



NORTHLAND FISH AND GAME COUNCIL AGENDA

PLACE	:	NORTHLAND FISH & GAME OFFICE UNIT A5, 7–11 NELL PLACE, WHANGAREI
DATE	:	<u>Friday, 15 August 2025</u>
MEETING STARTS	:	7.00pm
DINNER	:	6.00pm

Welcome/Apologies

Annual or One Year Agenda Pg 1

**Confirmation of 22 May 2025 Meeting Minutes
Matters Arising from Minutes** Pg 2

Managers' Report Pg 7
Field Officers Reports Pg 13
NZFGC Update

Legislative Reforms Update Pg 17
Legislative Amendments for Fish & Game Governance Separate Paper
Memorandum – Wetland Costs and Permit Fees Pg 23
Memorandum (and enclosure) – Budget Adjustments Pg 26
Health & Safety Policy – Updated Pg 28
Staff Code of Conduct – Review Pg 30
Final approval of draft Budget 2025-2026 Separate Paper
Final approval of draft Operational Work Plan 2025-26 Separate Paper

Health & Safety Report Pg 34
Executive Limitations Report Pg 35
Financial Report to 30 June 2025 Pg 37
Correspondence Schedule Pg 42

Other Business

NORTHLAND FISH & GAME ANNUAL OR ONE-YEAR AGENDA

Meetings	Council process	Regular agenda items	Annual items	Ad hoc items
Friday 21 February 2025	<ul style="list-style-type: none"> ▪ Routine – Apologies, minutes of previous meeting, matters arising, agenda items 	<ul style="list-style-type: none"> ▪ Managers Operational & Financial Reports ▪ Urgent General Business 	<ul style="list-style-type: none"> ▪ Evaluation of Council’s Governance Review ▪ Confirm trout order for 2026 liberation ▪ Draft budget ▪ Draft OWP 	<ul style="list-style-type: none"> ▪
Friday 28 March 2025	<ul style="list-style-type: none"> ▪ Routine – Apologies, minutes of previous meeting, matters arising, agenda items 	<ul style="list-style-type: none"> ▪ Managers Operational & Financial Reports ▪ Urgent General Business 	<ul style="list-style-type: none"> ▪ Report from Chairman on governance review 	<ul style="list-style-type: none"> ▪
Thursday 22 May 2025	<ul style="list-style-type: none"> ▪ Routine – Apologies, minutes of previous meeting, matters arising, agenda items 	<ul style="list-style-type: none"> ▪ Managers Operational & Financial Reports ▪ Urgent General Business 	<ul style="list-style-type: none"> ▪ Licence Fee and Form consultation ▪ Anglers Notice – issues requiring NZC consideration ▪ Report from Chairman on governance review 	<ul style="list-style-type: none"> ▪
Friday 15 August 2025	<ul style="list-style-type: none"> ▪ Routine – Apologies, minutes of previous meeting, matters arising, agenda items 	<ul style="list-style-type: none"> ▪ Managers Operational & Financial Reports ▪ Urgent General Business 	<ul style="list-style-type: none"> ▪ Budget and OWP – final sign-off ▪ Managers Annual Performance Review 	<ul style="list-style-type: none"> ▪
Friday 24 October 2025	<ul style="list-style-type: none"> ▪ Routine – Apologies, minutes of previous meeting, matters arising, agenda items 	<ul style="list-style-type: none"> ▪ Managers Operational & Financial Reports ▪ Urgent General Business 	<ul style="list-style-type: none"> ▪ Meeting programme - dates & venues for next year’s meetings ▪ Managers performance review report 	<ul style="list-style-type: none"> ▪
Thursday 11 December 2025	<ul style="list-style-type: none"> ▪ Routine – Apologies, minutes of previous meeting, matters arising, agenda items. 	<ul style="list-style-type: none"> ▪ Managers Operational & Financial Reports ▪ Urgent General Business 	<ul style="list-style-type: none"> ▪ Chairman and Managers Annual Report ▪ Financial Statement for year ended 31 August 2025 ▪ Review of audit report for 2024-25 FY ▪ Draft Game Notice 	<ul style="list-style-type: none"> ▪

NORTHLAND FISH & GAME COUNCIL
UNCONFIRMED MINUTES OF A MEETING
HELD AT THE NORTHLAND FISH & GAME OFFICE
NELL PLACE, WHANGAREI
7.00PM THURSDAY 22ND MAY 2025

PRESENT:

Chairman: Phil Durham

Councillors: Cameron Shanks, John McEntee, Russell Daniels, Barrie Barnes, Sean Brickland, Darryl Reardon, Kelvin Ellis, Lloyd Altham

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

Member of the Public: Ralph Correa (Northland Conservation Board)

The Chairman welcomed the councillors and the Northland Conservation Board representative. The Chairman introduced those present to Ralph Correa and summarised the role and responsibilities of Northland Fish & Game Council. The Conflict-of-Interest register was circulated around the table for all councillors to sign and declare any conflicts.

APOLOGIES: Mark Bell, Lewis Peart (leave of absence)

It was moved: *That the apologies be accepted.*

Cameron Shanks / Darryl Reardon **CARRIED**

Previous Minutes

It was resolved: *That the minutes of the previous meeting held on the 28th March 2025 are confirmed as true and correct.*

Lloyd Altham / Russell Daniels **CARRIED**

Matters Arising

Waitangi Wetland

The Manager investigated existing Waitangi Wetland agreement and will work with Department of Conservation to terminate the agreement as the wetland no longer has hunting value due to housing encroachment.

It was moved: *That the Manager advise Department of Conservation that the agreement with Waitangi Wetland Management Plan be terminated.*

John McEntee / Sean Brickland **CARRIED**

Action carried over to next meeting

1225 Flaxmill Maintenance

Action: The Manager to investigate whether poplar pulp is a viable option.

1160 Trout Releases

The Hatchery Manager confirmed stock of 2-year trout for release in 2026. The council discussed numbers per reservoir and survivability with different environments. The Manager reported that there is minimal catch data and we would need more information in order to advise best liberation locations. Cr Ellis suggested the better fishery be selected for all stock (Whau Valley dam) and that more data be collected. Cr Barnes suggested research into the food (invertebrate) populations.

Field Days

The Manager has booked the Northland Field Days outdoor zone site for 2026.

Action carried over to next meeting

Wetland Management Costs

Action: The Manager to compile permit conditions and fees for review for 2026 season.

Policies for Consultation

The Manager consulted with Adrienne Murray regarding the New Zealand Fish and Game Council Health and Safety Policy and was advised that regional tailgate forms will suffice in lieu of a comprehensive SOP library in the short term, and that SOP's will likely be developed at a national level.

Action: The Manager is to give feedback to NZ Council stating that council is supportive of the policies for consultation.

Occupational Health Consultation

The Manager engaged with a General Practitioner and was given conservative advice on employee health and fitness until more specialist information is available for future decision making.

Managers' Report

1122 Game Bird Hunter Harvest

The Manager reported that the surveys are underway and the opening weekend satisfaction survey was positive with high hunter satisfaction.

1210 Resource Management Act

The Manager will be engaging on the proposed Kaipara District Plan to advocate in NFGC interests.

1221 Jack Bisset Wetland

The Manager advised the estimated cost and options for repairing the bund wall breach, proposing the underspend of wetland budget be held over for the repair in the next financial year. The Chairman commented that draining of the wetland is not catastrophic and could be beneficial in enabling maintenance work. Cr Barnes wanted to know how it breached. The

Cr Barnes explained the new licence sales forecast system will work like provisional tax. The Chairman reported on his meeting regarding the proposed restructure in the form of a Memorandum of Understanding (MOU) between regions and the national office as a blueprint for the future of Fish & Game. The Chairman confirmed the Northland Region's support of this change. Cr Ellis queried whether this mechanism of change would affect the nature of Fish & Game. The Chairman and Cr Barnes explained the memorandum would be tantamount to a service agreement whereby the regional service delivery would be unaffected but without regional Fish and Game councils having to carry PCBU responsibilities. The MOU would be brought to the table when it has been drafted.

Licence Fee Recommendation 2025-26

Cr Barnes reiterated to be mindful of regional budgets when licence fees are proposed. Cr Ellis commented that all regions fund successful fisheries outside their region. The Chairman queried if there are other income streams that could be looked into.

The Chairman asked the council for comment on the Licence Fee Recommendation bearing in mind the six consultation requirements. Cr Ellis, Cr Brickland and the Chairman stated the licence is undervalued and should be set higher.

It was moved: ***That the Northland Fish & Game Council supports the Licence Fee Recommendation 2025-26.***

Darryl Reardon / Cameron Shanks ***CARRIED***

Licence Sales and Income Forecast 2025-26 Consultation

The Manager stated that the increase in Northland regional fish licence sales is possibly unintentional during the purchasing process and is therefore difficult to influence with marketing communications. The true sales would require feedback from anglers.

It was moved: ***That the Northland Fish & Game Council supports the Licence Sales and Income Forecast 2025-26 Recommendation.***

Lloyd Altham / Darryl Reardon ***CARRIED***

Family Licence

Cr Barnes suggested an audit of the licence system definitions to ensure there will be no grounds for legal challenge or discrimination in the modernised family licence. The Chairman thought the risk was outweighed by the potential good that the changes might bring about. The council supports the family licence modernisation in principle. Cr Ellis stated it should be supported as it encourages women's fishing.

It was moved: ***To support the family licence and recommend a \$240 fee.***

John McEntee / Sean Brickland ***CARRIED***

NFGC Ballot Policy

The policy was discussed and the Manager highlighted the more controversial points. Cr Shanks stated he was happy with the existing stand holder initial ballot clause. The Chairman queried if wetland water levels can be lowered as a means for weed control. The Manager asked if the wording in the "Notification" paragraph can be changed. Councillors agreed. The Manager asked if the stand holder permit exclusivity period be reduced from 9 days to Opening Weekend only. Councillors agreed.

Action: Manager update NFGC Ballot Policy and 2026 stand holder permit terms and conditions.

Health and Safety Report

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

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

The Manager described the recent boat incidents and reported the Maritime Coordinator considers it to be of low concern and not required to be reported to Maritime New Zealand.

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

Barry Barnes / Sean Brickland **CARRIED**

Executive Limitations Report

Nothing to report.

Financial Report

The current game bird sales were circulated.

It was moved: **That the Financial Report ending 31 March 2025 is adopted.**

Russell Daniels / Darryl Reardon **CARRIED**

General Business

The Manager circulated a Vehicle Replacement Memorandum proposing replacement of the field officer vehicle in the 2025-26 financial year. Councillors were supportive of the plan.

There being no further business the Chairman declared the meeting closed at 9.30pm.

Phil Durham

Chairman

To: All Councillors
From: Craig Deal
Date: 15 August 2025
Subject: Managers Report

The following is an account of activities that management has been involved in since the 22 May 2025 meeting.

1110 Species Monitoring

Shoveler survey was conducted 4th August.

1122 Game Bird Hunter Harvest

Hunter harvest surveys continue. All but the last survey for August are completed.

1160 Releases

Annual trout liberations occurred in late May:

- 400 brown trout yearlings into Wilsons Dam
- 100 brown and 200 rainbow yearlings into Whau Valley
- 400 rainbow trout yearlings into Lake Manuwai

Ngongotaha hatchery is able to support a change to 2-year-old trout as of next year. We are limited by our tank capacity. With two tanks we will be able to release about 450 2-year-old trout each year.

1181 Game Bird Dispersal

Permit requests are starting to come in for shelduck and black swan with the hunting seasons for those species now being closed.

1210 Resource Management Act

Mischa Davis from Auckland/Waikato will be going on maternity leave in August for a year so I will seek support from NZFGC when it is needed. Ongoing work is the consent renewal for Hikurangi and Kaikohe wastewater treatment plants. The aim of our engagement will be to seek better quality of water being discharged and to have them implement a botulism management plan.

A submission was lodged for the draft Kaipara District Plan. The submission focussed on increasing restrictions for indigenous vegetation removal and earthworks in wetlands, encouraging ecological enhancement with subdivision and development, and recognising hunting-related noise, maimai construction and Fish and Game signage as permitted activities.

I am waiting on the approval of the consent for Kaitaia Wastewater Treatment Plant to engage with FNDC on the development of their botulism management plan.

1220 Works and Management

1221 Jack Bisset Wetland

Repair work to the breached bund will commence in October. Estimated cost \$35,000.00. See memo enclosed with the agenda for the plan to finance this work.

1222 Waitangi Wetland

I have indicated to DoC that NFGC wants to terminate the agreement that holds NFGC responsible for maintaining the weir at Waitangi Wetland. My contact at DOC has referred this to their legal team and is awaiting a response.

1226.1 Underwood Wetland

Weed has choked the grates that cover the weir boxes in the big pond. They have been removed to allow water to flow, and barrier have been installed around the weir boxes to prevent people getting close to them.



A Northland hunter and Button the spaniel with a mixed bag in Mamaranui Forest

1242 Botulism Monitoring and Clean Up

Desludging work continues at Kaitaia Wastewater Treatment Plant. The amount of sludge being removed from the ponds is staggering.

1311 Negotiation with Forestry Companies

I have submitted to the Forest Stewardship Council (FSC) as they audit PF Olsen for a FSC Accreditation. I have argued that PF Olsen are not fulfilling the FSC obligation of facilitating recreational access. PF Olsen have a large forestry portfolio in Northland that is rapidly expanding. Their Forest Management Plans state that they do run a permitting system for public access, as required by the FSC, however if a hunter calls the phone number supplied, they are unlikely to actually get granted access to a forest.

1312 Anglers/Hunters Signs

Rachael has developed new signs that will be erected at the reservoir fisheries. The new signs will have a QR code that anglers can scan which will give them options to view regulations, buy a licence, or report the detail of their catch and enter the draw to win a free licence.



Button the spaniel with a long-tailed pheasant in the pines

1313 Ballots/Permits/Database/Liability Insurance

Liability insurance has come up for renewal and I am working through the details to make sure that we are covered for the activities that we conduct.

A memo is enclosed to discuss and recommend conditions and fees for wetland hunter management in Fish and Game Wetlands.

1315 Fish Tuition

Whau Valley Fishing Tuition Day is scheduled for 18th October 2025.

1330 Newsletters

A one-page regional supplement to the Anglers Magazine was produced.

Both Barrels articles for the game season are completed. Reel Life articles will start in August.

1413 Regional/District Council Liaison

I attended a regional workshop on the response to avian influenza H5N1, run by regional council.

1440 Public Promotions

The competition offering a free full season licence to be drawn from a pool of all anglers that submit weight and length for trout caught in Northland is being run again for the 2025-26 season. The winner from this recent season was drawn and published in the Angler Magazine. Entries this season were very low.

1451 Regional A&P Shows

A site for the 2026 Northland Field Days has been booked. It is larger than last year and will be adjacent to the main road through the event.

1531 Prosecutions

The individual caught fishing at Whau Valley Dam without a licence in late December 2024 failed to meet the conditions of the diversion agreement and did not appear for his second

hearing. The matter was adjourned to a formal proof hearing. I submitted an affidavit for the hearing. NFGC was represented by Crown lawyers from Marsden Woods Inskip Smith. The angler was found guilty and was awarded a \$650 fine and \$143 court costs.

The two hunters that were interviewed for lead shot adjacent to open water on opening day of the game season have been dealt with and had their guns returned. One was warned, the other had no action taken against him.

1600 Licensing

Licence sales are up slightly (2.4%) on last year. Nationally sales are down slightly (1.3%).

1630 Commission

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

1821 Annual OWP/Budget

2025-26 OWP and budget are included in the agenda as items for Council final sign off. At the time of agenda release the Minister has still not signed off on the licence fee so the budget is conditional upon that.

See enclosed memo for final adjustments of the 2024-25 budget prior to end of financial year.

1840 National Liaison

Feedback to NZC has been provided on the following policies that were sent out for consultation:

- Draft Resource Management and Legislation Policy
- Family Licence changes
- Licence sales and income forecast for 2025-26
- Licence fee recommendation for 2025-26

NZFGC HR advisor Adrienne Murray is looking to commission an independent H&S audit on a region so that she knows what she is dealing with when she starts writing H&S policy that will apply to all regions. I have indicated that she could use Northland for the initial audit. This will put Northland ahead of the curve when it comes to ensuring that our H&S policy, plan and procedures are modern and robust. Costs will be carried by NZFGC. It will also give us a head start on any changes that might have to be made when NZFGC takes control over organisational H&S under the new F&G Act.

I have completed a Maritime VHF Operators Course and have started a Coastguard Boatmasters Course so that I can become qualified as a secondary skipper for the NFGC vessel, Gamekeeper.

A copy of the legislative changes that will occur with Fish and Game is enclosed with the agenda. The Minister had advised that he is open to feedback from regional Fish and Game councils should they wish to submit correspondence.



Keen Whangarei angler Shen Ho assisting with the Whau Valley trout liberation

1900 Administration

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

I have audited the Health and Safety Policy and the hazard register as required for routine checks. I am working on updating the Health and Safety Plan. The Chair and I have signed a new Health and Safety Policy as required every three years. The policy was drafted with support from Adrienne Murray at NZFGC. A copy is enclosed with the agenda for reference.

The All-of-Government vehicle procurement contract has been renewed and I have joined the new contract. Purchase of a new field officer vehicle is still planned to occur early in the new financial year.

The Council's assets are well maintained and fully insured. Contents and equipment insurance renewal information has been submitted to Frank Risk for policy renewal prior to the end of the financial year.

Recommendation

That the Northland Fish and Game Council receive this report.

Craig Deal
Manager
4 August 2025



Whangarei hunter Paul Ogle packing out a string of ducks after a stormy morning in the Manganui Reserve

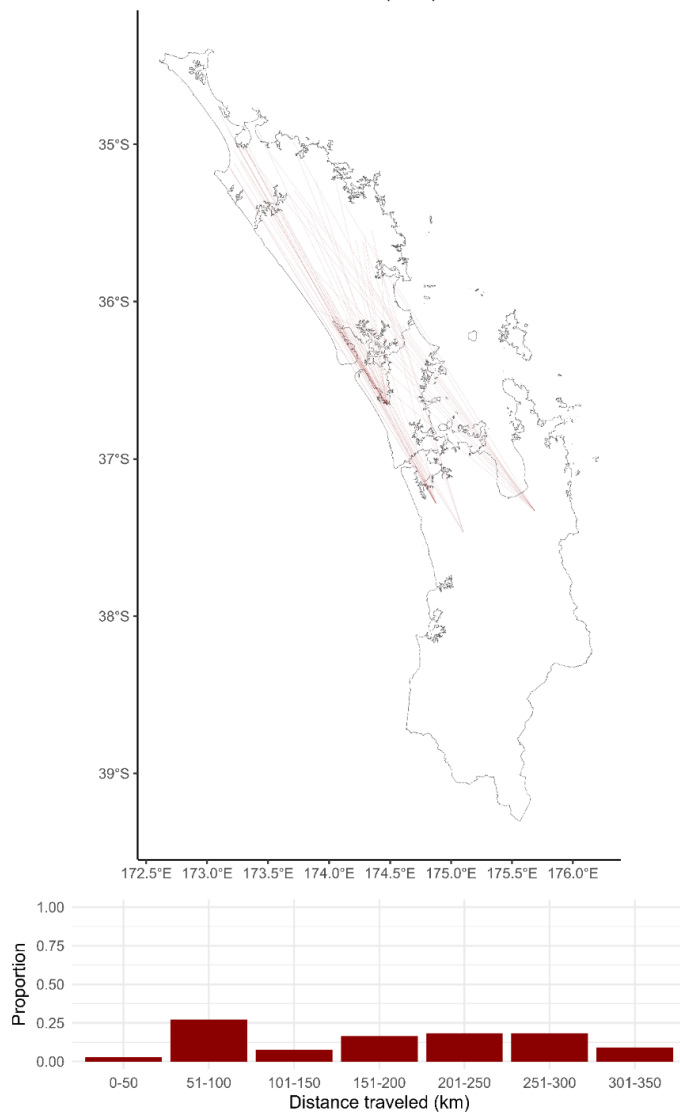
To: All Councillors
From: Graham Gallagher
Date: 1 August 2025
Subject: Field Officer Report (Whangarei)

1111 Trend counts and population monitoring

Shoveller - Shoveller surveys were carried out throughout Northland as part of the national monitoring program.

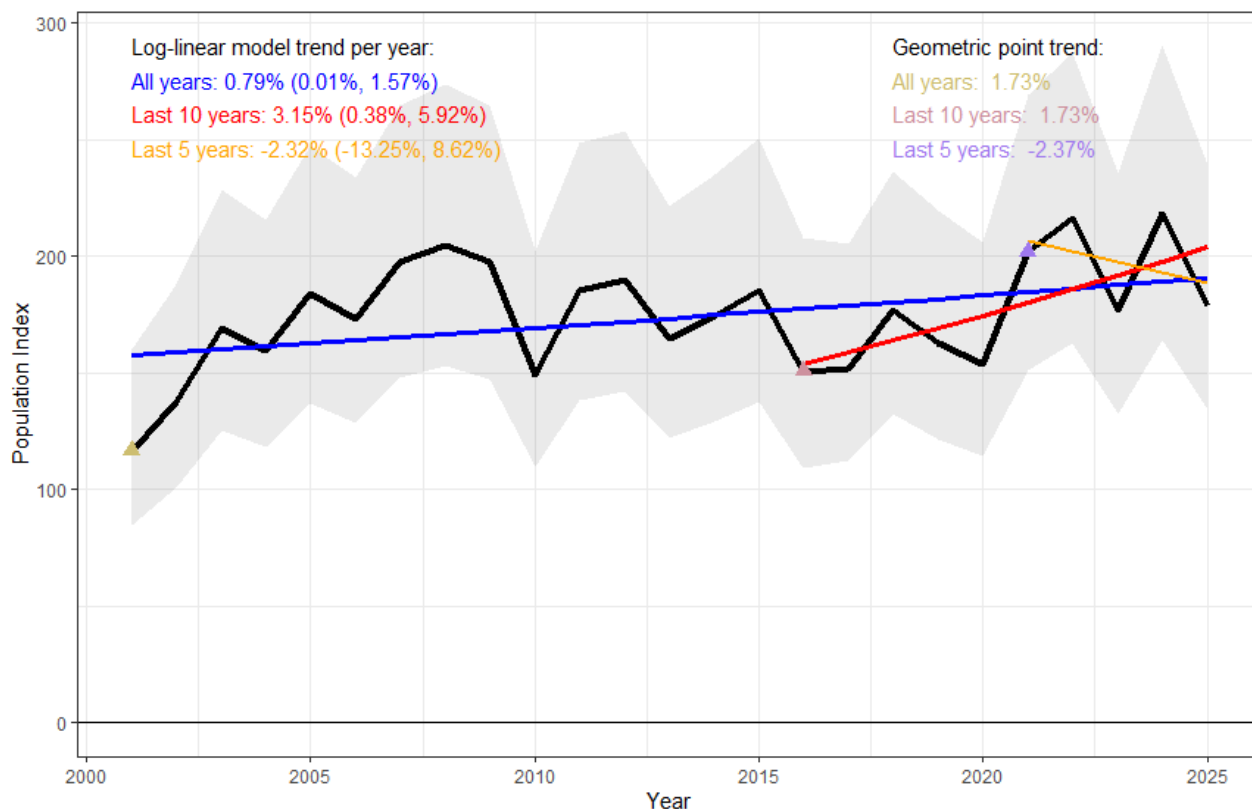
Mallards - Northland band returns – See below the band returns from Northland within the last 10 years.

Band returns in Northland 2025, from mallards banded at all Auckland Waikato sites, from 2015 and onwards (n=66)



Trout - Trout spawning survey – Spawning surveys were carried out on the Kaimamaku River, Waiotu and the Waipapa Rivers. Redd beds were detected in the Kaimamaku river and a few fish seen in the Waiotu. However of most concern no fish or redd beds were seen in the Waipapa River. A small section of its major tributaries were also surveyed.

Shelduck – The shelduck trendcount data was put through a statistical model to detect if we are missing any trends in Northland. See graph below.



1121 Game bird harvest assessment

Analysis of the return data will occur when the game season ends.

1172 Regulations

Nothing to report.

1181 Game bird dispersal

A game bird dispersal report is being prepared for the December meeting.

1220 Works and Management wetland summary

Stand audits have been completed at the Fish and Game managed properties. No major breaches were reported.

No further work has occurred on the Bisset bund breach as the weather conditions have been unfavourable.

Permanent barriers were erected around the Underwood control structures.

DOC Kauri Coast has provided additional cat traps for the Underwoods and Flaxmill wetlands to assist with the bittern recovery work that is occurring at these properties. Three bitterns were seen at the lower pond recently.

Nesting is occurring throughout the wetland.

1231/2 Landowner advice / NZGBHT applications

One NZGBHT application was submitted for a property near Ngunguru.

1313 Ballots/Permits

Wetland performance data is being analysed.

1331 Media

Fish magazine, Both Barrels, Reel Life and social media articles continue to be produced.

1455 Information to licence holders

Enquiries regarding the hunting season are being responded too.

1510 Ranging/Compliance

No further ranging operations were carried out this game season.

1923 Staff Training

Nothing to report

Maritime/Moss

Drills and maintenance/checks continue to be conducted.



Graham Gallagher

Field Officer

To: All Councillors
From: John Macpherson
Date: 01 August 2025
Subject: Field Officer Report (Kaitaia)

Surveys have been a great success and well received. Most people now answer the phone using my name and asking how everything is going, wanting updates on where the birds are, who else is out hunting, condition of birds etc. Questions about where they can hunt geese, properties that need help with birds causing issues, too many people not realising the season hasn't finished - that they can still hunt pheasants, quail and pukeko. The downside is that it has extended the time needed to do the surveys, but our licence holders seem very pleased with the service. Some of the new contacts start off dubious, then end up talking for several minutes. Our licence holders are a diverse group of people. I've spoken to people travelling in Africa, Canada, USA, Thailand, Europe, and relating their goat, deer, turkey, peacock and dove hunting.

Permits are ongoing, especially for the pukeko. They are the most adaptable bird, they love banana orchards, new subdivision plantings, golf courses, you name it, Mr Pukeko makes his presence known in some random places. While doing the surveys I've been able to assist licence holders with permit requirements and information.

The staff at DOC have been extremely supportive to myself and Fish and Game, helping to get the new modem installed and assisting electricians with access etc. There have been numerous offers to help with work or transport. NRC have also offered assistance if needed.

The sludge dredge is operating in the Kaitaia Oxidation Ponds. They have removed 250x 10Ton truckloads of sludge from half of the smallest pond. It is expected to take approximately two years to clean the three ponds.



John Macpherson
Field Officer (Kaitaia)

Subject: Fish & Game Reform Update - Minister's Proposals & Select Committee Process

Kia ora Councillors,

I wanted to update you on the Fish & Game reform proposals announced by the Minister and share key information from recent briefings.

Reform Overview

The Minister aims to create a unified Fish & Game organisation with uniform positions across regions. The proposed changes include:

Structural Changes:

- Regional council size reduced from 12 to 8 members maximum
- Central licence sales system with NZC issuing licences and collecting licence fees nationwide
- National coordination of advocacy priorities through binding NZC policy
- Shared national experts across regions for example, scientists, lawyers and governance specialists
- Standardised reporting requirements across all regional councils
- NZC will be made up of regional Fish & Game Council Chairs

Funding Model Changes:

- NZC will allocate licence fee revenue based on a funding allocation model set in secondary legislation
- The allocation model will be based on three buckets:
 1. key functions or activities,
 2. level of angler and hunter activity in each region,
 3. business case-based funding
- NZC will set financial strategy in consultation with regional councils to define principles and objectives for fund use
- Regional councils retain authority over their own budgets to meet statutory obligations and local priorities
- Regional councils can still directly receive income from other sources such as donations following Conservation Act provisions

Advocacy Changes:

- NZC would set binding advocacy policy that all regional councils must follow
- Regional councils could only take court action on advocacy matters with explicit written approval from either NZC or the Minister

Operational Changes:

- Fish & Game would gain enhanced authority without requiring DOC sign-off for many operational decisions

- NZC would take responsibility for administrative tasks currently handled by regional councils, reducing their administrative burden (detail below)
- NZC would lead performance monitoring and improvement initiatives across the entire organisation
- Regional councils would focus their expertise specifically on decisions that directly support hunting and fishing opportunities in their regions
- Proposed ministerial powers described as "backstop measures in extremis" - intervention only in exceptional circumstances such as removing councillors or appointing up to two additional regional councillors
- Local seasons, bag limits, and area management would remain entirely with regional councils

Administrative changes that NZC would do:

- Issuing licences and collecting licence fees
- Setting financial strategy and managing the allocation of licence fee revenue
- Compiling all 13 regional annual reports into one Fish & Game annual report for the Minister
- Setting binding policies for various functions (HR, health & safety, monitoring, compliance, advocacy)
- Determining mandatory forms and templates for sports fish and game management plans, annual work plans, and annual reporting
- Collating and editing Anglers and Game Notices for clarity before submission to Minister

Governance & Electoral Changes:

- All resident adult licence holders would be eligible to vote and stand in elections with an opt-out for electronic voting and consultation
- Fish & Game subregions would be abolished
- Regional councils could choose to fill vacancies only by election, and must hold elections if councillor numbers drop below 3
- Modernised election procedures including electronic voting and consultation capabilities
- Professional standards requirements for all councillors including fit and proper person tests
- Councillors cannot be Fish & Game employees
- Enhanced requirement for councils to consider the interests of non-hunters and non-fishers in decision-making
- Regional councils must provide written rationale to NZC and Minister if they change their Chair (and therefore NZC representative)
- Improved transparency through better and more consistent reporting standards

National Policy Framework:

- NZC would set binding policies for key regional council functions in consultation with regional councils
- NZC would set non-binding policies for other regional council functions which councils can adapt to local needs

- Binding policies would include monitoring, compliance, human resources, and health & safety standards
- Regional councils would provide information requested by NZC for coordination purposes

Specialist Staff & Corporate Functions:

- NZC can hire specialist staff to work across the organisation for example including freshwater ecologists, population biologists, lawyers and governance specialists
- NZC would set binding human resources policies including standard job descriptions and salary bands
- NZC would set binding minimum health & safety standards

Reporting & Transparency:

- NZC would determine mandatory forms and templates for sports fish and game management plans, annual work plans, and annual reporting
- NZC would compile all 13 regional annual reports into one Fish & Game annual report for the Minister
- Regional councils would retain decision-making authority over content but follow NZC templates and binding policies
- Additional minimum requirements for considering 'other users' in sports fish and game management plans

Sports Fish & Game Management:

- Regional councils retain full decision-making power over regional and local species and habitat management while complying with binding monitoring and compliance policies.
- Regional councils continue to prepare Anglers and Game Notices including seasons, bag limits and conditions
- NZC would collate and edit notices for clarity before Minister approval but not change content
- NZC may provide independent advice to Minister on sustainability, suitability and consistency of notices
- Regional councils must ensure aviation safety is not compromised and conservation of isolated populations of threatened native fish is not hindered

Other Changes:

- Minister can amend Anglers Notices before approval and Game Notices at any time of year
- Process for regional mergers clarified but not mandated
- Commercial upland game preserves streamlined through Gazette notice rather than Order in Council
- Annual reporting to DOC on legal proceedings required
- Councillors can be reimbursed for actual and reasonable expenses
- Transition period provided for implementation

What Remains with Regional Councils

Core Decision-Making Authority:

- Full decision-making power over regional and local species and habitat management
- Authority to set local seasons, bag limits, and area management decisions
- Preparation of Anglers and Game Notices including seasons, bag limits and other local conditions
- Setting regional priorities for monitoring, compliance and other functions while meeting minimum national requirements

Budget & Financial Authority:

- Retain authority over their own budgets to meet obligations and local priorities
- Continue to receive income from other sources such as donations (following Conservation Act provisions)
- Decision-making on how much advocacy action to take within their budget and advocacy strategy

Local Adaptation:

- Ability to adapt non-binding policies set by NZC to local needs without requiring approval
- Deciding content of sports fish and game management plans, annual work plans, and annual reports (subject to NZC templates and binding policies)

Staffing:

- Hiring their own Chief Executive or Manager (following NZC's corporate HR policy)
- Chief Executives/Managers hire their own staff
- Access to specialist staff provided by NZC when needed

Ongoing Functions:

- Assessing and monitoring sports fish and game populations, licence holder activity and satisfaction, and habitat conditions
- Conducting compliance activities according to binding national policies
- Inputting to local processes (such as RMA processes) within their budget and advocacy strategy
- Ensuring aviation safety is not compromised and conservation of isolated native fish populations is not hindered

Minister's Rationale for Change

The Minister has indicated that these proposals aim to address issues identified in several reviews and audits of Fish & Game, including:

Organisational Cohesion: The Minister cites a lack of cohesion between councils as hindering best practice development and national resource management.

Efficiency Concerns: Duplicated administrative processes across the organisation are described as inefficient use of licence holder funds.

Governance Standards: Variable governance performance and outdated legislation are cited as impacting decision-making quality.

Electoral Representation: The current electoral system is described as lacking fair representation of membership.

Advocacy Effectiveness: The Minister suggests advocacy has not always served licence holders' best interests.

Stakeholder Consideration: Non-hunting and non-fishing interests may not always be adequately considered.

Key Questions & Responses

During the Q&A session, several important clarifications emerged:

On Ministerial Powers: The Minister's office has indicated these would be reserve powers used only when normal processes fail, including the ability to remove councillors and appoint up to two additional regional councillors in exceptional circumstances.

On Regional Autonomy: Under the proposals, local decision-making for hunting and fishing regulations would remain with regional councils using licence holder fees.

On Advocacy Coordination: The proposals would establish binding advocacy policy from NZC, with regional councils requiring approval for court action on advocacy matters.

On Funding & Administration: The proposed model would have NZC collect licence fees and allocate revenue based on a funding allocation model set in secondary legislation. This model would allocate revenue based primarily on levels of angler and hunter activity in each region while ensuring key functions are adequately funded and providing some business case-based funding. Regional councils would retain authority over their own budgets to meet obligations and local priorities.

On Electoral Changes: More licence holders would become eligible to vote and stand in elections, with modernised procedures aimed at encouraging wider participation.

On Timeline: The Government intends to introduce a Bill by the end of 2025, with the select committee process for public feedback anticipated in late 2025.

Select Committee Process

When the Bill is introduced, there will be formal opportunities for public engagement through the select committee process.

Important Guidelines for Staff Participation: If Fish & Game staff wish to make personal submissions, they must follow the Public Service Standards of Integrity and Conduct:

- Submissions must be made in personal capacity only
- Avoid connecting submissions to your employment

- Don't use work-only information in submissions
- Seek manager approval if uncertain
- Staff cannot make submissions as 'Fish & Game' representatives

Public Information & Queries

We've established a dedicated webpage with information about the reform proposals and key documents.

For licence holder queries, we're providing factual information about what has been proposed. Here's a standard response:

The Minister's proposals include central licence sales, national advocacy coordination, smaller regional councils, shared experts, and standardised reporting. Under these proposals, local seasons, bag limits, and area management would remain with regional councils. These are proposals subject to select committee review where licence holders can make submissions before any changes become law.

NZC Role

As this process unfolds, our role is to serve as an impartial information conduit, ensuring transparency while acknowledging the diverse views on these proposals. We'll continue updating you on all developments throughout the reform process.

The select committee stage will provide the formal avenue for public input on the proposed legislation.

Memorandum

To: Councillors

From: Manager

Subject: Wetland Management Costs and Permit Fees

Date: 15th August 2025

This memo is to follow on from the March meeting where the total costs of wetland maintenance for Fish and Game managed wetlands in Northland was discussed. This memo is to present some options for permit fee charges from the 2026 game season onward. The focus on proposed charges will be cost recovery for wetland maintenance, fairness between wetlands and between stand holders and casual permit holders, and parity with other Fish and Game regions.

Some assumptions and rules that are carried in the proposed permit fees are:

- Stand holders carry the majority of the costs as they get the most benefit out of the wetland
- **Stand holder permit fees will apply to all stand holders from the 2026 game season onwards, not just Jack Bisset and Flaxmill stand holders as they currently do. This will include winners of one-off Underwood ballots but will exclude junior licence holders**
- Administrative fees will be standardized at \$10 across all wetlands and permit types
- Administrative fee does not contribute toward wetland maintenance cost recovery
- All wetland permits and permit holders have to be treated equally despite the large disparity in expense in different wetlands. It would be impossible to recover costs from each wetland separately due to fairness. Flaxmill as an example has high costs shared between few permit holders, compounded by a steady decline in harvest.
- Cost recovery options will be targeted at the average financial cost of wetland maintenance each year – staff costs will be excluded

The simplest way to recover some/all costs each year will be to charge a fee for permits that is made of two parts – an administrative fee and a habitat contribution. The habitat contribution would be put into a dedicated reserve that would be used to support wetland maintenance work each year. There is already a reserve in place that is suitable for this. Stand holders of Jack Bisset and Flaxmill wetlands pay a higher permit fee that has a contribution to the Predator Control Fund. I propose that the predator control fund has its name and purpose changed to the Habitat Maintenance Fund, and that all habitat contributions from permit fees are then able to be used for all wetland maintenance costs rather than just predator control.

The table below shows the various wetland properties and their management costs averaged each year

Code	Property	Est hrs/yr	Est staff costs/yr	Avg financial cost/yr	Total cost/yr
1221	Jack Bisset	140	6888	2707	9595
1225	Flaxmill	65	3198	3376	6574
1224	Borrow Cut	8	393.6	284	677.6
1226	Kawakawa	16	787.2	142	929.2
1228.2	Greenheart	20	984	627	1611
1226.1	Underwood	140	6888	1139	8027
1223	General	0	0	4707	4707
1228	Wairua	50	2460	2535	4995
				Total cost	37115.8
				Total cost - Wairua	32120

The table below shows permit purchases for the 2024 game season:

Code	Property	Standholder permits issued 2024	Casual permits issued 2024	Total permits issued 2024
1221	Jack Bisset	30	24	54
1225	Flaxmill	13	12	25
1224	Borrow Cut		32	32
1226	Kawakawa		22	22
1228.2	Greenheart		15	15
1226.1	Underwood		32	32
1223	General		0	0
1228	Wairua		0	0
			Total permits issued 2024	180

Total financial cost of wetland maintenance spend average over the last 5 years - \$15,517.00

Of note also is that only stand holders from Jack Bisset and Flaxmill pay a “stand holder” permit fee. This consists of a \$6 administration fee and a \$29 contribution to the predator control fund. Stand holders at the other wetlands pay a \$10 administration fee only.

Options for permit fees and Habitat Contribution sizing:

Option 1: Stand holders carry the total cost.

This would require all stand holders to make a habitat contribution that would be large enough to recover \$15k each game season. At the current level of stand holders this will require each stand holder permit to be charged at \$225. This is a \$10 administrative fee and a \$215 habitat contribution

Option 2: Shared costs with both stand holders and casual hunters at a ratio of 75% and 25%.

This would require stand holders to cover \$11,250 and casuals to cover \$3750. At the current level of permit sales this would require stand holders to be charged a \$160 habitat contribution and casual permits to be charged a \$30 habitat contribution (per wetland).

Option 3: As for option 1 but only targeted to recover 50% of total wetland maintenance expense (\$8000.00).

This would require stand holders to be charged a \$125 permit fee which is \$115 habitat contribution and \$10 administration fee.

Option 4: As for Option 2 but only target to recover 50% of total wetland maintenance expense (\$8000.00).

This would require stand holders to cover \$6000.00 and casual hunters to cover \$2000.00. At the current level of permit sales this would require stand holders to be charged a \$86 habitat contribution and casual permits to be charged a \$15 habitat contribution (per wetland).

Recommendations:

- Council receives this information
- Council resolve to charge an equal administration fee for all wetlands (\$10)
- Council resolve on an option for a habitat contribution charge for stand holder and casual permits for all Fish and Game managed wetlands
- Council resolve to change the purpose of the Habitat Enhancement Program from predator control to habitat enhancement, including maintenance and predator control

Yours sincerely,



Craig Deal
04 Aug 2025

Memorandum

To: Councillors
From: Manager
Subject: End of year budget adjustments
Date: 1st August 2025

Due to underspend in some areas there is budget remaining in several project codes as the end of the financial year (FY) approaches. There has also been overspend in some project codes due to unplanned costs – 1451 Regional A&P shows (Field Days) with an unplanned expense of \$2,621.00 is an example. I have utilised the unspent budget to make some purchases that are required for our projects. In order to balance out the expense codes and reduce variance within the project codes I recommend that council make some reallocations.

The equipment purchases are:

- a 6x3m branded gazebo to be used for events such as Fishing Tuition Day and Northland Field Days - \$3500.00
- a camera suitable for taking pictures of wildlife at longer range. This will be utilised for accurate shelduck and swan trend counts and imagery for magazines, newsletters and social media - \$4000.00

Councillors will also be aware of the breach in the bund wall of the Big Pond in Jack Bisset Wetland. The estimated cost to repair this breach is \$35,000.00. Repair work cannot start until spring 2025 when the ground starts to dry. Expenditure on wetland work has been less than budgeted for in this FY, at year end there will be \$10,000.00 remaining unspent. It is recommended that this \$10,000.00 is held over to 2025-26 FY to contribute to the repair work. The total wetland budget for 2025-26 FY is \$30,000.00. The addition of the held-over \$10,000.00 will make it \$40,000.00 total. This will allow the repair work to be completed out of operational budget rather than having to use reserves. The implication is that the other wetlands will have minimal to no budget expense in the coming year, but staff effort for maintenance work will still occur.

Recommendations:

- Council receives this information
- Council resolve to approve the movement of budget between project codes as detailed in the enclosed table
- Council resolve to hold over \$10,000.00 from 1223 General Wetland Maintenance to be used on the repair of Jack Bisset Wetland in 2025-26 FY. The held-over funds will be placed in the same project code as they are currently - 1223 General Wetland Maintenance.

Yours sincerely,



Craig Deal
01 Aug 2025

Enclosure to Memo
 End of Year Budget Adjustments
 01 Aug 2025

Code	Name	Budget	Total Anticipated Spend	Variance	Action	Reason
1223	Habitat Maintenance	26000	15000	-11000	Hold 10k over to 2025-26 budget	To contribute to Jack Bisset bund repair
1313	Ballots/Permits	2000	1574	-426	Transfer 400 to 1981 Field Equipment Purchases	To contribute to gazebo purchase
1412	Mana Whenua Liaison	500	0	-500	Transfer 500 to 1981 Field Equipment Purchases	To contribute to gazebo purchase
1531	Prosecutions	4000	1000	-3000	Transfer 2600 to 1451 Field Days	To cover unplanned expense for Field Days
					Transfer 400 to 1981 Field Equipment Purchases	To contribute to gazebo purchase
1843	Maritime Currency	2000	800	-1200	Transfer 1200 to 1981 Field Equipment Purchases	To contribute to camera purchase
1914	Allowances	2500	1800	-700	Transfer 700 to 1981 Field Equipment Purchases	To contribute to camera purchase
1951	Office Purchases	1500	200	-1300	Transfer 1000 to 1981 Field Equipment Purchases	To contribute to camera purchase
1963	Courier	1000	500	-500	Transfer to 1161 Trout Liberations	To cover overspend
1964	Stationery	1000	500	-500	Transfer to 1954 Contents Insurance	To cover overspend
1966	Computer Expenses	5000	4000	-1000	Transfer 1000 to 1981 Field Equipment Purchases	To contribute to camera purchase
1983	Field Equipment Maintenance	700	150	-550	Transfer 500 to 1981 Field Equipment Purchases	To contribute to gazebo purchase
1985	Equipment Hire	500	0	-500	Transfer 500 to 1981 Field Equipment Purchases	To contribute to gazebo purchase



NORTHLAND FISH & GAME COUNCIL HEALTH & SAFETY POLICY

Council Commitment

The Northland Fish and Game Council is committed to providing a safe and healthy environment for all staff, councillors and volunteers.

To achieve this the Council will comply with the Health and Safety at Work Act 2015 (HSWA) and associated regulations and the National Health, Safety and Wellbeing Policy as prepared by NZC and consulted with regions.

Scope

This policy applies to all Fish and Game Council staff, councillors and volunteers

Key Elements of the Policy

The Council will comply with the provisions of legislation dealing with health and safety in the workplace, by:

- providing a safe and healthy work environment;
- ensuring a health and safety plan is in place and that engagement and consultation with staff on the plan occurs;
- providing adequate facilities and safety equipment deemed necessary, including ensuring access and ensuring property and equipment is safe to use and workers are not exposed to hazards;
- ensuring there is an effective method in place for identifying, assessing, and controlling hazards. This includes the recording and investigating of injuries, and reporting serious harm incidents;
- having a commitment to a culture of continuous improvement.

The Regional Manager, as an Officer, is responsible for implementing this policy and therefore must:

- exercise due diligence in accordance with the provisions of the health and safety legislation;
- take all reasonable steps to protect workers, volunteers and visitors in the workplace from unsafe or unhealthy conditions or practices;
- ensure there are effective processes to deal with unacceptable behaviour, such as non-compliance, bullying and/or harassment ;
- provide information and training opportunities to workers;
- ensure that the regional health and safety officer is provided with the legislated training on an annual basis
- ensure that all workers understand the health and safety policies and processes and are able to comply with these. To ensure this workers will be provided with training and PPE as necessary for the particular work function
- ensure that any new staff, councillors or volunteers do not engage in any work functions until they have been provided with training, support and the appropriate PPE for their new role
- keep Council fully informed of all incidents, near misses and possible issues with non-adherence to policies
- advise the Council Chairman of any emergency situations as soon as possible.
- Be cognisant of the level of sick leave that may be linked to health safety and wellness in the workplace
- Ensure a health and safety plan is in place in relation to specific activities including:
 - Fieldwork tasks
 - Working alone
 - Ranging
 - Using company motor vehicles



- Boating
- Office security

And ensure that the plans are being enacted

All workers (employees, contractors, and volunteer workers) are expected to play a vital and responsible role in maintaining a safe and healthy workplace through:

- being involved in improving health and safety systems at work (employee engagement)
- following instructions, rules, procedures and safe ways of working;
- reporting any pain or discomfort as soon as possible;
- reporting all injuries, incidents and near misses;
- support the training of new staff members, trainees, volunteers and visitors to the workplace to understand the risks and hazards and why they exist;
- reporting any health and safety concerns or issues through the reporting system;
- keeping the workplace tidy to minimise the risk of any trips and falls;
- wearing protective clothing and equipment as and when required to minimise exposure to workplace hazards;
- take reasonable care for the health and safety of themselves and of others in the workplace.

Workers may be personally liable if they fail to meet or comply with their health and safety obligations.

Where a staff member does not comply with the health and safety policies and processes this may be deemed as unacceptable behaviour and subject to disciplinary action which may lead to dismissal.

All others (e.g. visitors) in the workplace must:

- Follow all instructions, rules and procedures while in the workplace;
- report all injuries, incidents and near misses to the Manager;
- wear protective clothing and equipment as and when required appropriate to the function they are undertaking

Signed: _____ (Regional Manager)

Signed: _____ (Chairman)

Date: 10/7/25 10/07/2025

STAFF CODE OF CONDUCT

Section	Operational
Contact/Owner	NZC HR
Last Review	New Policy
Next Review	November 2025
Approval	NZC November 2023
Effective Date	24 November 2023

1. PURPOSE

This policy sets out the minimum standards of conduct for all staff, and supports the values of Fish and Game NZ. Reflected in this *Code of Conduct* is the importance of trust and confidence in the relationship between Fish and Game Councils and their employees. The *Code of Conduct* covers all employees of Fish and Game Councils, and, contractors covering employment positions.

2. POLICY

Employees are expected to act reasonably at all times in compliance with their individual conditions of employment and taking into account the interests and welfare of Fish and Game Councils and their colleagues. As an employee, you are expected to maintain the highest integrity, discretion and ethical conduct when performing your duties or representing your Fish and Game Council. All employees are expected to exercise good judgement to determine what action should be taken in any given situation and be able to withstand scrutiny from internal and external parties.

3. EXPECTED BEHAVIOURS

1. Personal Responsibilities:

- act honestly and with integrity in all aspects of your employment;
- respect the rights of others and treat others courteously and without discrimination or harassment;
- be respectful of, and responsive to all cultures, values and beliefs;
- perform and organise your work to the best of your ability and according to specified duties by showing commitment to high quality work, policies, and standards and taking a strategic approach by thinking ahead about ramifications of actions you take;
- carry out any lawful and reasonable instruction from your manager;
- be supportive of your colleagues and accept your responsibilities as part of the team;
- comply with all Fish and Game policies, processes, standards, vision, mission, values, and SOPs
- act in a safe manner to protect your health and safety and that of your colleagues. Follow your Fish and Game Council's Health and Safety policies and procedures and comply with all reasonable and relevant directions, unless you consider them to be unsafe

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

- do not consume alcohol at work or during work time (including lunch breaks) unless by prior approval from the Chief Executive/Regional Manager
- Do not consume any drugs in the workplace unless they have been prescribed by your medical practitioner

2. External Relationships:

- be courteous, helpful and responsive;
- respond promptly to requests;
- act reasonably, honourably and in good faith when working with the fishing and hunting communities
- create and maintain positive relationships and networks with others.

3. Customer Service and Responsiveness:

- recognise everyone you deal with is a customer;
- strive to get things done to agreed standards and timeframes;
- keep others informed of progress or delays; and
- be responsive and react to situations in a timely manner.

4. Confidential Information:

- be responsible for the security and confidentiality of any personal information that you have acquired;
- ensure that any information you have acquired through your work is not used for personal advantage; and
- ensure that financial and non-financial information gathered by Fish and Game and your knowledge of its systems and processes is used solely to perform Fish and Game business.

5. Conflict of Interest:

- obtain your manager's approval before commencing any activity, business interest or employment that has the potential to conflict with Fish and Game business (refer to *Conflicts of Interest Policy*);
- avoid any financial interest in any undertaking that could be seen to compromise your responsibilities to Fish and Game,
- do not allow personal relationships with staff or customers to affect or appear to affect the professional relationship with them;
- ensure that your behaviour in relation to gifts and gratuities and managing contracts and purchasing does not compromise your personal integrity or that of Fish and Game; and
- when your personal views differ from those of Fish and Game, you must ensure that both your personal integrity and the integrity of Fish and Game are not compromised. If you are likely to find yourself in this situation, then you should discuss the matter with your manager first.

6. Uphold the Reputation of Fish and Game:

- act with integrity at all times;
- don't undermine a decision of the Council or engage in any action or public debate which might frustrate its implementation;
- ensure your participation in political matters does not conflict with your duty to your Fish and Game Council or undermine any partnerships with government agencies; and
- ensure your private activities do not reflect adversely on Fish and Game or key stakeholders; for example, behaviour when driving a Fish and Game vehicle or wearing a Fish and Game logo.

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

7. Additional Expectations for Managers:

- guide and motivate employees in accordance with Fish and Game policies, processes, standards and systems that are in place to support you in your role as a manager;
- lead by example and model the standards of behaviour expected of all employees; and
- take responsibility for the quality of work performed, the actions and decisions of employees in your team.

8. Misconduct:

- any form of misconduct will constitute a breach of the Fish and Game Code of Conduct and may lead to disciplinary action;
- it is Fish and Game's intention that all matters relating to unsatisfactory conduct will be dealt with properly, fairly and consistently.
- following a fair process, as set out in MBIE's employment website [Fair process » Employment New Zealand](#) if the essential elements of trust and confidence are found to have been breached by employees, Fish and Game may terminate the employment relationship.

4. DOCUMENT MANAGEMENT CONTROL

Prepared by: Jane Hutchings, HR Business Partner
Owned by: NZC/NZC CEO
Authorised by: Fish and Game New Zealand National Council
Date Issued (for Consultation): 6/9/23
Next Review: November 2025

I agree to abide by this Code of Conduct

Signed..... Date:.....

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

2025-26 Operational Work Plan and Budget [Final Approval] – separate paper

HEALTH AND SAFETY – August 2025

Background

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

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

Update

1. Development of policy / manual	Status
Policy and Manual is in place.	Revised policy updated and signed July 2025.
2. New issues and information	
Nil	
3. Ongoing issues	
Nil	
4. Audits, reviews, and meetings	
H&S meetings Vehicle inspections Annual audits and reviews	Monthly meetings held. Carried out monthly. H+S Plan and procedures are under review. Hazard register reviewed and updated. Hazardous substances audited
5. Near misses, injuries, and hazards	
Fall into stream	Entering stream for trout spawning survey. Stepped on log that gave way resulting in minor injury not requiring medical attention. Discussed at next H&S meeting. Risks are discussed but unstable ground unavoidable.



Craig Deal
Manager
August 2025

Executive Limitations Reports

Northland Fish and Game Council Meeting 15 August 2025

Prepared by: Craig Deal, Manager

Report frequency: Reports as required by ML 4.4.1

General Comment

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

EL 1 Financial Planning and Budgeting

Level Two

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

Report

Expenditure will fall under budget for the 2024-25 financial year. Variance is likely to end up within the accepted tolerance of 10%. Vehicle expenses (maintenance, fuel, RUC) are likely to exceed budget this year, as well as costs of servicing the council. There is underspend in some areas currently which will balance out the total spend.

EL 2 Financial Condition

Level Two

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

Report

Expenditure has been in accordance with the Council priorities, and the Councils financial position is sound. The attendance at the Northland Field Days event was an unplanned cost that totalled \$2600. This was not budgeted for; however, it was within Councils priorities (and NZC Strategic Objectives) and has been deemed at Council to be a worthwhile investment. This expense is covered by underspend in other project codes. Unspent budget has been utilised to make purchases that will enable better execution of planned operations in the 2025-26 financial year. These purchases will not impact on the overall budget position or result in an overall variance that is outside tolerance.

EL 6 Protection of Assets

Level Two

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

Report

All of the Councils assets are regularly maintained and serviced by appropriate and experienced personnel. All assets are kept in secure locations and are fully insured against theft, loss or damage. Insurance for vehicles, the vessel, trailers and office contents is in the process of renewal and will be finalised prior to year end.

EL 14 Programmes and Services

Level Two

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

Report

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

EL 15 Public Awareness

Level Two

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

Report

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



Craig Deal

04 August 2025

To: All Councillors
From: Rachael Quin
Date: 28 July 2025
Subject: Financial Report for the period ending 30 June 2025

Revenue

Fish & Game Bird Licence Income **\$228,976**

The latest national licence sales spreadsheet will be circulated at the Council meeting for Councillor's information. Both game bird and fish licence sales are higher than forecast.

NZFG Council Grant **\$279,367**

The fourth instalment of the NZC grant is due 20 August 2025.

Interest Income **\$15,878**

On 17 August 2025 the term investments will mature and be reinvested for a six-month term.

Other Income **\$24,378**

This figure includes gain on sale of Isuzu ute, Greenheart Wetland grazing lease, cookbook sales, NZC reimbursement for shirts printed, gas gun hire and sales, permit sales and recoup personal use cost of motor vehicles.

Total Income **\$548,600**

Expenditure

All depreciation has been accumulated.

Total Overheads **\$443,311**

Total Operating Expenditure **\$488,515**

Net Surplus **\$60,085**

The current financial situation for the Council is that overall, income exceeds budget and expenditure is on budget.

Recommendation

That the financial report to the 30 June 2025 be adopted.

Rachael Quin
Office Administrator

Balance Sheet

Northland Fish and Game Council

As at 30 June 2025

Account	30 Jun 2025
Assets	
Bank	
ASB Cashflow	726.55
Cheque Account	12,107.09
Habitat Development Fund	4,578.22
Savings on Call Account	318,220.26
Term Deposit (73)	202,218.90
Term Deposit (74)	101,109.45
Total Bank	638,960.47
Current Assets	
Accounts Receivable	35,628.66
Accrued Interest	1,882.45
Total Current Assets	37,511.11
Fixed Assets	
Accum Dep Field Equipment	(6,226.45)
Accum Dep Improvements	(40,867.85)
Accum Dep Office Equipment	(25,955.71)
Accum Dep Vehicles	(99,474.69)
Field Equipment	13,121.80
Improvements	140,383.00
Land	278,592.75
Office Equipment	29,951.93
Vehicles	180,894.12
Total Fixed Assets	470,418.90
Total Assets	1,146,890.48
Liabilities	
Current Liabilities	
Accounts Payable	5,851.65
Annual Leave & Time in lieu	47,193.35
Designated Waters Clearing	20.78
Game Bird Habitat Stamp	8,060.90
GST	32,628.17
Income in Advance	4,562.00
PAYE Clearing	8,414.11
Salmon Endorsement Clearing	12.47
Visa Credit Card - Craig Deal	1,526.86
Total Current Liabilities	108,270.29
Total Liabilities	108,270.29
Net Assets	1,038,620.19
Equity	
Accumulated Funds	
Current Year Earnings	60,084.50
Accumulated Funds	1,002,346.48
Transfer To/From Reserves	(316,590.75)
Retained Earnings	(23,810.79)
Total Accumulated Funds	722,029.44
Asset Replacement Reserve	(2,673.00)
Non-Resident Levy Reserve	23,989.75
Habitat Development Fund Reserve	4,424.00
Kai Iwi Lakes Fishing Competitions Reserve	1,204.00
NFGC Sports Fish & Game Mgmt Plan Reserve	3,535.00
Habitat Enhancement Programme	4,505.00
Game Bird Habitat Development Reserve	281,606.00
Total Equity	1,038,620.19

Profit and Loss

Northland Fish and Game Council

For the 10 months ended 30 June 2025

Account	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unused Budget	% of Budget
Trading Income						
Licence Sales						
Fish Licence Sales	78,980	0	78,980	61,586	17,394	128%
Game Bird Licence Sales	149,997	0	149,997	148,354	1,643	101%
Total Licence Sales	228,976	0	228,976	209,940	19,036	109%
Grants NZC	279,367	279,366	1	372,490	(93,123)	75%
Interest Income	15,878	0	15,878	10,104	5,774	157%
Other Income	24,378	5,500	18,878	8,500	15,878	287%
Total Trading Income	548,600	284,866	263,734	601,034	(52,434)	91%
Gross Profit	548,600	284,866	263,734	601,034	(52,434)	91%
Operating Expenses						
Species Management						
1111 Trend Counts	10,268	10,500	(232)	10,500	(232)	98%
1161 Trout Liberations	732	4,500	(3,768)	4,500	(3,768)	16%
1181 Gamebird Dispersal	994	2,000	(1,006)	2,000	(1,006)	50%
Total Species Management	11,995	17,000	(5,005)	17,000	(5,005)	71%
Habitat Protection/Management						
1212 Consents	96	0	96	0	96	0%
1221 Jack Bisset Wetlands	3,500	0	3,500	0	3,500	0%
1223 Habitat Maintenance	1,984	0	1,984	26,000	(24,016)	8%
1224 Borrow Cut Wetland	180	0	180	0	180	0%
1225 Flaxmill Development	3,868	0	3,868	0	3,868	0%
1226.1 Underwood Wetland Development	1,238	0	1,238	0	1,238	0%
1228 Wairua River Wildlife Management Res	540	0	540	0	540	0%
1228.2 Greenheart Lease/Development	180	0	180	0	180	0%
Total Habitat Protection/Management	11,584	0	11,584	26,000	(14,416)	45%
Participation						
1312 Anglers/Hunters Access Signs	0	1,000	(1,000)	1,000	(1,000)	0%
1313 Ballots/Permits/Liability insurance	1,574	2,000	(426)	2,000	(426)	79%
1315 Kai Iwi Fishing Competitions & Tuition Days	307	500	(193)	500	(193)	61%
Total Participation	1,881	3,500	(1,619)	3,500	(1,619)	54%
Public Interface						
1412 Mana Whenua Liaison	0	0	0	500	(500)	0%
1431 Media Liaison	163	0	163	0	163	0%
1451 Regional A&P Shows	2,621	0	2,621	0	2,621	0%
1453 Office Habitat Print & Poster Material	274	300	(26)	300	(26)	91%
Total Public Interface	3,058	300	2,758	800	2,258	382%
Compliance						
1511 Ranger Allowance/Mileage	463	400	63	400	63	116%
1531 Court Prosecutions	572	0	572	4,000	(3,428)	14%
Total Compliance	1,035	400	635	4,400	(3,365)	24%
Licensing						
1613 Printing Regulation booklets (Fish)	35	0	35	100	(65)	35%
1614 Printing Regulation booklets (Game)	97	300	(203)	300	(203)	32%
1617 Transaction Fees	278	0	278	0	278	0%
1618 Transaction Fees excl GST	2,084	0	2,084	0	2,084	0%
1631 Commission on Sales - Fish	432	0	432	2,463	(2,031)	18%
1632 Commission on Sales - Game	6,408	0	6,408	5,934	474	108%
Total Licensing	9,334	300	9,034	8,797	537	106%
Councils						
1721 Council Meals	1,712	2,000	(288)	2,000	(288)	86%
1722 Travel Reimburse/Accom Councillors	3,930	3,600	330	4,000	(70)	98%
Total Councils	5,642	5,600	42	6,000	(358)	94%
Planning/Reporting						
1822 Annual Report & Financial Statements	(50)	0	(50)	3,000	(3,050)	-2%
1831 Audit	50	0	50	8,070	(8,020)	1%
1841 Managers Meetings	76	0	76	0	76	0%
1843 Maritime currency and qualifications	600	2,000	(1,400)	2,000	(1,400)	30%
Total Planning/Reporting	676	2,000	(1,324)	13,070	(12,394)	5%

Overheads						
Salaries						
1911 Salaries	308,927	300,000	8,927	370,975	(62,048)	83%
Kiwisaver Contributions	9,287	9,000	287	10,800	(1,513)	86%
1913 Seasonal Contractor	4,349	0	4,349	5,000	(651)	87%
1914 Allowances	1,765	1,200	565	2,500	(735)	71%
Total Salaries	324,328	310,200	14,128	389,275	(64,947)	83%
Staff Expenses						
1921 ACC Levy	549	0	549	1,000	(451)	55%
1922 Fringe Benefit Tax	7,701	5,250	2,451	7,000	701	110%
1923 Staff Training	1,286	0	1,286	2,500	(1,214)	51%
1924 Health & Safety (OSH)	759	0	759	2,000	(1,241)	38%
1925 Staff Expenses	3,563	0	3,563	2,500	1,063	143%
1926 Staff Uniforms	0	0	0	500	(500)	0%
Total Staff Expenses	13,857	5,250	8,607	15,500	(1,643)	89%
Office Premises						
1941 Rent	31,667	31,660	7	38,000	(6,333)	83%
1942 Office Premises Rates (inc Water)	7,423	6,150	1,273	8,200	(777)	91%
1943 Office Maintenance	287	0	287	500	(213)	57%
1944 Insurance (mgmt fees)	490	500	(10)	500	(10)	98%
1945 Power	2,323	1,830	493	2,200	123	106%
1946 Office Security	709	750	(41)	900	(191)	79%
Total Office Premises	42,898	40,890	2,008	50,300	(7,402)	85%
Office Equipment						
1951 Purchases (Under 2,000) Office Equipment	194	0	194	1,500	(1,306)	13%
1952 Asset Replacement/Depreciation	3,474	3,200	274	3,838	(364)	91%
1953 Equipment Maintenance	109	0	109	400	(292)	27%
1954 Equipment/Contents Insurance	1,116	500	616	500	616	223%
Total Office Equipment	4,893	3,700	1,193	6,238	(1,345)	78%
Communications/Consumables						
1961 Telephone/fax/Internet	4,300	5,000	(700)	6,000	(1,700)	72%
1963 Courier/Freight	424	0	424	1,000	(576)	42%
1964 Stationery	457	0	457	1,000	(543)	46%
1965 Photocopier	1,662	1,500	162	1,800	(138)	92%
1966 Computer Expenses	3,040	4,150	(1,110)	5,000	(1,960)	61%
Total Communications/Consumables	9,884	10,650	(766)	14,800	(4,916)	67%
General						
1972 Subscription	520	0	520	500	20	104%
1974 Bank Charges	91	0	91	0	91	0%
1975 General (inc Petty Cash)	712	0	712	800	(88)	89%
1976 Public & Statutory Liability Insurance	505	700	(195)	700	(195)	72%
Total General	1,827	700	1,127	2,000	(173)	91%
General Equipment						
1981 Purchases (Under 2000) Field Equipment	740	0	740	1,500	(760)	49%
1982 Asset Replacement Field Equipment	1,379	1,450	(71)	1,738	(359)	79%
1983 Field Equipment Maintenance	138	0	138	700	(562)	20%
1985 Equipment Hire/Rental	0	0	0	500	(500)	0%
Total General Equipment	2,258	1,450	808	4,438	(2,180)	51%
Vehicle Expenses						
1991 Purchases (Under 2,000) Vehicles	0	0	0	500	(500)	0%
1992 Asset Replacement -Vehicles	16,284	12,380	3,904	14,861	1,423	110%
1993 Vehicle Maintenance	5,153	0	5,153	6,500	(1,347)	79%
1994 Vehicle Insurance	6,893	6,000	893	6,000	893	115%
1995 Vehicle Registration	705	0	705	1,000	(295)	70%
1996 Vehicle Fuel & RUC	13,231	12,500	731	15,000	(1,769)	88%
1997 General Trailer Maintenance	178	0	178	500	(322)	36%
1999.1 Boat Maintenance	777	0	777	1,000	(223)	78%
1999.3 Polaris ATV	145	0	145	1,500	(1,355)	10%
Total Vehicle Expenses	43,366	30,880	12,486	46,861	(3,495)	93%
Total Overheads	443,311	403,720	39,591	529,412	(86,101)	84%
Total Operating Expenses	488,515	432,820	55,695	608,979	(120,464)	80%
Net Profit	60,085	(147,954)	208,039	(7,945)	68,030	-756%

Aged Receivables Summary

Northland Fish and Game Council

As at 30 June 2025

Ageing by due date

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
Fish & Game, Eyede Solutions Ltd for	35,488.29	0.00	0.00	0.00	0.00	0.00	35,488.29
Graham Gallagher	0.00	140.37	0.00	0.00	0.00	0.00	140.37
Total	35,488.29	140.37	0.00	0.00	0.00	0.00	35,628.66
Percentage of total	99.61%	0.39%	0.00%	0.00%	0.00%	0.00%	100.00%

Aged Payables Summary

Northland Fish and Game Council

As at 30 June 2025

Ageing by due date

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
Aged Payables							
BOC	14.15	0.00	0.00	0.00	0.00	0.00	14.15
BP Oil New Zealand Ltd	683.56	0.00	0.00	0.00	0.00	0.00	683.56
Clay Reed Contracting	0.00	2,201.56	0.00	0.00	0.00	0.00	2,201.56
Eastern Fish & Game Council	86.54	0.00	0.00	0.00	0.00	0.00	86.54
Evolve Outdoors Group	650.24	0.00	0.00	0.00	0.00	0.00	650.24
Fish & Game, Eyede Solutions Ltd for	110.20	0.00	0.00	0.00	0.00	0.00	110.20
MWIS Lawyers Ltd	0.00	239.20	0.00	0.00	0.00	0.00	239.20
New Zealand Fish and Game Council	69.00	69.00	0.00	0.00	0.00	0.00	138.00
Northland Business Systems Limited	110.38	0.00	0.00	0.00	0.00	0.00	110.38
NZ Safety Blackwoods	45.68	0.00	0.00	0.00	0.00	0.00	45.68
OfficeMax	91.38	0.00	0.00	0.00	0.00	0.00	91.38
Pacific Motor Group	686.68	0.00	0.00	0.00	0.00	0.00	686.68
Powershop	357.63	0.00	0.00	0.00	0.00	0.00	357.63
SprayShop Limited	48.72	0.00	0.00	0.00	0.00	0.00	48.72
TSC IT Consultants	387.73	0.00	0.00	0.00	0.00	0.00	387.73
Total Aged Payables	3,341.89	2,509.76	0.00	0.00	0.00	0.00	5,851.65
Total	3,341.89	2,509.76	0.00	0.00	0.00	0.00	5,851.65
Percentage of total	57.11%	42.89%	0.00%	0.00%	0.00%	0.00%	100.00%

CORRESPONDENCE

September 2024 to August 2025

Inward

No.	DATE	FROM	SUBJECT	FILED
1805	4/11/2024	Hon Todd McClay, Min Hunting & Fishing	Letter requesting response to questions re modernising Fish & Game	Craigs emails
1806	25/04/2025	Corina Jordan, CEO F&G	2025-26 Licience Fee Consultation document sent to Chairs	Craigs emails

Outward

No.	DATE	SENT TO	SUBJECT	FILED
924	12/12/2024	Hon Todd McClay, Min Hunting & Fishing	Response to questions re modernising Fish & Game	Craigs emails
925	3/06/2025	NRC, FNDC submissions	Submission on Kaikohe Wastewater Treatment Plant resource consent application APP.002417.01.04	Craigs emails
926	24/06/2025	Kaipara District Council	Submission on Proposed District Plan	Craigs emails