Otago	1,148,708	1,117,727	30,981	97.3%
Southland	864,840	843,225	21,615	97.5%
NZC	1,228,703	1,215,596	13,107	98.9%
National			0	0.0%
<b>Total</b>	<b>9,638,657</b>	<b>9,363,300</b>	<b>275,356</b>	<b>97.1%</b>

14. Overheads include salaries, Premises costs, Insurance, vehicles, equipment and Communication expenses.

**TABLE 5: Variance of Interest Income**

Region	Budget	Actual	Var	% Spent
Northland	10,304	22,907	12,603	222.3%
Auckland\Waikato	10,413	67,444	57,031	647.7%
Eastern	31,617	42,679	11,062	135.0%
Hawkes Bay	29,522	40,065	10,543	135.7%
Taranaki	6,441	27,513	21,072	427.2%
Wellington	29,638	26,701	(2,937)	90.1%
Nelson-Marlb	7,883	11,985	4,102	152.0%
Nth Canterbury	21,452	15,493	(5,959)	72.2%
West Coast	15,144	21,163	6,019	139.7%
Central SI	0	0	0	0.0%
Otago	56,757	59,739	2,982	105.3%
Southland	42,769	56,238	13,469	131.5%
NZC	65,050	134,555	69,505	206.8%
National			0	0.0%
<b>Total</b>	<b>326,990</b>	<b>526,482</b>	<b>199,492</b>	<b>161.0%</b>

15. The Interest budget was understated—the Actual interest received was \$470k. The interest budget is based on the Reserves as of 31/8/23 using interest forecasts as of March 2024, which is long-term forecasting.

**TABLE 6: Var to Total License Income-Inc Non-Res**

Region	Budget	Actual	Var	% to Budget
Northland	194,951	203,915	8,964	104.6%
Auckland\Waikato	1,078,474	1,094,504	16,030	101.5%
Eastern	1,435,443	1,376,919	(58,524)	95.9%
Hawkes Bay	429,893	503,138	73,245	117.0%
Taranaki	229,350	227,229	(2,121)	99.1%
Wellington	693,635	712,461	18,826	102.7%
Nelson-Marlb	695,168	681,567	(13,601)	98.0%
Nth Canterbury	1,706,775	1,667,829	(38,946)	97.7%
West Coast	327,334	340,973	13,639	104.2%
Central SI	1,930,891	1,881,317	(49,574)	97.4%
Otago	2,455,777	2,464,754	8,977	100.4%
Southland	1,658,372	1,609,709	(48,663)	97.1%
NZC	0	0	0	0.0%
National			0	0.0%
<b>Total</b>	<b>12,836,063</b>	<b>12,764,315</b>	<b>(71,748)</b>	<b>99.4%</b>

16. Most regions, bar five, exceeded their Licence income.

17. The Non-resident levy contributed \$28k to this – see table 7 below

**TABLE 7: Non resident Licence Income**

Region	Budget	Actual	Var
Northland	0	0	0
Auckland\Waikato	0	0	0
Eastern	0	279	279
Hawkes Bay	0	172	172
Taranaki	0	0	0
Wellington	0	0	0
Nelson-Marlb	0	23,169	23,169
Nth Canterbury	0	437	437
West Coast	0	0	0
Central SI	0	2,495	2,495
Otago	0	1,909	1,909
Southland	0	198	198
NZC	0	0	0
National			0
<b>Total</b>	<b>0</b>	<b>28,659</b>	<b>28,659</b>

18. From the 2023/24 year the Non-resident levy has been included in the licence fee.

**TABLE 8: Variance to License Income Ex Non Res**

Region	Budget	Actual	Var	% to Budget
Northland	194,951	203,915	8,964	104.6%
Auckland\Waikato	1,078,474	1,094,504	16,030	101.5%
Eastern	1,435,443	1,376,640	(58,803)	95.9%
Hawkes Bay	429,893	502,966	73,073	117.0%
Taranaki	229,350	227,229	(2,121)	99.1%
Wellington	693,635	712,461	18,826	102.7%
Nelson-Marlb	695,168	658,398	(36,770)	94.7%
Nth Canterbury	1,706,775	1,667,392	(39,383)	97.7%
West Coast	327,334	340,973	13,639	104.2%
Central SI	1,930,891	1,878,822	(52,069)	97.3%
Otago	2,455,777	2,462,845	7,068	100.3%
Southland	1,658,372	1,609,511	(48,861)	97.1%
NZC	0	0	0	0.0%
National			0	0.0%
<b>Total</b>	<b>12,836,063</b>	<b>12,735,656</b>	<b>(100,407)</b>	<b>99.2%</b>

**TABLE 9: Variance to Commission/Cost of Sales**

Region	Budget	Actual	Var	% to Budget	% of Licence Income
Northland	(8,773)	(6,417)	(2,356)	73.1%	3.1%
Auckland\Waikato	(48,531)	(43,551)	(4,980)	89.7%	4.0%
Eastern	(64,595)	(49,852)	(14,743)	77.2%	3.6%
Hawkes Bay	(19,345)	(19,651)	306	101.6%	3.9%
Taranaki	(10,321)	(8,774)	(1,547)	85.0%	3.9%
Wellington	(31,214)	(27,271)	(3,943)	87.4%	3.8%
Nelson-Marlb	(31,283)	(26,321)	(4,962)	84.1%	3.9%
Nth Canterbury	(76,805)	(65,969)	(10,836)	85.9%	4.0%
West Coast	(14,730)	(9,546)	(5,184)	64.8%	2.8%
Central SI	0	(65,529)	65,529	0.0%	3.5%
Otago	(110,510)	(89,251)	(21,259)	80.8%	3.6%
Southland	(95,607)	(55,918)	(39,689)	58.5%	3.5%
NZC	0	0	0	0.0%	0.0%
National			0	0.0%	0.0%
<b>Total</b>	<b>(511,714)</b>	<b>(468,050)</b>	<b>(43,664)</b>	<b>91.5%</b>	<b>3.7%</b>

19. The budget for Commission/Cost of Sales is 4.5%. On average, the commission/Cost of Sales has reduced to 3.7%. This shows a shift to POL from AOL (which has a commission of 5%. Following the 2024/25 year, we should reduce the budget for commissions to 4%.

**TABLE 10: Variance to Net Licence  
Income**

Region	Budget	Actual	Var	% to Budget
Northland	186,178	197,498	11,320	106.1%
Auckland\Waikato	1,029,943	1,050,953	21,010	102.0%
Eastern	1,370,848	1,327,067	(43,781)	96.8%
Hawkes Bay	410,548	483,487	72,939	117.8%
Taranaki	219,029	218,455	(574)	99.7%
Wellington	662,421	685,190	22,769	103.4%
Nelson-Marlb	663,885	655,247	(8,638)	98.7%
Nth Canterbury	1,629,970	1,601,860	(28,110)	98.3%
West Coast	312,604	331,427	18,823	106.0%
Central SI	1,930,891	1,815,788	(115,103)	94.0%
Otago	2,345,267	2,375,503	30,236	101.3%
Southland	1,562,765	1,553,791	(8,974)	99.4%
NZC	0	0	0	0.0%
National			0	0.0%
<b>Total</b>	<b>12,324,349</b>	<b>12,296,266</b>	<b>(28,083)</b>	<b>99.8%</b>

**TABLE 11: Salaries**

Region	Budget	% of Salaries Budget to Total Budget	Actual	Var	% to Salaries Budget	Actual Salaries to Actual Spend Table 2
Northland	382,010	67.0%	369,788	12,222	96.8%	67.5%
Auckland\Waikato	664,295	68.6%	592,572	71,723	89.2%	64.9%
Eastern	1,031,314	80.8%	1,015,668	15,646	98.5%	81.0%
Hawkes Bay	262,000	66.4%	262,474	(474)	100.2%	71.1%
Taranaki	274,880	66.9%	232,763	42,117	84.7%	63.6%
Wellington	603,688	63.9%	617,312	(13,624)	102.3%	64.9%
Nelson-Marlb	412,919	69.2%	410,265	2,654	99.4%	70.4%
Nth Canterbury	733,189	62.6%	666,717	66,472	90.9%	54.8%
West Coast	284,521	66.9%	285,327	(806)	100.3%	71.1%
Central SI	744,751	78.0%	698,468	46,283	93.8%	79.1%
Otago	987,058	74.5%	951,926	35,132	96.4%	80.1%
Southland	738,350	77.8%	734,210	4,140	99.4%	71.0%
NZC	1,085,903	27.4%	1,082,364	3,539	99.7%	28.8%
National		0.0%		0	0.0%	0.0%
<b>Total</b>	<b>8,204,878</b>	<b>58.8%</b>	<b>7,919,854</b>	<b>285,024</b>	<b>96.5%</b>	<b>58.8%</b>

20. This table identifies the Salaries to budget as well as the % of salaries to the region's total budget. Overall, 96.5% of the Salaries Budget was spent. This ranged from 84% in Taranaki to 102 % in Wellington; Salaries make up approximately 60% of the Fish and Game Budget. However, this percentage does vary among regions.

## Reserves as at 31 August 2024

### NZ Fish and Game Council Meeting 174- 11 & 12 April 2025

Prepared by: Jill Muench, Finance Manager, NZ Fish and Game Council

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#### Kōrero taunaki - Summary of considerations

##### *Purpose*

1. This report to the New Zealand Fish and Game Council seeks to inform the Council on the Current Reserves status of the Councils.

##### *Financial considerations*

- Nil
                 
  Budgetary provision
                 
  Unbudgeted

##### *Risk*

- Low
                 
  Medium
                 
  High
                 
  Extreme

#### Ngā taunaki - Staff Recommendations

2. NZC Staff recommend that NZC:
  - a. Receives the information;
  - b. Note forecast 31 August 25 organisational reserves status as \$6,922,955
  - c. Note the action for NZC staff to develop a Asset Replacement/ Depreciation Policy

##### *Purpose*

3. To outline to the NZC the reserves position for each Council following the financial audit.

##### *Background*

4. The NZC has a policy that a region must have 20% or greater of their budget held in reserves. When reserves fall below this the region may apply for a top-up of reserves.
5. Reserves are calculated as:
  - a) Working Capital less the restricted reserves equals the Council's reserves (or funds available through general reserves).
  - b) Working Capital is Current Assets + Investments less Liabilities.
6. Councils have Dedicated and Restricted reserves.
7. Dedicated reserves are reserves that the Council have set aside for projects e.g. Asset replacement fund and Habitat funding. These reserves are included in the calculation of Reserves for the Council.

8. Restricted reserves are funds that are set aside for a particular purpose – but these funds have an external covenant/agreement on them – e.g. the Waikaremoana fund in Eastern that has a specified agreement of how the funds must be spent. Each of the restricted reserves commits a third party to use the funds appropriately and report on these projects.

### Analysis

9. Table 1 Summaries the reserves position for each Council as at 31 August 2024
10. Total Reserves as at 31 August 2024 \$8,707,519 (2023 \$8,255,268.)

Council	Actual Reserves 31/8/24	Approved Budget 2024/25	Reserves required 20% of Budget	Top up required 20% Reserves	% of Budget after top up	% of Licence Income Levy Regions	Reserves over 30%
Northland	\$221,978	\$592,081	118,416	0	37%		41,970
Auckland/Waikato	\$161,119	\$881,824	176,365	15,246	20%	15%	(106,978)
Eastern	\$693,168	\$1,320,544	264,109	0	52%	52%	291,750
Hawkes Bay	\$696,366	\$576,624	115,325	0	121%	156%	521,630
Taranaki	\$264,571	\$449,025	89,805	0	59%		128,056
Wellington	\$421,579	\$848,388	169,678	0	50%		163,647
Nelson-Marlb	\$101,599	\$564,125	112,825	11,226	20%	16%	(69,909)
Nth Canterbury	\$387,266	\$1,068,935	213,787	0	36%	23%	62,404
West Coast	\$286,319	\$400,951	80,190	0	71%		164,520
Central SI	\$992,336	\$1,036,327	207,265	0	96%	55%	677,537
Otago	\$2,113,239	\$2,493,968	498,794	0	85%	89%	1,360,053
Southland	\$820,639	\$959,834	191,967	0	85%	53%	529,376
NZC & National	\$1,547,340	\$3,372,836	674,567	0	46%		539,191
<b>TOTAL</b>	<b>\$8,707,519</b>	<b>\$14,565,462</b>	<b>\$2,913,092</b>	<b>\$26,472</b>	<b>60%</b>		<b>\$4,303,246</b>

11. Table 2 is Summary of each Councils' Reserves by Category.
12. The Asset Replacement fund continues to be of concern for some Councils. The reasons behind this have been insufficient funding within the budgets over the past few years and in some situations the purchasing of capital items that are not included in the Asset replacement funds.
13. As at 31 August 2024 there was \$1.211 million (2023 \$1.422 million) in the Non-resident reserve. 2022/23 was the last year that Councils can earn Non-resident income as from 2023/24 the Non-resident levy is part of the licence fee.

Council	Working Capital	Asset Replacement Fund	Non Resident Reserve	Other Dedicated Reserves	Total Dedicated reserves	Restricted Reserves	Reserves Incl Ded Reserves
Northland	\$503,584	(\$2,673)	\$21,948	\$13,668	32,943	281,606	\$221,978
Auckland/Waikato	\$1,341,232	\$117,442	\$108,470	\$0	225,912	1,180,113	\$161,119
Eastern	\$1,167,768	\$60,942	\$155,412	\$38,392	254,746	474,600	\$693,168
Hawkes Bay	\$696,366	\$52,770	\$86,492	\$68,609	207,871	0	\$696,366
Taranaki	\$591,182	\$21,578	\$20,140	\$7,386	49,104	326,611	\$264,571
Wellington	\$598,992	\$39,092	\$56,795	\$78,027	173,914	177,413	\$421,579
Nelson-Marlb	\$116,115	\$110,056	\$151,346	\$17,864	279,266	14,516	\$101,599
Nth Canterbury	\$486,614	\$59	\$0	\$207,743	207,802	99,348	\$387,266
West Coast	\$286,319	\$53,502	\$38,603	\$134,594	226,699	0	\$286,319
Central SI	\$992,336	\$88,885	\$220,158	\$114,374	423,417	0	\$992,336
Otago	\$2,137,523	\$37,190	\$314,913	\$1,089,987	1,442,090	24,284	\$2,113,239
Southland	\$931,068	\$135,907	\$36,784	\$214,592	387,283	110,429	\$820,639
NZC inc Research & RI	\$2,371,738	\$10,000	\$0	\$2,500	12,500	824,398	\$1,547,340
<b>TOTAL</b>	<b>\$12,220,837</b>	<b>\$724,750</b>	<b>\$1,211,061</b>	<b>\$1,987,736</b>	<b>\$3,923,547</b>	<b>\$3,513,318</b>	<b>\$8,707,519</b>

Council	Actual Reserves 31/8/24	Adjustment for top of reserves	Forecast Deficit for year ended 31/8/25	Forecast Reserves 31 Aug 2025	Reserves required 20% of Budget	Top up achieve 20% Reserves	% of Budget
Northland	\$221,978	\$0	(\$7,945)	\$214,033	118,416	0	36%
Auckland/Waikato	\$161,119	\$15,246	(\$11,832)	\$149,287	176,365	27,078	20%
Eastern	\$693,168	\$0	(\$32,517)	\$660,651	264,109	0	50%
Hawkes Bay	\$696,366	\$0	(\$147,831)	\$548,535	115,325	0	95%
Taranaki	\$264,571	\$0	(\$6,025)	\$258,546	89,805	0	58%
Wellington	\$421,579	\$0	(\$11,384)	\$410,195	169,678	0	48%
Nelson-Marlb	\$101,599	\$11,226	(\$7,569)	\$94,030	112,825	18,795	20%
Nth Canterbury	\$387,266	\$0	(\$43,940)	\$343,326	213,787	0	32%
West Coast	\$286,319	\$0	(\$30,045)	\$256,274	80,190	0	64%
Central SI	\$992,336	\$0	(\$80,344)	\$911,992	207,265	0	88%
Otago	\$2,113,239	\$0	(\$1,269,652)	\$843,587	498,794	0	34%
Southland	\$820,639	\$0	(\$147,819)	\$672,820	191,967	0	70%
NZC inc Research & RI	\$1,547,340	\$0	\$12,339	\$1,559,679	674,567	0	46%
<b>TOTAL</b>	<b>\$8,707,519</b>	<b>\$26,472</b>	<b>(\$1,784,564)</b>	<b>\$6,922,955</b>	<b>\$2,913,092</b>	<b>\$45,873</b>	<b>48%</b>

14. Forecast Reserves for 31 August 2025 are \$6,922,955 A movement of \$1,784,564 (Forecast Deficit for the year) assumes that all Councils meet their licence forecast and that all Councils work within their approved budgets.
15. Two Councils require a top-up of Reserves for the 2024/25 year. They are Auckland/Waikato requires \$27,078 top up, and Nelson/Marlborough requires \$18,795 top up to meet 20%. Reserves range from 18% (Auckland/Waikato) to 121% (Hawke's Bay) of the approved budget.

### Financial Implications

16. The reserves as at 31 August 2024 are \$8.708 million.
17. The forecast reserves as at 31 August 2025 are \$6,922,955
18. Two Councils require a top-up of reserves for the year ended 31 August 2025.
19. One Council has reserves as a percentage of budget over 100%.

### Policy Implications

20. Within our current policy all regions are required to have adequate reserves of 20% or greater.
21. Going forward a policy that deals with excess reserves is needed to be developed.

## Research & Monitoring Programme Update

New Zealand Council Meeting 174, 11 & 12 April 2025

Prepared by: Helen Brosnan, Senior Policy Advisor

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### Kōrero taunaki - Summary of considerations

#### *Purpose*

1. This report provides the New Zealand Council with an update on the status of the Research Fund and presents updates on ongoing research funded by the Research Fund.

#### *Financial considerations*

Nil       Budgetary provision       Unbudgeted

#### *Risk*

Low       Medium       High       Extreme

### Ngā taunaki - Staff Recommendations

That the New Zealand Council:

1. Receive the update on the status of the Research Fund and research funded by the fund; and
2. Note the current financial status of the Research Fund. As at 27 Feb 2025, \$172,670 commitment and \$99,500 available for distribution. See attachment 1 for summary of ongoing projects.

### Whakarāpopoto - Executive Summary

1. As at 28 Feb 2025, there is a commitment of \$172,670 for 12 projects from the Research Fund (refer to Table 1)
2. There is currently \$99,500 available in the Research fund for the 2024/25 year (refer to Table 2).

## Takekanga mai - Background

3. Each year, the NZC allocates
  - i. \$100,000 towards the General Research
  - ii. \$30,000 to the National Anglers Survey
  - iii. \$25,000 to the PhD programme
4. Regions can apply to the General Research Fund. All applications are to be considered by the Research Sub Committee who will then provide recommendations to NZC for consideration.
5. An update on research that received funding approval 3+ years ago is available. All project coordinators were contacted to provide updates. Updates for studies 3+ years old which were not received are listed as unavailable.

## Kōrerorero – Discussion

6. The February update report provided a number of updates on the existing research projects. This report focuses instead on an update on the Adam Frimel who has updated his MSc to a PhD programme.

### 7. Weatherhead Scholarship

Brian Weatherhead left a bequest in 2020 to the Cawthron Foundation. The purpose of the bequest was to enable research into ecology and conservation of trout in New Zealand and the Will stated that priority should be given to funding postgraduate student studies. Cawthron Foundation and New Zealand Fish and Game Council jointly fund the scholarship that is known as the Weatherhead Salmonid Ecology Scholarship. The scholarship provides funding for a PhD student to undertake research and build their research capability and experience. The MOU commenced on 1 July 2022 and expires on 30 June 2025.

8. The following para is taken from Adam's research outline:

*“Physical habitat characteristics likely play a dominant role in shaping species distributions, while biotic traits such as territorial aggression may provide competitive advantages, allowing native species to coexist with or even exclude salmonids (Akbaripasand and Closs 2018; Akbaripasand et al. 2014). The biotic resistance theory suggests that diverse native communities can resist invasion by non-native species, particularly in biodiverse ecosystems (Britton 2012; Nunez-Mir et al. 2017). Understanding these habitat conditions and biological traits is crucial for mitigating salmonid impacts and informing conservation strategies”.*

9. The full research outline is attached to this report as attachment 3.

10. Adam has completed a substantive body of research over the course of his MSc, and has now progressed through to a phd. Adam is the recipient of a Weatherhead Scholarship. Adam presented the results of his research at the Annual Conference of the NZ Freshwater Sciences Society in Dec 2024. His presentation was excellent and well received at the conference.

### **Findings of Ongoing Research 3 plus years:**

#### **#56 – Game Harvest Survey Analysis**

11. Coordinator: Matthew McDougall, Eastern Fish & Game
12. Update: As previously indicated, the database and programme now reside on a public domain website under the direct control and administration of Fish & Game. The programme has been refined and upgraded to give it much greater functionality and accessibility for regional staff. Graphing functions and the ability to identify estimates of total harvest across multiple regions/all of the country and harvest within a region attributable to licence holders from outside that region can be very readily accessed now. The five-year subscription for hosting the website will not be due for approximately another three years, and no other costs associated with maintaining this facility are anticipated from now on. It would be wise, however, to retain \$500 against the project in case there are any issues.

#### **#61 – Mallard Research: Duck Management Units**

13. Coordinator: Matthew McDougall, Eastern Fish & Game
14. Update: No further update provided.

#### **#67.2 – Mallard Research: Cat GPS Pilot Study**

15. Coordinator: Zane Moss, Southland Fish & Game
16. Update: This project has been completed, but there have been delays with the publication of the results from this work. Department of Conservation staff will be following up the delays with the student who performed the research.

#### **#68 – Environmental DNA to Identify Spawning & Establish Protocols**

17. Coordinator: Phil Teal/Adam Canning, Wellington Fish & Game
18. Update: The final report has been completed and is available.

#### **#70 – Limnological Variables on Food Web Dynamics in Lake Tarawera**

19. Coordinator: Matt Osborne, Eastern Fish & Game
20. Update: Project 70 is complete following the arrival of the Cawthron Institute report during April 2023, and is available.

#### **#75 – Native Fish/Sports Interactions**

21. Coordinator: Phil Teal/Adam Canning, Wellington Fish & Game
22. Update: The Native Fish Risk assessment manuscript has been submitted – peer review undertaken – and resubmitted. The trout and dwarf galaxias work undertaken in conjunction with Northland F&G (an add-on to the original workstream) was completed and analysed. The Climate Change paper was accepted and published – and is available. The stable isotopes work only provided indication and direction on the extent (%) of diet from fish and invertebrates – a short summary for grey literature is considered appropriate.
23. The Research Sub Committee have been provided with the final Climate Research paper, and will have a presentation from Dr Adam Canning at their next Research Sub Committee meeting. An all of organisation Webinar on the Climate Research is under development.

#### **#76 – Mallard Research – Brood Habitat Selection and Use**

24. Coordinator: David Klee, Auckland/Waikato Fish & Game
25. Update: This project was completed in 2019, though committed funds remain. The final report to council is available.

#### **Findings of Ongoing Research – Current**

#### **#77.2 – Research into Womens Angling**

26. Coordinator: Cohen Stewart, Southland Fish & Game
27. Update: This research programme is complete. Results outlined in report: Hayes, S., Lovelock, B.A., & Madani, M. (2023). Women anglers in Aotearoa New Zealand: understanding women's participation in, and perspectives of, freshwater fishing. Dunedin, New Zealand. Centre for Recreation Research, University of Otago.

#### **#77.2 –Fishing for Mental Health**

28. Coordinator: Cohen Stewart, Southland Fish & Game
29. Update: Results from this research are under review in the journal *Leisure Sciences*.

#### **#77.2 –Sustainable Food Harvest**

30. Coordinator: Kerry Meehan, Hawkes Bay Fish & Game
31. Update: This project has been completed. Report is available.

#### **#79 Engaging with Man Whenua**

32. Coordinator: Corina Jordan, New Zealand Fish & Game
33. Update: Completed. Report has been provided

#### **#80 Insight work – environmental synthesis - Gerhard Uys**

34. Coordinator: Corina Jordan, New Zealand Fish & Game

35. Update: Completed and available.

### **#81 Species FW Science**

36. Coordinator: Corina Jordan, New Zealand Fish & Game

37. Update: In progress

### **#81 Australasian Shoveler**

38. Coordinator: Matt McDougal, Eastern Fish & Game

39. Update: In progress

### **#83 Licence Sales Insights**

40. Coordinator: Corina Jordan, New Zealand Fish & Game

41. Update: The purpose of this study was to identify trends in R<sup>3</sup> and demographics within the fishing licence database. The study concluded in August 2024, and the final report is available. One key finding from this research highlights a substantial decline in the number of licence holders who are working-age adults. Additionally, we found that, while women are still vastly underrepresented, there is an increasing proportion of licence holders who are women. Finally, we saw that more than 60% of newly recruited anglers only purchase a fishing licence during one season. Findings from this study should be used to guide Fish & Game outreach and improve R<sup>3</sup> efforts.

### **#84 Trout population monitoring**

42. Coordinator: Corina Jordan, New Zealand Fish & Game

43. Update: In progress

### **#85 NZIER Economic Contribution of Fresh Water Angling**

44. Coordinator: Corina Jordan, New Zealand Fish & Game

45. Update: Completed and available

46. Development of a communications strategy for the launch of the research is underway, along with development of an all of organisation webinar.

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

### ***Financial Implications***

47. There is a funding bid to the contestable fund for top up funding for the research fund for 2025 / 26. The application is for \$100,000 to add to the fund and \$100,000 for FTE staff salary to administer research projects, insights,

maritime research, research co-ordination, development of central research library, develop national monitoring policy and Standard Operating Procedure and report on this.

### **Legislative Implications**

48. There are no legal implications to consider.

### **Section 4 Treaty Responsibilities**

49. There are no Section 4 Treaty Responsibilities for consideration.

### **Policy Implications**

50. There are no policy implications.

### **Risks and mitigations**

51. The proposed staff position will provide better research co-ordination and species monitoring reporting.

### **Consultation**

52. There are no actions available for consultation.

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

53. Follow up on February NZC meeting next actions – *“When the research sub-committee is comfortable with their review of the Mallard/ Grey Duck monitoring policy, it is recommended to be distributed to the regions for consultation”*.

Attachment 1 – Summary of available research funds

Attachment 2 – Table of committed funds

Attachment 3 – Adam Frimel Research Outline for Weatherell Scholarship

## RMA Fund Update

New Zealand Fish & Game Council Meeting 174

For Decision

Prepared by: Helen Brosnan, Senior Policy Advisor, NZ Fish and Game Council

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### Kōrero taunaki - Summary of considerations

#### *Purpose*

1. This report provides NZC an update on RMA projects being funded through the RMA fund.

#### *Financial Considerations*

Nil       Budgetary provision       Unbudgeted

#### *Risk*

Low       Medium       High       Extreme

### Ngā taunaki - Staff Recommendations

2. That the New Zealand Council:
  - a) **Notes** that as of 28 February 2025, the RMA fund has committed funds of \$445,848. The remaining uncommitted funds of \$192,302 are available for new cases.
  - b) **Seek** case updates from regions on the status of cases, where this has not been provided;
  - c) **Advises** Regions that allocated funds that are not required due to cases not proceeding, or allocated budgets not being fully utilised on case completion, will be returned to the RM fund.
  - d) **Adopts** the template for case completion report (Attachment 2)

### Whakarāpopoto - Executive Summary

3. An amount of \$445,848 has been committed from the RM Fund as of 28 February 2025. Regions have reported allocating an additional \$100,509 from reserves for RM matters. The remaining uncommitted funds of \$192,302 is available for new cases. This does not include contestable funds for next year

(\$200k), which will be applied for at the April 2025 budgeting meeting. Appendix 1 provides an update on the RMA projects being undertaken by Regional Fish & Game Councils and the New Zealand Fish & Game Council.

4. Additional funds may be available where RM applications have been granted but cases have not proceeded or where the allocating funding has not been required. NZC staff recommend NZC seek case updates from regions on the status of cases, where this has not been provided.
5. The discussion section below summarises the advocacy work that NZC has been recently involved in.
6. Appendix 2 provides a detailed update of the recently completed RMA case in Southland.

### **Kōrerorero – Discussion**

7. NZC Advocacy has focused on the following items. Copies of these submissions are available on the Fish & Game website under the corporate documents tab.

### **RMA Phase 3 and National Direction (new National Policy Statement Freshwater Management 2020)**

8. We continue to work with our external advisors on developing guidance for eNGOs and the Ministry for the Environment prior to public consultation on the new National Direction. It is also valuable to note the RMA Phase 3 work that Environmental Defence Society has shared discussing key issues such as private property rights.
9. The expert advisory group (EAG) lead by Janet Campbell has released their report. The EAG's blueprint addresses the main failings of the RMA and provides 21 key recommendations that are ambitious and wide ranging. The Cabinet proposals for the introduction of new legislation, are broadly in line with the EAG's recommendations. Appendix 3 provides the summary points from the process to date.

### **Resource Management (Consenting and Other System Changes) Amendment Bill**

10. Corina Jordan presented our submission to the Environment Select Committee on 13<sup>th</sup> March and answered questions relating to section 70 and 107 of the Resource Management Act. She reiterated that Permitted Activity rules need to be set only for low impact activities. However, these must sit beside a suite of other consenting frameworks. Collectively these approaches must take account of the cumulative effects of land use and work toward an improvement and reduction of contaminant discharges over the term of the plan.

11. When asked about priorities, she confirmed that a hierarchy is needed based on catchment values, national bottom lines, life supporting capacity and activities consistent with these priorities.

### **Local Government (Water Services) Bill**

12. Corina Jordan presented our submission to the Finance and Expenditure Select Committee and was questioned on three aspects of our submission including the single standard approach which will not be tailored to existing waterbodies. She also confirmed that these standards should not have precedence over the National Policy Statement for Freshwater standards which are instream receiving standards. The committee was also interested in the standard conditions used to minimise the risk of botulism.
13. Generally we are quite concerned about this legislation and the proposed standards, together with changed activity status, 35 year consenting term, changes to s124 and the use of end of pipe standards and load limits vs concentration limits.

### **Waste Water Standards**

14. NZC and some regional planners will put together a submission on the proposed Wastewater Standards. These will sit within the proposed Local Government Water Services Bill where it is proposed that these standards will have higher standing than the National Policy Statement for Freshwater Management (NPS-FM) and the Target Attribute States. Essentially these standards will provide a “poo plant priority”. We are concerned that the standards will allow for further degradation in receiving environments.
15. This submission is due on 24 April. A copy of it will be available on the Fish & Game website in due course.

### **Conservation Law Reform**

16. We submitted on both the Charging for Access and Modernising the Conservation System discussion documents.

### **Partnering to Plant Trees on Crown Owned Land: Request for Information**

17. Fish & Game provided a submission to the above request for information from MPI.

### **Fire Arms Legislative Review**

18. NZC staff worked with experts across Fish & Game (including National Council) and externally with hunting sector leaders to develop a submission on the Arms Act rewrite.

## Overseas Investment Act Amendment

19. Amendments to the Overseas Investment Act are proposed this year. It is not clear from the cabinet paper if this includes changes that will negatively impact on access. We will stay abreast of policy developments.

## Crimes Act Amendments

20. We will review any proposed amendments in this space noting that the Conservation Act already provides a good level of protection for our rangers.

## Detailed Project Updates

21. We have asked regions with completed RMA projects to provide a detailed overview of their cases for NZC and wider staff learning. A detailed update is attached from Southland in Appendix 2 (Southland).

22. A summary of funding of this case is included below. NZC Staff note that funding approved in June 2024 was for a joint Southland and CSI case to join the Environment Law Initiative case on s107, rather than providing additional funding for pSLWP.

Date	Funding applied for	Purpose of Funding	NZC Funding
November 2018	\$84k from Southland Reserves approved	Proposed Southland Water and Land Plan (pSWLP)	none
June 2020	\$80k applied for	pSWLP	\$55k approved from RMA Fund
Feb 2022	\$74,361	pSWLP	\$74,361
August 2022	\$20,000	Waituna Lagoon	\$20k approved from RMA Fund
June 2024	\$17,500	Environment law initiative s107 case with CSI and NC	\$17,500 approved from RMA Fund

23. NZC staff have asked Southland to confirm if the \$17,500 approved in 2024 can be returned to the RMA fund, subject to the case not going ahead.

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

### *Financial Implications*

24. See Appendix 1.

### *Legislative Implications*

25. The Phase 3 RMA reform introduces some big philosophical shifts from the current RMA position. We are concerned that at this early stage there is no mention of values, ecology (or the natural environment), access or recreation in this new legislation.

**Section 4 Treaty Responsibilities**

26. We note that there are likely to be Treaty / Settlement Act issues associated with the above legislation changes.

**Policy Implications**

27. We await consultation on the new National Direction documents. We anticipate that freshwater, energy and primary production related policy will be relevant to the species that we manage.

**Risks and Mitigations**

28. The risk of not being involved in the policy and legislation changes is that habitat protections could be removed to the detriment of the species that we manage.

**Consultation**

29. Regions have been consulted in the preparation of this paper and detailed updates provided for completed projects (Southland and Greater Wellington).

**Attachments:**

Attachment 1 – Financial Update for RMA Fund

Attachment 2 – Detailed update for Southland Case

Attachment 3 – RM Reform factsheet

# POLICY: Health Safety and Wellbeing

<b>Section</b>	Operational
<b>Contact/Owner</b>	NZC HR
<b>Last Review</b>	New Policy
<b>Next Review</b>	April 2026
<b>Approval</b>	NZC
<b>Effective Date</b>	

## 1. PURPOSE

The health and safety of our people, volunteers, contractors, and visitors is a core cultural value of Fish and Game

## 2. POLICY

We support proactive and meaningful health and safety policies and procedures that enable all staff, volunteers, contractors, and visitors to adhere to best practice protocols and processes. This is legislated by NZ Government's WorkSafe under the Health and Safety at Work Act (HSWA) 2015 and relevant Codes of Practice, Standards, and Guidelines that apply to our business

## 3. APPLICATION

This policy applies to all employees at our workplace, including councillors and contractors, and to anyone who comes into our workplace

## 4. BACKGROUND

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

### VALUES

#### TRUST

We are trusted as consistent and capable providers

#### INCLUSION

We recognise and respect diverse perspectives and cultural interests

#### CONNECTION

We are deeply connected with anglers, hunters, regulators and the public

#### SERVICE

We are enthusiastic, professional, kind and accountable

risk by its work. This is called the ‘primary duty of care’.

### Specific Obligations

Fish and Game is obliged to provide and maintain a healthy and safe work environment by carefully designing the training, structures, work systems and technology to meet obligations. This includes monitoring the health/welfare of staff and training people about risks. Personal Protective Equipment (PPE) and Clothing (PPC) is provided according to specific needs.

### Hazards, Risks and Incidents

Fish and Game will identify and control hazards and risks in our workplace and ensure our staff have the right plant, tools, skills, and information to work safely. This includes the maintenance of all plant and equipment according to label/manufacturer’s instructions.

If an incident or near miss were to occur:

- We will accurately record them, with investigations and prevention plans.
- We will support a safe return to work where possible.

### Training and Review

Fish and Game will train and supervise staff and volunteers to ensure safety and competency. We will design and regularly review measurable targets and involve staff and stakeholders in induction, training, continuous process improvement and establishing roles/responsibilities. This may involve contracting external expertise.

*SAFETY WILL ALWAYS TAKE PRECEDENCE OVER EXPEDIENCY.*

## 5. ROLES AND RESPONSIBILITIES

This policy applies to all entities and persons who hold duties under the HSWA 2015. The HSWA 2015 places duties onto four groups, who are considered duty holders. Each duty holder holds a defined responsibility for health and safety in the workplace

Duty Holder	Duties and Responsibilities
PCBUs	<ul style="list-style-type: none"> <li>• Must meet the Duties of the Health and Safety at Work Act (2015) under Section 36 Primary duty of care.</li> <li>• F&amp;G must ensure so far as is reasonably practicable, the health and safety of its workers and any other workers it influences or directs.</li> <li>• F&amp;G is required to ensure a focus on ‘so far as is reasonably practicable’.</li> </ul>

	<ul style="list-style-type: none"> <li>• In the HSWA and in relation to a duty of a PCBU, ‘reasonably practicable’ means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including Section 22 of HSWA:</li> <li>• The likelihood of the hazard or the risk concerned occurring; and the degree of harm that might result from the hazard or risk; and</li> <li>• What the person concerned knows, or ought reasonably to know, about The hazard or risk; and</li> <li>• The ways of eliminating or minimising the risk; and</li> <li>• The availability and suitability of ways to eliminate or minimise the risk; and</li> <li>• After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.</li> </ul> <p>In carrying out the primary duty, F&amp;G must ensure at a minimum, so far as is reasonably practicable:</p> <ul style="list-style-type: none"> <li>• the provision and maintenance of a work environment which is without risks to health and safety,</li> <li>• the provision of adequate facilities for the welfare at work of workers while they carry out work for the PCBU including access to those facilities,</li> <li>• the provision of any information, training, instruction or supervision necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the PCBU, and</li> <li>• that the health of workers and conditions at the workplace are monitored for the purpose of preventing injuring or illness of workers arising from the conduct of the PCBU.</li> </ul>
<p>Officers</p>	<p>An officer is a person who holds a very senior leadership position in the business and has the ability to significantly influence the management of a business or undertaking.</p> <p>Officers have a duty of due diligence to ensure their business understands and manages its key health and safety risks.</p> <p>For F&amp;G the NZC councillors as individuals, are all officers of the PCBU.</p> <p>The F&amp;G Governance function across both NZC and Regional Councils will:</p>

- Establish appropriate forums and governance mechanisms to enable visibility of systems of work
- Provide channels and forums for Officers to perform due diligence requirements as outlined by the HSWA.
- Establish a programme to monitor and learn from outcomes of implemented safety practices across all the regions.
- Report on and provide assurance reporting at all levels on safety and its agreed critical risks and controls.
- Maintain and create a framework to report on how F&G as a PCBU meets its obligations under the HSWA.

Officers usually delegate the implementation of health and safety policy to the highest management position (Chief Executive), who is responsible for ensuring appropriate management and oversight for the implementation of procedures and practices to ensure obligations and expectations are met. The Council may delegate any of its functions or powers but can never delegate its accountability.

Officers of a company are required to:

- Exercise due diligence to ensure the PCBU complies with its primary duty. Due diligence includes taking reasonable steps to:
  - acquire and keep up-to-date knowledge of health and safety matters for the PCBU,
  - understand the nature of the PCBU's operations and of the associated hazards and risks,
- ensure there are adequate processes to eliminate or minimise risks to health and safety,
- ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information,
- ensure that the PCBU has, and implements, processes for complying with any duty or obligation, and
- verify the provision and use of the above resources and processes through reviews and audits. Ensure effective governance processes to lead and resource safety at F&G adequately.
  - approve and monitor the progress of the Health and Safety Committee
  - ensure the PCBU has appropriate resources and effective governance processes to lead and resource safety at F&G adequately
  - approve and monitor the progress of the H&S strategy

	<ul style="list-style-type: none"> <li>• lead and champion safety practices in their own regions.</li> <li>• participate as required in the development, design and implementation of the F&amp;G H&amp;S strategy.</li> <li>• endorse the H&amp;S strategy for approval by the Regional Council and NZC</li> <li>• lead by example, modelling the safety practices and actively discussing everyday work.</li> <li>• Understand the team’s risk profile, critical safety risks and relevant controls for the workplace, and ensure the integration and establishment of learnings</li> <li>• Ensure progress of safety plans and provide adequate resources (in particular, for people) leadership focus and financial funding to achieve effective implementation of safety in own area.</li> <li>• Understand H&amp;S policy and procedures through observation and learning sessions with staff.</li> </ul>
<p>Workers</p>	<p>A worker is an individual who carries out work in any capacity for a PCBU. All workers must take reasonable care to ensure the H&amp;S of themselves and others, comply with the PCBU’s reasonable instructions, and cooperate with reasonable policies and procedures.</p> <p>For F&amp;G, this includes all staff and other person(s) conducting a business or undertaking (PCBU’s) with overlapping duties as defined in the Health and Safety at Work 2015 Act, i.e. contractors, subcontractors and volunteers</p> <ul style="list-style-type: none"> <li>• keep yourself and others safe in the workplace/when performing work.</li> <li>• actively participate in safety conversations on hazard identification and risk management process and assist in identifying better controls to work safely.</li> <li>• participate in the delivery of the safety operational plan.</li> <li>• be involved in everyday learning reviews to identify success factors and understand where processes restrict safe and adaptive practices.</li> <li>• speak up about unsafe practices, conditions and hazards, what processes restrict or inhibit safety,</li> <li>• report HSW events, unsafe practices, conditions and hazards using the defined tools in the workplace.</li> <li>• keep yourself aware of emergency procedures for any work environment.</li> <li>• participate in training to develop required skills and competencies.</li> </ul>
<p>Other persons at work</p>	<p>Other persons who come to the workplace, such as visitors, casual volunteers and other persons at work, must take reasonable care of themselves and not harm others in the workplace.</p>

Health and Safety Committee	<ul style="list-style-type: none"> <li>• Be a contact point for workers' feedback or issues by championing Work as Done vs Work as Imagined and other safety practices.</li> <li>• Undertake required training to perform role.</li> <li>• Work with people leaders to help engage workers in participating in the delivery of the H&amp;S operational plan and be involved in learning reviews.</li> <li>• Participate in safety forums and Health and Safety Committee meetings.</li> </ul>
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## 6. POLICY PRINCIPLES

There are five key principles that support safety practice roles and responsibilities. One or more of these principles are applied to every individual's work role at F&G. Our policy demonstrates how every individual contributes to the safety of everyday work activity.

- F&G delivers a safe system of work

A PCBU, and its officers are responsible for ensuring safe systems. These roles facilitate adequate H&S resources, so far as is reasonably practicable, to create workplace conditions where the physical and psychological environments are optimal

In our workplaces, safety risks are actively discussed, and work practices are reviewed regularly for the purpose of continuous improvement.

- Safety practice is embedded by Leadership

Leadership (at all levels) ensures all operational processes use a safety lens to understand how our work is done. Leaders reinforce and support learning and improvement in business activities on a day-to-day basis. They empower staff to apply principles, frameworks and processes that proactively uncover what has led to success.

- Working constructively and communicating with all regions including NZC is constant

The F&G safety eco-system is an organic and complex system where overlapping duty roles and responsibilities should be discussed up front and continually with regions and NZC. A continual understanding of overlapping duties and how we all co-operate, consults, and co-ordinate is required.

- Accountability is clearly defined

All elements of the F&G health and safety systems have defined accountabilities for all regions of F&G. These appear in job descriptions, safety documents and contracts with contractors and volunteers. We identify specific duties to facilitate compliance requirements or meet legislative requirements. These include the governance mechanisms in place at F&G

## 7. OUR EXPECTATIONS OF YOU

### Breaches

These policies reflect “the way we do things around here.”

Depending on the seriousness of the breach, if you are found to have breached these policies we will:

- talk with you to make sure you know the terms of the policy you have breached, including what appropriate support we can offer.
- make sure you know the required behaviour expected from now on; and/or,
- take disciplinary action if necessary.

See our **code of conduct** and the ‘Serious misconduct’ clause of your employment agreement for more information about what behaviour is expected and what action may be taken for breaches.

### DOCUMENT MANAGEMENT CONTROL

<b>Prepared by:</b>	Adrienne Murray
<b>Owned by:</b>	NZC
<b>Authorised by</b>	Council
<b>Date Issued (for Consultation)</b>	28 February 2025
<b>Next Review:</b>	

## DRAFT FOR CONSULTATION

# POLICY: LONE WORKER SUPPORT

<b>Section</b>	Operational
<b>Contact/Owner</b>	NZC HR
<b>Last Review</b>	New Policy
<b>Next Review</b>	Lone Worker
<b>Approval</b>	NZC
<b>Effective Date</b>	February 2025

### 1. PURPOSE

The purpose of this Policy is to support all the people who work for Fish and Game New Zealand, whether they be Councillors, employees, contractors or volunteers who work from time to time in isolation or alone.

People conducting a business or undertaking (PCBUs) and workers have a responsibility to manage communications with any person working alone and provide an effective means of getting help quickly in an emergency

Part 2 of the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016: 21- Managing risks associated with remote or isolated work:

1. *A PCBU\* must manage, in accordance with regulations 5 to 8, risks to the health and safety of a worker who performs remote or isolated work.*
2. *To minimise risks to the health and safety of a worker associated with remote or isolated work, a PCBU must provide a system of work that includes effective communication with the worker.*
3. *A PCBU who contravenes this regulation commits an offence and is liable of conviction –*
  - (a) *for an individual, to a fine not exceeding \$10,000;*
  - (b) *for any other person, to a fine not exceeding \$50,000.*

The purpose of this policy is to ensure that all Fish and Game NZ employees, including councillors, contractors and volunteers, minimise the risk to themselves and others by:

- Understanding the roles and responsibilities of employees and managers
- Identifying hazards that may be present when working alone

### VALUES

#### TRUST

We are trusted as consistent and capable providers

#### INCLUSION

We recognise and respect diverse perspectives and cultural interests

#### CONNECTION

We are deeply connected with anglers, hunters, regulators and the public

#### SERVICE

We are enthusiastic, professional, kind and accountable

- Assessing these risks
- Management at all NZ Fish & Game regions must work with people who may be working alone from time to time to develop a plan to manage these risks.

## 2. APPLICATION

This policy applies to all employees at our workplace, including councillors, contractors, volunteers, and anyone who enters our workplace.

## 3. POLICY

Fish & Game recognises that it is not possible to eliminate all risks associated with working alone, and therefore, all regions are required to have the following protocols and control measures in place to minimise as far as practicable risks to any person working for Fish and Game who is working alone

### 3.1. The control measures must be:

- Fit for purpose
- Suitable for the nature and the duration of the work
- Installed, set up and used correctly

### 3.2. The control measures must include:

- Detailed SOP for the nature of the work
- Confirmation at every use that the equipment to be used is checked and safe for use
- Confirmation that the person to be working alone has adequate knowledge of and experience in undertaking the work and in the use of the equipment

### 3.3. Communications – There must be a SOP of a communication system that enables management and/or supervisor to:

- Identify who will be working on their own
- The location where they will be working
- The time that they leave the primary workplace to go and work on their own and the expected time that they will be away
- The time that they arrive at the location to undertake the work
- Time that they are due back in the primary place of work or accommodation if they are away from the primary workplace overnight
- If they are away overnight, the time the next day that they are due back at the primary workplace

### 3.4. The effectiveness of the communication system must be reviewed at least annually to ensure that

- It meets the regulations required
- Staff using the communication system both understand and are capable of using the system
- It is effective in the workplaces that the lone worker will be
- It is tested to ensure that it is working correctly
- The system includes a “panic and/or emergency capability should emergency help be needed

## Our expectations of you

All regions will have effective systems to enable our workers, be they councillors, employees or volunteers are able to be assured that they have been provided with the safest possible work environment, equipment and communication systems

Breaches

These policies reflect “the way we do things around here.”

#### **DOCUMENT MANAGEMENT CONTROL**

<b>Prepared by:</b> Adrienne Murray, HR Advisor NZC
<b>Owned by:</b> NZC
<b>Authorised by</b> NZC
<b>Date Issued (for Consultation)</b>
<b>Next Review:</b> April 2026

# POLICY: RESOURCE MANAGEMENT & LEGISLATION

<b>Section</b>	Operational
<b>Contact/Owner</b>	NZC CEO
<b>Last Review</b>	New Policy
<b>Next Review</b>	April 2026
<b>Approval</b>	NZC
<b>Effective Date</b>	19 April 2026

## 1. PURPOSE

The Resource Management Policy is intended to provide policy on prioritising spending of the New Zealand Fish & Game Councils Resource Management Fund, along with the conditions associated with the provision of funds to support National and Regional Resource Management cases, and cases taken in relation to legislation relevant to hunts and anglers such as the Firearms Act, Wild Life Act, Conservation Act, and National Parks Act.

## 2. PART 1 – PRIORITY FOR SPENDING RESOURCE MANAGEMENT FUND MONEY

Scope: The RMA fund could now be called “Resource Management Strategy Fund” to better reflect the range of cases that have been funded from it including Wildlife Act and Conservation Law Reform work. This fund can continue to fund regional policy and consents as well as significant changes to the legislation that we work under, where we need to obtain funding for external experts to assist with this work.

## 3. OVERALL GOALS

The allocation of funds to the advocacy fund will be set by the New Zealand Fish & Game Council as part of its annual budget process and following consultation with the Regional Fish & Game Councils. Any council can apply for funding, with funding awarded on the merits of the case and alignment with the priorities set out below:

3.1 Advocate for Fish and Game values – restoring degraded ecosystems and retaining those in good health where required to:

3.1.1 Recognise and protect the rights of hunters and anglers;

## VALUES

### TRUST

We are trusted as consistent and capable providers

### INCLUSION

We recognise and respect diverse perspectives and cultural interests

### CONNECTION

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### SERVICE

We are enthusiastic, professional, kind and accountable

- 3.1.2 Recognise and protect salmonid fisheries;
  - 3.1.3 Recognise and protect angling values
  - 3.1.4 Recognise and protect game bird populations;
  - 3.1.5 Recognise and protect recreational and/ or amenity values; and
  - 3.1.6 Recognise and protect access for recreational users.
- 3.2 Develop productive relationships with iwi, which give effect to the Councils' legal responsibility to The Treaty of Waitangi / Te Tiriti o Waitangi.
  - 3.3 Retain the Councils' functions, purpose, and independence, with improvements where possible, during reviews to the Wildlife and Conservation Acts.
  - 3.4 Advocate for the protection and restoration of trout and salmon habitat as a part of healthy ecosystems;
  - 3.5 Develop tools to address detrimental population impacts due to species interaction and advocate to embed those tools in legislation and policy.
  - 3.6 Work towards updating Sports Fish and Game Management Plans across the country, and embedding the values identified in Sportsfish and Gamebird Management Plans in regional policy, this includes angling and hunting values and access.
  - 3.7 Work towards including accurate mapping of Fish and Game values to communicate where the species we manage live, and for hunting and angling values.
  - 3.8 Contribute to the restoration of the Councils' social and legislative licence through our work.
  - 3.9 Collaboratively develop joint positions on key issues and shared advocacy resources between the Councils.
  - 3.10 Build local and national relationships with key stakeholders with influence on legislative and policy processes.
  - 3.11 Promote Regional Councils and Territorial Authorities to resource Long Term Plans sufficiently to implement meaningful State of the Environment monitoring, policy and enforcement.

Councils should aim to engage with decision makers early, participating where possible in legislation or plan writing and making fulsome submissions. After entering the legal system, cases that represent high value through precedent setting potential or the protection of important sports fish and game resources should be prioritised where limited funds are available (such as in 2025).

The following table provides a scoring matrix for proposed new cases. Cases which represent National Significance will be prioritised, if required over those with regional significance only.

	Precedent setting potential	Value of sports fish and game resources impacted	Likelihood of success	Potential strength of evidence to support the case	Political risk, risk to organisational Brand (low risk =4; high risk =1).	Total score for proposed new case
Locally important	3	2	1, 2, 3, or 4	1, 2, 3, or 4	1, 2, 3, or 4	
Regionally significant 1 region	6	4	1, 2, 3, or 4	1, 2, 3, or 4	1, 2, 3, or 4	
Regionally significant 2 or more regions	9	6	1, 2, 3, or 4	1, 2, 3, or 4	1, 2, 3, or 4	
Nationally significant	12	8	1, 2, 3, or 4	1, 2, 3, or 4	1, 2, 3, or 4	

#### 4. FUNDING PROCESS

- 4.1 To apply for advocacy funds, the region must provide the application case on the prescribed form to be decided at the next available NZC meeting. If a decision is needed urgently, a workshop can be held and a decision recommended, to be confirmed at the next NZC meeting.
- 4.2 Case theory and case plan along with communications and engagement plan will be provided to NZC for review and approval with the application.
- 4.3 The Council that applied for funds will report back to NZC at least twice annually on implementation of the case theory and any changes to the case that is predicted to arise through for example presentation of evidence, expert conferencing, mediation, or decisions. The Council that applied for funds will also report at least two annually on milestones and expenditure against budget.
- 4.4 At the end of the process, key learnings from the case will be presented to NZC and the RM team along with the decision and other key documents.
- 4.5 Unused funds must be returned to the advocacy fund.

#### 5 Review

This strategy should be reviewed every second year to ensure it is kept up to date. This should be undertaken with input from Fish & Games Resource Management Team

**DOCUMENT MANAGEMENT CONTROL**

<b>Prepared by:</b> Helen Brosnan – Senior Policy Advisor NZC
<b>Owned by:</b> NZC
<b>Authorised by</b> Council
<b>Date Issued (for Consultation):</b> 28 February 2025
<b>Next Review:</b>

# POLICY: FATIGUE MANAGEMENT AND SUPPORT

<b>Section</b>	Operational
<b>Contact/Owner</b>	NZC HR
<b>Last Review</b>	New Policy
<b>Next Review</b>	April 2026
<b>Approval</b>	NZC
<b>Effective Date</b>	19 April 2026

## 1. PURPOSE

The purpose of this Policy is to support all the people who work for NZ Fish and Game, whether they be Councilors, staff, volunteers to maintain a healthy lifestyle by ensuring that they manage their work to minimise fatigue.

People conducting a business or undertaking (PCBUs), and workers have a responsibility to manage fatigue at work as specified by the Health and Safety at Work Act 2015.

## 2. POLICY

The purpose of these guidelines is to ensure that all Fish and Game NZ staff, including councilors and volunteers minimize the risk to themselves and others by:

- Understanding fatigue and how it can affect you
- Understanding the roles and responsibilities of staff and managers
- Identifying hazards that contribute to fatigue
- Assessing fatigue risks
- Working with staff to develop a plan to manage factors that contribute to fatigue

## 3. APPLICATION

This policy applies to all employees at our workplace, councillors and contractors, and to anyone who comes into our workplace

## VALUES

### TRUST

We are trusted as consistent and capable providers

### INCLUSION

We recognise and respect diverse perspectives and cultural interests

### CONNECTION

We are deeply connected with anglers, hunters, regulators and the public

### SERVICE

We are enthusiastic, professional, kind and accountable

#### 4. FATIGUE AND THE HSWA 2015

Under the Health and Safety at Work Act, fatigue is a workplace risk that must be managed like any other risk. This means that the business must eliminate the risk of fatigue as far as reasonably practicable.

If it can't be eliminated, it must be minimized as far as reasonably practicable, by implementing suitable control measures in consultation with staff.

#### 5. ROLES AND RESPONSIBILITIES

##### Management responsibilities:

- Ensure staff, councillors, or/and contractors have sufficient breaks between periods of work to rest and recover
- Provide training for staff and councillors to foster a common understanding of fatigue management
- Develop a culture of shared responsibility for fatigue management
- Ensure that any person who has worked for more than 10 hours, including travel to and from the work activity is provided and encouraged to have a break

##### Staff and Councilor Responsibilities

Staff and councilors have a duty under the Act to take reasonable care of their own safety and health and that their acts or omissions don't adversely affect the health or safety of others.

To reduce the risk of being involved in a work accident caused by fatigue you should:

- Understand your sleep, rest and recovery needs and obtain adequate sleep and rest away from work.
- Seek medical advice if you are concerned about a health condition that affects your sleep or causes fatigue.
- Look out for signs of fatigue in yourself and the people you work with
- In consultation with your manager, take steps to manage fatigue e.g. taking a short break or nap (before driving home after a long period of field work), drinking water, stretching
- Talk to your manager if you foresee or experience being impaired by fatigue likely to create a health and safety risk e.g. because of a health condition, excessive work demands or personal circumstances

You should also appreciate the events in your personal life which may impact on your resilience, and which might contribute to fatigue. These include:

- time and energy consuming, and emotionally challenging responsibilities or activities outside of work such as caring for dependent relatives, whanau or friends, sporting or community activities;
- Excessive alcohol and/or substance consumption or the side-effects of prescribed medications

#### 6. WHAT IS FATIGUE:

Fatigue is a state of mental and/or physical exhaustion that reduces a person's ability to perform work safely and effectively. It can occur because of prolonged or intense physical or mental activity, sleep loss and/or disruption of the internal body clock. Signs of fatigue include:

- Tiredness even after sleep
- Reduced hand-eye coordination or slow reflexes
- Short term memory problems and an inability to concentrate

- Blurred vision or impaired visual perception
- A need for extended sleep during days off work
- Increased irritability
- Falling asleep at work
- Excessive head nodding or yawning
- Near misses

## 7. WHAT CAN CAUSE FATIGUE?

- Long periods of work
- Inadequate rest breaks
- Not enough time to recover between work periods
- Very strenuous jobs and long commuting times
- Disruption of circadian rhythms
- Environmental stresses (noise, vibration)
- Stresses in your personal life

## 8. FATIGUE MANAGEMENT PLAN

Teams can mitigate the risks of fatigue by developing a practical fatigue management plan that matches the demands of their roles.

Steps are to identify the particular causes of fatigue and finding solutions, for example:

- Where long distance driving is required to undertake ranging or check wetlands, take a volunteer ranger or retired ranger with you to share driving and provide extra support
- Manage workloads to reduce the need to work for extended periods
- Eliminate or reduce the need to work long shifts for more than 3 consecutive days
- Be aware of the fatiguing effects of drift diving or aerial surveys and find solutions to reduce the risk of accidents following these activities.
- Making sure that there is at least 10 hours between the end of one workday and the start of the next
- Ensuring that staff and councillors work no more than 14 hours in a day
- Ensuring that there is no more than 11 consecutive days of work
- Ensuring that staff take holidays on a regular basis and are not stockpiling annual leave without the written agreement with their manager
- Ensuring that any time off in lieu (TOIL) accumulated is taken within the agreed period and not accumulated.

## 9. OUR EXPECTATIONS OF YOU

### Breaches

These policies reflect “the way we do things around here.”

Depending on the seriousness of the breach, if you are found to have breached these policies we will:

- talk with you to make sure you know the terms of the policy you have breached, including what appropriate support we can offer.

- make sure you know the required behaviour expected from now on; and/or,
- take disciplinary action if necessary.

See our **code of conduct** and the ‘Serious misconduct’ clause of your employment agreement for more information about what behaviour is expected and what action may be taken for breaches.

**DOCUMENT MANAGEMENT CONTROL**

<b>Prepared by:</b> Adrienne Murray: HR Advisor
<b>Owned by</b> <b>NZC</b>
<b>Authorised by</b> Council
<b>Date Issued (for Consultation)</b> <b>December 2024</b>
<b>Next Review:</b>

# TIME OFF IN LIEU POLICY

<b>Section</b>	Operational
<b>Contact/Owner</b>	NZC Chief Executive Officer
<b>Last Review</b>	N/A New Policy
<b>Next Review</b>	November 2026
<b>Approval</b>	NZC
<b>Effective Date</b>	

## Policy

### 1. PURPOSE

The success of NZC is founded on its employees' skills, energies and commitment. You may occasionally be required to work outside what are considered 'core' hours of work or beyond your contracted hours to meet the needs of the business and our stakeholders. Without this goodwill and adaptability, it would be impossible to provide a responsive service or cope with work demands.

This policy sets out both a definition of the TOIL system and guidelines for its implementation.

### 2. PRINCIPLES

The Council's TOIL policy and process aims to:

- Support the Council's strategy and goals, organisational capability, and focus on service delivery.
- Recognises its duty to protect the health and safety of its employees by ensuring that they do not work too many hours and that they are recompensed by taking time off (TOIL) for the extra time they have to work.
- Provide expectations on the standards required to apply for TOIL.
- Provide a process for managing the provision of TOIL
- Be sufficiently flexible to meet the needs of NZC and employees

### 3. WHAT IS TOIL

- TOIL is time off which you are allowed to take to balance out for hours worked beyond the working day (i.e. evenings and weekends).
- This overtime is only paid in time off, and all references to "overtime" in this document mean unpaid overtime.
- TOIL is not to be confused with working flexibly due to the nature of the role. For example, working to meet periods of high demand should be offset with lull periods. All instances will be treated carefully by the CEO and must be agreed in writing in advance.
- TOIL allows employees to respond flexibly to unexpected service or personal needs and respond to the occasional need to vary the timings of service provision, such as irregular weekend workshops or seminars.
- TOIL is not a tool to be used to accrue time to enable extra days of leave to be taken. Most duties should be carried out as part of regular contractual working hours.

- TOIL is an exceptional rather than a routine occurrence. It is to ensure that when employees attend meetings, conferences or visits that extend beyond regular working hours, this time can be taken back. It also allows employees to respond to crises in their personal lives.
- TOIL should not result in changes to normal working arrangements, for example, every Friday afternoon becoming a 'TOIL' afternoon or working through lunch times and leaving work early each day.
- The scheme must be utilised in the best interests of effective service provision. This requires cooperation between employees and managers to ensure adequate cover is provided as necessary.
- The success of the scheme is based on trust. Any employee who is found to have abused the TOIL scheme may have it withdrawn and be subject to disciplinary action

#### 4. RULES ON ACCRUING AND TAKING TOIL

- TOIL is equal to time actually worked: i.e. there is no provision for time-and-a-half, double time, etc. – if you work two hours, you can claim two hours TOIL, regardless of whether the occasion is evening or weekend.
- Employees will not accrue more than four days in TOIL in each month, except in exceptional circumstances and only with prior consent of the CEO.
- TOIL should be taken within two months of being accrued unless agreed in advance with the CEO.
- Employees cannot take more than two consecutive TOIL days.
- Where lieu time has been accrued and not redeemed within two months, the CEO may direct you, with two weeks' notice, to take the lieu time off.
- Existing procedures will remain for all other authorised absences, such as annual leave, sickness, and compassionate leave.
- TOIL is not payable on termination of employment.

#### 5. PROCESS

- Employees must agree with the CEO any time to be worked outside of regular working hours in advance. If this is not practical for any reason, employees must advise the CEO as soon as possible afterwards.
- Employees must obtain the CEO's approval before taking the time earned as TOIL, in the same way that annual leave is approved.
- Following approval by the CEO, TOIL is to be recorded in payroll records. The Finance Manager is notified via the approval from the CEO and will confirm the leave to you with an email to you copied to HR for recording in your personnel file.

#### 6. DOCUMENT MANAGEMENT CONTROL

<b>Prepared by:</b> Adrienne Murray, HR Business Partner
<b>Owned by:</b> NZC/NZC CEO
<b>Authorised by:</b> Fish and Game New Zealand National Council
<b>Date Issued (for Consultation):</b>
<b>Next Review November 2025</b>

## Operations report

### Hawkes Bay Fish and Game Council Meeting Tuesday 20<sup>th</sup> May 2025

Prepared by: Kerry Meehan

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#### Kōrero taunaki - Summary of considerations

##### *Purpose*

1. To provide an update to the Hawkes Bay Fish & Game Council (HBFGC) of staff activities since the last council meeting.

##### *Financial considerations*

Nil       Budgetary provision       Unbudgeted

##### *Risk*

Low       Medium       High       Extreme

#### Ngā taunaki – HBFGC Manager Recommendations

2. The HBFGC Manager recommends that the HBFGC:
  - a. Receive the information.

#### Whakarāpopoto - Executive Summary

3. The Operations Report is provided at each HBFGC meeting in order to keep the Council updated on the activities of the operational team over the period since the last council meeting.
4. The Operations Report provides an opportunity for Council to discuss any matters arising through the implementation of the annual operational work program, including delivery of key project, and the development of key relationships between staff and our wider communities including any collaborative initiatives and opportunities.

#### Takenga mai – Background

5. The HBFGC annual operational work program is split into project clusters, that have staff and direct costs apportioned against, staff hours are recorded against these project clusters. The aim of this report is to provide a summary of staff

activities, so councillors are kept informed and have the opportunity to seek further information and where necessary to provide input.

## Kōrerorero – Discussion

6. The following Operations Report is a summary of staff activities since the last council meeting up to 5 May 2025.

<b>Species Management</b>		
<b>Code</b>	<b>Project</b>	<b>Discussion</b>
1111	Drift Diving Surveys	Drift dives were completed on the upper Ngaruroro and Mohaka Rivers in March with most previously assessed sites covered. Drift dives were trialled on the Tukituki River but were deemed unsuccessful due to high turbidity in sections below SH50.
1114	Lake Tutira	See updated below from staff
1116	Pukeko monitoring	Transect population counts undertaken late April
1118	Waterfowl Monitoring	Aerial surveys with FG Wellington/ Taranaki were planned as a joint operation for mid- April, most of the Wellington and Taranaki sites were completed but had to be abandoned due to rough and cloudy conditions. We were lucky to find a small “weather window” the following week for FnG HB staff to complete our HB transects, then head south and complete the Tararua transects for the Wellington team. Both teams have had difficulty finding a suitable local fixed wing airplane contractor for this flying, so have used a Rotorua based company with resultant greater cost and the need for a wider window of clear weather, working with our neighbouring regions helps minimise the extra cost and assures us a very experienced competent pilot for this .
1122	Game bird harvest survey	An external contractor is conducting this years phone survey of hunters.
1161	Fish liberations	150 free fingerlings were collected from Turangi Trout Centre and are being grown on in the cyclonic pond. Staff are investigating areas for their release.
1171	Sports fish regulations	Consultation with clubs and licence holders is being conducted to gather feedback on next seasons proposed regulations. See attached report for further information.
1181	Avian botulism	Staff have been responding to the Napier botulism outbreak, see report below.
<b>Habitat Protection &amp; Maintenance</b>		
1121	Resource management planning	Plan 7 Environment court decision. It formally recognises the Ruataniwha Plains Aquifer System as an outstanding water body, with the outstanding characteristics or values being “cultural or spiritual values including whakapapa o te wai. See attached report. Awaiting verdict on Tranch 2 appeal.
1212	Resource consents	HBRC consents reviewed weekly
1231	Gamebird habitat trust grants	Promotion of the grants through social media early Feb for International Wetland Day.
<b>Participation</b>		

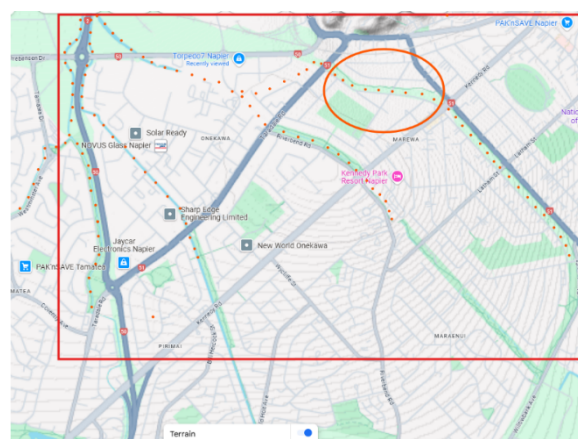
1311	River access	Staff are liaising with NZC access group to start a project analysing where access has been lost & gain on a national level.
1314	Walking Access	Staff are working with WAC on a newly acquired access point through the OIO purchase. More details to follow.
1331	Newsletters Electronic	Both Barrels, Reel life and local database emails sent pre game season start
1332	Magazine	Articles supplied for regional supplement.
1333	Website & Social Media	Regular features on social media featuring field work and education programs. <a href="http://www.facebook.com/hbfishandgame">www.facebook.com/hbfishandgame</a>
1352	Angler hunter training	Fishing courses completed, see full report below.
<b>Public Interface</b>		
1411	Statutory liaison	See report below on meetings with DOC & councils regarding botulism outbreak
1441	Public promotions	Social media promotions pre game season for cook books & getting ready for the season advice.
1451	Education program	Group visit from Kiwi Conservation club in April
	Game Park Facility	NZSFA have booked grounds for 1-2 days/month for next 12 months and will be running firearms courses
1454	Game Park Development	Staff have re-located 20 Koura to the stream leading to small pond to be used in the education program.
<b>Compliance</b>		
1511	Staff ranging	Opening weekend operation, see attached report.
1531	Prosecutions/Enforcement	Staff working through process to establish grounds for prosecution in regulation breaches.
<b>Licencing</b>		
1611	Licence production	Game licences and regulation guides for 2025 on sale from 15 <sup>th</sup> April.
1612	Analysis of licence information	Weekly reports run to analysis licence sales and compare seasons
1613	National Database	Regular data cleans of licence holders to manage address accuracy for magazine data.
1614	Marketing Promoting Sales	Regular social media updates to promote licence sales.
1621	Agent meetings	Staff delivered regulation guides and posters to retailers as soon as they were delivered.
1622	Agent information	Support to agents provided where requested.
<b>Planning &amp; Reporting</b>		
1822	Annual Budget	Zero base budget submitted to NZC in April for approval.

The following details more comprehensive information on projects undertaken.

### Botulism Update 7/4/2025 – Davey Jones

Since our first incursion of suspected Botulism in March this year, management has been undertaken and lead by HB Fish and Game. For a period of 7 weeks, post this inception of this event we have worked with both NCC Water Management and HBRC Pollution Management teams as well as DoC and MPI.

In weeks 4 and 5, we were finding other species which included 1 Cormorant, 1 Pukeko, 1 juvenile Black Back Gull and approximately 4 eels. No fish species, mullet, herrings or kahawai other than the



eels were found. 3 live juvenile Black Back Gulls (BBG) were also found and have been reported to MPI for database updating, all have since passed. Two are in our freezer at the request of MPI for possible testing if there is a sudden rise in deceased BBG's being found.

Nearing the end of this period of containment, I reported to both NCC and HBRC around a foul smell that was coming from an outlet pipe and manhole located on the corner of Riverbend Rd and Taradale Rd. (See above) I have followed up with an email to NCC requesting any findings into the possible cause of the issue. The waterways after this experience are an interesting confluence in terms of who over sees what waterbodies throughout the Napier CC area.

We have managed to incinerate over 100 birds here at our Game Farm, though there are still around 20 birds still to be destroyed. We opted to get a digger driver in to excavate a sizeable trench as digger hireage and staff time worked out to be more costly. We had tried to gain a permit to dump the carcasses at the HCC Commercial Dump on Omarunui Rd which required us to set up an account requiring 5 days allowing for checks. We felt that we did not have the time to wait for clearance as our freezer was nearing capacity.

MPI Vet Daniel Green with whom I have been working alongside had concerns around allowing another entity to dispose of infected carcasses, given the possible further spread of the bacteria. e.g. landfills, scavenging rodents and birds. It was a clean and quick method, we had a permit from NZ F&E, we made a courtesy call just to inform them we were carrying out a burn off, light winds and no rain. The surrounding area was hosed prior to lighting, a hose was at the ready the entire time.

Images of Incineration.



#### **FURTHER UPDATE Mon 28/04/25**

O.R.A Hui – Present Davey, John, HBRC-Warren Pegley & MPI-Daniel Green (Teams)  
Absent WGTN F&G, DoC – apologies received, NCC???

The meeting began with quick introductions, Daniel Green gave us an update of the position of MPI regarding HPAI –

*MPI are the primary contact for all HPAI notifications. However, they will take the lead in any outbreak in the commercial sector i.e. Poultry Farms, Game Farms. MPI say outside of this the lead agency falls to the respective Regional/Local Council where the inception of HPAI occurred. News to Warren from HBRC and us!*

We discussed the following issues

- Signage – National standardised option equivalent to the COVID signs, QR coded for public information to prevent misinformation.
- Protocol or Tikanga around site protection and preservation.
- Designated land near point of contact for mass burial or incineration.
- Logistics of transfer methods and appropriate safe containment.
- P.P.E – acquisition and methods of possible re-use/full decontamination shower

Due to the absence of NCC and DoC, the meeting only continued for a further 30 minutes. I have not received any correspondence from NCC which is to say the least, a bit disappointing.

The last possible Botulism infected duck that we were informed of by a friend of Johns, was picked up on Monday 22.04.25 from Tannery Stream. Prior to this I had picked up a Shag (Cormorant) near Park Island on Thursday 17.04.25. It is in our freezer awaiting incineration, weather permitting.

## **Education – Kerry Meehan**

### **Keeping Safe on Rivers Workshop:**

A keeping safe on rivers workshop was held with a range of guest speakers with expertise in a number of areas including Police, Firearms Safety Authority, First Aid, Track Me, Hunting & Fishing, Women on the Fly and ACC. The event was well attended with over 50 people coming along. It was also videoed and uploaded to You Tube for those that couldn't attend. Click here to see playlist.

<https://www.youtube.com/playlist?list=PLbMtyL7OsA-Kt46BwnkPOYIMV60-ZaYZa>

### **Fishing Courses**

Three beginner fly fishing courses for Students, Women & Men have concluded and have received very positive feedback from those who attended. Plans will be made for a follow up session with these participants and those in who attended previous courses to see how they are getting along and to help maintain momentum.

### **School Holidays**

Two intermediate fly fishing workshops were held in the school holidays, one at the game park and one in Waipukurau with a focus on upskilling young people who already have some fly fishing experience. Both were well received with positive feedback from attendees.

### **Open Day**

An open day was held at the game park in the first week with activities and fishing in the ponds on offer with good attendance on the day with over 100 people attending to participate.

## **Te Roto-a-Tūtira Update – Davey Jones**

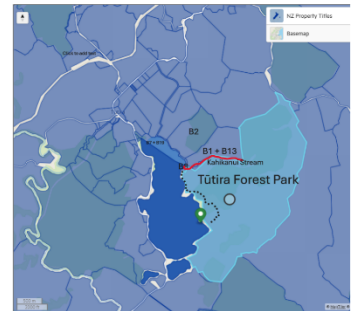
Since the last Council meeting, I have attempted to secure permission from MTT – Maungaharuru Tangitū to allow us to carry out Electro-Fishing on the Kahikanui Stream.

Cultural Adviser Senitra Nathan-Marsh and I met informally to speak with the new lead Nicola McHaffie and RMA adviser Diana Taunoa. The meeting was a meet and greet as Nicola had only been in the role for 13 days, but that she knew of Corina when they both worked at Beef and Lamb in Wellington.

I have since called MTT office enquiring about any update on our request. I sent a further email to Nicola, detailing the route that we were planning on taking to get to the research area on the Eastern side of Lake Tūtira where we would be conducting our investigations. She also enquired about our research and how it would benefit any tāonga species.

I replied explaining that we would be recording all species both native and introduced and would be happy to share any of our findings. I also reiterated the offer for any kaimahi/staff from MTT to accompany us on this outing under our guidance.

. Track to stream across HBRC + DoC maintained, Section 4 - LINZ - Kahikanui Stream



Recent confirmation from Bart Leslie, Regional Park Planner at HBRC has established that HBRC are the landowners of the area that we will be using to access and are now looking at completing electro fishing in this area during May or June, weather dependant. The Kahikanui Stream lies within this area, there are no issues around access other than the marginal strip bordering the lake edge (turquoise line) of which we will not be entering. See below



We hope to have results to you by the next Council meeting in July.

### **Ngā kōwhiringa - Options**

7. The Council may either accept the paper as read or seek further information via the manager.

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

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

8. NA - Please see accounts and sales reports

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

9. NA

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

10. Discussed in the table above where appropriate. HBFGC has section obligations under the Conservation Act in relation to Te Tiriti o Waitangi.

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

11. Discussed in the table above where appropriate

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

12.NA

### ***Consultation***

13. Implementation of annual work program as approved by HBFGC.

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

14. If agreed, the council will take the content as read.

15. If further information is required, this will be identified as an action and provided as appropriate.

16. Items that require a council vote will have a specific paper provided at the next council meeting.

**Compliance & Ranging Report****Hawkes Bay Fish and Game Council Meeting  
Tuesday 20<sup>th</sup> May 2025**

**Prepared by:** Kerry Meehan

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

To provide an update to the Hawke's Bay Fish & Game Council on the Gamebird Opening Weekend Operation.

***Financial considerations***

Nil       Budgetary provision       Unbudgeted

***Risk***

Low       Medium       High       Extreme

**Ngā taunaki – HBFGC Manager Recommendations**

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

1. Receive the information.

## Whakarāpopoto - Executive Summary

- 1 The Gamebird Opening Weekend is one of the most critical periods for the management and regulation of duck shooting activities in the region. As part of our compliance efforts, a dedicated ranging operation took place on Saturday, 3rd May 2025. This operation involved three teams: Fish and Game staff, honorary rangers, and New Zealand Police officers, who collectively monitored shooting activities across multiple ponds around the region. The primary aim was to ensure compliance with hunting regulations and to address any breaches in real-time.
- 2 This report provides an overview of the operation's objectives, outcomes, and compliance challenges faced during the opening weekend.

## Takenga mai - Background

- 3 Gamebird Opening Weekend marks the start of the regulated hunting season for waterfowl, a time when compliance with hunting rules is essential to ensure sustainability and safety. Over the years, Fish and Game has worked with honorary rangers and the New Zealand Police to monitor and enforce hunting regulations, which include checking hunting licences, verifying bag limits, and ensuring the safety of shooters.
- 4 For the 2025 season, the Hawke's Bay region is putting significant focus on monitoring compliance, given the numbers of hunters expected.
- 5 Prior to the season we updated our contact details for all rangers, including in case of emergency numbers and updated their training records.
- 6 Davey and John attended a preseason training with the Wellington Fish and Game team in Woodville which was beneficial, and we were able to take our learnings from this, back and share with the rest of the team.
- 7 We ran a preseason briefing on 11 March inviting all the rural police officers who we were likely to be working with and the ranging team, for an evening meeting. Unfortunately, some of the policing team ended up on sick leave for the opening weekend of the game season and we ended up with some last minute replacements, that had to be given an abridged briefing on the day, and each police team were also supplied with a copy of our 2025 Opening Weekend ranging Operation manual.
- 8 The compliance coordinator shared SOPs for safe unloading of firearms, dealing with unattended firearms and Firearms seizure process and copies were included in our 2025 Opening Weekend ranging Operation manual – which also contained key contacts, summary of some regulations, summary of Health and Safety Risk analysis and maps. Each team had personalised preplanned routes and access maps, and filled out appropriate field intention forms and tail gate forms noting potential hazards.

## Kōrerorero - Discussion

### 9 Overview of the Operation

10 Three teams were deployed across key waterfowl hunting sites, including popular ponds around the region. The teams were tasked with ensuring hunters were licenced and adhered to the regulations, which includes:

11 Compliance with hunting regulations

- Adherence to bag limits
- Ensuring hunters were operating within designated hours
- Monitoring for any breaches in safety practices

12 The teams worked in coordination to cover a wide range of hunting areas around Hawke's Bay. The Fish and Game staff we partnered with an honorary ranger with one team being experienced honorary's and at least one Police Officer following each team to ensure staff safety.

### 13 Results of the Operation

The opening weekend operation successfully covered most targeted ponds and hunting areas with rangers covering over 900km across the region and 90 plus contacts were recorded. The compliance rate was generally high, with most hunters adhering to regulations. Some breaches were recorded, primarily involving use of lead by three shooters, and 1 unlicensed hunter. In these cases, appropriate actions were taken, which included confiscation of firearms, and ammunition, with staff now assessing possible prosecution of offenders.

14 An incident involving a confrontational hunter and landowner and a high level of abuse of staff and volunteer rangers resulted in the rangers choosing to leave the property.

### 15 Challenges

While the operation was successful, there were a few challenges, primarily the wet weather prior to opening day which limited driving access, with one team coming close to getting their vehicle stuck.

16 **Weather Conditions:** The weather was overcast with quite strong southerly wind which helped keep the ducks inland rather than heading out to sea; from a hunters perspective, the weather was much better than sunny calm conditions last year. The heavy rainfall earlier in the week made accessing some more remote ponds difficult or impossible, but will have helped replenish many ponds and swamps.

17 **Remote Locations:** Some hunting sites were located in more remote areas, which posed logistical challenges for the teams in terms of accessibility and communication.

18 **Tracking:** All teams were tracked with the Track Me system which worked well but internet coverage was limited in some areas.

## **Ngā kōwhiringa - Options**

- 19 The Council may
- a. Agree to take the report as read.

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

### ***Financial Implications***

- 20 There are no significant financial implications for this operation as it is part of the regular operational budget for compliance activities.

### ***Legislative Implications***

- 21 The operation adheres to existing legislation regarding gamebird hunting regulations under the Wildlife Act 1953. No additional regulatory changes are needed at this stage.

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

- 22 This report does not raise any issues related to the Treaty of Waitangi obligations as it concerns standard compliance enforcement for gamebird hunting activities.

### ***Policy Implications***

- 23 The operation aligns with the National Strategy for Gamebird Management and the HBFGC's 10-Year Gamebird Management Plan. It also complements the Council's ongoing efforts to ensure the sustainable management of waterfowl populations.

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

- 24 The main risks identified include the overlap of hunters and general public using areas along riverbanks in popular hunting areas and the logistical challenges in more remote locations. The mitigation strategies for these risks involve improved communication and signage in high use areas and continued compliance monitoring in these areas.
- 25 As with any gamebird ranging there is significant personal risk to the ranging teams where they are dealing with individuals' who are passionate about their hunting, there are firearms and unfortunately alcohol and other drugs involved at times. Training, branded Hi Vis clothing, carefully planned routes and approaches to maimais and assistance from the rural policing teams are all part of our mitigation process.

### ***Consultation***

- 26 There was no formal consultation prior to this operation. Hunters are reminded via our various communication mediums, personal contact and meetings with retailers, to read their licenses, check their gear particularly to ensure they

haven't got any lead ammunition, and that rangers will be operating all over our region. Feedback from hunters during the operation indicated general approval of the compliance efforts. No additional formal consultation is anticipated unless recommended by the Council.

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

- 27 Review Feedback and Assess Operational Efficiency**  
Gather and analyse feedback from the operation to identify areas for improvement in future compliance efforts.

## FINANCE REPORT – 31 MARCH 2025

### **1. Purpose**

To inform the Council of the YTD financial position as at 31<sup>st</sup> March 2025 and approve payments for the months of February and March 2025.

Tables within this report:

Table 1	Other Income
Table 2	Cash Position
Table 3	Aged Receivables Summary
Table 4	Profit and Loss
Table 5	Balance Sheet
Table 6	Bank Account Payments
Table 7	Credit Card Transactions

### **2. YTD Profit and Loss**

The Profit & Loss statement for the period ending 31<sup>st</sup> March 2025 is provided in Table 4. This report documents the income and expenditure for the seventh month of the 2025 financial year.

#### ***Summary***

With licence revenue greater than expenditure a net profit of \$36,647 is reported YTD against a budgeted loss of \$(81,672)

#### ***Income***

##### **Licence Sales**

Fish licence revenue YTD is \$359,037 compared with to an YTD budget of \$275,000. Sales are significantly higher than for the same period last season (\$309,083) following the recovery from cyclone Gabrielle. For further information, please refer to the licence sales report.

**Other Income**

<b>Table 1: Other Income</b>	<b>Total YTD</b>	<b>Total YTD</b>	<b>Full Year</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
Glen Falls Hut	\$1,430	\$1,100	\$1,500
Gain on Sale (Sale of Ford Ute)	\$8,417	\$8,417	\$8,417
Game Farm & Promotional Income	\$6,210	\$4,669	\$8,000
Take a Kid fishing Day	\$223	\$0	\$0
Sundry Income	\$337	\$0	\$0
Donations	\$0	\$0	\$0
Meeting Room Hire	\$304	\$1,500	\$2,000
Rental Income	\$15,100	\$13,650	\$23,400
Interest Income	\$17,724	\$22,000	\$35,630
<b>Total</b>	<b>\$49,745</b>	<b>\$51,336</b>	<b>\$78,947</b>

**Expenditure**

Expenditure to 31 March 2025 was \$326,898 being 53% of budgeted total expenditure for the 2025 financial year. This equates to the YTD expenditure being \$64,971 under budget, which has been driven by prudent and disciplined spending decisions. Material variances include:

**1100 Species Management**

- 1110 - Population Monitoring: \$11,158 under YTD budget.
- 1160 - Releases: \$2,994 has been spent year to date on fish food, oxygen supplies and the purchase of 300 1+ Rainbow trout from Eastern Fish and Game council in Dec-24, an overspend of \$1,494 against a full year budget of \$1,500.

**1200 Habitat Protection**

- 1210 - Resource Management Act: \$10,961 under YTD budget as the final RMA work was not as expensive as originally anticipated.
- 1230 - Assisted Habitat: Only \$115 spent YTD against the budget of \$3,531.

**1300 Participation**

- Minimal expenditure so far in this output area with \$2,795 of costs against a YTD budget of \$9,400

**1400 Public Interface**

- Likewise, there has been low expenditure in the Public Interface output budget especially in regard to the Education Centre (1450 - Visitor Facility: \$33,039 under YTD budget).

**1500 Compliance**

- Only \$138 spent year to date against a budget of \$2,600

**1600 Licencing**

- Licence sales commission is \$397 under the YTD budget.

**1700 Councils**

- Council meeting expenditure is \$1,567 over the year-to-date budget, which did not allow for an increased number of councillors following the 3-year election cycle.
- However, there is a \$1,000 offset under the Council Elections cost budget as there were no costs in this financial year for the last elections.

**1800 Planning/Reporting**

- YTD expenditure is in-line with the budget.

**1900 Administration**

- 1910 - Salaries: Under the YTD budget by \$3,408.
- 1940 - Office premises: YTD expenditure is \$1922 over budget with local council rate increases and electricity costs being significantly higher than the budget (\$5,522 YTD versus budget of \$3,600)
- 1970 - General: \$2,857 over YTD budget due to the unbudgeted expenditure for the Huia Birds Fine Art Insurance costs.
- 1990 - Vehicles: \$11,658 over YTD budget due to the purchase of a new ute and it's associated on-road costs. This variance is offset by the gain on sale of the old ute (under other income)

**3. Balance Sheet**

The Balance Sheet as at 31 March 2025 is shown in Table 5 and compares the YTD position with the previous financial year.

**Table 2: Cash Position as at 31 January 2025**

Category	Balance	Notes			
Petty Cash	\$10				
Transactional Account	\$107,249				
Online Call Account	\$84,836				
Term Deposits	\$557,211				
Credit card	\$770				
Donation Accounts	\$72,321	Includes \$1,705 on-call and a \$71,697 term deposit			
<b>Total</b>	<b>\$822,397</b>				

**Debtors:** Outstanding Debtors \$13,610 as at 31 March 2025 (refer Table 3)

<b>Table 3 : Aged Receivables Summary</b>							
Hawke's Bay Fish and Game Council							
As at 31 March 2025							
<b>Contact</b>	<b>Current</b>	<b>&lt; 1 Month</b>	<b>1 Month</b>	<b>2 Months</b>	<b>Older</b>	<b>Total</b>	
EYEDE SOLUTIONS - DD	13,609.65	0.00	0.00	0.00	0.00	13,609.65	
<b>Total</b>	<b>13,609.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,609.65</b>	

#### **4. Output Variance Report**

Output variances report postponed to next Council meeting.

**Table 4: Profit and Loss**Hawke's Bay Fish and Game Council  
For the 7 months ended 31 March 2025

Account	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Annual Budget Remaining	Annual Budget % Remaining
<b>Income</b>						
<b>Licence Income</b>						
Fish Licence Income	345,939	275,000	70,939	303,861	(42,078)	-14%
Game Licence Income	0	16,000	(16,000)	160,902	160,902	100%
<b>Total Licence Income</b>	<b>345,939</b>	<b>291,000</b> ✓	<b>54,939</b>	<b>464,763</b>	<b>118,824</b>	<b>26%</b>
Other Income	49,745	51,336	(1,591)	78,947	29,202	37%
<b>Total Income</b>	<b>395,685</b>	<b>342,336</b> ✓	<b>53,349</b>	<b>543,710</b>	<b>148,025</b>	<b>27%</b>
<b>Operating Expenses</b>						
Depreciation	10,994	15,554	(4,560)	26,666	15,672	59%
<b>1100 SPECIES MANAGEMENT</b>						
1110 Population Monitoring	10,642	21,800	(11,158)	28,000	17,358	62%
1120 Harvest Assessment	0	0	0	2,000	2,000	100%
1160 Releases	2,994	1,500	1,494	1,500	(1,494)	-100%
1180 Control	363	0	363	0	(363)	0%
<b>Total 1100 SPECIES MANAGEMENT</b>	<b>13,999</b>	<b>23,300</b> ✓	<b>(9,301)</b>	<b>31,500</b>	<b>17,501</b>	<b>56%</b>
<b>1200 HABITAT PROTECTION MANAGEMENT</b>						
1210 Resource Management Act	31,039	42,000	(10,961)	42,000	10,961	26%
1220 Works & Management	80	1,800	(1,720)	2,300	2,220	97%
1230 Assisted Habitat	115	3,531	(3,416)	6,000	5,885	98%
<b>Total 1200 HABITAT PROTECTION MANAGEMENT</b>	<b>31,234</b>	<b>47,331</b> ✓	<b>(16,097)</b>	<b>50,300</b>	<b>19,066</b>	<b>38%</b>
<b>1300 PARTICIPATION</b>						
1310 Access	33	3,000	(2,967)	5,000	4,967	99%
1330 Newsletters	1,072	2,069	(997)	3,500	2,428	69%
1340 Informational Publications	0	1,000	(1,000)	2,000	2,000	100%
1350 Angler & Hunter Training	1,496	2,631	(1,135)	4,500	3,004	67%
1360 Club Relations	0	200	(200)	200	200	100%
1370 Fish & Game Huts	194	500	(306)	500	306	61%
<b>Total 1300 PARTICIPATION</b>	<b>2,795</b>	<b>9,400</b> ✓	<b>(6,605)</b>	<b>15,700</b>	<b>12,905</b>	<b>82%</b>
<b>1400 PUBLIC INTERFACE</b>						
1440 Public Promotions	1,159	3,000	(1,841)	4,000	2,841	71%
1450 Visitor Facility	4,961	38,000	(33,039)	64,000	59,039	92%
<b>Total 1400 PUBLIC INTERFACE</b>	<b>6,120</b>	<b>41,000</b> ✓	<b>(34,880)</b>	<b>68,000</b>	<b>61,880</b>	<b>91%</b>
<b>1500 COMPLIANCE</b>						
1510 Ranging	138	1,000	(862)	1,500	1,362	91%
1520 Ranger Training	0	1,000	(1,000)	1,000	1,000	100%
1530 Compliance/Prosecutions	0	600	(600)	1,000	1,000	100%
<b>Total 1500 COMPLIANCE</b>	<b>138</b>	<b>2,600</b> ✓	<b>(2,462)</b>	<b>3,500</b>	<b>3,362</b>	<b>96%</b>
<b>1600 LICENSING</b>						
1620 Agent Servicing	54	100	(46)	100	46	46%
1630 Commission	11,289	11,640	(351)	18,591	7,302	39%
<b>Total 1600 LICENSING</b>	<b>11,343</b>	<b>11,740</b> ✓	<b>(397)</b>	<b>18,691</b>	<b>7,348</b>	<b>39%</b>
<b>1700 COUNCILS</b>						
1710 Council Elections	0	1,000	(1,000)	1,000	1,000	100%
1720 Council Meetings	3,267	700	2,567	1,500	(1,767)	-118%
<b>Total 1700 COUNCILS</b>	<b>3,267</b>	<b>1,700</b> ✓	<b>1,567</b>	<b>2,500</b>	<b>(767)</b>	<b>-31%</b>
<b>1800 PLANNING/REPORTING</b>						
1830 Reporting/Audit	(1)	300	(301)	8,000	8,001	100%
1840 National Liaison	26,854	26,554	300	53,109	26,255	49%
<b>Total 1800 PLANNING/REPORTING</b>	<b>26,853</b>	<b>26,854</b> ✓	<b>(1)</b>	<b>61,109</b>	<b>34,256</b>	<b>56%</b>
<b>1900 ADMINISTRATION</b>						
1910 Salaries	203,832	207,240	(3,408)	355,090	151,258	43%
1920 Staff Expenses	4,386	4,800	(414)	9,500	5,114	54%
1930 Staff Houses	3,943	4,566	(623)	7,700	3,757	49%
1940 Office Premises	5,522	3,600	1,922	6,800	1,278	19%
1950 Office Equipment	1,925	1,700	225	2,700	775	29%
1960 Communications/Consumables	6,323	5,900	423	9,700	3,377	35%
1970 General	7,611	4,754	2,857	8,000	389	5%
1980 General Equipment	7,095	4,150	2,945	7,100	5	0%
1990 Vehicles	11,658	7,819	3,839	14,100	2,442	17%
<b>Total 1900 ADMINISTRATION</b>	<b>252,295</b>	<b>244,529</b> ✓	<b>7,766</b>	<b>420,690</b>	<b>168,395</b>	<b>40%</b>
<b>Total Operating Expenses</b>	<b>359,037</b>	<b>424,008</b> ✓	<b>(64,971)</b>	<b>698,656</b>	<b>339,619</b>	<b>49%</b>
<b>Net Profit</b>	<b>36,647</b>	<b>(81,672)</b> ✓	<b>118,319</b>	<b>(154,946)</b>	<b>(191,593)</b>	<b>124%</b>

**Table 5: Balance Sheet**  
Hawke's Bay Fish and Game Council  
As at 31 March 2025

Account	31 Aug 2024	31 Mar 2025
<b>Assets</b>		
<b>Bank</b>		
Westpac Online Saver Account 01	84,836	643,717
Westpac Current Account	107,249	47,051
Donation Account	72,321	1,708
Westpac Mastercard K Meehan	770	0
Petty Cash	10	214
<b>Total Bank</b>	<b>265,186</b>	<b>692,691</b>
<b>Current Assets</b>		
<b>Debtors &amp; prepayments</b>		
Accounts Receivable	44,561	13,610
Accounts Receivable - External/Staff	0	(17)
Interest Accrued & Prepayments	22,090	8,892
GST	24,063	0
<b>Total Debtors &amp; prepayments</b>	<b>90,714</b>	<b>22,484</b>
Investments	557,211	108,551
Faerlands Shares	1,835	1,835
<b>Total Current Assets</b>	<b>649,760</b>	<b>132,870</b>
Fixed Assets	393,886	420,869
<b>Total Assets</b>	<b>1,308,833</b>	<b>1,246,430</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Creditors and accrued expenses</b>		
Accounts Payable	117,846	26,752
Accrued Expenses	87,027	76,093
Income in Advance	31,703	23,941
GST	0	1,970
Westpac Mastercard K Meehan	0	303
<b>Total Creditors and accrued expenses</b>	<b>236,576</b>	<b>129,059</b>
Employee costs payable	25,666	32,115
Rounding	0	0
Designated Waters Clearing	0	1,989
Salmon Card	0	29
<b>Total Current Liabilities</b>	<b>262,242</b>	<b>163,192</b>
<b>Total Liabilities</b>	<b>262,242</b>	<b>163,192</b>
<b>Net Assets</b>	<b>1,046,591</b>	<b>1,083,238</b>
<b>Equity</b>		
<b>Accumulated Funds</b>		
Accumulated Funds	887,531	865,961
Current Year Earnings	(37,677)	36,647
Transfer To/From Reserves	16,107	0
<b>Total Accumulated Funds</b>	<b>865,961</b>	<b>902,608</b>
<b>Dedicated Reserves</b>		
Asset Replacement Reserve	52,770	52,770
Back Country Fisheries Reserve	86,492	86,492
Hawke's Bay Pheasants Unlimited	1,647	1,647
River/Water Quality Donations	39,721	39,721
<b>Total Dedicated Reserves</b>	<b>180,630</b>	<b>180,630</b>
<b>Total Equity</b>	<b>1,046,591</b>	<b>1,083,238</b>

**5. Bank Account Payments** Bank and credit card transactions for the period 1<sup>st</sup> February to 31<sup>st</sup> March are shown on Tables 6 and 7.

<b>Table 6: Westpac Current Account Transactions</b>		
Hawke's Bay Fish and Game Council		
For the period 1 February 2025 to 31 March 2025		
10 Feb 2025	Payment: Cardlink Systems DD	484.55
10 Feb 2025	Generated by Xero Payroll	7,035.66
11 Feb 2025	Payment: One New Zealand Group DD	370.59
15 Feb 2025	Westpac	43.13
19 Feb 2025	Payment: BOC Limited	37.79
19 Feb 2025	Payment: Mitre 10 Mega Napier	20.88
19 Feb 2025	Payment: Big Value Tyres (2009) Limited	50.00
19 Feb 2025	Payment: Eastern Fish and Game Council	85.39
19 Feb 2025	Payment: Napier City Council DD	1,398.95
19 Feb 2025	Inland Revenue Department	8,127.18
19 Feb 2025	Payment: S A Robinson	300.00
19 Feb 2025	Payment: HB Embroidery	23.00
19 Feb 2025	Payment: Eastern Fish and Game Council	1,324.80
19 Feb 2025	Payment: OfficeMax	35.48
19 Feb 2025	Payment: Farmlands	74.75
19 Feb 2025	Payment: OfficeMax	25.15
19 Feb 2025	Payment: Mitre 10 Mega Napier	43.88
19 Feb 2025	Payment: Eastern Fish and Game Council	84.09
19 Feb 2025	Payment: Mitre 10 Mega Napier	544.55
19 Feb 2025	Payment: Eastern Fish and Game Council	85.39
19 Feb 2025	Payment: Smartrak Limited	55.17
20 Feb 2025	Payment: FujiFilm DD	241.60
20 Feb 2025	Payment: Frank Energy DD	499.10
20 Feb 2025	Bank Transfer from Westpac Current Account to Westpac Mastercard K Meehan	545.36
24 Feb 2025	Generated by Xero Payroll	7,033.88
28 Feb 2025	Payment: EYEDE SOLUTIONS - DD	133.00
28 Feb 2025	BOL Monthly Charges	2.85
28 Feb 2025	Payment: Monument PF Ltd	1,297.07
03 Mar 2025	Bank Transfer from Westpac Current Account to Westpac Online Saver Account 01	85,000.00
10 Mar 2025	Payment: Track Me NZ Ltd	2,221.20
10 Mar 2025	Payment: Poronui Lodge Taupo	590.00
10 Mar 2025	Payment: Davy Jones	70.03
10 Mar 2025	Payment: Davy Jones	83.74
10 Mar 2025	Generated by Xero Payroll	7,179.92
11 Mar 2025	Payment: Cardlink Systems DD	687.55
13 Mar 2025	Bank Transfer from Westpac Current Account to Westpac Mastercard K Meehan	1,900.00
14 Mar 2025	Payment: One New Zealand Group DD	376.06
15 Mar 2025	Westpac	50.56
20 Mar 2025	Payment: Vinetech Birdscarers	586.50
20 Mar 2025	Payment: Advanced Plumbing	634.92
20 Mar 2025	Payment: Track Me NZ Ltd	499.42
20 Mar 2025	Payment: Dylan Urlich	69.99
20 Mar 2025	Payment: OfficeMax	137.68
20 Mar 2025	Payment: BOC Limited	34.13
20 Mar 2025	Payment: Eastern Fish and Game Council	85.39
20 Mar 2025	Payment: Wellington Fish and Game Council	745.00
20 Mar 2025	Payment: Sign It Up	70.27
20 Mar 2025	Payment: NZ Post Limited	280.00
20 Mar 2025	Payment: Mitre 10 Mega Napier	67.63
20 Mar 2025	Payment: Wellington Fish and Game Council	5,591.08
20 Mar 2025	Payment: Smartrak Limited	55.17
20 Mar 2025	Payment: Redstripe	143.75
20 Mar 2025	Payment: New World Greenmeadows	49.79
20 Mar 2025	Payment: Stihl Shop Greenmeadows	289.00
20 Mar 2025	Payment: Mitre 10 Mega Napier	119.18
20 Mar 2025	Payment: OfficeMax	200.56
20 Mar 2025	Payment: Stihl Shop Greenmeadows	948.30
20 Mar 2025	Payment: Basil Brush Services	70.00
20 Mar 2025	Payment: Poronui Lodge Taupo	540.00
20 Mar 2025	Payment: FujiFilm DD	167.53
20 Mar 2025	Payment: Frank Energy DD	436.76
20 Mar 2025	Bank Transfer from Westpac Current Account to Westpac Mastercard K Meehan	1,500.00
20 Mar 2025	Bank Transfer from Westpac Current Account to Westpac Mastercard K Meehan	781.28
20 Mar 2025	Inland Revenue Department	3,854.85
24 Mar 2025	Inland Revenue Department	6,818.86
24 Mar 2025	Generated by Xero Payroll	8,314.97
28 Mar 2025	Payment: EYEDE SOLUTIONS - DD	56.00
29 Mar 2025	BOL Monthly Charges	5.13
<b>Total</b>		<b>161,315.44</b>

**Table 7: Westpac Mastercard K Meehan Transactions**

Hawke's Bay Fish and Game Council

For the period 1 February 2025 to 31 March 2025

04 Feb 2025	Payment: Mailchimp	97.75
11 Feb 2025	Payment: Meta (Facebook)	103.65
11 Feb 2025	Payment: Four Square	15.99
12 Feb 2025	Payment: Four Square	18.00
24 Feb 2025	Payment: Drone Depot	137.50
26 Feb 2025	Payment: Dominos	118.93
04 Mar 2025	Payment: Meta (Facebook)	150.00
04 Mar 2025	Mailchimp	117.29
07 Mar 2025	Payment: Paper Plus	64.80
10 Mar 2025	Payment: Meta (Facebook)	150.00
11 Mar 2025	Payment: Dominos	92.44
11 Mar 2025	Payment: One New Zealand Group DD	549.00
11 Mar 2025	Facebook	4.78
12 Mar 2025	Payment: Mobile Bitz	110.00
14 Mar 2025	Payment: Air New Zealand	872.80
16 Mar 2025	Payment: Harbour View Motel	246.60
17 Mar 2025	Payment: Subway	167.20
18 Mar 2025	Air New Zealand	238.00
19 Mar 2025	Payment: HB Airport	5.12
19 Mar 2025	Payment: HB Hamills NZ	20.00
19 Mar 2025	Payment: Air Ruben	13.00
24 Mar 2025	Payment: NZ Post Limited	12.50
25 Mar 2025	Payment: GrabOne	112.00
28 Mar 2025	Payment: Mardigras	140.00
28 Mar 2025	Payment: Harvey Norman	637.00
<b>Total</b>		<b>4,194.35</b>

## **7.0 Recommendations**

***7.1 That the payments for 1<sup>st</sup> February to 31<sup>st</sup> March 2025 totalling 165,509.79 be approved.***

Current Account - February-March 2025	\$161,315.44
Credit Card (KM) - February-March 2025	\$4,194.35
<b>Total</b>	<b>\$165,509.79</b>

### 3.4 LICENCE SALES REPORT

30 April 2025

#### 1. 2024-2025 Fish Licence Sales

- 1.1 Fish licence sales for the 2024-25 season compared with the 2023-24 season to 6 May 2025 are summarised in Table One.
- 1.2 Fish licence sales are reporting to be 19% (460 LEQ's) ahead of the 2023-24 season results for the same period.
- 1.3 Game licence sales for the 2025 season compared with the 2024 season to 6 May 2025 are summarised in Table Two.
- 1.4 Game licence sales are reporting to the 6% (109 LEQ's) behind the 2024 season results for the same period.

**Table One: Fish Licence Sales 2024-25 vs 2023-24 YTD results to 6 May 2025**

Licence Category	Agency Online	Public Online & Call Centre	Total YTD 2023-24	Agency Online	Public Online & Call Centre	Total YTD 2024-25	Inc/Dec on prior Season
<b>Fish Adult</b>							
Family	101	204	305	114	223	337	32
Season	361	497	858	372	623	995	137
Season Non-Resident	80	136	216	115	186	301	85
Loyal Senior	127	92	219	134	111	245	26
Local Area Adult	61	74	135	78	111	189	54
Winter Adult	32	56	88	27	41	68	-20
Long Break Adult	2	6	8	6	16	22	14
Short Break Adult	24	142	166	30	158	188	22
Day	116	418	534	130	466	596	62
Day Non-Resident	338	347	685	366	361	727	42
<b>Total Adult</b>	<b>1,242</b>	<b>1,972</b>	<b>3,214</b>	<b>1,372</b>	<b>2,296</b>	<b>3,668</b>	<b>454</b>
<b>Fish Junior</b>							
Season	70	155	225	103	280	383	158
Season Non-Resident	1	7	8	2	10	12	4
Day	20	90	110	21	127	148	38
Day Non-Resident	7	2	9	1	6	7	-2
<b>Total Junior</b>	<b>98</b>	<b>254</b>	<b>352</b>	<b>127</b>	<b>423</b>	<b>550</b>	<b>198</b>
<b>Fish Child</b>							
Season Non-Resident	0	1	1	0	3	3	2
Day Non-Resident	2	1	3	2	6	8	5
<b>Total Child</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>9</b>	<b>11</b>	<b>7</b>
<b>Total Fish</b>	<b>1,342</b>	<b>2,228</b>	<b>3,570</b>	<b>1,501</b>	<b>2,728</b>	<b>4,229</b>	<b>659</b>
<b>Whole Season Equivalent (LEQ)</b>			2,341			2,800	460
<b>Variance between Seasons</b>							19.6%
<b>\$ (excl GST)</b>			\$311,400			\$379,849	\$68,449

**Summary 2024-2025 Season YTD Actual vs Total Budget**

2024-25 Annual Budgeted FISH LEQs	2,240	100.0%	\$303,861
2024-25 Actual	2,800	125.0%	\$379,849
<b>Variance to budget</b>	<b>560</b>	<b>25.0%</b>	<b>\$75,988</b>

**Table Two: Game Licence Sales 2023-24 vs 2024-25 YTD results to 6 May 2025**

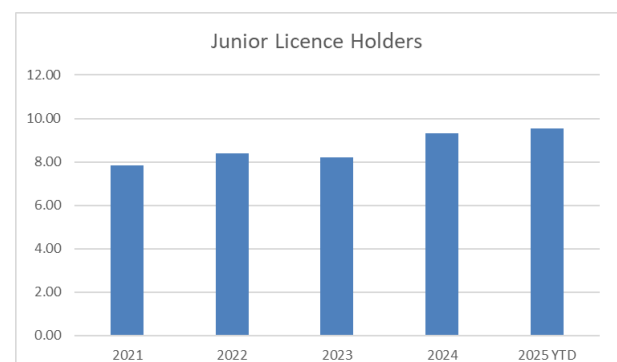
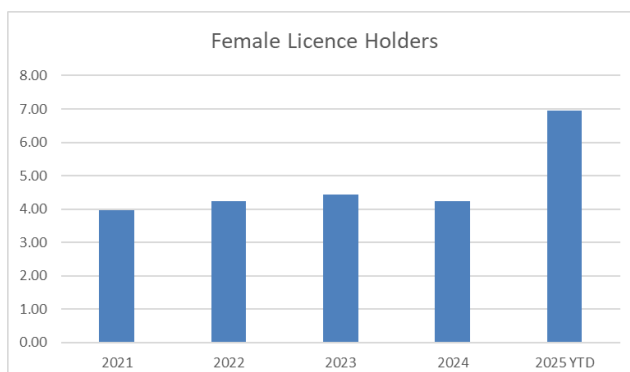
Licence Category	Agency Online	Public Online & Call Centre	Total YTD 2024	Agency Online	Public Online & Call Centre	Total YTD 2025	Inc/Dec on prior Season
<b>Game</b>							
Adult Season	1,415	337	1,752	1,209	437	1,646	-106
Adult Day	0	0	0	0	0	0	0
Junior Season	118	73	191	106	75	181	-10
Junior Day	0	0	0	0	0	0	0
Child Season	47	21	68	42	25	67	-1
<b>Total Game</b>	<b>1,580</b>	<b>431</b>	<b>2,011</b>	<b>1,357</b>	<b>537</b>	<b>1,894</b>	<b>-117</b>
<b>Whole Season Equivalent (LEQ)</b>			1,790			1,681	-109
<b>Variance between Seasons</b>							-6.1%
<b>\$(excl GST)</b>			\$158,748			\$157,886	-\$862

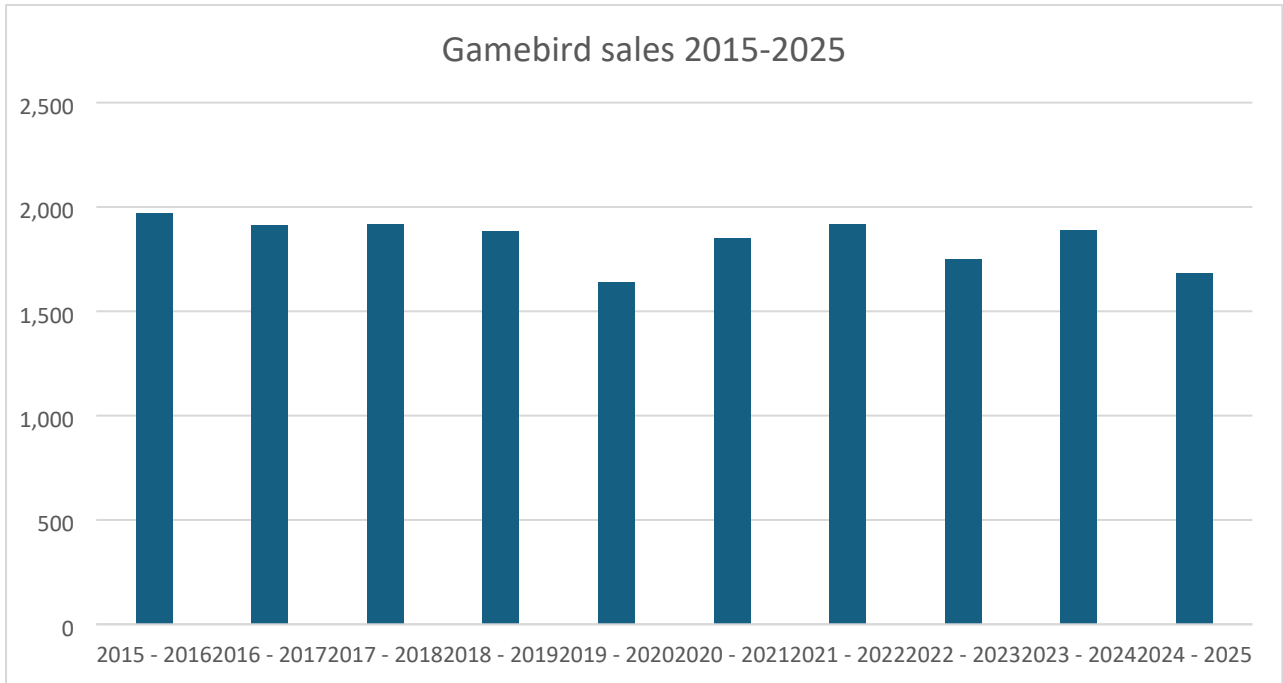
**Summary 2024-25 Season YTD Actual vs Total Budget**

2024-25 Annual Budgeted Game LEQs	1,888	100.0%	\$160,902
2024-25 Actual	1,681	89.0%	\$157,886
<b>Variance to budget</b>	<b>-207</b>	<b>-11.0%</b>	<b>-\$3,016</b>

**2021-2025 Game Licence Sales Analysis**

Year	Total	Female All types	% Sales	Junior Whole Season	% Sales
2021	2143	85	3.97	168	7.84
2022	2200	93	4.23	185	8.41
2023	2008	89	4.43	165	8.22
2024	2218	94	4.24	207	9.33
2025 YTD	1896	132	6.96	181	9.55





# Action List

## Hawke's Bay Fish & Game Council

As of: 30 Apr 2025

### Staff Follow Ups

In Progress

Bowcock - Staff to follow up with HBRC on predator control traps.

Report back to council on PD workers.

Access point issues, matariki forest, walker road, staff in discussions with HBRC. Tukituki access points Smalls and Rowe road.

Add an access report to operations report. Staff bring paper to next council meeting.

**Due Date:** 10 Dec 2024

**Owner:** Corina Jordan

**Meeting:** 12 Nov 2024 HB Fish & Game Council Meeting, 3.3 Operations Report

#### Latest Update:

PD workers are no longer working at the facility.

Kerry Meehan | 27 Mar 2025

### Huia loan

In Progress

Staff investigate options for loaning for a museum and bring a paper back to next council meeting.

**Due Date:** 10 Dec 2024

**Owner:** Kerry Meehan

**Meeting:** 12 Nov 2024 HB Fish & Game Council Meeting, 4.3 Huia Update

#### Latest Update:

Staff obtaining quotes on display options for the Huia at the Game Park.

Kerry Meehan | 27 Mar 2025

### Councillors complete declaration

Done

All Councillors to complete the Material Interests Declaration and submit to the Chairman.

**Due Date:** 21 Jan 2025

**Owners:** Bruce Bates, Corina Jordan

**Meeting:** 10 Dec 2024 HBFGC Meeting December, 2.1 Conflict of Interest Policy

#### Latest Update:

Councillors returned forms at the 18 March meeting

Kerry Meehan | 27 Mar 2025

### .410 steel shot option

In Progress

.410 steelshot - staff to consult on more affordable options for hunters.

**Due Date:** 21 Jan 2025

**Owner:** John Lumsden

**Meeting:** 10 Dec 2024 HBFGC Meeting December, 2.3 Proposed Gamebird Regulations 2025

**Latest Update:**

Staff approached two retailers who would be interested in the scheme for F&G to buy back open cartons, but one had not indented stock for this year but would do so next year if this arrangement was made.

Kerry Meehan | 27 Mar 2025

**Valuation policy****In Progress**

Manager to talk to NZC interim chief financial offer on value assets and draft policy. And financial repercussions on maintaining low valuations or high.

**Due Date:** 21 Jan 2025

**Owner:** Corina Jordan

**Meeting:** 10 Dec 2024 HBFGC Meeting December, 3.2 Finance Reports

**Electoral Roll****In Progress**

Manager to NZC re-investgate that all licence should be automatically enrolled on the electoral roll when purchasing a licence.

**Due Date:** 17 Feb 2025

**Owner:** Corina Jordan

**Meeting:** 12 Nov 2024 HB Fish & Game Council Meeting, 4.1 General business

**Lake Tutira****In Progress**

Priority for the Council - HB staff to keep building relationships

Update Anglers on what F&G is doing verbally (ask Comms what approach to take)

Investigate getting access to Gutherie smith lake (Lake Orakai) and stocking as a put and take  
Investigate other Lake options

Keep Lake Tutira update paper on the agenda - even if it is oral.

**Due Date:** 17 Mar 2025

**Owner:** Corina Jordan

**Meeting:** 21 Jan 2025 HBFC Council Meeting January, 2.10 Lake Tutira

**Latest Update:**

Staff are working with landowners for access to run electric fishing surveys on streams into the lake.

Kerry Meehan | 27 Mar 2025

**HB Chair to NZ Chair****In Progress**

Bruce to discuss with New Zealand council chair the renewal of management contract.

**Due Date:** 18 Mar 2025

**Owner:** Bruce Bates

**Meeting:** 10 Dec 2024 HBFGC Public Excluded Session, 2.1 Management contract with NZC

**Latest Update:**

An amended agreement has been signed by the chairs to run until end of May when the CEO finishes with NZC

Kerry Meehan | 27 Mar 2025

**Security measures****Done**

Staff will upgrade current building security system to be a monitored alarm and install more cameras.

Work with NZC Health & Safety policy updates to include lone office worker policy.

Report back to council any actions taken.

**Due Date:** 18 Mar 2025

**Owners:** Corina Jordan, Kerry Meehan

**Meeting:** 10 Dec 2024 HBFGC Public Excluded Session, 2.2 Game Farm Security

**Eyede payment****In Progress**

Why is there a delay in payments from Eyede Solutions for licence monies.

**Due Date:** 18 Mar 2025

**Owner:** Corina Jordan

**Meeting:** 21 Jan 2025 HBFC Council Meeting January, 4.3 Finance Reports

**Latest Update:**

Agents are invoiced at month end say 28 Feb for payment on 28 Mar.

ESL reconcile all payments collected/reversed etc after 28 Mar and pay regions on 10 April.

Delay is due to paid on 28th rather than 20th like usual business trans. Historic arrangement.

They have between 28 Mar – 10 April to reconcile all payments which some could be a day or two late I suppose then pay us.

Their month end includes all invoicing to agents as well, so I guess the 10th gives them sufficient time to reconcile payments, deal with queries etc.

Kerry Meehan | 27 Mar 2025

**Fish release into Mangaone****In Progress**

Manager to send written response to Paddy Clark.

Manager to look at national policy, Crawthron institute report and possible river investigation with Dr Death.

**Due Date:** 18 Mar 2025

**Owner:** Corina Jordan

**Meeting:** 21 Jan 2025 HBFC Council Meeting January, 5.1 General business

**Risk Register Amendments****Not Started**

Lack of organizational strategy. Change to 4

Governance. Should Diversity should be included? The Council is based on members being elected. How can F&G encourage a more diverse range of people to stand for council?

Social demographic. Risk code

Species management. go to a 3. change wording to regional specific activities. Focus on government not most effective way to achieve results.

Environmental climate change. Work local. how we can mitigate locally.

Gravel extraction. change as not gotten worse. 3 not a 4.

Health and Safety. Contractor management. checking and competency levels. Induction policy. staff working in natural environment, lone worker policy. more information. fatigue management. risk assessments.

**Due Date:** 13 May 2025

**Owners:** Corina Jordan, Kerry Meehan  
**Meeting:** 18 Mar 2025 HBFGC Meeting, 1.8 Hawkes Bay Risk Register

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## H&S Actions

**Not Started**

Lone worker policy review at next meeting.

Track me update and field intentions paper for next meeting.

**Due Date:** 13 May 2025  
**Owner:** Kerry Meehan  
**Meeting:** 18 Mar 2025 HBFGC Meeting, 1.9 Health & Safety Report

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## Promotion & Analysis

**Not Started**

Staff to look at a promotion on approaching best year for licence sales since 2015/16.

loyal senior licence sales pattern.

Regional specific licence sale demographics.

**Due Date:** 13 May 2025  
**Owner:** Kerry Meehan  
**Meeting:** 18 Mar 2025 HBFGC Meeting, 3.5 Licence Report

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## Pekapeka wetland

**Not Started**

Manager to contact HBRC. Gus Thompson Pekapeka shooters. 7 owners iwi owners. Staff to investigate. 021820653.

**Due Date:** 13 May 2025  
**Owner:** John Lumsden  
**Meeting:** 18 Mar 2025 HBFGC Meeting, 4.1 General business

### Latest Update:

John spoke to Gus who believes that HBRC will not allow the development. John to contact HBRC and discuss further. It is a breach of regulations to sell hunting experiences but rules can be gotten around by offering accommodation or guiding.

Kerry Meehan | 28 Mar 2025

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## Brownrigg Access for Swan

**Not Started**

Access for shooters, signs on gates with contacts for hunters. Check to see if we can promote.

**Due Date:** 21 May 2025  
**Owner:** John Lumsden  
**Meeting:** 18 Mar 2025 HBFGC Meeting, 4.1 General business