



NORTHLAND FISH AND GAME COUNCIL

AGENDA

PLACE	:	NORTHLAND FISH & GAME OFFICE UNIT A5, 7–11 NELL PLACE, WHANGAREI
DATE	:	<u>Friday 28 March 2025</u>
MEETING STARTS	:	7.00pm
DINNER	:	6.00pm

Welcome/Apologies

Annual or One Year Agenda Pg 1

**Confirmation of 21 February 2025 Meeting Minutes
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NZFGC Update

Memorandum – Field Days Feedback Pg 13
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Policy Drafts for Consultation
 Lone Worker separate paper
 Health, Safety and Wellbeing separate paper
 Resource Management and Legislation Fund separate paper
Policy Drafts for Adoption
 Fatigue Management separate paper
 Time in Lieu (voluntary) separate paper

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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 FRIDAY 21st FEBRUARY 2025

PRESENT:

Chairman: Phil Durham

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

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

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

APOLOGIES: Lewis Peart (leave of absence), Jo Shanks (Northland Conservation Board)

Previous Minutes

It was resolved: *That the minutes of the previous meeting held on the 11th December 2024 are confirmed as true and correct.*

Darryl Reardon / Russell Daniels

CARRIED

Matters Arising

Field Days

Field Day planning is in hand. Due to a date clash, NZFGC CE Corina Jordan and council staff will no longer be available to attend.

RMA – Solar Plant

The Manager reported on the successful result attending mediation with a compromise reached extending the existing wetland preserved.

Bird Watching and Tourism

No action required until further notice.

Stand Costings

Action: Manager to carry out costings after Field Days event.

Managers' Report

1111 Trend Counts

The Managers involvement in the working group with the Northland Regional Council was positive with a better understanding of the role of black swan in the Northland ecosystem.

1172 Game Gazette

Manager reported the increased bag limit for paradise shelduck will be likely. The Chairman stated it was unrealistic to consult licence holders as harvest can have little effect on populations but there needs to be a good balance.

1221 Jack Bisset Wetland

The raupo moved by flooding last year that closed out stand 3 is a force of nature and not financially viable to remove. Councillors agreed a leave of absence from an affected stand can be granted this year.

1225 Flaxmill Maintenance

Removal of the poplar trees was recommended by the QEII covenant report. Cr McEntee suggested forestry contractor may be interested and cheaper due to the high poplar pulp demand.

1242 Botulism Monitoring and Clean Up

Ventia made contact and intend to de-sludge the pond in mid-March. The manager advised that Fish & Game staff are monitoring the situation. It was suggested that they are made publicly accountable and reminded of the paradise shelduck as a taonga.

Action: Manager to draft a media release regarding the outbreak and ask FNDC for comment.

It was moved: ***That the Managers Report be received.***

Cameron Shanks / Mark Bell

CARRIED

Field Officers Reports

Cr Barnes queried mandatory PPE requirement when banding. The Manager reported on recent banding events and explained the banding process.

Cr Bell requested weather (e.g. rainfall and drought) overlay with Moulting Survey to provide more data to analyse population changes.

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

Russell Daniels / John McEntee

CARRIED

NZFGC Update

Cr Barnes reported that the December 2024 NZC meeting focussed on induction of new council.

Audit Completion Report

Cr McEntee reiterated the auditor's comment of a good result. The administrator explained each finding. The council agreed for the Chairman to be set up as a third signatory to satisfy Finding 3.6.

Trout Liberations 2026

Discussions by council regarding liberating larger size trout with a better survival rate and focussing on potential new lakes being more worthwhile. Cr Bell questioned the evidence available to show a successful fishery compared to game bird data usually collected. The Manager explained the need for data loggers to be purchased and monitored for the next two years.

Action: The Manager to seek advice from Eastern Fish & Game regarding holding over trout until 2 years old.

It was moved: ***That the trout order for 2026 is 350 rainbow trout for Wilson Dam, 300 rainbow trout for Whau Valley Dam and 200 rainbow trout for Manuwai Dam and to investigate holding over 150 trout to release as bigger fish in 2027***

Mark Bell / Sean Brickland

CARRIED

Fatigue Policy

The draft fatigue policy was discussed. Cr Ellis pointed out there is a legal commitment once signed up.

Action: The Manager to consult with other regions.

Draft Budget and Operational Work Plan 2025-2026

The manager ran through the budget for 2025-2026 and pointed out main events and deviations. Any changes since the draft budget were explained and the councillors were advised that the new template will be sent out.

Action: The manager will investigate any existing Waitangi Wetland agreement and resource consent.

Cr Shanks suggested advertising grazing at Jack Bisset property but viability uncertain due to fencing and water access.

It was moved: ***To approve amended draft budget 2025-2026.***

John McEntee / Kelvin Ellis

CARRIED

Health and Safety Report

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

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

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

Kelvin Ellis / John McEntee **CARRIED**

Executive Limitations Report

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

Cameron Shanks / Mark Ellis **CARRIED**

Financial Report

Financial report ending 31 December 2024.

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

Darryl Reardon / Sean Brickland **CARRIED**

General Business

Cr Bell requested climate and breeding data be obtained for the next moult survey report.

Cr Altham offered his batten buddy invention as an idea for the upcoming Field Days.

The start date of the annual special shelduck season was queried compared to a later date in February held in the past.

The Manager facilitated the council evaluation.

There being no further business the Chairman declared the meeting closed at 9.32pm.

Phil Durham
Chairman

To: All Councillors
From: Craig Deal
Date: 28 March 2025
Subject: Managers Report

The following is an account of activities that management has been involved in since the 21 February 2025 meeting.

1160 Releases

After being instructed to look into the viability of releasing two-year-old (2yo) trout into Northland reservoirs I have found the following:

- Auckland/Waikato region now only stock 2yo fish
- 2yo reach catchable size within a few months and have a higher survival rate overall.
- It is assumed that in the upper North Island reservoirs that do not have a cold spring source the trout mortality may be as high as 75% in the trout's first year
- Research conducted at Lake Arapuni has shown that although the initial cost of yearling fish is cheaper it is more cost effective to stock 2yo fish, as there are likely to be more available to licence holders to catch at takeable size

To be cost effective we would need at least 50% survivability of yearling fish through to takeable size. This is unlikely considering the climatic conditions in Northland and the impacts of water draw on the reservoir fisheries. Considering what is likely to be available to a licence holder at takeable size 2yo fish may end up being the most cost-effective option.

Transport of two-year-old fish will be more costly – the feasibility of this with our current equipment will be investigated.

The Minister has approved the pheasant preserve at Mangakahia to commence operations under Schedule 3 of the Wildlife Act 1953.

1172 Game Gazette

The Minister has accepted all changes to the 2025/2026 game season regulations. The bag limit for paradise shelduck in Northland this season will be 25 birds/hunter/day. This includes the special season in February 2026.

1182 Shelduck Week

Feedback from hunters was that the special season was a week too early which resulted in a lot of adult birds still being unable to fly and therefore not available to the hunter. The season is set early again in 2026; however this feedback will be taken into account and future special seasons will be set around or after 20 February each year.



A young helper picking up birds during the special season

1210 Resource Management Act

I have engaged with Whangarei District Council on the resource consent renewal for Hikurangi Wastewater Treatment Plant. This plant supports a lot of game bird life (shelduck, swan, greylard and shoveler) and discharges into a tributary of the Mangahuru Stream, a trout fishery. The aim of our engagement will be to seek better quality of water being discharged (they are currently failing to meet the requirements of their existing consent) and to have them implement a botulism management plan. Botulism historically has not been an issue here but considering the amount of game birds that use it, it would be prudent to have a plan in place.

1220 Works and Management

1221 Jack Bisset Wetland

Access tracks have been mown around the wetland at a cost of \$2,600.

1225 Flaxmill Maintenance

1228 Wairua River Wildlife Management Reserve

Access tracks are scheduled to be mown in April.

1242 Botulism Monitoring and Clean Up

FNDC are cleaning up dead birds at Kaitaia WWTP. Desludging work is expected to commence toward the end of March. A media release is being worked on with support from NZC communications advisor.

1311 Negotiation with Forestry Companies

There are two land blocks in the Manganui catchment that have been purchased by an overseas investor for conversion to production forestry. I am working with Herenga ā Nuku (Walking Access Commission) to negotiate access for hunters into these forests. Both blocks encompass significant floodplain and wetland areas so there is opportunity for both waterfowl and upland hunting.

The four usual forestry companies have issued maps and access licences to NFGC to manage hunting in the 2025 game season. Of note, Glenbervie Forest is once again available to be hunted. Manulife Investments have also added Patutahi and Pipiwai forests to the permit, as well as making all forests available both weekend days and most of them weekdays after 5pm.

Rayonier have sold their forestry interests in New Zealand. This may affect hunting in Puhi Puhi, Glenbervie and Waiotama forests. I will work to ensure continuity of hunting access through the transition to new forestry management.

An MOU is being developed between Summit Forests, NFGC and the four Te Hiku Iwi (Ngai Takoto, Te Rarawa, Ngāti Kuri and Te Aupōuri) to formalise the arrangement of game bird and hunter management in Te Hiku Forest.

I approached NZ Forestry with a bid to facilitate game bird hunting in Rototuna Forest. I have had no response.

1313 Ballots and Permits

Underwood ballots have been advertised in the game magazine, email, social media and at the Field Days exhibit. The draw is scheduled for 01 April 2025. One stand at Flaxmill has been balloted at the same time.

1330 Newsletters

Reel Life articles for March were produced. The game magazine has been published and the regional supplement looks excellent. Focus of the supplement is Underwood ballots, game bird trends and upland hunting in the Northland forestry blocks.

1411 Conservation Board Liaison

Jo Shanks is the new POC for the new Conservation Board.

1413 Regional and District Council Liaison

I will be working with NRC staff on a regional response to an outbreak of avian influenza H5N1.

1431 Media Liaison

The issue between Federated Farmers and Southland Fish and Game has not had any impact on our operations.

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 this season. Entries are very low.

1451 Regional A&P Shows

See memorandum for a report from the Northland Field Days event. Special thanks to Cr Brickland for the support he provided to the NFGC staff.

1453 Office Habitat and Poster Material

The office print has been purchased and sent to be framed.

1455 Information to Licence Holders and Members of the Public

Queries over the last month have mostly been regarding game bird control.

1511 Ranging

Staff and honorary rangers had two teams with police support in the field over the weekend 15-16 Feb 2025. One offender from the Auckland Waikato region was detected. The ranger reports have been passed on. Support is being requested for opening weekend ranging around Ruawai/Tokatoka and Bay of Islands.



The team at Northland Field Days



National MP for Northland Grant McCullum in the Fish and Game stand

1531 Prosecutions

Prosecution proceedings have been initiated on an individual caught fishing at Whau Valley Dam without a licence in late December 2024. Northland staff may need to assist with prosecution of the hunter caught near Wellsford on 15 February 2025 as charges (if required) will be laid in Whangarei District Court.

1600 Licensing

For the new fishing season Northland sales are up 31% on last year. Overall fish licence sales nationally are as forecast.

1615 Regulation Booklets

Printed regulation booklets for game season have been received and distributed to the agents.

1620 Agent Servicing

Agents have been provided with copies of regulation booklets and promotional material. The two Kaitia agents will be provided with permit material for Te Hiku forest once it is prepared.

1630 Commission

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

1821 Annual OWP/Budget

The draft budget will be accepted by NZC in the original template or the new Zero-Based-Budget template. Considering the changing of staff at NZ, a new process for budgeting this year is expected to be released in coming weeks. The draft budget is required to be submitted to NZC by 28 March 2025.

1840 National Liaison

Several policies are included in the agenda for consultation:

- Lone worker policy
- Health, safety and wellbeing policy
- Resource management and legislation fund policy

Two policies have been adopted by NZC for regions to adopt:

- Fatigue management policy
- Time in lieu policy (voluntary)

Regions have also been asked to write to NZC outlining their position on the following initiatives to support women anglers:

- Delivering educational materials/events tailored to the needs of women anglers
- Supporting the development of new and existing networks of women anglers (e.g. social media, clubs, etc)
- Providing both image and written content that showcases women in trout fishing for inclusion in F&G publications, such as the F&G magazine, Reel Life, and weekly newsletters
- Supporting and contributing to media campaigns in future F&G elections to encourage women to stand for a regional F&G Council.

1900 Administration

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

The Councils assets are well maintained and fully insured.

Recommendation

That the Northland Fish and Game Council receive this report.



Craig Deal
Manager
15 March 2025

To: All Councillors
From: John Macpherson
Date: 10 February 2025
Subject: Field Officer Report (Kaitaia)

Ranging with Craig and police from Wellsford went very well, most people were limited out early on the Saturday morning, with one exception. The Sunday was reasonably quiet for most of the people we visited. One group of hunters were extremely pleased with how the weekend had gone for them, on a new pond for the first time. A majority of licence holders had come from the Auckland region.

Botulism has been an ongoing problem on the Kaitaia Oxidation Ponds. This used to only occur in the summer months but is now a year-round occurrence. In discussion with Craig, and some up to date photos, Craig contacted MPI due to their new protocols around Avian Influenzas. Since then NRC, FNDC, and Ventia have been in touch with regard to cleaning up the dead birds. Due to no one being allowed to go onto the ponds, only the birds on the outside are collected. This does nothing to reduce the burden in the ponds. I've spoken with Ventia staff regarding what steps FNDC are bringing in to stop the birds coming into the ponds. I believe there are none!

I've been working with DOC staff to try and get their permits sorted. Phelan from the Kaitaia office is working through the process. At this time if anyone wants to hunt PC Land, you can only get a paper permit from their offices, and you must ask them to write in any extra PCL properties you want to hunt on.

Field Days were great for our first go. Several things showed up that could help get more people through the site and get our message out to farmers, e.g. place of stand, one clear message, and less signage. A great first show.

Permits to Disturb are a constant request, pre the special weekend and again now the maize crops are coming off and the new grass is getting planted. With the drought situation taking hold, a lot of people are asking for permits due to the ducks coming into troughs and water supplies. There are more and more cases of salmonella being reported as well. Pukeko are a constant, especially in built up areas where you can't hunt with a shotgun. Banana orchards are particularly hard hit by the pukeko.

We have a MOU with Summit Forest in the final stages of sign off. It will be awesome to have our agreement in an official document. Cat traps are doing well, 15 cats so far and a bunch of possums. Summit have identified an area they believe is where there are significant gecko and will be the area we concentrate on next with the cat trapping program.



John Macpherson
Field Officer (Kaitaia)

Memorandum

To: Councillors
From: Manager
Subject: Northland Field Days Feedback
Date: 17th March 2025

Northland staff ran a stand at Northland Field Days over the period 27 February – 01 March 2025. The Northland team were supported by John Meikle from Eastern Region in the planning and execution, and by NZFGC staff Richie Cosgrove and Maggie Tait in the planning phase. NZFGC also provided support by covering the cost of John Meikle's accommodation and meals and by providing ReWild shirts for the event. NFGC Cr Sean Brickland also provided support to the team. He is a member of the Field Days staff team and assisted with site planning, site preparation and administrative tasks, which was greatly appreciated.

The event was run to meet objectives for both Northland region and NZFGC. Objectives for NFGC were to improve the public knowledge of Fish and Game and what we do, as well as provide information on Fish and Game matters such as game bird management and wetland creation/restoration. Objectives for NZFGC were to increase outreach and visibility of the ReWild campaign and to enhance the relationship between Fish and Game and the rural community.

The stand was located on a small (6m x 4m) site in the "Outdoors Zone". This was in a small corridor between larger sites. A small site was selected as it was the first attempt at this event for the current staff and a cautious approach was warranted. In order to encourage NFGC to attend the event, the Field Days team did not charge for the site, which was generous.

The stand was set up to encourage engagement from the public. Two promotions were on offer:

- People that registered for the Fish and Game E-Newsletters (Both Barrels and/or Reel Life) were entered into a draw for a Fish and Game cookbook
- Registrations were taken for the ballot for stand sites at Underwood Wetland for opening weekend.

A variety of information was available for general engagement, the main themes being mitigation of crop damage by game birds, wetland creation and restoration, owner/occupier rights and landowner responsibilities under the HSWA 2015.

The overall commitment to the event was 180 hours staff time and \$1800.

The general feeling from staff that occupied the stand over the event was that engagement from public was lower than expected. Despite the gate numbers reaching 20,000 people, there was not a lot of foot traffic through the corridor where the stand was situated, and people did not seem to want to engage unless they were licence holders or had a particular issue to address. The general feeling was that (unlike the Sika Show for example) people were there to either purchase equipment or seek entertainment rather than engage on common issues. The goal of increasing the awareness among the public of who Fish and Game are and the work that we do was not met.

In summary, for regional outreach only, the Northland Field Days is unlikely to get worthwhile engagement in order to increase the public knowledge of Fish and Game and the work that we do. From a national sense it is still considered to be well worthwhile attending these types of events even if engagement is low, as the objectives of increasing brand awareness (ReWild) and creating publicity material can still be met regardless of how many people come through the stand. Council needs to make the decision whether to attend Northland Field Days again in 2026 with a view to continuing to support the achievement of the national strategy. A different approach could also be adopted to attempt to increase engagement on regional issues as well.

If the decision is made to run a stand at Northland Field Days in 2026 the following recommendations are made:

- A better site with more visibility should be purchased. A prime half site (12m x 7m) at \$710 would be a good option
- NZFGC should pay for the site fee if it is a NZFGC output
- The theme of the stand be narrowed to one or two key issues (game bird/crop management), with bespoke signage or activities to draw people
- NZFGC communications adviser attends to collect the required media material

Recommendations:

- Council receives this information
- Council resolve on whether to run a stand at Northland Field Days in 2026.

Yours sincerely,



Craig Deal
17 March 2025

Memorandum

To: Councillors

From: Manager

Subject: Wetland Management Costs and Permit Fees

Date: 17th March 2025

Council have requested a breakdown of the management costs at each of the managed wetlands in order to consider whether permit prices could be changed to recover management costs of each managed property.

An attempt has been made to quantify this however there are some limitations with the data, and some assumptions or corrections have been made to create a coherent method:

- Data from the last five financial years has been used
- Time and funding spent on development work is difficult to isolate and remove from the calculation. For properties that have had a lot of development effort in recent years such as Underwood and Greenheart, an estimate has been made for how much time is required for maintenance only
- The cost for staff time has been calculated at the current midpoint for an experienced field officer. This is not reflective of what the time was worth in previous years, particularly before the remuneration review
- Expenditure fluctuates greatly year-on-year depending on whether significant repair work needs to occur. An example is the access bridge to Flaxmill Wetland (a \$40,000 expense). These large costs have been removed from the calculation but other works such as culvert replacements and weir repairs have been left in as routine work. These still significantly raise the average annual spend

The current situation with wetlands and permits makes it difficult to establish a baseline for how to proceed in an equal and fair manner for cost recovery:

- Greenheart wetland currently makes a profit from a grazing lease – should the management work still be recovered?
- Routine purchases such as herbicide, toxins, traps and trap bait are purchased under 1223 General Wetland Maintenance, which makes it difficult to apportion these costs to the various properties
- The permit price to effect cost recovery will be conditional upon how many hunters use the wetland each year. The contrast between Jack Bisset and Flaxmill Wetlands makes this apparent.
- A decision will need to be made on how to apportion costs between stand holders and casual permits. Currently stand holder permits are charged at \$35 each for Flaxmill and Jack Bisset, and \$10 for Kawakawa, Borrow Cut and Underwood. Of the \$35 fee, \$6 is for permit administration and \$29 goes into a reserve for predator control. Casual permits are charged at \$10 across the board, excepting Wairua GPWMR. All \$10 fees are an administration fee.
- Significant funding and hours are spent in Wairua GPWMR each year however DOC manage the permitting for this property – there is no way to recover costs unless all wetland permits are priced to reflect ALL wetland expenditure.

The table below shows the various wetland properties, and their management costs averaged or estimated 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

Discussion:

Should the permit fee be altered to recover management costs (excluding Wairua GPWMR) it would need to be raised to \$178. This is not practical and would result in minimal hunters being able to afford to hunt in the wetlands. Should the permit fee be altered to recover budgeted expenses only and not staff time it would need to be raised to \$72. This is based on an average total annual expenditure on wetland management of \$15,518. The \$72 fee is assuming all permits are charged equally and makes no distinction between stand holders and casual permit holders.

It could be argued that wetland management is covered by the licence fee, as NZFGC must request the licence fee to be set at an amount that recovers the management cost of Fish and Game's legislative responsibilities.

The current \$35 stand holder fee for Jack Bisset and Flaxmill wetlands breaks down to \$6 towards administration costs and \$29 towards predator control. The predator control levy goes into a habitat enhancement fund and is used for predator control expenses in those wetlands. It is recommended that the habitat enhancement fund is modified so that it can be used for wetland enhancement and repair work in general rather than just predator control. It is also recommended that the permit fee is adjusted so that the administration fee portion is set at \$10 to match the other permits.

The issue on what is a practical and reasonable permit fee is very complex and will need to be very carefully considered. A consultation with stand holders or previous permit holders would be warranted before substantive changes are made.

Recommendations:

- Council receives this information
- Council charge an equal administration fee for all wetlands (\$10) and keep all other costs the same for the 2026 Game Season
- Council decide on how to proceed with permit fees for the 2026 Game Season, taking into account:
 - o Licence holder consultation
 - o How to apportion the management costs between stand holders and casual permit holders
 - o How to apportion costs between properties i.e. equal permit fees or fees tailored to the costs of each property
- 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
17 March 2025

HEALTH AND SAFETY – March 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.	Current
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. Reviewed firearms and ammunition storage procedure. A procedure for return of seized guns to be developed.
5. Near misses, injuries, and hazards	
None to report	



Craig Deal
Manager
March 2025

Executive Limitations Reports

Northland Fish and Game Council Meeting 28 March 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

The budget and Operational Work Plan for 2024-2025 is underway. Expenditure is within budget. Prosecutions from compliance operations over opening weekend 2024 are likely to create a significant cost pressure in this financial year. There may have to be re-allocation of funds from other projects, or reserves to cover the costs. Vehicle expenses (maintenance, fuel, RUC) are likely to exceed budget, as well as costs of servicing the council.

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 will total around \$1000. This was not budgeted for; however it was within Councils priorities (and NZC Strategic Objectives) and was deemed at Council to be a worthwhile investment.

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 has been renewed as of 01 Sept 2024.

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

18 March 2025

To: All Councillors
From: Rachael Quin
Date: 17 March 2025
Subject: Financial Report for the period ending 28th February 2025

Revenue

Fish & Game Bird Licence Income **\$67,436**

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

NZFG Council Grant **\$186,245**

The second instalment of the NZC grant was received on 20 February 2025.

Interest Income **\$10,510**

The term deposits (73 & 74) matured on 17 February 2025. \$200,000 and \$100,000 were reinvested for a term of 6 months at 4.55%pa.

Other Income **\$14,158**

This figure includes gain on sale of Isuzu ute, Greenheart Wetland grazing lease, gas gun hire and recoup personal use cost of motor vehicles.

Total Income **\$278,349**

Expenditure

All depreciation has been accumulated.

Total Overheads **\$268,522**

Total Operating Expenditure **\$294,357**

Net Loss **\$16,008**

The current financial situation for the Council is that overall, both income and expenditure are on budget at this midpoint of the year.

Recommendation

That the financial report to the 28 February 2025 be adopted.

Rachael Quin
Office Administrator

Balance Sheet

Northland Fish and Game Council

As at 28 February 2025

Account	28 Feb 2025
Assets	
Bank	
ASB Cashflow	903.19
Cheque Account	23,750.70
Habitat Development Fund	4,516.01
Savings on Call Account	229,855.71
Term Deposit (73)	200,000.00
Term Deposit (74)	100,000.00
Total Bank	559,025.61
Current Assets	
Accounts Receivable	10,724.65
Accrued Interest	669.40
Total Current Assets	11,394.05
Fixed Assets	
Accum Dep Field Equipment	(5,674.82)
Accum Dep Improvements	(40,010.75)
Accum Dep Office Equipment	(25,423.06)
Accum Dep Vehicles	(92,961.19)
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	478,873.78
Total Assets	1,049,293.44
Liabilities	
Current Liabilities	
Accounts Payable	7,101.42
Annual Leave & Time in lieu	50,452.29
Designated Waters Clearing	20.78
Game Bird Habitat Stamp	152.18
GST	13,751.43
Income in Advance	4,562.00
PAYE Clearing	8,394.13
Salmon Endorsement Clearing	12.47
Visa Credit Card - Craig Deal	2,319.13
Total Current Liabilities	86,765.83
Total Liabilities	86,765.83
Net Assets	962,527.61
Equity	
Accumulated Funds	
Current Year Earnings	(16,008.08)
Accumulated Funds	1,002,346.48
Transfer To/From Reserves	(316,590.75)
Retained Earnings	(23,810.79)
Total Accumulated Funds	645,936.86
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	962,527.61

Profit and Loss

Northland Fish and Game Council

For the 6 months ended 28 February 2025

Account	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unused Budget	% of Budget
Trading Income						
Licence Sales						
Fish Licence Sales	66,698	0	66,698	61,586	5,112	108%
Game Bird Licence Sales	737	0	737	148,354	(147,617)	0%
Total Licence Sales	67,436	0	67,436	209,940	(142,504)	32%
Grants NZC	186,245	186,244	1	372,490	(186,245)	50%
Interest Income	10,510	0	10,510	10,104	406	104%
Other Income	14,158	3,750	10,408	8,500	5,658	167%
Total Trading Income	278,349	189,994	88,355	601,034	(322,685)	46%
Gross Profit	278,349	189,994	88,355	601,034	(322,685)	46%
Operating Expenses						
Species Management						
1111 Trend Counts	9,803	10,500	(697)	10,500	(697)	93%
1161 Trout Liberations	0	0	0	4,500	(4,500)	0%
1181 Gamebird Dispersal	0	2,000	(2,000)	2,000	(2,000)	0%
Total Species Management	9,803	12,500	(2,697)	17,000	(7,197)	58%
Habitat Protection/Management						
1212 Consents	96	0	96	0	96	0%
1221 Jack Bisset Wetlands	3,140	0	3,140	0	3,140	0%
1223 Habitat Maintenance	1,752	0	1,752	26,000	(24,248)	7%
1224 Borrow Cut Wetland	180	0	180	0	180	0%
1225 Flaxmill Development	180	0	180	0	180	0%
1226.1 Underwood Wetland Development	540	0	540	0	540	0%
1228 Wairua River Wildlife Management Res	180	0	180	0	180	0%
1228.2 Greenheart Lease/Development	180	0	180	0	180	0%
Total Habitat Protection/Management	6,247	0	6,247	26,000	(19,753)	24%
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	1,834	0	1,834	0	1,834	0%
1453 Office Habitat Print & Poster Material	57	300	(243)	300	(243)	19%
Total Public Interface	2,054	300	1,754	800	1,254	257%
Compliance						
1511 Ranger Allowance/Mileage	161	400	(239)	400	(239)	40%
1531 Court Prosecutions	0	0	0	4,000	(4,000)	0%
Total Compliance	161	400	(239)	4,400	(4,239)	4%
Licensing						
1613 Printing Regulation booklets (Fish)	35	0	35	100	(65)	35%
1614 Printing Regulation booklets (Game)	0	0	0	300	(300)	0%
1617 Transaction Fees	110	0	110	0	110	0%
1618 Transaction Fees excl GST	1,148	0	1,148	0	1,148	0%
1631 Commission on Sales - Fish	416	0	416	2,463	(2,047)	17%
1632 Commission on Sales - Game	10	0	10	5,934	(5,924)	0%
Total Licensing	1,719	0	1,719	8,797	(7,078)	20%
Councils						
1721 Council Meals	1,221	1,320	(99)	2,000	(779)	61%
1722 Travel Reimburse/Accom Councillors	2,313	2,400	(87)	4,000	(1,687)	58%
Total Councils	3,534	3,720	(186)	6,000	(2,466)	59%
Planning/Reporting						
1822 Annual Report & Financial Statements	0	0	0	3,000	(3,000)	0%
1831 Audit	50	0	50	8,070	(8,020)	1%
1841 Managers Meetings	76	0	76	0	76	0%
1843 Maritime currency and qualifications	360	2,000	(1,640)	2,000	(1,640)	18%
Total Planning/Reporting	486	2,000	(1,514)	13,070	(12,584)	4%

Overheads							
Salaries							
1911 Salaries	185,109	180,000	5,109	370,975	(185,866)		50%
Kiwisaver Contributions	5,474	5,400	74	10,800	(5,326)		51%
1913 Seasonal Contractor	1,600	0	1,600	5,000	(3,400)		32%
1914 Allowances	1,200	1,200	0	2,500	(1,300)		48%
Total Salaries	193,383	186,600	6,783	389,275	(195,892)		50%
Staff Expenses							
1921 ACC Levy	549	0	549	1,000	(451)		55%
1922 Fringe Benefit Tax	4,420	3,500	920	7,000	(2,580)		63%
1923 Staff Training	0	0	0	2,500	(2,500)		0%
1924 Health & Safety (OSH)	258	0	258	2,000	(1,742)		13%
1925 Staff Expenses	2,065	0	2,065	2,500	(435)		83%
1926 Staff Uniforms	0	0	0	500	(500)		0%
Total Staff Expenses	7,292	3,500	3,792	15,500	(8,208)		47%
Office Premises							
1941 Rent	19,000	18,996	4	38,000	(19,000)		50%
1942 Office Premises Rates (inc Water)	4,821	4,100	721	8,200	(3,379)		59%
1943 Office Maintenance	79	0	79	500	(421)		16%
1944 Insurance (mgmt fees)	490	500	(10)	500	(10)		98%
1945 Power	1,037	1,098	(61)	2,200	(1,163)		47%
1946 Office Security	300	450	(150)	900	(600)		33%
Total Office Premises	25,727	25,144	583	50,300	(24,573)		51%
Office Equipment							
1951 Purchases (Under 2,000) Office Equipment	161	0	161	1,500	(1,339)		11%
1952 Asset Replacement/Depreciation	2,085	1,920	165	3,838	(1,753)		54%
1953 Equipment Maintenance	79	0	79	400	(321)		20%
1954 Equipment/Contents Insurance	1,116	500	616	500	616		223%
Total Office Equipment	3,440	2,420	1,020	6,238	(2,798)		55%
Communications/Consumables							
1961 Telephone/fax/internet	2,578	3,000	(422)	6,000	(3,422)		43%
1963 Courier/Freight	372	0	372	1,000	(628)		37%
1964 Stationery	312	0	312	1,000	(688)		31%
1965 Photocopier	1,179	900	279	1,800	(621)		66%
1966 Computer Expenses	1,536	2,490	(954)	5,000	(3,464)		31%
Total Communications/Consumables	5,978	6,390	(412)	14,800	(8,822)		40%
General							
1972 Subscription	323	0	323	500	(177)		65%
1974 Bank Charges	56	0	56	0	56		0%
1975 General (inc Petty Cash)	424	0	424	800	(376)		53%
1976 Public & Statutory Liability Insurance	0	700	(700)	700	(700)		0%
Total General	803	700	103	2,000	(1,197)		40%
General Equipment							
1981 Purchases (Under 2000) Field Equipment	740	0	740	1,500	(760)		49%
1982 Asset Replacement Field Equipment	827	870	(43)	1,738	(911)		48%
1983 Field Equipment Maintenance	107	0	107	700	(593)		15%
1985 Equipment Hire/Rental	0	0	0	500	(500)		0%
Total General Equipment	1,675	870	805	4,438	(2,763)		38%
Vehicle Expenses							
1991 Purchases (Under 2,000) Vehicles	0	0	0	500	(500)		0%
1992 Asset Replacement -Vehicles	9,770	7,428	2,342	14,861	(5,091)		66%
1993 Vehicle Maintenance	3,513	0	3,513	6,500	(2,987)		54%
1994 Vehicle Insurance	6,893	6,000	893	6,000	893		115%
1995 Vehicle Registration	252	0	252	1,000	(748)		25%
1996 Vehicle Fuel & RUC	8,845	7,500	1,345	15,000	(6,155)		59%
1997 General Trailer Maintenance	30	0	30	500	(470)		6%
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	30,224	20,928	9,296	46,861	(16,637)		64%
Total Overheads	268,522	246,552	21,970	529,412	(260,890)		51%
Total Operating Expenses	294,407	268,972	25,435	608,979	(314,572)		48%
Net Profit	(16,058)	(78,978)	62,920	(7,945)	(8,113)		202%

Aged Receivables Summary

Northland Fish and Game Council
As at 28 February 2025
Ageing by due date

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
Fish & Game, Eyede Solutions Ltd for	10,724.65	0.00	0.00	0.00	0.00	0.00	10,724.65
Total	10,724.65	0.00	0.00	0.00	0.00	0.00	10,724.65
Percentage of total	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%

Aged Payables Summary

Northland Fish and Game Council
As at 28 February 2025
Ageing by due date

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
Aged Payables							
Blackwell Contract Fencing	311.65	0.00	0.00	0.00	0.00	0.00	311.65
BP Oil New Zealand Ltd	971.92	0.00	0.00	0.00	0.00	0.00	971.92
Connovation Conservation	1,208.98	0.00	0.00	0.00	0.00	0.00	1,208.98
Eastern Fish & Game Council	86.54	0.00	0.00	0.00	0.00	0.00	86.54
Ken Budgen Contracting	2,990.00	0.00	0.00	0.00	0.00	0.00	2,990.00
New Zealand Couriers	210.96	0.00	0.00	0.00	0.00	0.00	210.96
New Zealand Fish and Game Council	69.00	69.00	0.00	0.00	0.00	0.00	138.00
North Canterbury Fish & Game Council	43.70	0.00	0.00	0.00	0.00	0.00	43.70
Northland Business Systems Limited	156.29	0.00	0.00	0.00	0.00	0.00	156.29
NZ Safety Blackwoods	141.65	0.00	0.00	0.00	0.00	0.00	141.65
OfficeMax	122.65	0.00	0.00	0.00	0.00	0.00	122.65
Paymark / Worldline	21.74	0.00	0.00	0.00	0.00	0.00	21.74
ROUSE MOTORCYCLES HIKURANGI	130.50	0.00	0.00	0.00	0.00	0.00	130.50
SprayShop Limited	216.95	0.00	0.00	0.00	0.00	0.00	216.95
TSC IT Consultants	349.89	0.00	0.00	0.00	0.00	0.00	349.89
Total Aged Payables	7,032.42	69.00	0.00	0.00	0.00	0.00	7,101.42
Total	7,032.42	69.00	0.00	0.00	0.00	0.00	7,101.42
Percentage of total	99.03%	0.97%	0.00%	0.00%	0.00%	0.00%	100.00%

