

**Agenda For The Meeting of Otago Fish & Game Council
On 10th February 2024
At Wanaka Hotel, 71 Ardmore Street, Wanaka
Starting 9am**

| Timetable | Saturday - Council Meeting |
|------------------|--|
| 10:00 am | Morning Tea |
| 10:15 am | Council meeting begins |
| 12:30 pm | Lunch |
| 1:15 pm | Council Meeting resumes |
| 1:15 pm | Public Excluded session |
| 2:30 pm | Public forum – Friends of Bullock Creek |
| 3:00 pm | Meeting ends. Afternoon tea |
| 3:20 pm | Councillor only session – Planning meeting presentations |
| 5:00 pm | Break for evening. <i>Dinner at 6:00pm, Speights Ale House</i> |
| | Sunday – Council Planning meeting |
| 9:00am | Planning meeting begins. Introductory comments, CE report |
| 10:30am | Morning tea |
| 10:45am | Meeting resumes |
| 12:30pm | Meeting concludes - Lunch |

Contents

| | | |
|-----|--|----|
| 1.0 | Present and Apologies | 3 |
| 2.0 | Matters to be raised not on the agenda..... | 3 |
| 3.0 | Declarations of Interest | 3 |
| 4.0 | Confirmation of Previous Minutes..... | 4 |
| 5.0 | Matters Arising from the Minutes | 16 |
| 6.0 | Health and Safety Report..... | 17 |
| 7.0 | Items Requiring Decisions..... | 23 |
| 7.1 | Election of Officers | 23 |
| 7.2 | Council Elections 2024 – Confirming Arrangements | 24 |
| 7.3 | 2024/2025 Anglers Notice Review Report..... | 26 |

| | | |
|------|---|-----|
| 8.0 | Public Excluded Items | 35 |
| 8.1 | Confirm Draft OF&GC Public Excluded Minutes from 30 th Nov 2023..... | 35 |
| 8.2 | Assets and Options Report..... | 35 |
| 8.3 | Risk Management Report..... | 35 |
| 8.4 | Habitat Enhancement Application – Bullock Creek | 35 |
| 8.5 | Bullock Creek Storm Water Update | 35 |
| 9.0 | Financial Report | 36 |
| 10.0 | Chief Executives Report - February 2024..... | 52 |
| 11.0 | RMA Planning and Consents Report | 56 |
| 12.0 | Committee & Delegate Reports..... | 59 |
| 12.1 | Clutha Fisheries Trust..... | 59 |
| 12.2 | New Zealand Fish and Game Council | 59 |
| 12.3 | Ngai Tahu..... | 59 |
| 12.4 | Conservation Board..... | 59 |
| 12.5 | Clutha Mata Au Sports Fish Trust..... | 59 |
| 13.0 | Correspondence..... | 60 |
| 13.1 | NZC to Otago | 60 |
| 13.2 | Otago to NZC..... | 81 |
| 13.3 | General Correspondence In | 83 |
| 13.4 | General Correspondence Out | 85 |
| 14.0 | Items to be Received or Noted | 86 |
| 14.1 | Staff Development Report – Steve Dixon | 86 |
| 14.2 | Lake Dunstan - Grass Carp | 100 |
| 14.3 | 2023 Licence Holder Engagement Surveys | 107 |
| 14.4 | Paradise Shelduck Moulting Count January 2024..... | 115 |
| 15.0 | General Business..... | 124 |

1.0 Present and Apologies

2.0 Matters to be raised not on the agenda

3.0 Declarations of Interest

4.0 Confirmation of Previous Minutes

Minutes for the Meeting of Otago Fish & Game Council and AGM

on 30th November 2023
at Roxburgh Service Centre, 120 Scotland Street, Roxburgh

1.0 Present and Apologies

Present: Colin Weatherall (Chair), Adrian McIntyre, Mike Barker, Rick Boyd, Vicky May, Blair Trevathan, Paulette Tamati-Elliffe (Ngāi Tahu appointee).

Present via video conferencing: John Highton, Neil Harraway (Otago Conservation Board), Boyd Brinsdon and Neil Gillespie (Contact Energy)

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

Apologies: Ray Grubb, Ian Cole.

The Chairperson Cr Weatherall welcomed Ngāi Tahu appointee Paulette Tamati-Elliffe, Otago Conservation Board member Neil Harraway, and Contact Energy representative Boyd Brinsdon. Cr Weatherall greeted Ms Tamati-Elliffe on her inaugural attendance of the Council. Ms Tamati-Elliffe thanked the Chair and talked about her ancestry (whakapapa). Her main passion and role was, around Māori language revitalisation. She acknowledged the previous Ngāi Tahu appointee Richard Twining. Ms Tamati-Elliffe said she looked forward to understanding the role of the Council in the territory (rohe).

Cr Weatherall also thanked Mr Harraway for attending for the first time on behalf of Otago Conservation Board. Mr Harraway discussed his background, including as owner of Monarch Wildlife Cruises in Dunedin.

Councillors and the CE introduced themselves to the delegates.

(Neil Gillespie joined the meeting later for the non-public session.)

Moved (Cr Weatherall/Cr Boyd)

That apologies be accepted.

Carried unanimously

2.0 Matters to be raised not on the agenda

Cr Weatherall said two matters were raised in the Councillors-only session. One was about the legal responsibility of councillors, which had been raised by the New Zealand Council. The other matter was a request that the Council invite the new Minister of Conservation and/or the Minister of Hunting and Fishing to make a short presentation at its next meeting in Wānaka in February. He said it was good the Minister of Conservation had been appointed to the Cabinet.

3.0 Declarations of Interest

The Chairperson asked Councillors to update and sign Declarations of Interest. Declarations were tabled. See attachment.

4.0 Confirmation of Previous Minutes

Moved (Cr May/Cr Boyd)

That the minutes of the Council Meeting of Otago Fish & Game Council held on 28th September 2023 be confirmed as a true and correct record.

Carried unanimously.

5.0 Matters Arising from the Minutes

Mr Hadland said he had followed up a request from Cr May to look at the possibility of an Afterpay system for licence fees. The feedback was that it was not viable due to a steep commission fee. The licensing working party was continuing to look at options for payment methods.

Cr Highton asked about the progress of a guides licence. Cr Barker, the Otago member on the NZC, indicated the subject would be discussed in his NZC report later in the meeting.

6.0 Health and Safety Report

The CE said a ranger had had to make a tactical withdrawal from a situation with a group of anglers at Lake Waihola. The ranger was unharmed. Police were following it up. The ranger did well under the circumstances. Cr May asked if Fish & Game had considered the use of body cameras. Mr Hadland noted the point and said it had been a discussion at national level. Cr Boyd said he would not like to see body cameras become a requirement.

The CE said the Council had purchased a mobile defibrillator for its Dunedin office, which generated discussion about whether another one was needed in the Cromwell field base.

Cr Highton asked if epidemic infection risk was adequately covered in health and safety policy. Mr Hadland said the risk had been already added to the policy.

Moved (Cr McIntyre/Cr Trevathan)

1. **That the Health and Safety report be received**
2. **Council adopt the Health and Safety policy as circulated and authorise the Chair to sign.**

Carried unanimously.

7.0 Items Requiring Decisions

7.1 Draft Game Notice 2024 (Gamebird hunting regulations)

Mr Hadland discussed a request from the Ashley Downs Closed Game Area landowner to remove the closed game area status from the property. The property was added to closed game list about 40-50 years ago. Staff visited the site last year on opening weekend and recommended the closed game area status is removed. Other closed game areas were in urban settings at the Kawarau outlet and Tomahawk Lagoon, whereas the one at Ashley Downs no longer suited its original purpose.

Mr Hadland invited Ngāi Tahu to provide input into the game bird regulations.

Councillors discussed the game bird species monitoring report. Cr May said the report was impressive. Cr Barker asked how long-term trends fitted with the data. Cr Highton said the data was relevant to decisions made on the game notice. A lower mallard count and harvest might be best discussed at the February planning meeting. He also asked if upland game bird hunting should be promoted. Mr McIntyre noted there was no information about the number of permits to disturb issued. He also said owner-occupiers were not factored into harvest surveys.

The CE said the number of permits to disturb issued had been static over time. Apart from paradise shelduck, complaints were not the best system to match productivity of the game bird population. He added that harvest counts were a trend count, not a census, and had never taken in account landowner harvest. The proportion of landowner hunters encountered during opening weekend ranging was low.

Cr Barker said the question of biodegradable wads was raised at the NZC meeting and would come up for discussion again.

Moved (Cr May/Cr Boyd)

1. That the draft game regulations be adopted subject to paradise shelduck trend counts and the population falling between 16,000 and 23,000 birds.
2. If the paradise shelduck trend count exceeds 23,000 birds that the daily bag limit for that species to be increased to 15/day region wide, if the count is less than 16,000 the summer season for paradise shelduck should be suspended for 2025.
3. That the closed game area status is removed from Ashley Downs, Clinton.

The Chair asked the Ngāi Tahu representative if she had any comment on the draft game notice. Ms Tamati-Elliffe said she was trying to get her head around the data. If the trends looked relatively sustainable then she would support the recommendations at this point.

Councillors reiterated their concerns that the incoming ban on the use of lead shot in .410-gauge shotguns would negatively impact the entry path for junior hunters. Questions were raised about what steps the Council was taking to provide alternatives to support and encourage young people learning how to hunt, for instance, training days for beginners and sponsorships for ammunition.

The Chair brought discussion back to the agenda item and asked if there was any comment about retaining the shoveler bag limit at one drake/day.

The motion was carried unanimously.

Cr Highton and Cr Trevathan asked if game birds could be discussed at the February planning meeting. Cr McIntyre suggested the Conservation Board should be asked why upland game bird hunting was not encouraged on conservation land.

In response to a question, CE said the matter of .410 ammunition could be put to the new Minister of Conservation, but he did not think the lead ban was likely to be reversed.

The meeting advanced in the agenda to the Financial Report.

9.0 Financial Report

The CE said licence sales were down about 8% nationally and 4% in Otago. This reflected a national spending decline in all retail trading. He said it could be a year of reckoning for the organisation.

Cr Boyd questioned the revenue amounts for Designated Waters on Page 27, saying he expected the sums to end in a zero. The CE said he would investigate them.

Cr Highton noted increasing insurance costs and asked if the Council had considered insuring buildings at a national level. The CE replied the organisation had an all-of-government rate for insurance, had group public liability insurance, and shared a national premium. Insurance policies were revised regularly, particularly around the fleet.

Cr Highton asked if the Council would consider moving from its Dunedin premises. Cr Weatherall said that would be discussed at the planning meeting and the CE was looking at options.

There was discussion about investment income and interest rates.

Cr May said she was saddened by the cost of licences considering people's circumstances. She would be interested to see if the organisation could find a way to make them more affordable.

Cr Weatherall discussed a brief from another F&G region about licence sales and trends which had identified areas of risk and a gap in the market in the 45-55-year-old bracket. The organisation was also working to encourage female anglers. Cr Barker noted comments in a women anglers survey that the family licence did not allow other members of the family to fish by themselves. Changing this could make a family licence more attractive.

The CE said changing the family licence could cut revenue significantly but it could help licence sales. He said research into licensing was being done by international experts in wildlife and conservation. Data would be taken from NZC for a full pricing analysis, including switching behaviour, family licences, and day licences. He acknowledged a cost-of-living crisis had created barriers.

Moved (Cr McIntyre/Cr Barker)

- 1. That the Finance Report be received.**
- 2. That the Licence Sales Report be received.**

Carried unanimously.

10.0 Chief Executive's Report – November 2023

The CE said species interaction projects were underway and could be contentious among licence holders. The organisation was supporting some trout removals to assist threatened non-migratory galaxiid populations and needed to be careful. The work showed Fish & Game as a responsible organisation.

Cr McIntyre asked if the Council had more confidence in the Otago Regional Council project after a significantly large number of trout were removed from another creek. The CE said F&G had had subsequent discussions with the ORC, and F&G staff would join the ORC at a Kye Burn tributary to assist and translocate the fish to Coal Pit Dam. The work spoke to the Council's adopted species interaction policy which was important to maintaining the organisation's social licence in the community.

Cr McIntyre also questioned the removal of brown trout from a headwater near Tapanui after a storm had washed away a fish barrier, and a media release on the subject, and asked to be kept informed.

Cr Trevathan said the Council had given staff approval for the projects under the species interaction policy but he could also see Cr McIntyre's point.

Cr Boyd said the removal as a mechanism of protecting native fish was not a problem, but it could not be assumed that it was always necessary to release trout to another place.

The CE noted the ceremony to mark the QEII National Trust open space covenant at Bullock Creek, the attendance of Cr May at the launch of the ReWild campaign in Christchurch, and staff attendance at club events and catchment groups.

He said prosecution costs had increased and noted that the diversion process for offences was cost-beneficial, otherwise the organisation would have to consider instant fines. The Chair said the diversion system was delegated to the chief executive and its principles were maintained under Council-agreed guidelines.

There was discussion about governance training for new incoming councillors, the Designated Waters system, and online access maps.

Moved (Cr May/Cr Barker)

That the CE's report be received.

Carried unanimously.

11.0 RMA Planning and Consents Report

The CE said the RMA work had entered a relatively quiet period. Otago Fish & Game had provided guidance to licence holders to make submissions on the ORC Land and Water Regional Plan. Councillors raised concerns about the government's promise to change environmental planning legislation. There was also discussion about proposed suction dredging in the upper Clutha River/Mata-Au and the halting of feasibility investigations into the Battery Project at Lake Onslow.

The Environmental Officer was commended for the level of detail in his reports.

Moved (Cr May/Cr Trevathan)

That the RMA Planning and Consents Report be received.

Carried unanimously.

12.0 Committee & Delegate Reports

12.1 CFT

Clutha Fisheries Trust member Cr Boyd said CFT was in the process of signing sale and purchase agreements for the sale of its Rees Street property to Otago Fish & Game Council, which the Council leased for its Cromwell field base.

Cr Weatherall added the Council had approved purchase of the property on the agreed terms.

Cr Boyd said CFT had received a proposal from the ORC for funding for trout removal and fish barriers in tributaries of the Nevis River. Trustees were considering that proposal and would discuss at their next trust meeting.

Wai Wanaka had requested funding from CFT for more galaxiid projects in the Cardrona and upper Clutha River catchments. CFT would discuss that next year. The trust's financial statements had been reviewed and completed. The trust's next meeting would be in January.

Moved (Cr Weatherall/Cr May)

That the CFT report be received and noted.

Carried unanimously.

12.2 NZC

The Otago representative on the NZC, Cr Barker said the NZC meeting held in November was long and complex. He noted the meeting completed his first year representing Otago at NZC and it had been rewarding and enjoyable.

Cr Barker said the NZC performance report had been approved and would go to the Minister of Conservation. The appointment of a patron Dame Lynda Topp had received strong support from the NZC. Among the many reports approved was the Organisational Strategy and Strategic Priorities with minor amendments. RMA legal fund applications had been approved. Funding for a research proposal estimating trout distribution was declined as similar work was underway. A small amount of money for research into recreational trout fishing and wellbeing had been approved. The research subcommittee could review the process for assessing research funding applications. A proposal to streamline the process of regulations notifications was approved. Investigation into alternative options to printing regulations was approved. The public access advocacy strategy was approved. The annual budget meeting schedule was approved and unchanged. The national policy on setting national policy was approved. A staff code of conduct was approved. The conflict of interest policy was approved. The performance management policy was approved with a change regarding KPIs. A health and safety policy had been drafted for consideration by regional managers. A governance code of conduct was approved. The game bird habitat stamp contribution was approved. The ReWild photo contest was approved. A staff development grant for a manager to attend a conference on NZ salmon fishing in Seattle was approved. The Fish & Game magazine game bird edition would be produced next year with changes to reduce costs.

The magazine future would be discussed in the financial planning meeting. It was noted several F&G regions did not have current sport fish management plans. Guidelines were established for all regions to follow the same reporting procedures for 10-year plans. ECan had removed itself from the court case concerning the Rakaia River Conservation Order. A Department of Conservation safety report was taken into consideration. The future finance group was expected to provide a report in February. Likewise, a future structure working group report was expected in February. There was concern that some rangers had not had police checks. Mr Hadland noted all new Otago rangers had been vetted.

Cr Weatherall congratulated Cr Barker on completing his first year at NZC and acknowledged his contribution to the organisation.

Moved (Cr Weatherall/Cr Boyd)

That the NZC report be received.

Carried unanimously.

12.3 Ngāi Tahu

The Chair invited the Ngāi Tahu appointee Ms Tamati-Elliffe to offer comment. Ms Tamati-Elliffe thanked the Chair and said she had nothing further to update the council on at this point.

12.4 Conservation Board

Conservation Board member Mr Harraway asked if the Council usually received written reports from the Conservation Board. Cr Weatherall said no reports had been received from the board in the past 12 months and verbal reports would be welcomed.

Mr Harraway proposed a meeting with the CE to discuss the best format for reporting and common areas of interest. He discussed DOC conservation management strategies and annual reporting and the need for them to be simplified. DOC had hired a new freshwater ranger in Central Otago.

There was discussion about collaboration on programmes in the Maniototo.

Ms Tamati-Elliffe said the DOC Nga Awa project had resourced projects such as Te Mana O Taiari restoration work across the whole river.

Cr Weatherall said the Council was delighted to have Mr Harraway involved. He looked forward to fostering the relationship with the Conservation Board.

Moved (Cr Weatherall/Cr Trevathan)

That the Conservation Board report be received.

Carried unanimously.

Addressing the Ngāi Tahu delegate, Cr Weatherall invited Ms Tamati-Elliffe to feel free to talk to Fish & Game outside the forum and to offer her counsel. He said Otago Fish & Game Council would like to meet on a marae in its proximity. Ms Tamati-Elliffe said she would be happy to work with the CE.

The meeting adjourned for a break.

The AGM meeting was the held. (See separate AGM minutes.)

The regular Council meeting resumed.

Moved (Cr May /Cr Boyd)

That the meeting moves into Public Excluded Items.

Carried unanimously.

8.0 Public Excluded Items

8.1 Draft Minutes of Public Excluded Items from Otago Fish and Game

Council Meeting 28th September 2023

Moved (Cr McInture/Cr May)

That the Public Excluded Minutes for 28th September 2023 be confirmed as a true and correct record.

Carried unanimously.

8.2 Bullock Creek Stormwater Update

The CE undertook to update Council members after a meeting with QLDC representatives.

8.3 Cromwell Field Base Purchase – Verbal Update

Moved (Cr Barker/Cr May)

1. **That the Cromwell Field Base Purchase update be received.**
2. **That authorisation to countersign the sale and purchase agreement for Chardonnay Street (based on a satisfactory price and terms – to be determined) be delegated to the Chair and CE.**

Carried (Cr Boyd abstained)

Moved (Cr Barker/Cr Boyd)

That the meeting move out of non-public session.

Carried unanimously.

13.0 Correspondence

13.1 NZC to Otago

13.2 Otago to NZC

13.2.1 Feedback on NZC Policy Bundle

13.3 General Correspondence In

13.3.1 Potential Negative Impacts on Fish and Game on the Taieri

The CE discussed a letter received by a Taieri landowner concerned about impacts of the alignment of a proposed cycleway along the Taieri River near Outram on waterfowl hunting. The CE said he had not seen the final alignment.

Cr Barker said he thought some of the landowner's arguments were a little extreme.

Cr Trevathan said it needed to be the same thing as Bendigo Wildlife Management Reserve with an agreement about the waterfowl season. Cyclists should be allowed to go there for nine months of the year but not push out hunting.

13.4 General Correspondence Out

Nil

Moved (Cr McIntyre/Cr Trevathan)

That the correspondence be noted and received.

Carried unanimously.

14.0 Items to be Received or Noted

The CE invited questions from councillors on the reports.

14.1 2023 Southern Reservoir Take a Kid Fishing & Adult Beginner Spin Fishing Classes

Cr Highton said he would like to see the number of female attendees at beginner fishing classes. The CE said that was a good point.

Cr Barker said one family spent two hours at TAKF and had no one talk to them.

The CE said he was surprised to hear that. Rangers were constantly walking past people. By and large it was positive as usual.

Cr May prompted a discussion about encouraging female participation in hunting and fishing. She asked if the Council could get sponsors to put together hunting and fishing packs for women. She wanted the Council to evolve something at its February meeting. The CE said he was not aware of a report on female hunting participation. Cr McIntyre also suggested Fish & Game support events through the Clay Bird Association. Cr Boyd said some of these things could be more effectively done by the community rather than Fish & Game. Cr May said Fish & Game could collaborate with clubs and Cr Highton agreed. Cr Trevathan said firearms training needed to be run through clubs but agreed Fish & Game needed to be more involved to support hunting. The Chair suggested the communications officer could gauge community support for an event through social media. Ms Tamati-Elliffe said if social media was used to document someone's journey it would be quite popular.

14.2 Shoveler and Grey Teal Trend Monitoring October 2023

Cr McIntyre reminded councillors that shoveller were an amazing bird and valued by hunters as a gourmet food.

14.3 Whole Season Game Bird Harvest and Activity

14.4 Upper Catlins River Catchment Investigation 2022-2023

Moved (Cr May/Cr Trevathan)

That the items be received and noted.

Carried unanimously.

15.0 General Business

The Chair said a question had been raised earlier in the meeting about the guides licence. Cr Barker replied that the matter was covered by the NZC in its public-excluded session. Progress was being made and would be reported to the February NZC meeting.

Cr May said there had been complaints from anglers at Lake Onslow because of the draw-down lake-level effects on fish.

Cr Boyd said the Upper Clutha Angling Club had been discussing with Pioneer Energy and the ORC to get the lake level put online. They had the data but there was a software issue.

Cr Barker asked if Fish & Game staff had repeated their survey at Onslow.

The CE replied that the Council had prioritised staff effort Southern Lakes this summer and it was unlikely the Onslow fish survey would be repeated this summer. If the Council wanted Onslow made a priority, the CE would look at the work programme.

Cr Trevathan asked when consents for watertake were due for renewal. It was an opportunity for Fish & Game to make submissions and take a stand. Cr Barker said the consents should be on the ORC website and were not there.

The Chair thanked councillors for their attendance and wished them well for the fishing season.

The council would meet on 10-11 February.

The CE said the February planning meeting was an opportunity to review the Council's strategic priorities. It would be easier to fit project ideas if they aligned with the strategic priorities. If councillors wanted to be more species focused, they needed to look at other priorities.

Cr Barker asked how well Otago strategic priorities aligned with NZC priorities. The CE replied quite well.

The Chair reminded councillors the triennial election would be held next year in October and the board structure should be considered. He asked councillors to talk to the Council about their intentions.

The meeting closed

5.0 Matters Arising from the Minutes

6.0 Health and Safety Report

December 2023 / January 2024

Events/Work Requiring OHS Planning – Job hazard sheets completed

- Summer boat ranging and Designated Water ranging.
- Wetlands day field trip 2nd February

OHS Audits - internal

Completed audits:

- Hazardous Substances
- Full annual audit check list (see below)

Next audit area:

- Office Hazard Audits
- Vehicle Hazards and safety equipment

Incidents/Accidents/Near Misses/New Hazards

- A staff member got a lure flung into his face at Take a Kid Fishing classes. Glasses were being worn, no damage done.
- Boat launch winch was not attached correctly, and boat slid back slightly on trailer; staff reminded to do pre check before leaving the office with the boat.
- During a bird count flight, a staff member bumped his head during turbulence. A reminder to all staff to keep the seatbelt as tight as possible allowing only enough movement to photograph ponds. No lasting damage done.
- Several staff have had covid again. Staff encouraged to stay away if sick and continue some social distancing at gatherings.
- The new boat in Dunedin has been run in, manuals have been read and it is being audited for maritime safety and entry into the Seaflux application.
- A lady was found with an injured leg in the Greenstone carpark. Staff offered first aid assistance and took her to A&E.

Otago Fish and Game Council Annual Audit Report – See attached sheet

Training Completed

- One staff first aid refresher course
- Boat training course completed for one staff member

Otago Fish and Game Council Meeting 10th February 2024

General Discussions, Actions

- Discussions on AED for Cromwell office
- While ranging staff noted an exposed rock in Lake Mahinerangi was in a dangerous place for boating. It was discussed and while the water level is down a proposal was put forward to attach a buoy (Working with ORC Harbour Master

Recommendation

3. That this report be received
4. That the annual audit report be received

Sharon Milne
Administration Officer
29/01/2024

H&S 1 ANNUAL HAZARD AND AUDIT TIMETABLE 2023

[Review On Month Shown and Saved to Sharepoint Audits]

| Task | Review Date | Review By | Achieved | Time Frame |
|--|--------------------|------------------------|--|------------|
| Office Hazard Audit Cromwell/Dunedin | Jan/July | Sharon/Ben | Cromwell Jan23July23 Dunedin Feb 23 July 23 | 6 monthly |
| Vehicle Hazards and Safety Equipment | January June | Steve | Jan 23 July 23 | 6 monthly |
| Council Policy | November | Ian | November 2023 | Annual |
| Workshops and Field equipment and PPE Hazard Audit | March | Steve/Ben | Cromwell Jan 23 Dn April 23 | Annual |
| Ranger/volunteer training, support, policy | May | Mason/David | July 23 | Annual |
| Staff Training Schedule | April / October | Sharon | April 2023 October 2023 | 6 monthly |
| Hazardous Substances Cromwell, Dunedin, | June/ December | Steve Mason | Crom July23 + Dec 23 Dn July 23 | 6 monthly |
| Boat Safety | September | Steve/Ben | Oct 23 | Annual |
| Main Hazard Register Updated | September | Jayde/Sharon/ David | Nov 2023 | Annual |
| Full Audit Checklist (H&S form 2) | Dec | Ian/Sharon | Jan 23 | Annual |

H&S 2 MANAGEMENT AUDIT CHECKLIST 2023

Record of Compliance with F&G Councils OSH Systems, Policies and Procedures

| v | Action required | Notes – Evidence of completion |
|---|--|--|
| | Policy and meetings | |
| | Policies displayed or available | <i>All policy documents added to Sharepoint storage. Policy displayed at both Cromwell and Dunedin communal areas</i> |
| | H&S promoted to staff | <i>H&S is part of weekly and bi monthly meeting agendas Staff involved in audits and update of hazards</i> |
| | Notes of H&S meetings assembled | <i>Stored in folder and on Sharepoint, summarised at bi monthly staff meetings and council reports.</i> |
| | H&S Minutes circulated to staff | <i>Filed and emailed following full staff meetings</i> |
| | MSD (Material safety data) sheets current | <i>Current and stored with chemical at sites. Update and checked 6 monthly Dunedin and Cromwell</i> |
| | Audit and drills | |
| | Offices, Workshops, Hatchery audits complete | <i>All audits completed by Dec 2023</i> |
| | Fire Extinguishers checked / building evacuation practice. | <i>Extinguishers checked and serviced annually by external contractor. Evacuation drill completed December 2023 Cromwell Office and Dunedin late Jan 24</i> |
| | PPE Safety Equipment and Field Equipment Audits done | <i>All completed by April 2023, Extras safety equipment for vehicles compiled in Jan/July 2023</i> |
| | MTOP Boat information current | <i>Two boats compliant as at Dec 2023 New boat as yet to be audited for use. Member of Coast Guard for central lakes back up Boat handling refresher courses up to date., two staff achieved boat masters in 2023 and one staff working on boat master course.</i> |

| | |
|--|---|
| Contractors/Volunteers induction records filed or stored on sharepoint | <i>Yes, for events and onsite service contractors. Rangers training November 2023. Full CERT course attended by 2 staff and 2 rangers, Refresher course by 5 honorary rangers</i> |
| Hazards register current and dated | <i>Current. Updated from regular meetings and annual audit November 2023. Sent to staff to read. Plan for meeting discussions and major update 2024.</i> |
| Evidence of annual review of H&S processes and performance | <i>Constantly being reviewed at each individual audit and to mitigate new hazards, equipment and incidents</i> |
| Training and inductions | |
| Training/Support for H&S rep | <i>Two staff attended H&S representative training.</i> |
| New Staff/Contractor Induction records | <i>Completed sign in register for visitors and contracted workers. No new staff.</i> |
| First Aid | <i>All staff up to date with refresher courses.</i> |

| | |
|--|--|
| Incidents/Accidents | |
| Accident/Incident Register complete | <i>Up to date –12 accident/incidents reported, two required doctor visits. 1 serious incident TAKF CPR.</i> |
| Investigations results fed back | <i>Mitigation options discussed, implemented and noted at meetings, Hazards added to register list. 4 incident reports written. Council notified</i> |
| Near-miss reports | <i>8 reported</i> |
| Incident/hazard corrective actions documented and completed where possible | <i>Mitigation options discussed, implemented and noted at meetings, Hazards added to register list. 4 incidents reports written.</i> |
| Accident/Injury Prevention Initiatives | <i>Staff are all first aid trained and first aid kits filled. Discussions of near misses to prevent repeats. Encouraging - lunch out of office, Encouraged to exercise more, to help office strains, stresses and eye strain and assist with general fitness/health and wellbeing.</i> |

| | | |
|--|----------------------------|--|
| | | <p><i>Written information and an 0800 number provided to those needing to discuss unsettling or irritating issues.</i></p> <p><i>Reminders about driver /road safety. Vehicles have safety equipment and PEP gear.</i></p> |
| | Infectious Diseases | |
| | Vaccinations | <i>All staff advised to be vaccinated</i> |
| | Illness | <i>Stay home is possible infection</i> |
| | Covid Policy | <i>Policy on covid at a regional level was not required to the level of previous years. Sanitiser provided at all events. The office has masks, tests, gloves and sanitiser as required. Request for those sick to remain home and work when possible.</i> |

Completed by S Milne

Approved: I Hadland (CE)

Date: 12.01.2024

Reported to OF&GC (February Mtg): 10.2.2024

7.0 Items Requiring Decisions

7.1 Election of Officers

Council revisits all roles at its February meeting. There will be an election for the following roles:

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

NZC Appointee (Currently Cr Barker) is not up for contest as it runs for the term of Council.

The present Chair will vacate the position and the CE will call for nominations for chair and the chair will manage the remaining nominations and appointments.

Ian Hadland
Chief Executive

7.2 Council Elections 2024 – Confirming Arrangements

Unless there is an urgent change in either the Elections Regulations or the Conservation Act, the 2024 F&G Council Elections set down for the end of October will proceed as usual with nominations being sought from the 12 August 2024.

The Council should now confirm its election arrangements.

Councillor numbers

Before the 2021 elections, the Council agreed to reduce the size of the Council from 12 to 9 members. This was in line with the Ministerial Governance Review recommendations to reduce the size of Councils across the country. Not all Councils did reduce their numbers though and some still didn't have enough candidates for a full election.

Otago has always been in a fortunate position of having enough candidates to have an election irrespective of Council size. At the last election there were 13 candidates for the 9 positions.

Having a small Council has worked well in my view. A further reduction in numbers and/or the ability to appoint individuals with key skills to Council should be considered.

Wards

One other area which has an impact on election results is wards as one candidate (highest polling for that area) is required from each ward to be elected to Council with the remainder of the council made up of the highest polling candidates from the list up to the maximum prescribed number (9 in our case).

At present there are 4 wards (which have been in place for 25 years or more) so consideration should be given to whether the current ward structure represents our community today.

The present wards are:

- Dunedin/North Coast
- Central Otago
- Lakes
- Clutha

There could be confusion over what 'Clutha' means in terms of a ward and its boundaries.

If there are too many wards and a low number of candidates for any of them then you can get a situation where a very low polling individual makes the Council or a singular candidate for a ward is automatically appointed to council ie not subject to the election process.

A question might be raised if the wards deliver licence holders the best set of governors possible and could they be removed entirely. The counter argument is that you could get a council dominated by members from just say Dunedin or from the Lakes area.

A second option could be to amalgamate Lakes and Central wards and also Dunedin and Clutha and take the top polling candidate from the Coastal and Central wards to ensure there is adequate contest for the positions.

Returning Officer

At present the Council delegations have the Chief Executive appointed as returning officer. It should be noted that Otago is the only region where the returning officer is not Electionsnz, the body that runs the election process for the entire F&G organisation. Its not a big body of work so the present situation can remain if need be.

Recommendations

1. Confirm Council size as nine members (or an alternative number)
2. In terms of wards, either:
 - a. Confirm the present 4 ward structure (amending Clutha to Clutha/West Otago to be clearer).
 - b. Reduce wards to two - Coastal Otago and Central Otago/Lakes with a candidate from each.
 - c. Remove the wards altogether.
3. Confirm either the Chief Executive or ElectionNZ as the returning officer.

Ian Hadland
Chief Executive
25.01.24

7.3 2024/2025 Anglers Notice Review Report

Introduction

This year's review is the final minor review to take place before the major triennial review of the Anglers Notice for the 2025-26 season due to start in 2024. As this report sits outside the triennial review, only issues of urgency have been proposed for review this year. Staff are currently generating a list of topics for review in the upcoming triennial process.

Council has previously outlined guidelines on Anglers Notice review, these guidelines have been provided in Appendix 1 for information and to give council the opportunity to review before the triennial review.

The North Canterbury Council have recently adopted policy on regulation setting. This is included in Appendix 2 for Council information.

Following on from Council decisions made on this report, staff will prepare a draft Angler Notice for Council adoption at the following meeting.

Matters for decision

Blakelys Dam season length

Blakelys Dam is small (~7 ha) dam, located on private land, 10km from Ranfurly in the Maniatoto. Blakelys contains a small population of naturally sustaining brown trout and is stocked annually with rainbow trout from the Macraes Hatchery.

The current fishing season runs from the 1st of November to the 15th of April. The reason for this shortened season is to allow for lambing in October and to reduce disturbance in the lead in to gamebird season. Recent discussions with the landowners have found that lambing is no longer an issue, consequently it is recommended that the season is extended to include October while retaining the early closure. This change would allow for more fishing opportunity in the Maniatoto while not significantly affecting the sustainability of the fishery.

Other information

Manuherekia

The 2023/2024 regulation book was found to have an error, where the upper section of river is declared open year-round. This issue is not present in the Anglers Notice and appears to have been introduced at the printing stage of the regulations booklet.

Designated Waters

Monitoring the effectiveness of the Designated Water licence at dispersing angler pressure and Designated Water compliance work is currently underway. A full report on the status of

Otago Fish and Game Council Meeting 10th February 2024

the Designated Waters implementation will be produced in future. The Designated Waters status will be assessed as part of the upcoming triennial review which will allow for a consultation process. Potential issues recognised to date include:

- DOC have suggested the amalgamation of the Greenstone and Caples Designated Waters.
- Consider removal of the upper and lower Lochy River delineation.
- Consider addition of Pomahaka tributaries for consistency with other Designated Waters.

Recommendations

- 1. This report is received.**
- 2. The open season for Blakelys Dam is changed to October 1 to April 15.**

Jayde Couper
Fish & Game Officer
January 3rd, 2024

Appendices

Appendix 1: Anglers Notice review template

COUNCIL REPORT FEBRUARUY 2017

Proposed Template for Anglers Notice Review – Otago Fish and Game

At its 16 June 2016 meeting, Council agreed to establish a working party convened by Councillor Boyd to develop a Template for assessing changes to the Anglers Notice. This is the report of the working party comprised of Councillors Boyd, Barlow and Cole.

Background

Otago Fish and Game's practise has been to undertake 3 yearly reviews of the Anglers Notice. However, there is no formal policy to undertake the reviews at 3 yearly intervals and no specific format or agreed process for the reviews. For a number of reasons, it is now more than 4 years since the last review of the Otago Anglers Notice.

What is proposed in this paper is a template for periodic Anglers Notice Reviews that is intended to better meet the Council's statutory responsibilities. Such reviews need to be detailed enough so that Council can be confident that overall, the regulations in place will be fit for purpose until at least the next periodic review. In adopting a more formal and in-depth approach for such periodic reviews, it is suggested that there should also be an annual staff assessment of any pressing matters that Council may need to address through interim amendments to the regulations in the between years. Overall, the Template is aimed at ensuring Otago Fish and Game adopts best practice in undertaking its Anglers Notice Reviews, including always providing opportunity for public/angler input.

The Template

Purpose

The overall purpose of the proposed template is to provide a more consistent, structured and formal approach to periodic/regular reviews of the Anglers Notice using a process that is proactively driven by Council. It is proposed that these formal reviews should be undertaken either every fourth or fifth year – with the interval a decision that Council needs to make.

The Template is designed to ensure that the full range of information available on the fishery as well as anglers' views are taken into account when Council makes decisions on how the fishery is regulated and managed. A key element of this is to also ensure that the Anglers Notice is consistent with Council's overall responsibilities and that it contributes to achieving the objectives of the Sports Fish and Game Management Plan for the Otago Region.

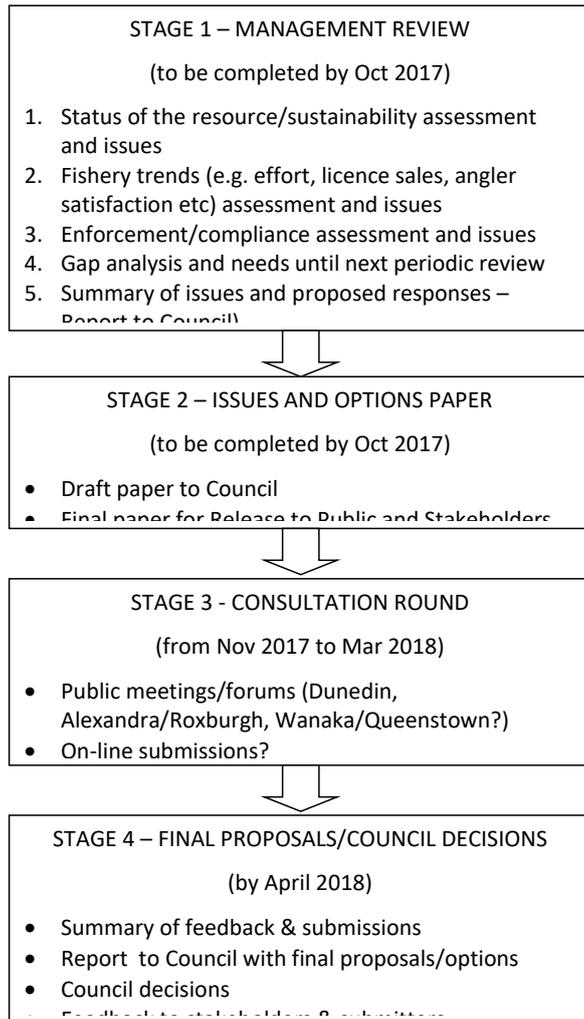
The adoption of a consistent approach to periodic reviews means anglers can become familiar with how the process provides opportunities for their input. At staff level the adoption of a structured and formal approach means that the necessary outputs associated with the review will be clearly defined from the outset. Thus, the work associated with each output can be planned in advance and programmed into staff work plans with the results of the review

included on the Council's meeting agenda at the required times for implementation by Government.

The adoption of the Template is intended to give Council better information on which to base decisions on regulations. It will give Council, staff and the angling community confidence that the regulations will maintain and enhance sports fish resources and angling opportunities for future generations. The Template is designed to ensure that the Anglers Notice Review fully complies with the Council's statutory responsibilities as well as being effective in addressing both the short and longer term needs of the Otago sport fishery and anglers.

The Process & Template

The Template flowchart below gives an overview of the proposed process and timeline. An explanation of what would be involved in each stage of the Anglers Notice Review follows



Stage 1 – Fishery Management Review

The first stage comprises a review of information on the resource, on the fishery and the then current regulations to identify issues that might be able to be addressed through changes to the Anglers Notice. This review is critical to the success of the entire process.

Review of the resource would focus on what could be termed as ‘biological’ information – for example population numbers from swim surveys, spawning surveys, environmental surveys, or any other resource surveys that provide new or improved information on the current status of sports fish stocks and/or stock trends by catchment or area. The review would focus on identifying resource issues and not possible solutions that might address these issues – identifying a response to the issues is a separate task undertaken later in the process.

Review of fishery trends would compile and review new information on the fishery and anglers since the last periodic review – for example new information such as the National Angling Survey, creel surveys, catch and effort trends, methods and tackle, licence sales trends, angler satisfaction surveys, user conflicts etc. Again, this review would focus on identifying fishery issues, not the potential solutions.

Review of compliance would take a broad look at the main trends and issues in compliance with the regulations throughout the region, including compliance by area, by licence holder type, and by method. The review would identify any trends and issues with compliance including public awareness and understanding of the regulations.

Gap analysis would aim to assess whether or not the current regulations will address the issues identified in the three reviews above. In other words will the current regulations address these issues and how do they do this? If not, why not? What changes to the Anglers Notice would address these issues? Are there other solutions that lie outside of changes to the Anglers Notice?

The Report to Council would provide Council with the results of the review and the issues it identifies. It would provide Council with options for changes to the Anglers Notice to address issues identified in the review. It would include an assessment of how the options are consistent with the Otago Sports Fish and Game Management Plan and how they conform to the Council’s statutory responsibilities.

Stage 2 – Issues and Options Paper

The draft Issues and Options Paper follows on from the Report to Council (above) and could be provided to Council at the same time as the Report. What is proposed here is the draft of a concise paper that will ultimately be released to the public to form the basis for consultation with anglers and other stakeholders.

Council would provide feedback on the draft followed by formal approval of the final *Otago Issues and Options - Anglers Notice Review* for release to the public and stakeholders.

Stage 3 – Consultation/engagement with stakeholders

Consultation is essential to provide stakeholders with an up to date and informed picture of the status of the fishery and any issues that Otago Fish and Game believe should be addressed.

Otago Fish and Game Council Meeting 10th February 2024

Consultation would include outlining the options that are being considered and the benefit of each option.

Three approaches to consultation are proposed:

Press release/post on the Otago Fish and Game website

Public meetings (Dunedin, Alexandra/Roxburgh, Queenstown/Wanaka?) for anglers/stakeholders to have direct input

On-line and postal submissions – perhaps using an online submission form.

Stage 4 – Finalisation/Council Decisions

The final stage involves the following elements:

Preparation of a summary of feedback and submissions for Council

A report to Council with final proposals/options

Council decisions

Feedback to stakeholders and submitters

Council's decisions would form the basis for its request to Fish and Game in Wellington for amendments to the Otago Anglers Notice.

Timeline

The proposed Template above has a suggested timeline for 2017-18 and a similar timeline is proposed for future years, spanning an overall period from about mid-winter to the following April.

Should Council adopt the proposed Template then the earliest that it could make changes to the current Anglers Notice for Otago would be the start of the 2018-19 licence year. The first review using the Template is likely to be a learning exercise and therefore may be a little more difficult than in future.

Rick Boyd
Councillor
Otago Fish & Game Council
February 2017

Appendix 2: North Canterbury Fish and Game council regulation setting policy

MEMORANDUM

To: North Canterbury Fish and Game Council
From: Alan Strong
Date: 9 May 2022
Subject: FISH AND GAME BIRD REGULATION SETTING

Following on from our February governance workshop where we discussed regulation setting in relation to our governance roll as Councillors. It was agreed by council that the function of setting regulations was operational and therefore should be determined by our staff. We employ expert staff to provide Council with scientifically robust advice and review relevant evidence.

Council discussed our Governance roll of setting clear direction for staff to follow, we do this by developing Policy to guide staff in their work. Council would like to develop a transparent process and policy to change regulations. I therefore propose the North Canterbury Council make the following changes to the regulation setting process. The direction and process to enable our staff to recommend any regulation changes is set out below:

**1. North Canterbury Fish and Game Council Regulation Setting Policy
(Date: May 2022)**

Every two years the regulations effecting all our species are required to be reviewed. This process is set out below. Fishing regulations and Game Bird Hunting regulations will occur in alternate years.

The changes to regulations are required to meet the following criteria:

- Regulations are to ensure our species are harvested sustainably by our licence holders
- Regulations should promote participation by our licence's holders
- Regulations should be consistent with the ethics of Fish and Game New Zealand
- Regulations should be easily understood and clearly enforceable in Court.
- Regulations should be legal consistent with other related New Zealand legislation
- Regulations should ensure all statutory obligations are meet

- Regulations should be consistent with other Fish and Game regions where possible
- Regulations should consider the opinion and impacts of other statutory agency's like, The Department of Conservation (DOC), The ministry for the environment (MFE), Land information New Zealand (LINZ).

2. The North Canterbury Fish and Game Process To Be Implemented Before Any Regulation Changes Are Submitted To Council For Consideration Are:

- Staff are to consult with licence holders about the proposed regulation changes
 - Engage with stakeholder focus groups e.g., The Trout and Salmon Committee, The Game Bird Committee
 - Notify licences holders and stake holders via public notice of the intended regulation review
 - Request written submissions from licences holders regarding any proposed regulation changes
 - Facilitate a public meeting and allow licence holders to speak to their submissions
 - Provide the meeting with the Staff suggested changes for discussion
- Staff are to ensure Te Runanga o Ngāi Tahu have an opportunity to contribute to regulation changes.
- Staff to consult where required with other government organisations like:
 - The Department of Conservation (DOC), The ministry for the environment (Mfe), Land information New Zealand (LINZ).
 - Regional and Local Councils
- Staff to provide a written paper to council outlining the recommended changes and the consultation process. Provide evidence that the process and policy have been met.
- Staff to provide the report to council at least one meeting before the regulations are required to be ratified to enable questions from councillors and time for staff responses.

Proposed Resolution

The North Canterbury Fish and Game Council implements the new Regulation Setting Policy document above dated 9 May 2022.

8.0 Public Excluded Items

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

8.2 Assets and Options Report

8.3 Risk Management Report

8.4 Habitat Enhancement Application – Bullock Creek

8.5 Bullock Creek Storm Water Update

9.0 Financial Report

Finance and Licence Sales To 31st December 2023

9.1 Finance Reports

The financial Profit and Loss report and Balance sheet for the period from 1st September 2023 to 31st December 2023 are below.

Profit and Loss

Income

Licence Income

Total licence sales year to date is \$1,607,370 against annual budget of \$2,455,777 (65% of annual budget)

Fish licence revenue to 31stDecember 2023 totals \$1,607,318 (Fish sales \$1,588,144 + non resident revenue \$1,909 + Designated Water licence \$17,265) compared with \$1,500,358 for the same period of the 2022/23 season. The make up of fish licence income is different this season as the new designated waters licence system charges for selected waters.

Fish Licence revenue is ahead of 2022/23 by \$106,960.

These figures include both resident and non resident sales.

Other Income

Total other income year to date is \$674,664.

Areas of interest are:

- Contact Energy income is invoiced for project work as it is done.
- Interest income is above budget as interest rates are improving.
- Fine money from our latest conviction is coming in monthly
- Rent Received is below budget as the budget was made when Council had the Chardonay Street section leased out.
- Other income is very high as we have the profit on sale of fixed assets that included the sale of the Chardonay street property in Cromwell and a vehicle.

Donations and Grants (not in budget)

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

Expenses

Expenditure at the 31st December for the 2023/24 financial year is \$964,984 against a year to date budget of \$988,949. Expenditure slightly under budget at 97.5%.

The main reasons for any variances are:

- Species Management – Population monitoring flights have started but not all invoiced yet.
- Habitat Protection – this includes \$7,573 of unbudgeted Contact Sports Management Plan spending, this will be on charged on to Contact Energy Ltd, Works. Management spending on wetland plant guards and stakes and budgeted maintenance to the Wanaka grounds is budgeted for.
- Participation – Designated Waters signage, surveys and monitoring has a budget in place, OF&G fishing training events are mostly complete.
We have a grant Otago Community Trust to go towards Take A Kid Fishing events.
- Public interface. Active with fishing reports and social media.
- Compliance- one difficult prosecution included.
- Licencing – Commission is made up from agent sales and bank fees associated with online sales.
Designated Waters (DW) IT Build – Otago Region’s contribution to designing and implementing the DWL system and data base
- Council expenses – Two of six meetings accounted for.
- Planning and Reporting – Still some expenses from accountant for the audit to come.
- Over Heads/Administration – office premises - an assessment was done on building insurance and it is much higher than budget. The new Cromwell property will also soon be accessed and increase the insurance costs.
General expenses – unexpected legal cost for Wanaka Hatchery/Bullock Creek \$9,224.
Vehicle costs are increasing.
- Approved Reserves Expenses - \$7,421. This is expenditure approved by the council for the Bendigo, Bullock Creek and Historical and Regional Policy Statement Reserves.
- Depreciation – Depreciation year to date is \$22,534.
- Levies – paid as per budget. \$387,319 excl GST, Four monthly payments of \$96,829.85
- University Research Grant – Dr Donald Scott \$5000 has been paid from the non-resident reserve as agreed by Council.

The profit and loss for the 4 months ended 31st December 2023 shows a surplus of \$1,317,051.

Balance Sheet

Bank Funds Position at 31st December 2023

| Bank | Value |
|----------------|----------------------|
| ANZ 00 Account | \$ 207,856.99 |
| ANZ 70 Account | \$ 557,392.44 |
| ASB Account | \$ 90.57 |
| Cash On Hand | \$ 50.00 |
| Total | \$ 765,390.00 |

Term Investments as at 31st December 2023

| Investment Bank | Amount | Rate | Maturity |
|------------------------|---------------------|-------------|----------------------------|
| ANZ 1000 | \$530,399.51 | 6.0% | 16 May 2024 |
| ANZ 1001 | Closed | | 25 th Sept 2023 |
| Total | \$530,399.51 | | |

ANZ 1001 was closed on the 25th September 2023 and added to the 70 Account \$401,016.99

Fixed Assets and Capital Expenditure

The asset replacement fund has gone from \$95,161 to \$24,005 this will increase with the sale of the boat.

- Sale of a section at 16 Chardonnay Street Cromwell was finalised. It was sold for \$931,294 + GST
- Purchase of 2 Ree Crescent building and Land for our Cromwell office has also been finalised, increasing the fixed assets total. This was purchased for \$1,098 250 inclusive of GST
- Ford Ranger XLT Truck sold for \$33,495 (GST incl)
- Dunedin Boat (OFG1) yet to be sold. Funds to be returned to the asset replacement fund

Liabilities

Total Liabilities at 31st December are \$273,729.

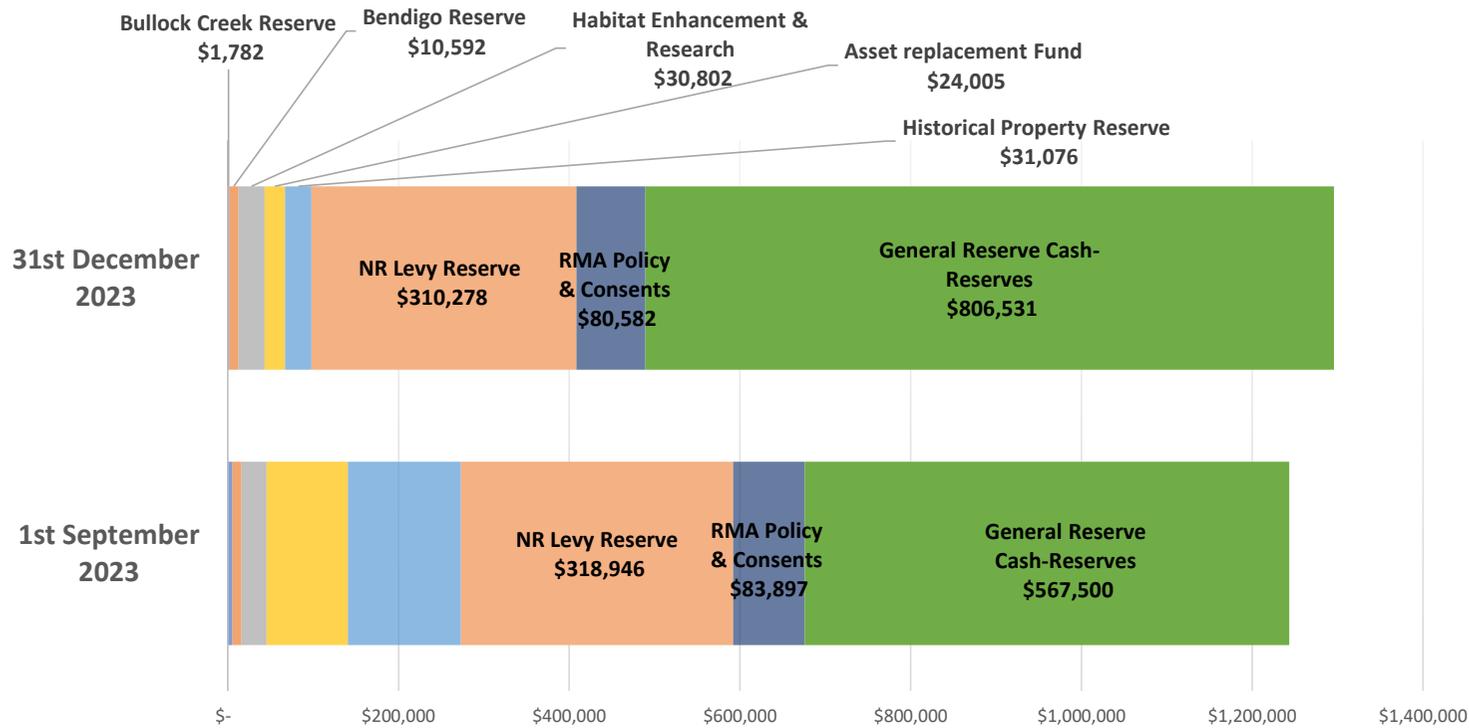
- Employee Entitlements includes \$58,212.24 of outstanding staff annual leave.
- Other payables includes visa card spending, game stamp levy and mostly from reversal of income in advance from the previous year. This will be updated at the end of the year.
- Salmon Endorsement and Designated Waters Liabilities are money owed to other regions for licences relating to their region but sold in Otago

Equity**Otago Fish and Game Reserves 31st December 2023**

| Otago Reserves Movements | Balance August 2023 | Income (To) Reserve | Note | Outgoing (From) Reserve | Balance Feb 2023 |
|-----------------------------------|---------------------|---------------------|------|-------------------------|------------------|
| Back Country Non-resident Levy | \$318,946 | \$1,909 | 1 | \$10,577 | \$310,278 |
| Habitat Enhancement & Research | \$29,502 | \$3,300 | 2 | \$2,000 | \$30,802 |
| Bullock Creek Reserve | \$5,437 | \$0.0 | | \$3,655 | \$1,782 |
| Bendigo Reserve | \$10,592 | \$0.0 | 8 | \$0.0 | \$10,592 |
| Priority Consents Reserve | \$41,697 | \$0.0 | 7 | \$0.0 | \$41,697 |
| Historical Property Reserves | \$132,341 | \$0.0 | 4 | \$644 | \$131,697 |
| Regional Policy Statement Reserve | \$11,124 | \$0.0 | 5 | \$3,315 | \$7,809 |
| Priority Plan Changes | \$31,076 | \$0.0 | 6 | \$0.0 | \$31,076 |
| Total | \$580,715 | \$5,209 | | \$20,191 | \$565,733 |

- Note 1 \$5000 a year for five years is to be taken from the Non resident fund for the Dr Donald Scott University Fund. Agreed by Council May 2021. 2021/22 is year three. Budget \$25,000 for 2023/24 Implementation of the Designated Waters set up and monitoring.
- Note 2 Balance is \$30,802. Less committed but not yet paid out of \$3,000 so balance of \$27,802 available for dispersal by way of grants.
- Note 4 Historical Property Reserve, used on development of the Wanaka site
- Note 5 OF&GC agreed to \$60,000 May 2020. NZC notified.
- Note 6 OF&GC agreed to \$120,000 May 2020. NZC notified. \$81,000 agreed to be spent by council September 2020.
- Note 7 OF&GC agreed to \$60,000 May 2020. NZC notified.
- Note 8 May 2022 \$3,414 and March 2023 \$3,000 council agreed to Habitat Enhancement funds for Bendigo. CFT agreed to assist with grant of \$15,000 June 23. ORC Eco Fund \$5,000 June 23

MOVEMENT IN RESERVES FROM 1ST SEPTEMBER 2023 TO 31ST DECEMBER 2023



Balance Sheet

Otago Fish and Game Council As at 31 December 2023

| | 31 DEC 2023 | 31 AUG 2023 |
|----------------------------------|------------------|------------------|
| Assets | | |
| Current Assets | | |
| Bank | 765,390 | 324,402 |
| Receivables | | |
| Accounts Receivable | 513,333 | 159,885 |
| Prepayments and Accrued Income | 1,297 | 12,332 |
| Total Receivables | 514,629 | 172,216 |
| GST | 90,023 | 22,038 |
| Investments | 530,334 | 916,442 |
| Inventory | 15,599 | 15,599 |
| Accrued Interest | 8,328 | 17,017 |
| Total Current Assets | 1,924,303 | 1,467,714 |
| Fixed Assets | | |
| Property Plant & Equipment | 2,058,886 | 1,329,054 |
| Total Fixed Assets | 2,058,886 | 1,329,054 |
| Total Assets | 3,983,189 | 2,796,768 |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | 27,899 | 77,178 |
| Other Payables | 171,255 | 253,200 |
| Employee Entitlements | 69,741 | 73,980 |
| Rounding | - | - |
| Suspense | 221 | - |
| Salmon Endorsement | 1,991 | - |
| Designated Waters other regions | 2,622 | - |
| Total Current Liabilities | 273,729 | 404,359 |
| Total Liabilities | 273,729 | 404,359 |
| Net Assets | 3,709,460 | 2,392,410 |
| Equity | | |
| Accumulated Funds | | |
| Accumulated Funds | 1,548,016 | 1,622,094 |
| Current Year Earnings | 1,317,051 | (74,078) |
| Transfer (To)/From Reserves | 254,655 | 172,027 |
| Total Accumulated Funds | 3,119,722 | 1,720,043 |
| Dedicated Reserves | | |
| Non Resident Levy Reserve | 310,278 | 318,946 |
| Habitat Enhancement & Research | 30,802 | 29,502 |
| Priority Plan Changes Reserve | 31,076 | 31,076 |

Balance Sheet

| | 31 DEC 2023 | 31 AUG 2023 |
|-----------------------------------|------------------|------------------|
| Priority Consents Reserve | 41,697 | 41,697 |
| Regional Policy Statement Reserve | 7,809 | 11,124 |
| Mining Privileges Reserve | - | - |
| Historical Property Reserve | 131,697 | 132,341 |
| Renovation Reserve | - | - |
| Asset Replacement Funding | 24,005 | 91,651 |
| Total Dedicated Reserves | 577,364 | 656,337 |
| Restricted Reserves | | |
| Bullock Creek Reserve | 1,782 | 5,437 |
| Bendigo Reserve | 10,592 | 10,592 |
| Total Restricted Reserves | 12,375 | 16,030 |
| Total Equity | 3,709,460 | 2,392,410 |

Profit and Loss

Otago Fish and Game Council For the 2 months ended 31 December 2023

| | NOV 2023 | DEC 2023 | YTD ACTUAL | YTD BUDGET | VARIANCE | % OF YTD BUDGET | ANNUAL BUDGET | LAST YEAR |
|---|----------------|----------------|------------------|------------------|----------------|-----------------|------------------|------------------|
| Income | | | | | | | | |
| Licence Sales | | | | | | | | |
| Fish Licence Sales | 262,930 | 338,411 | 1,588,144 | 1,416,091 | 172,053 | 112% | 2,077,401 | 1,888,362 |
| Non-Resident Licence Revenue | - | - | 1,909 | - | 1,909 | - | - | 105,135 |
| Designated Water Licence Sales | 4,283 | 4,535 | 17,265 | - | 17,265 | - | - | - |
| Game Licence Sales | - | 35 | 52 | - | 52 | - | 378,376 | 354,010 |
| Total Licence Sales | 267,212 | 342,981 | 1,607,370 | 1,416,091 | 191,279 | 114% | 2,455,777 | 2,347,507 |
| Other Income | | | | | | | | |
| Wages Reimbursement | 1,882 | - | 1,882 | - | 1,882 | - | - | 14,941 |
| Contact Energy Mitigation Income | 3,771 | - | 3,771 | - | 3,771 | - | - | 68,972 |
| Interest Income | 15,513 | 3,547 | 22,379 | 18,916 | 3,463 | 118% | 56,757 | 52,630 |
| Fines - Fishing & Game Offences | 153 | 108 | 759 | 100 | 659 | 759% | 500 | 798 |
| Rent Received | 3,104 | 5,313 | 15,497 | 21,280 | (5,783) | 73% | 63,849 | 53,747 |
| Fishing Competitions | 411 | 148 | 594 | - | 594 | - | - | 1,544 |
| Profit on Sale of Fixed Assets | - | 623,398 | 623,398 | - | 623,398 | - | - | 8,144 |
| Donations & Grants | 1,000 | - | 2,929 | - | 2,929 | - | - | 28,823 |
| Merchandise Sales/Other | - | 25 | 25 | - | 25 | - | - | 87 |
| RMA Costs Reimbursed | - | - | - | - | - | - | - | 60,000 |
| Sundry Income | 130 | - | 130 | - | 130 | - | - | 413 |
| Diversion - Habitat Enhancement and Research Fund | 1,100 | 1,100 | 3,300 | - | 3,300 | - | - | 18,460 |
| Total Other Income | 27,064 | 633,640 | 674,664 | 40,296 | 634,368 | 1,674% | 121,106 | 308,559 |
| Total Income | 294,276 | 976,621 | 2,282,035 | 1,456,387 | 825,648 | 157% | 2,576,883 | 2,656,066 |

| | NOV 2023 | DEC 2023 | YTD ACTUAL | YTD BUDGET | VARIANCE | % OF YTD BUDGET | ANNUAL BUDGET | LAST YEAR |
|--|--------------|--------------|---------------|---------------|-----------------|-----------------|---------------|----------------|
| Gross Profit | 294,276 | 976,621 | 2,282,035 | 1,456,387 | 825,648 | 157% | 2,576,883 | 2,656,066 |
| Expenses | | | | | | | | |
| Species Management | | | | | | | | |
| Population Monitoring | 599 | - | 599 | 1,000 | (401) | 60% | 13,000 | 49,063 |
| Monitor key fisheries/Research Liaison | - | - | - | 600 | (600) | - | 1,000 | - |
| Harvest Assessment | - | - | - | - | - | - | 3,500 | 3,500 |
| Hatchery Operations | 317 | - | 3,388 | 3,750 | (362) | 90% | 9,000 | 14,731 |
| Releases | 335 | - | 510 | 900 | (390) | 57% | 1,000 | 625 |
| Game Bird Control compliants | - | - | - | - | - | - | - | 444 |
| Total Species Management | 1,251 | - | 4,498 | 6,250 | (1,752) | 72% | 27,500 | 68,363 |
| Habitat Protection & Mngt | | | | | | | | |
| Contact Sports Fish Management Plan | - | 3,427 | 7,573 | - | 7,573 | - | - | 44,017 |
| Resource Mngt Act | - | - | - | 400 | (400) | - | 1,000 | 64,042 |
| Works & Management | 623 | 1,381 | 5,242 | 6,000 | (758) | 87% | 12,500 | 1,574 |
| Habitat Enhancement Research Fund Grants | - | - | 1,739 | - | 1,739 | - | - | 2,870 |
| Total Habitat Protection & Mngt | 623 | 4,809 | 14,554 | 6,400 | 8,154 | 227% | 13,500 | 112,503 |
| Participation | | | | | | | | |
| Access and Signage | 135 | 302 | 515 | 836 | (322) | 62% | 2,500 | 2,499 |
| Back Country Surveys/Monitoring | 4,321 | 123 | 5,577 | 21,000 | (15,423) | 27% | 25,000 | 116 |
| Promotion Articles and Advertising | - | - | - | 300 | (300) | - | 500 | - |
| Publications and Web Site | - | - | 924 | - | 924 | - | - | 4,430 |
| OF&G Training Events | 540 | - | 2,051 | 1,750 | 301 | 117% | 2,000 | 2,300 |
| Club Relations and Grants | 140 | 43 | 184 | 500 | (316) | 37% | 1,000 | 1,083 |
| F&G Advocacy at Popular Fisheries | - | - | - | - | - | - | - | 15,026 |
| Total Participation | 5,137 | 468 | 9,250 | 24,386 | (15,136) | 38% | 31,000 | 25,453 |

| | NOV 2023 | DEC 2023 | YTD ACTUAL | YTD BUDGET | VARIANCE | % OF YTD BUDGET | ANNUAL BUDGET | LAST YEAR |
|--------------------------------------|--------------|---------------|---------------|---------------|-----------------|-----------------|----------------|---------------|
| PUBLIC INTERFACE | | | | | | | | |
| Liaison | | | | | | | | |
| Liaison DoC Unin Govt CFT IWI | 13 | 11 | 24 | 400 | (376) | 6% | 1,000 | 765 |
| Total Liaison | 13 | 11 | 24 | 400 | (376) | 6% | 1,000 | 765 |
| Communication | | | | | | | | |
| Publications | - | 384 | 384 | - | 384 | - | - | - |
| World Wetlands | - | - | - | - | - | - | 500 | 54 |
| Total Communication | - | 384 | 384 | - | 384 | - | 500 | 54 |
| Media Releases | | | | | | | | |
| Advocacy Statutory | - | - | - | 200 | (200) | - | 500 | - |
| Weekly Fishing Reports/ social media | 700 | 280 | 2,047 | 2,252 | (205) | 91% | 4,500 | 2,940 |
| Communications Strategy | 36 | - | 176 | 8,000 | (7,824) | 2% | 24,000 | 14,520 |
| Media Release | - | - | - | 200 | (200) | - | 500 | 400 |
| Total Media Releases | 736 | 280 | 2,223 | 10,652 | (8,429) | 21% | 29,500 | 17,860 |
| Total PUBLIC INTERFACE | 749 | 675 | 2,631 | 11,052 | (8,421) | 24% | 31,000 | 18,679 |
| COMPLIANCE | | | | | | | | |
| Ranger Training and Expenses | (220) | 87 | 1,856 | 3,100 | (1,244) | 60% | 5,500 | 5,941 |
| Compliance | - | - | 8,250 | 1,000 | 7,250 | 825% | 5,000 | 6,649 |
| Total COMPLIANCE | (220) | 87 | 10,106 | 4,100 | 6,006 | 246% | 10,500 | 12,590 |
| LICENCING | | | | | | | | |
| Designated Waters IT Build | - | - | 21,023 | 31,819 | (10,796) | 66% | 31,819 | - |
| Agent Servicing | 12 | - | 91 | 250 | (159) | 36% | 500 | 172 |
| Commission/Fees | 9,002 | 11,258 | 55,411 | 63,723 | (8,312) | 87% | 110,510 | 86,914 |
| Total LICENCING | 9,014 | 11,258 | 76,525 | 95,792 | (19,267) | 80% | 142,829 | 87,087 |
| COUNCIL | | | | | | | | |

| | NOV 2023 | DEC 2023 | YTD ACTUAL | YTD BUDGET | VARIANCE | % OF YTD BUDGET | ANNUAL BUDGET | LAST YEAR |
|---------------------------------------|---------------|---------------|----------------|----------------|----------------|-----------------|------------------|------------------|
| Elections Council | - | - | - | - | - | - | 250 | - |
| Council Meetings and Agendas | 1,290 | 14 | 3,119 | 5,000 | (1,881) | 62% | 15,000 | 12,462 |
| Total COUNCIL | 1,290 | 14 | 3,119 | 5,000 | (1,881) | 62% | 15,250 | 12,462 |
| PLANNING & REPORTING | | | | | | | | |
| Reporting/Audit | 1,022 | 10,893 | 15,713 | 16,000 | (287) | 98% | 16,000 | 17,049 |
| National Liason | 88 | 55 | 195 | 300 | (105) | 65% | 500 | 630 |
| Total PLANNING & REPORTING | 1,110 | 10,947 | 15,908 | 16,300 | (392) | 98% | 16,500 | 17,679 |
| ADMINISTRATION | | | | | | | | |
| Salaries | 71,389 | 76,300 | 304,124 | 329,042 | (24,918) | 92% | 987,058 | 808,170 |
| Staff Expenses | | | | | | | | |
| ACC Levy | - | - | - | - | - | - | 2,000 | 2,160 |
| Fringe Benefit Tax | - | - | - | - | - | - | 6,500 | 7,217 |
| Staff Training | - | 104 | 1,715 | 2,000 | (285) | 86% | 6,000 | 16,619 |
| Staff Clothing Branded | 291 | - | 743 | - | 743 | - | - | 572 |
| Staff Personal Expenses | (7) | - | (7) | - | (7) | - | - | - |
| Staff Expenses | 429 | 759 | 2,053 | 2,672 | (619) | 77% | 8,000 | 9,438 |
| Staff Employment Expenses | - | - | - | 800 | (800) | - | 2,000 | 683 |
| Total Staff Expenses | 713 | 863 | 4,504 | 5,472 | (968) | 82% | 24,500 | 36,689 |
| Office Premices | 5,661 | 5,200 | 51,838 | 44,979 | 6,859 | 115% | 115,899 | 114,681 |
| Office Equipmmt | 52 | 25 | 124 | 900 | (776) | 14% | 2,500 | 1,119 |
| Communications | 1,943 | 1,762 | 7,344 | 6,976 | 368 | 105% | 20,700 | 23,017 |
| General Exp (incl Insurance) | 57 | 3,199 | 10,971 | 2,672 | 8,299 | 411% | 4,600 | 2,720 |
| General Field Equipment | 380 | - | 528 | 1,172 | (644) | 45% | 3,300 | 2,572 |
| Vehicles | 3,128 | 7,400 | 26,685 | 23,328 | 3,357 | 114% | 54,000 | 60,078 |
| Total ADMINISTRATION | 83,324 | 94,750 | 406,118 | 414,541 | (8,423) | 98% | 1,212,557 | 1,049,047 |
| Approved Reserve Expense | 1,034 | 1,160 | 7,421 | - | 7,421 | - | - | 61,697 |

| | NOV 2023 | DEC 2023 | YTD ACTUAL | YTD BUDGET | VARIANCE | % OF YTD BUDGET | ANNUAL BUDGET | LAST YEAR |
|------------------------------------|----------------|----------------|------------------|----------------|-----------------|-----------------|------------------|------------------|
| Depreciation | 6,163 | 6,408 | 22,534 | 17,812 | 4,722 | 127% | 53,431 | 59,502 |
| NZ Fish & Game Levies | 96,830 | 96,830 | 387,319 | 387,316 | 3 | 100% | 1,161,958 | 1,200,082 |
| University of Otago Research Grant | - | - | 5,000 | - | 5,000 | - | - | 5,000 |
| Total Expenses | 206,304 | 227,406 | 964,984 | 988,949 | (23,965) | 98% | 2,716,025 | 2,730,144 |
| Net Profit | 87,972 | 749,215 | 1,317,051 | 467,438 | 849,613 | 282% | (139,142) | (74,078) |

9.2 Licence Sales

Fish Licence Sales 2023/24 Season to 31st December 2023

See table following for fish licence sales numbers and categories for the 2022/23 and 2023/24 season sales to the 31st December of the season.

All prices have increased - Whole season adults from \$145 to \$153, Family from \$188 to \$198 and non-resident full season from \$250 to \$264.

Our previous Back Country Waters are now Designated Waters. Designated Waters are charged out at \$5 per region for the season for residents and \$40 a day for Non-Residents (with a limit of 5 per region)

Note that DWLR relates to resident designated water licences sold in Otago and some are for other regions. We will not know what sales other regions have for Otago until the end of the season.

In summary, 2023/24 fishing licence sales in whole season licence equivalents (LEQs) 11,950 LEQs compared with 11,744 LEQs for the same period last year. 206 LEQs ahead last year at the same time. The designated water resident licence is of small value so does not affect the LEQ greatly, it is more influenced by the adult and family resident licence sales that are down this year.

Non-resident categories have increased due to increased international and local tourism, we hope the trend continues.

Update - Fish Licence Sales to the 25th January 2024

Attached below is a sales update for the 25th January to show sales over the holiday period in comparison with the previous year.

9.3 Debtors

No agent debts

No doubtful debts in accounts

9.4 Audit Completion Report

The Audit completion report was circulated to Council mid-December for review. It identified two areas for improvement.

- **Credit Card Expenses** – suggested two signatories. At present the Chair signs off on all credit card use. Auditors are satisfied if I sign off on my own credit card expenses and also the office card as a secondary signature. Easy to implement.
- **Approval of sensitive expenditure** – minor matter of timing. Admin Officer enters invoices for all expenses (including sensitive expenditure) into system before they are arranged for double signing by Cr's and CE. Subsequent discussion with Auditors a confirmed they are satisfied if all invoices are physically signed off after entry. No corrective action required.

Apart from those minor points, it was a clean audit report.

Recommendations

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

Sharon Milne
Administration Officer
30/01/2024

Otago Fish Licence Sales to 31st December of the Season

2023/24

| Sales | FWFA | FWA | FWNA | FSLA | FLAA | FLBA | FSBA | FDA | FDNA | FWJ | FWNJ | FDJ | FDNJ | FWNC | FDNC | SRSE | DWLR | DWLN | Total | Fish LEQ |
|--------------|-------------|-------------|------------|-------------|------------|-----------|------------|-------------|-------------|------------|-----------|------------|-----------|-----------|-----------|------------|-------------|------------|--------------|---------------|
| Public | 1650 | 1963 | 314 | 354 | 250 | 20 | 171 | 977 | 786 | 409 | 23 | 123 | 40 | 8 | 22 | 0 | 1315 | 243 | 9808 | 5,665 |
| Agency | 1944 | 2693 | 88 | 730 | 134 | 7 | 64 | 208 | 259 | 316 | 7 | 26 | 20 | 6 | 15 | 484 | 1324 | 28 | 8360 | 6,285 |
| Total | 3594 | 4656 | 402 | 1084 | 384 | 27 | 235 | 1185 | 1045 | 725 | 30 | 149 | 60 | 14 | 37 | 484 | 2639 | 271 | 18168 | 11,950 |

202/23

| Sales | FWFA | FWA | FWNA | FSLA | FLAA | FLBA | FSBA | FDA | FDNA | FWJ | FWNJ | FDJ | FDNJ | FWNC | FDNC | SRSE | DWLR | DWLN | Total | Fish LEQ |
|--------------|-------------|-------------|------------|-------------|------------|-----------|------------|-------------|------------|------------|-----------|------------|-----------|-----------|-----------|------------|----------|----------|--------------|---------------|
| Public | 1807 | 1910 | 262 | 345 | 289 | 25 | 126 | 926 | 585 | 381 | 24 | 124 | 37 | 5 | 17 | 0 | 0 | 0 | 7855 | 5,428 |
| Agency | 2023 | 2744 | 82 | 679 | 129 | 6 | 72 | 269 | 320 | 304 | 13 | 27 | 27 | 5 | 3 | 566 | 0 | 0 | 7280 | 6,317 |
| Total | 3830 | 4654 | 344 | 1024 | 418 | 31 | 198 | 1195 | 905 | 685 | 37 | 151 | 64 | 10 | 20 | 566 | 0 | 0 | 15135 | 11,744 |

FWFA (Family), FWA (Adult season), FWNA (Non Resident season), FSLA (Senior Loyal), FLAA (Local Area),
 FLBA (long Break), FSBA (Short Break), FDA (Adult Day), FDNA (Non Resident Adult Day), FWJ (Junior Season)
 FWNJ (Junior non resident season), FDJ (Junior Day), FDNJ (Non Resident Junior Day), FWNC (non Resident Child season)
 FDNC (Non Resident child Day), SRSE (Salmon Endorsement), DWLR (Designated Waters Resident), DWLN (Designated Waters Non Resident)
 Some of the DWLs sold are for other regions, and other regions have some of ours

Otago Fish Licence Sales to 25th January of the Season

| 23/24 | | | | | | | | | | | | | | | | | | | | |
|--------------|-------------|-------------|------------|-------------|------------|-----------|------------|-------------|-------------|------------|-----------|------------|------------|-----------|-----------|------------|-------------|------------|--------------|---------------|
| Sales | FWFA | FWA | FWNA | FSLA | FLAA | FLBA | FSBA | FDA | FDNA | FWJ | FWNJ | FDJ | FDNJ | FWNC | FDNC | SRSE | DWLR | DWLN | Total | Fish LEQ |
| Public | 1818 | 2204 | 407 | 365 | 311 | 29 | 246 | 1499 | 1134 | 499 | 35 | 216 | 83 | 10 | 38 | 0 | 1386 | 332 | 12116 | 6,575 |
| Agency | 2035 | 2829 | 106 | 738 | 144 | 11 | 84 | 266 | 324 | 347 | 8 | 30 | 27 | 7 | 21 | 496 | 1359 | 51 | 8890 | 6,628 |
| Total | 3853 | 5033 | 513 | 1103 | 455 | 40 | 330 | 1765 | 1458 | 846 | 43 | 246 | 110 | 17 | 59 | 496 | 2745 | 383 | 21006 | 13,204 |

| 22/23 | | | | | | | | | | | | | | | | | | | | |
|--------------|-------------|-------------|------------|-------------|------------|-----------|------------|-------------|-------------|------------|-----------|------------|------------|-----------|-----------|------------|----------|----------|--------------|---------------|
| Sales | FWFA | FWA | FWNA | FSLA | FLAA | FLBA | FSBA | FDA | FDNA | FWJ | FWNJ | FDJ | FDNJ | FWNC | FDNC | SRSE | DWLR | DWLN | Total | Fish LEQ |
| Public | 2004 | 2161 | 339 | 355 | 356 | 29 | 170 | 1487 | 876 | 463 | 32 | 218 | 58 | 11 | 27 | 0 | 0 | 0 | 9926 | 6,249 |
| Agency | 2113 | 2922 | 110 | 693 | 148 | 9 | 86 | 378 | 466 | 354 | 14 | 45 | 47 | 6 | 9 | 594 | 0 | 0 | 8006 | 6,726 |
| Total | 4117 | 5083 | 449 | 1048 | 504 | 38 | 256 | 1865 | 1342 | 817 | 46 | 263 | 105 | 17 | 36 | 594 | 0 | 0 | 17932 | 12,974 |

FWFA (Family), FWA (Adult season), FWNA (Non Resident season), FSLA (Senior Loyal), FLAA (Local Area),
 FLBA (long Break), FSBA (Short Break), FDA (Adult Day), FDNA (Non Resident Adult Day), FWJ (Junior Season)
 FWNJ (Junior non resident season), FDJ (Junior Day), FDNJ (Non Resident Junior Day), FWNC (non Resident Child season)
 FDNC (Non Resident child Day), SRSE (Salmon Endorsement), DWLR (Designated Waters Resident), DWLN (Designated Waters Non Resident)
 Some of the DWLs sold are for other regions, and other regions have some of ours

10.0 Chief Executives Report - February 2024

10.1 SPECIES MANAGEMENT

Gamebird monitoring

The aerial trend count surveys were completed as planned in late January. There is a rising issue with variable data in some areas because there is a lot of new dams being built in near proximity to traditional moult sites. F&G staff nationally, including qualified wildlife statisticians, are looking at what can be done to sure up our 30+ year dataset to make certain its meaningful and fit for purpose. The report for information is at the back of this agenda. Mallard trend count flight is due to be undertaken in April.

Monitor Fisheries

The acoustics surveying of sportsfish populations in Lakes Wanaka, Hawea and Wakatipu is due to start next week – weather permitting. Staff are conducting the surveys themselves this year with sonar equipment hired from NIWA. This is a major cost saving.

Staff have been working on ground truthing a model of spawning in Otago. Those sites are progressively being electric fished to record if juvenile trout are present and, if in high densities, return visits will be made to inspect for spawning areas.

Regulations

The paradise shelduck numbers trend count total fell within the envelop of 16,000 and 23,000 birds (18,180) so there was no change to the regulations for that species from what the Council agreed at the last meeting. The final Game Gazette Notice has now been submitted to the Minister of Conservation.

Anglers Notice - An Anglers Notice report is included in this agenda. Its brief, mainly because its not a triennial review year. There is a growing interest across the organisation in simplifying regulations and making them easier to understand. This was prompted by recent survey feedback highlighting regulation complexity as a barrier to participation.

Species interaction

The Kyeburn is a catchment is becoming an area of focus for staff. They were involved in the successful transfer of Brook Trout from Pispah Creek in December. There is increased interest from all parties in a fish management plan for the catchment with the first step being a mapping of the extent of all populations. Most of this is known but hasn't been mapped by agencies in a collective way before. We see this as an important first step to protecting valuable native and sportsfish populations and better apply our meagre resources to best effect.

10.2 HABITAT PROTECTION AND MANAGEMENT

Contact Energy – Lower Clutha Sportsfish Management Plan Implementation

The operational work programme for the 2023/24 Contact Energy funded sportsfish and habitat work in the Clutha River underway. The Lower Clutha sportsfish harvest survey is presently being conducted by telephone and information is coming in.

The inaugural meeting of the Clutha/Mata Au Sports Fish Trust has been completed and by the time of the meeting a second meeting should have been convened. We have provided a regular space in the committee report section of the agenda to allow the Chair (Cr Boyd) to update the full Council.

Takitakitoa Wetland - World Wetlands day event

Preparations are being finalised for a public walking tour of Takitakitoa wetland to celebrate World Wetlands Day. It should be complete by the time of the meeting.



Comms Officer to update

10.3 USER PARTICIPATION

Designated Waters implementation

The Designated Waters licencing system is running relatively smoothly and the Greenstone Controlled fishery booking system is also performing as it should. Monitoring and surveying is continuing and a small of non complaint anglers have been detected.

Publications

The articles for the next - and perhaps final - F&G magazine have been submitted and distribution of the published magazine is set for the 3rd week of March. Rising printing and distribution costs are becoming a significant concern, not just for the magazine, but for production and distribution of licences and regulations booklets too.

Online content

Our online network continues to improve with the regular weekly river reports being emailed directly to over 16,000 inboxes and our Facebook page having grown to over 3900 followers. The upgraded F&G website goes live on the 8th February.

Otago Fish and Game Council Meeting 10th February 2024

10.4 PUBLIC INTERFACE

Grass Carp

The Operations Manager has provided an update report in this agenda and a course of follow up action. No further fish have been found outside of the authorised area. It has been an opportunity to update our contact points with Ministry for Primary Industry and Department of Conservation.

Meeting attendance

Meetings with agencies and catchment groups have reduced over the holiday break but these are starting to ramp up again. Staff did meet with a delegation from the Otago Regional Council in December including its CE regarding their long term plan.

Bullock Creek Stormwater

The chair and CE met with Queenstown Lakes District Council staff to obtain an update on activity to stop the unlawful and ongoing discharges of stormwater into the headwaters Bullock Creek and across the Fish & Game property. They confirmed that the pipeline project to remedy the situation has been deferred until the 2029/30 financial year due to funding constraints. Further legal advice is provided in the public excluded agenda.

10.5 COMPLIANCE

Summer offending

Increased activity at high profile fisheries over summer resulted in a high number of licence checks and a corresponding high number of offenders. The Compliance officer is working his way through the backlog. Most are accepting the Councils diversion package rather than electing to go through to full court proceedings.

OM to update

10.6 LICENCING

The system seems to be running without issues and a good number of designated waters licences have been sold. Licence sales are down across the country but only marginally (1.8%) behind last year in Otago. (see finance report)

The rogue fishing licencing website site '*Fish Assistant*' which popped up in December has been successfully shut down – for the meantime anyway. There was good media coverage on the issue. It is proposed to contact the people who were issued licences through the third-party site to let them know their details may have been compromised by using the unofficial licencing site.

Otago Fish and Game Council Meeting 10th February 2024

10.7 COUNCIL

Memorandum of Understanding (MOU) with Southland F&G

The CE attended the Southland meeting and AGM at Waituna as part of our reciprocal arrangement. National F&G Council CE Corina Jordan was also in attendance.

Otago F&G Property

As you know, the Council has now completed its purchase of the building from the Clutha Fisheries Trust. This was nearly entirely funded from the sale of its Chardonnay Street property in December. This transaction went remarkably smoothly.

There is a wider land and buildings assets report in the public excluded agenda.

10.8 PLANNING AND REPORTING

Annual Audit and Annual Report

The annual audit was completed and final annual report circulated along with the auditors management report. That is discussed in the finance report.

Next Council Meeting

Just a reminder that the next Council meeting is **21st March in Dunedin**. That is a tight turn around to meet the NZC schedule for budgeting. The focus of the meeting will be the draft 2024/25 Operational Workplan and confirming any contestable funding bids.

National Liaison

The NZC continues to overwhelm Councils with policy documents for feedback. Much of it is operational policy and is well intended so I will continue to review the material and bring anything relevant before Council.

Recommendation

That this report be received

Ian Hadland
Chief Executive
February 2024

11.0 RMA Planning and Consents Report

18 September 2023 – 1 February 2024

Current Legislation, Policy and Planning Processes

Proposed Otago Regional Policy Statement (PORPS)

The Panel have closed the hearings for the PORPS but no decision has been released at the time of writing. Staff understand that an extension has been provided to the Panel, allowing them to release the decision at any point until March. Although, the exact end date of the extension has not been confirmed. Once a decision has been released, there will be a brief period to consider appeals.

Land and Water Regional Plan (LWRP)

The Otago Regional Council (**ORC**) has begun consulting on the draft LWRP. This type of consultation is part of the Resource Management Act 1991 (**RMA**) plan writing process; however, it is normally reserved for government, local authorities and tangata whenua. In this round, the ORC has extended the consultation out to industry bodies, energy companies and environmental parties – of which F&G is one. Staff are working with Central South Island F&G and F&G staff in the Resource Management team to produce feedback on the draft, which is due later this month.

Prior to this, towards the end of 2023, the ORC sought feedback on general directions in the draft plan. Staff provided feedback; however, the actual provisions of the plan were not available at that time.

In addition to the above, staff were asked to provide feedback to the ORC on potential minimum flows and allocations for the Waikouaiti River. This feedback was sent just prior to Christmas.

Natural and Built Environment Act (NBA) and the Spatial Planning Act (SPA) and further amendments to the RMA

With the formation of a new government, the NBA and SPA are planned to be repealed. These are to be replaced by further amendments to the RMA, in which the government intends to make it easier to build renewable energy, relax regulation on farming, encourage building houses and create a fast-track for consenting projects of regional and national significance. On the face of it, these are positive outcomes but the details have not yet been released. There is a risk that, if undertaken without care for the environment, these changes may have negative impacts on the sports fish and game resource; anglers; and hunters in Otago. Staff will monitor the amendments as they are developed and contribute to national Fish and Game input as required.

Current Notification processes

| Applicant | Activity | Outcome |
|---|---|--|
| Otago Regional Council, Queenstown Lakes District Council and Central Otago District Council applications | | |
| Peter Hall | To undertake suction dredge gold mining and to disturb the bed of the Clutha River/Mata Au. | A decision has been released and the consent was declined. Staff were not involved in the hearing. |

Written approval provided during the period

| Applicant | Activity | Outcome |
|--|--|---|
| Otago Regional Council applications | | |
| Gibbston Valley Resort | To construct a water intake structure in the Kawarau River. | Initially, the applicant sought to abstract water under a long-term consent in addition to constructing the water intake. After discussions with Fish and Game and other parties, the applicant amended the application to only cover the water intake, with the water take coming from permitted activities. Affected party approval was provided as a result. |
| Alistair Hope | To extract gravel from the Taieri River near Middlemarch. | After discussions with staff, the applicant agreed to volunteer additional conditions requiring vehicles to avoid entering or working in the wetted bed of the river. Affected party approval was provided as a result. |
| Port Blakely Ltd, NZ Forestry | To harvest and extract trees from the Falla burn Forest, in circumstances which will discharge sediment to the water body. | Following discussions with staff, the applicant agreed to volunteer additional conditions requiring trees to avoid being pulled over gullies where practicable, the use of sediment control measures where practicable and to put in place a sediment monitoring system whereby work would stop if sediment discharge is identified. |
| Queenstown Lakes District Council applications | | |
| Aotearoa Anglers | To establish and maintain a fly-fishing operating on a variety of water bodies within the district. | After discussions with the applicant and Council, affected party approval was provided – in line with Council direction. Previous reports to the Council are available for further details. |

| | | |
|------------------------|--|--|
| Earnslaw Lodge Limited | To (retrospectively) place a jetty on the southern side of Queenstown Bay. | The jetty is existing, having been in place for some 100 years, but has never had a formal approval process. Affected party approval was provided. |
|------------------------|--|--|

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

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

Recommendation:

1. That this report be received.

Nigel Paragreen
Environmental Officer
1 February 2024

12.0 Committee & Delegate Reports

12.1 Clutha Fisheries Trust

12.2 New Zealand Fish and Game Council

12.3 Ngai Tahu

12.4 Conservation Board

12.5 Clutha Mata Au Sports Fish Trust

13.0 Correspondence

13.1 NZC to Otago

13.1.1 New Zealand Council Consultation Items

The New Zealand Council is seeking regional Council feedback on a number of draft policies which they are proposing to adopt as National Policy.

Good Employer obligations

NZC have included legal advice which was sought to clarify Fish & Game's *Good Employer* Obligations. One would have thought that was self explanatory and/or available anywhere online through Employment New Zealand or elsewhere. I'm of the view (and Council signed off on our schedule of legislative compliance in July last year) that we are compliant in every respect. The NZC legal advice is attached to this paper.

1. **Draft Governance Code of Conduct**

The policy duplicates much of what is in the governance manual and standing orders. However it does have additional provisions, such as a paragraph on predetermination which would be a useful insertion into Otago's Governance policy to bring it up to date.

If approved, it could be adopted locally as a standalone policy but staff preference is for the Governance Manual to be updated so all policies are in the one place.

Recommendation – Support

2. **Draft Drug and Alcohol Policy**

The policy is useful and expands on provisions already captured in Otago staff contracts and Work Rules. It has an additional document on procedures and support for staff but that is very operational so it is not included here. That can be left to the regional managers group.

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

Following an investigation, Fish and Game New Zealand may:

- *Offer, at its discretion the opportunity for the employee to participate in a rehabilitation programme, and/or;*
- *Take disciplinary action up to and including summary dismissal*

Recommendation – Support, with edits to clarify roles and responsibilities.

3. **Draft Prevention of Bullying and Harassment Policy**

This is quite comprehensive but perhaps needs to be, to spell out what is and isn't harassment or bullying in an increasingly grey area. The topic is adequately covered in staff contracts but you will note that the policy also includes Councillors, presumably to cover off any Councillor to Staff issues (or vice versa?). Its adoption as a local policy is advisable.

Again, there is a separate Bullying and Harassment Procedures document which is mainly operational (how to make complaints and where to go for support etc) But have not included it here - that doesn't

Otago Fish and Game Council Meeting 10th February 2024

need to be national policy in my view, it's simply guidance for managers and staff. It can be circulated if need be.

Recommendation – Support

For discussion and feedback to NZC

**Ian Hadland
Chief Executive
19.1.24**

ELANA GEDDIS LLB(Hons), LLM (Harvard)
BARRISTER

PO Box 15-080
Miramar, Wellington 6243
New Zealand
elana.geddis@elanageddis.com
+ (64) 21 1888 662

15 November 2023

Corina Jordan
Chief Executive
New Zealand Fish and Game Council
WELLINGTON

By email: cjordan@fishandgame.org.nz; JHutchings@fishandgame.org.nz

Dear Corina,

FISH AND GAME'S GOOD EMPLOYER OBLIGATIONS

Legally Privileged and Confidential

1. I refer to Jane Hutchings' email of 28 September 2023 asking for my legal advice on the obligation to act in accordance with the principle of being a "good employer" and what that obligation means for Councils, and individual Council and Committee members.
2. In summary, my advice is that:
 - a. The "good employer" principle means that Councils must operate an employment policy that provides for the fair and proper treatment of employees in all aspects of their employment. This requires Councils to have employment policies in place to address issues such as recruitment, development, diversity, remuneration, and health and safety.
 - b. The Councils also have general employment obligations under health and safety and human rights legislation to ensure safe working conditions for their staff. In addition, Council and Committee members owe individual obligations under health and safety legislation, including to ensure that their conduct does not adversely affect the health and safety of others in the workplace.
 - c. In order to meet these obligations, I recommend that the New Zealand Council and regional Fish and Game Councils:
 - i. Ensure that they have in place up-to-date employment policies and procedures to address the matters identified in paragraphs 3, 6 and 10 of this advice.

- ii. Adopt a Code of Conduct for Council and Committee members setting out clear expectations for their behaviour, along with a policy and process for dealing with alleged breaches of the Code. This could be based on the Local Government New Zealand template. It would be preferable to have a single Code applying across all Councils, using a template adopted by the New Zealand Council as national policy.
- iii. Pending the adoption of a Code, Councils should issue an instruction to Council and Committee members setting out expectations with respect to their behaviour.

Good Employer and Health and Safety Obligations

"Good employer" obligations

3. The New Zealand Council and regional Fish and Game Councils must comply with the principle of being a "good employer" set out in the Public Sector Act 2020.¹ A "good employer" is expected to operate an employment policy that provides for the fair and proper treatment of employees in all aspects of their employment.² This includes the following matters:³
 - a. The impartial selection of suitably qualified people for appointment;
 - b. Good and safe working conditions;
 - c. An equal opportunities programme;
 - d. Recognition of the aims, aspirations, and employment requirements of Māori and the need for greater involvement of Māori in the public service;
 - e. Opportunities to enhance individual employees' abilities;
 - f. Recognition of the aims and aspirations, employment requirements, and cultural differences of ethnic and minority groups;
 - g. Recognition of the employment requirements of women;
 - h. Recognition of the employment requirements of people with disabilities;
 - i. Recognition of the importance of achieving pay equity between female and male employees; and
 - j. Recognition of the importance of decisions about remuneration being free from bias (including gender bias).

¹ Conservation Act 1987, sections 26G and 26T.

² Public Service Act 2020, sections 73, 74 and 75.

³ Public Service Act 2020, section 73(3).

4. Councils are required to have employment policies in place to address these issues.⁴ These employment policies would apply to the Council as the legal employer and to all Council employees, including the CEO/Regional Manager.
5. As Council and Committee members are not Council employees they would not be bound by Council employment policies. To address this, it is recommended that all Councils should adopt a Code of Conduct setting expectations of behaviour on the part of Council and Committee members, along with a policy and process to deal with alleged breaches.

Obligations under the Health and Safety at Work Act 2015

6. The “good employer” obligation to provide “good and safe working conditions” reinforces the Councils’ general obligations under the Health and Safety at Work Act 2015.⁵ Councils have a legal duty under that Act to take reasonably practicable steps to eliminate or minimise health and safety risks at work.⁶ The range of potential workplace health and safety risks is broad and includes bullying, harassment, and mistreatment of employees.⁷
7. Council and Committee members also owe individual legal duties under the Health and Safety at Work Act 2015:
 - a. As officers of the Council, Council members must exercise due diligence to ensure that the Council is meeting its duty to eliminate health and safety risks.⁸
 - b. As persons at a workplace, Council and Committee members must take reasonable care for their own safety, take reasonable care that their acts or omissions do not adversely affect the health and safety of others, and comply with any reasonable instruction given by the Council to enable the Council to meet its health and safety obligations.⁹
8. These duties apply to Council and Committee members even though their roles are unpaid and they are exercising statutory functions under the Conservation Act 1987.¹⁰
9. The potential penalties for breaches of the Health and Safety at Work Act vary.¹¹

⁴ Public Service Act 2020, section 73.

⁵ Health and Safety at Work Act 2015,

⁶ Health and Safety at Work Act 2015, s 36.

⁷ “Health” is defined to mean both physical and mental health: Health and Safety at Work Act 2015, s 16. For WorkSafe guidance on bullying as a health and safety risk see: <https://www.worksafe.govt.nz/topic-and-industry/bullying/>

⁸ Health and Safety at Work Act 2015, s 44. Section 44(3) of the Health and Safety at Work Act exempts members of regional councils and territorial authorities from compliance with the due diligence obligations. There is no case law on whether a member of a Fish and Game Council could establish that that exemption should also apply to them. Given the narrow framing of s 44(3), it would be prudent for Fish and Game Council Members to proceed on the basis that they are subject to the due diligence obligations.

⁹ Health and Safety at Work Act 2015, s 46.

¹⁰ Health and Safety at Work Act 2015, ss 17(2) and 51.

¹¹ While s 26ZB of the Conservation Act 1987 provides that no member of a Council shall be personally liable for any default made by the Council or one of its members in good faith during the course of operations, it is unclear whether this provision would protect a Councillor from liability as an officer under the Health and Safety at Work Act 2015. The relevant obligations under that Act are owed individually, rather than by the Council. In any event, to establish that s 26ZB should apply, a Councillor would need to show that his or her

Breaches by a Council can attract fines of between \$500,000 to \$3 million depending on their seriousness.¹² The most serious breaches by individuals attract fines of up to \$300,000 or up to five years' imprisonment.¹³ For lesser breaches, the maximum fines range from \$50,000 to \$100,000.¹⁴ It is not possible to insure against these fines, and a Council cannot indemnify individual Council or Committee members against them.¹⁵ Failure to ensure a safe working environment also presents a separate legal risk of an employee bringing a personal grievance against the Council.

Obligations under the Human Rights Act 1993

10. The "good employer" obligations with respect to diversity and "good and safe working conditions" also reinforce Councils' general obligations under the Human Rights Act 1993. That Act prohibits employers from discriminating on the grounds of age, gender, religion, race, ethnic background, sexual orientation, family or marital status, or disability.¹⁶ It also requires Councils to take steps to protect their staff from sexual or racial harassment.¹⁷ Failure to take appropriate steps may result in a complaint by an employee against the Council and payment of compensation.¹⁸

Political and organisational considerations

11. In addition to the above legal risks, bullying, discrimination, or mistreatment of employees could result in a Council member being removed from office on the grounds of "misconduct".¹⁹ It is also likely to undermine both the Minister's and licence holders' confidence in Councils and Council members. Poor treatment of employees additionally presents an organisational risk due to the well-established costs of recruiting and replacing an existing employee.²⁰

conduct was in good faith, which would be difficult in circumstances where the alleged breach was based on bullying or mistreatment of employees.

¹² Health and Safety at Work Act 2015, ss 47 to 49.

¹³ Health and Safety at Work Act 2015, ss 47 and 48. Note that under s 51 of the Health and Safety at Work Act 2015 an unpaid Council member cannot be fined for a breach of their duties as an officer, but can be fined for a breach of their duties as a person at a workplace.

¹⁴ Health and Safety at Work Act 2015, s 49. Breaches of the duties of an officer carry a maximum potential penalty of \$100,000 whereas breaches of the duty on a person in a workplace result in a maximum potential fine of \$50,000. Note that under s 51 of the Health and Safety at Work Act 2015 an unpaid Council member cannot be fined for a breach of their duties as an officer, but can be fined for a breach of their duties as a person at a workplace.

¹⁵ Health and Safety at Work Act 2015, s 29.

¹⁶ Human Rights Act 1993, s 22.

¹⁷ Human Rights Act 1993, s 68.

¹⁸ Either in the form of a personal grievance or as a complaint to the Human Rights Commission under the Human Rights Act 1993.

¹⁹ Conservation Act 1987, s 26ZA(2).

²⁰ See, for example, The Work Institute, *The Cost of Replacing an Employee*, which refers to estimated costs of employee turnover ranging from 33 to 200% of the departing employee's salary: <https://workinstitute.com/breaking-down-the-direct-costs-of-employee-turnover/>.

Recommendations

12. The best way to ensure that Councils, and Council and Committee members, comply with their “good employer” and associated obligations is for all Councils to:
 - a. Ensure that they have up-to-date employment policies in place that address the matters set out in paragraphs 3, 6 and 10 of this advice.
 - b. Adopt a Code of Conduct for Council and Committee members. The Code of Conduct should set out: clear expectations of behaviour on the part of Council and Committee members; and a policy and process for dealing with alleged breaches. It would be preferable for this Code to be identical across all Fish and Game Councils.²¹ Local Government New Zealand has produced a helpful Code of Conduct which could be used as a template.²²
13. Until a Code of Conduct can be implemented, Councils should consider issuing an instruction to Council and Committee members setting out expectations with respect to their behaviour. I envisage that those expectations would largely replicate the principles set out in the Local Government New Zealand template.²³
14. I hope that this advice is helpful. Please get in touch if you have any queries or you would like to discuss any aspect of this advice further.

Yours sincerely,



Elana Geddis
Barrister



Alison Gordon
Barrister

²¹ In the form of a template adopted by the New Zealand Council as national policy under s 26C(1)(a) Conservation Act 1987.

²² Local Government New Zealand, Code of Conduct 2022, available at <https://www.lgnz.co.nz/assets/Induction/Code-Of-Conduct-.pdf>.

²³ Including, for example, the expectation that councillors treat one another, Council staff, and members of the public with respect, and that they do not bully, harass, or unlawfully discriminate against any person including Council employees.



DRAFT GOVERNANCE CODE OF CONDUCT

| | |
|-----------------------|------------|
| Section | Governance |
| Contact/Owner | NZC HR |
| Last Review | New Policy |
| Next Review | |
| Approval | NZC |
| Effective Date | |

1. PURPOSE

This Code sets out the minimum standards of conduct for all Councils 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.

It is intended that this Code can be included in, or used as a template to update the Council's current Governance Policies.

2. POLICY

Council Members are expected to act reasonably at all times in compliance with their Councils Standing Orders and Governance policies and taking into account the interests and welfare of other Members and Council staff and their obligations under the Public Sector Act 2020 to be a "good employer".

The "good employer" principle means that Councils must operate employment policies that provide for fair and proper treatment of employees in all aspects of their employment, including recruitment, development, diversity, remuneration and health and safety.

Members are expected to maintain the highest integrity, discretion and ethical conduct when performing their duties or representing the Fish and Game Council. Members 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 in good faith
- act honestly and with integrity in all aspects of Council activity;
- respect the rights of others and treat others courteously and without discrimination or harassment and comply with Fish and Game's Bullying and Harassment Prevention Policy and Process;
- be respectful of, and responsive to all genders, cultures, values and beliefs;
- exercise reasonable care, diligence and skill at all times
- lay aside all private and personal interests in decision making

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

- comply with relevant Fish and Game policies, processes, standards, Vision, Mission, values, and SOPs (The Fish and Game Strategy, including the Vision, Mission and Values are attached)
 - understand the Council's responsibilities as a PCBU under the Health and Safety at Work Act 2015 and ensure that these requirements are adhered to and implemented.
 - act in a safe manner to protect your health and safety and that of other Council members and employees of the Council, and comply with all Health and Safety policies and procedures.
- 2. External relationships:**
- actively promote and support the Council and its decisions
 - act reasonably, honourably and in good faith when working with the fishing and hunting communities
 - create and maintain positive relationships and networks with others.
 - don't undermine other Members, the Council or Council staff in any media, including social media
- 3. 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 the Council 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.
- 4. Conflicts of interest:**
- avoid or register 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 licence holders to affect or appear to affect the professional relationship with them; 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 Chair first.
- 5. Uphold the reputation of Fish and Game:**
- act with integrity at all times;
 - ensure your participation in political matters does not conflict with your duty to your Fish and Game Council and any partnerships with government agencies and
 - ensure your private activities do not reflect adversely on Fish and Game, on Fish and Game staff or key stakeholders.
- 6. Additional expectations for Members as Good Employers:**
- Ensure that employment policies are in place that provide for fair and proper treatment of employees in all aspects of their employment
 - Ensure that all practicable steps are taken to minimise or eliminate health and safety risks for employees. This includes bullying, harassment or mistreatment of employees.
 - Be supportive of employees of the Council and do not criticise employees or the service provided by the Council and Management to anyone other than the Chair or Executive Committee
 - Support the Chief Executive/Regional manager to implement the decisions of the Council but not interfere with the management of Council staff except where the CE/RM has breached employment policies or law
 - lead by example and model the standards of behaviour expected of Council employees
 - do not communicate privately with employees of the Council on matters which fall under the Council or Chief Executive responsibility in such a way as to threaten or weaken the relationship between the Council and the Chief Executive.

© This Policy is the property of Fish and Game New Zealand

7. Misconduct:

- If any Member of the Council is disrespectful or uses offensive or malicious language at a meeting, the Chair has the authority to remove that member from the meeting, under the Standing Orders, if the member refuses to withdraw the comments or to apologise.
- Similarly, if a Member's conduct is disorderly, the Chair may require that Member to leave the meeting (See Clause 3.4 of the Standing Orders)
- If a Member has strong views about a matter that create a risk of bias, prejudice or pre-determination that is inconsistent with performing their duties in an impartial manner, they will be excluded from the meeting when that matter is being discussed as per the Council's Standing Orders or Conflict of Interest Policy
- As a last resort and following a fair investigation, the Minister may remove any Council Member from office for misconduct under Section 26ZA2 of the Conservation Act,

8. Other relevant information

- Code of Conduct for Crown Entity Board Members
<https://www.publicservice.govt.nz/guidance/code-of-conduct-for-crown-entity-board-members/>
- Council Standing Orders
- Council's Governance Policies
- Health and Safety at Work Act 2015, Duties of a PCBU
<https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976894.html>

To be signed with Oath of Office

I agree to abide by this Code of Conduct in all aspects of my Council activity

Signed: Date:

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): |
| Next Review: |



DRAFT DRUG AND ALCOHOL POLICY

| | |
|-----------------------|-------------|
| Section | Operational |
| Contact/Owner | NZC HR |
| Last Review | New Policy |
| Next Review | |
| Approval | NZC |
| Effective Date | |

1. PURPOSE

The purpose of this Policy is to:

- Demonstrate Fish and Game NZs commitment to health and safety and to outline our expectations and requirements regarding a drug and alcohol-free work environment, and also to provide a safe work environment for all employees.
- Provide advice and guidance to ensure that all employees fully understand their responsibility under this policy
- Outline our approach to prevention, education, screening and assistances with regards to drugs and alcohol in the workplace

2. POLICY

Being at work while impaired or at risk of impairment from drugs or alcohol is a serious health and safety risk.

Employees are strictly prohibited from:

- The use, sale, supply, transfer or possession of drugs unless use and possession are medically prescribed and do not impair or are a risk of impairment.
- Attending work with drugs or alcohol in their system, with levels above those set out in Appendix A of the Drug and Alcohol Procedures

3. Personal Conduct and Responsibilities

It is everyone's responsibility to identify concerns about health and safety at work. If an employee feels unsafe working with one of their colleagues because they suspect that he/she is in breach of this policy, they should refer the matter to their manager.

If an employee discloses they have a drug or alcohol problem that is affecting their work, Fish and Game encourages the employee to ask for help from their manager or Human Resources at an early stage (before the employee is the subject of testing), without fear of reprisal or disciplinary action.

Proactive disclosure of drug or alcohol problems will be kept confidential as a health-related matter.

VALUES

TRUST

We are trusted as consistent and capable providers

INCLUSION

We recognise and respect diverse perspectives and cultural interests

CONNECTION

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

SERVICE

We are enthusiastic, professional, kind and accountable

4. Drugs and Alcohol in the Workplace

Workplaces are defined as any place where an employee performs work related tasks, including (but not limited to) offices, Fish and Game vehicles and boats, places where field work is undertaken, travel between workplaces, training courses or conferences and accommodation provided by Fish and Game.

No alcohol may be consumed in the workplace, on or offsite, by any Fish and Game employee except, where formal staff functions have been arranged and approval is given by the manager. Alcohol may be consumed at social events at places and times designated in advance by Fish and Game. Employees and management are responsible for ensuring that all staff are able to get home safely.

No illicit or restricted drugs are to be brought into Fish and Game's workplaces at any time or consumed during work hours.

Legal drugs (prescribed by a medical practitioner) or non-prescription over the counter drugs are deemed to be acceptable as long as work duties and safety are not impaired. Employees using legal drugs that might impair performance must immediately notify their manager prior to commencing work.

5. Enforcement of the Policy

Alleged breaches of the key requirements by Fish and Game employees may be investigated as serious misconduct. While a potential breach of the policy is being investigated, Fish and Game may:

- Apply a safety stand-down to an employee from employment, to enable an appropriate investigation to occur for health and safety/wellbeing reasons.
- Require the employee to undergo further drug/alcohol screening tests and return a negative result before returning to work
- Suspend the driving privileges of a Fish and Game vehicle or boat until the investigation is concluded.
- Temporarily assign modified or restricted duties.

Following an investigation, Fish and Game New Zealand may:

- Offer, at its discretion the opportunity for the employee to participate in a rehabilitation programme, and/or;
- Take disciplinary action up to and including summary dismissal

The nature and severity of the breach will determine the disciplinary action that is taken.

6. Search and Surveillance

In order to assist with achieving the objectives set out in this policy, Fish and Game New Zealand reserves the right to undertake searches for drugs and alcohol within any Fish and Game New Zealand property and/or workplace.

Fish and Game New Zealand property includes offices, vehicles, boats, workstations and storage areas but does not include the employees' home or place of residence if it is used for flexible working or working from home.

7. Drug and Alcohol Testing

Fish and Game New Zealand may undertake drug and/or alcohol testing to ensure compliance with this policy.

The processes for drug and alcohol testing are detailed in the Fish and Game New Zealand Drug and Alcohol Procedure. Testing will be undertaken by a professional drug detection agency such as the TDDA.

Pre-employment testing

Prospective employees may be required to undergo pre-employment or engagement drug and

© This Policy is the property of Fish and Game New Zealand

alcohol testing.

If a prospective employee returns a positive or non-negative result for the presence of drugs or alcohol, Fish and Game New Zealand may discontinue their application, or if the applicant has already been appointed, their employment or engagement may be stood down and/or employment terminated.

Post incident/event testing

If there is an incident, accident, near miss or property damage involving an actual or potential compromise of health and safety standards and an employee's actions, or lack of action, may have been a direct or indirect contributory factor (incident, accident or near miss/close call), then an alcohol and drug test may be required.

Reasonable cause testing

If Fish and Game New Zealand suspects on reasonable grounds that an employee is under the influence of drugs or alcohol. Reasonable cause may be based on a pattern of behaviour, actions or conduct. See Appendix B of the Drug and Alcohol Procedures for examples of behavioral indicators.

Fish and Game managers must carefully consider the grounds for suspicion and should seek advice before making a judgement as to whether reasonable cause has been established.

Employee Disclosure, Assistance and Rehabilitation

Employees will have access to assistance from Instep's Alcohol and Other Drug Programme.

If an employee discloses that they have a drug or alcohol problem that is affecting their work, Fish and Game New Zealand encourages the employee to ask for help from their manager or HR, at an early stage (before the employee is the subject of testing), without fear of reprisal or disciplinary action.

Proactive disclosures of drug or alcohol problems will be kept confidential as a health-related matter.

If the employee is not comfortable discussing the problem with their manager, they may contact another manager and Fish and Game New Zealand's Employee Assistance Programme (EAP) provider - Instep. Instep provide a free and confidential service, which is independent from Fish and Game New Zealand.

Fish and Game New Zealand will consider what reasonable steps it can take to assist an employee who proactively discloses a drug and/or alcohol problem, including referral to appropriate treatment providers.

If an employee returns a positive drug and / or alcohol test (as noted in Section 9) and subsequently discloses a drug or alcohol problem, Fish and Game New Zealand may take disciplinary action up to and including summary dismissal and/or any other actions available to it pursuant to this policy and the Fish and Game New Zealand Drug and Alcohol Procedure.

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): |
| Next Review: |



Prevention of Bullying and Harassment Policy

| | |
|----------------|-------------|
| Section | Operational |
| Contact/Owner | NZC HR |
| Last Review | New Policy |
| Next Review | |
| Approval | NZC |
| Effective Date | |

PURPOSE

The purpose of this policy is to:

- Show that unacceptable or unwelcome behaviours as set out below will not be tolerated
- make clear our commitment to being an effective and sustainable organisation with a culture of mutual respect
- provide you with the information you need to understand:
 - bullying, harassment and victimisation
 - how to prevent it
 - where this is not successful, how to report and resolve concerns

Support our values:

- Trust
- Inclusion
- Connection
- Service

This Policy applies to all Fish and Game NZ staff and Councillors

DEFINITIONS

- Bullying** Bullying is unreasonable and unwanted, repeated and ongoing behaviour towards a person or group that can lead to physical and/or psychological harm.
- This covers actions which a reasonable person wouldn't do in similar circumstances. It includes victimising, humiliating, intimidating or threatening a person.
- Repeated behaviour can include a range of actions, which can be clear, direct and obvious, or more indirect and subtle. It can affect a person's dignity, psychological or physical integrity.

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

A single incident isn't considered bullying but should be addressed by management, as inappropriate behaviours can escalate if ignored. Also, a single incident, if serious enough, can amount to harassment. See the definition of harassment in the next block of information.

Examples of bullying include, but are not limited to:

- threats
- intimidation
- physical violence
- shouting
- interfering with equipment or possessions
- excluding or isolating a person from colleagues or from work events
- 'ganging up'
- defamatory gossip
- unjustified criticism, such as a manager being unavailable to give feedback then finding fault with work not done as they wanted
- unjustified threats of dismissal
- unfair treatment
- public humiliation
- setting unrealistic deadlines, over-pressuring, over-working
- underworking, creating a feeling of uselessness
- removing responsibility without justification
- adding responsibility without justification
- changing targets or deadlines without justification
- any other means of undermining a person's right to dignity at work.

Workplace bullying is not:

- mutually acceptable, well-intentioned friendly banter, good-natured jokes and compliments
- friendships and relationships where the parties consent to the relationship
- issuing reasonable instructions and expecting them to be carried out
- warning or disciplining someone, including suspension or demotion, in line with our policy and procedures
- insisting on high standards of performance for core responsibilities, as well as in areas such as quality, safety, team cooperation, and attendance
- legitimate criticisms about work performance
- giving critical feedback, including in a performance discussion
- performance improvement or performance management processes
- disciplinary investigations
- robust discussion about issues or concerns in the workplace
- differences of opinions and non-aggressive conflicts
- a single incident of minor unreasonable behaviour.

VALUES

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

Harassment Harassment is unwanted and unwarranted behaviour that a person finds offensive, intimidating or humiliating. The behaviour is repeated, or significant enough as a single incident, to have a detrimental effect on a person's dignity, safety and wellbeing.

Harassment can be physical, psychological, verbal or visual behaviour. As with bullying, harassment might be clear, direct and obvious, or more indirect and subtle.

This is most commonly sexual or racial harassment (both defined below) but can include other forms, such as:

- emotional harassment
- psychological harassment
- physical harassment
- derogatory comments directed at someone's status or role in the organisation.

Sexual harassment Sexual harassment is any unwelcome or offensive sexual behaviour that is repeated, or is significant enough as a single incident to have a harmful effect on a person.

It can involve spoken or written material, images, digital material or a physical act.

Sexual harassment is unlawful under the [Human Rights Act \(1993\)](#) and the [Employment Relations Act \(2000\)](#). Sexual violation, any activity done without a person's consent, and indecent assault are unlawful under the [Crimes Act 1961](#).

Electronically (including online) sharing of sexual photographs, videos, rumours, comments or information about another person without their consent are unlawful under the [Harmful Digital Communications Act \(2015\)](#). This Act includes a new criminal offence to help tackle the most serious instances of bullying and harassment by people using digital technology. It is illegal to send messages and post material online that deliberately cause someone serious emotional distress.

The [Victims' Rights Act \(2002\)](#) ensures that if someone has suffered harm as a result of an offence of a sexual nature, they are to be treated with courtesy and compassion and have their dignity and privacy respected.

Examples of sexual harassment include, but are not limited to:

- offensive sexual remarks or jokes
- implied or actual threats of being overlooked for work opportunities or promotions if a person declines a manager's advances
- unwelcome touching, patting, or pinching by any personnel
- intentionally exposing or flashing private body parts
- being hassled for a date, regardless of acceptance, or being followed home or elsewhere by any personnel
- images or other material of a sexually explicit or offensive nature in the workplace, including in electronic form
- intrusive or unwelcome questions about a person's personal life.

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

Racial harassment Racial harassment is behaviour that is racist (about someone’s ethnicity, colour, or national origin) and unwelcome, hurtful, offensive, belittling or threatening and is either repeated or serious enough to have a harmful effect on a person, and expresses hostility, contempt or ridicule.

Examples of racial harassment include, but are not limited to:

- offensive remarks or jokes about a person’s race, colour, ethnicity or nationality
- mimicking how a person speaks, e.g. if they have an accent
- calling someone a racist name or using ‘slurs’
- racially offensive material in the workplace
- deliberately mispronouncing a person’s name
- excluding or isolating a person because of their race, colour, ethnicity or nationality.

Discrimination Discrimination is behaviour that results in a person being treated unfairly or less favourably than another person in the same or similar circumstances.

Under the Human Rights Act 1993 it is unlawful to discriminate based on:

- sex – includes pregnancy and childbirth, and discrimination against transgender and intersex people because of their sex or gender identity
- marital status – includes whether a person is or is not single, married, in a civil union, or in a de facto relationship, divorced, widowed, separated or with a domestic partner
- religious belief – not limited to traditional or mainstream religions
- ethical belief – not having a religious belief, whether in respect of a particular religion or religions or all religions
- colour, race, or ethnic or national origins – includes nationality or citizenship
- disability – including physical disability or impairment, physical illness, psychiatric illness, intellectual or psychological disability or impairment, any other loss or abnormality of psychological, physiological, or anatomical structure or function, reliance on a guide dog, wheelchair, or other remedial means, the presence in the body of organisms capable of causing illness
- age – people are protected from age discrimination if they are over 16 years old
- political opinion – the lack of a particular political opinion or any political opinion
- employment status – being unemployed, a volunteer, or being a recipient of a benefit under the Social Security Act 2018 or an entitlement under the Injury Prevention, Rehabilitation, and Compensation Act 2001
- family status – includes having or not having children or other dependants, being married to, in a civil union, de facto relationship with, or a relative to a particular person
- sexual orientation – being heterosexual, homosexual, lesbian or bisexual.

Unlawful discrimination covers a wide range of attitudes and behaviours, and

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

includes discrimination against someone because of their past, present or assumed circumstances. For example, it is unlawful to discriminate against someone because they have a mental illness, have had one in the past, or because someone assumes they have a mental illness.

DRAFT

VALUES

INCLUSION
We recognise and respect
le 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

Victimisation Victimisation means punishing a person, or negative behaviour or action towards a person because they were involved in a dispute or complaint (either as the person making the complaint or allegations, witness, support person, person complained about, or otherwise).

The Human Rights Act 1993 also protects all people from being victimised because they:

- were involved in a dispute
- supported another person to make a complaint
- contacted the Human Rights Commission about harassment or discrimination.

The Employment Relations Act 2000 also protects employees against victimisation of this kind.

Accountabilities

The Manager and the Council We will work to respond to and minimise workplace bullying, harassment and victimisation. We will do this by:

- establishing and promoting respect for the broad range of human values and character strengths required for Fish and Game NZ
- actively looking for ways to support positive workplaces that workers feel are pleasant, fair, rewarding and positively challenging
- encouraging positive leadership styles, and investing in and supporting all our personnel to achieve this
- training key personnel on how to receive bullying and harassment reports and give support and advice
- where appropriate, directing attention towards behaviour rather than people
- aiming to promote harmonious relationships across Fish and Game NZ
- giving workers who believe they've been bullied, harassed or victimised a range of options to resolve the issue and access support
- offering a range of solutions up to and including taking formal actions, where appropriate
- aiming to repair the working relationship and promote positive work values
- openly discussing bullying, harassment and victimisation in both formal and informal settings
- providing information and training about bullying, harassment and victimisation
- identifying factors that contribute to bullying, harassment and victimisation
- putting effective control measures in place to address those and prevent them from happening again
- ensuring our processes and systems for addressing bullying, harassment and victimisation are fit for purpose and reviewing them regularly.

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

When dealing with an allegation of bullying, harassment and victimisation, we will:

- treat all matters seriously
- where appropriate, investigate promptly and impartially
- reasonably support all parties involved
- find appropriate remedies and consequences for confirmed bullying as well as false reports
- communicate the process and its outcome (though not necessarily any action taken against a person if that violates their privacy)
- ensure confidentiality
- apply the principles of natural justice
- keep good documentation

Manager

The Manager agrees to:

- ensure personnel are clear on what their roles involve
- intervene early to call out and deal with any unreasonable behaviour before it escalates
- record and, where appropriate, investigate complaints fairly and in line with our policies and processes
- not ignore issues raised
- where there is a conflict of interest, defer responsibility to another manager, where appropriate
- cooperate with investigations
- look for informal solutions (self-help, giving feedback, mediation or facilitation) before escalating an issue to higher levels (such as investigation) where appropriate.

All staff

All staff agree to:

- tell their manager if they experience or see any bullying, harassing or victimising behaviours
 - if the manager is the person considered to be behaving in an inappropriate manner, tell another manager or HR
- try low-level solutions (e.g. talking to the person initially, if safe to do so)
- follow our informal or formal processes (**as outlined in the Process for Managing Bullying and Harrassment**) when making a complaint
- keep an eye out for other people and provide support when they see a person being isolated or experiencing reprisals.

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

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): |
| Next Review |

DRAFT

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

13.2 Otago to NZC

13.2.1 Feed Back on NZC Policy Bundle



29 September 2023

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

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

Dear Barrie

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

Draft National Policy on Setting National Policy

Council agreed that this formalises the present process for consultation and simply adds a timeframe for policy review. It thought it could be renamed *NZC Consultation Policy* as it primarily sets out the formal route for consultation of items with regions rather than policy development per se.

By way of further feedback;

- 3.2 created concern in that it seems to suggest the NZC would proceed with policy without substantial buy in by Regions. The word "consensus" was noticeably absent. That may comply strictly with the statute, but it would quickly erode the positive working relationship between Regional Councils and NZC.
- Policy on national policy setting should also contain other provisions such as reasons why any new or reviewed Policy is absolutely necessary, confirm it does not duplicate or overlap with other policy elsewhere, and if it supports - rather than usurps - statutory functions of Regional Councils.
- A maximum length of two pages for any policy was also suggested.

Meeting and Budget Schedule

Council was perplexed as to why this largely operational material was being circulated for consultation. It was welcomed as helpful information for this Council's own planning but councilors thought any potential clashes could be solved at regional managers meetings. It found no issues with the NZC schedule.

Otago Fish and Game Council Meeting 10th February 2024

Draft Conflict of Interest Policy

Again, Council was unsure why NZC policy which only relates to the conduct of NZC is being circulated for consultation with Regions. In saying that, the Policy seems sound and modern, if a little verbose.

Only substantial comment was that paragraph 2c could be modified so that there is clarity around the potential conflict arising from being appointed to the role from a Regional F&G Council.

We note that NZC is encouraging (once ratified) Regions to adopt this as their own version. Otago Region has Conflict of Interest guidance in its Governance policy manual and Standing Orders so doesn't believe a further stand alone policy is required. It will however review these against the NZC version and seek to align where possible. Otago reviews its Governance policies regularly and believes that the present Governance Policy document (duplicated around Regions after being provided by NZC) helpfully encapsulates all the relevant policy in one place.

Terms of reference – Future Structure Working Group

Council noted that this group has been running for some time but there had been little by way of minutes to see if any substantial progress is being made.

Terms of reference – Future Finance Working Group

Council felt that the groups purpose seemed to cut across Regional Council statutory functions in setting up a 5 year business plan for the entire organisation. There is a contradiction between that point (2) and point 12 which recognises the legislative autonomy of regional Councils. Otago has its own 3 year strategic plan and works through a budget process to fund that. Council questioned how the two might be integrated in the future.

Cost Optimisation Project

Council also briefly discussed the Cost Optimisation Project (recognizing its links to the above subcommittee) and considered that the brief of work circulated for that project appears to be very broad and unfocused. The cost was also queried.

The Council seeks further refinement and clarity on aspects of the project before it participates more fully. The Council appreciates that costs and revenue should be regularly scrutinised and would welcome the opportunity contribute to the Future Finance Working Group in narrowing the projects scope, better defining the problem(s) to be solved and developing a clearer set of objectives for the project.

Yours sincerely



Colin Weatherall
Chair, Otago Fish & Game Council

13.3 General Correspondence In

13.3.1 Friends of Bullock Creek - Future funding

Priority: Medium (needs attention)

REQUEST TO FISH AND GAME OTAGO COUNCIL



To: F&G Council Otago C/O Ian Hadland

Title: Sustainable financial support required for
Bullock Creek Hatchery Springs

Date: 1 February 2023

Key issues

- The development and maintenance of the Bullock Creek Hatchery Springs, delivered by Friends Of Bullock Creek (FOBC) relies on the good will and effective fundraising efforts of a small group of volunteers.
- The QEII covenant over this area has increased the importance of meeting maintenance requirements and as such the investment required needs to be addressed.
- There are two organisations (FOBC and F&G) that need to maintain strong alignment to ensure the future success of the site.

| Actions sought | Timeframe |
|---|--------------|
| Agree to meet with the FOBC team to discuss and agree the next actions required to prepare an MoU that better reflects the increased significance of the ongoing planning, investment and resource required to maintain the QEII covenant. | June 2024 |
| Agree to direct the F&G Council Otago management team to explore the best approach to increasing their financial and labour contribution to the wetland maintenance. | October 2024 |

1. Fish & Game Otago (F&G) & Friends of Bullock Creek (FOBC) Partnership

- 1.1. Since 2018 F&G and FOBC have partnered to protect, enhance and restore the Bullock Creek Hatchery Springs on Stone Street, Wanaka.
- 1.2. This partnership has achieved a significant impact on the environment of the site that recently culminated in the securing of the QE11 covenant.

2. FOBC Purpose

- 2.1. We exist to protect, restore, and enhance the public amenity and the environment of Bullock Creek from head waters to its entry point into Lake Wanaka, New Zealand.

3. Bullock Creek Hatchery Springs Site Background

- 3.1. FOBC has completed extensive development & clearing work that includes:
 - a) Clearing of over 20% of the totally site of exotic plant and weeds.
 - b) Established 400 metres plus of high-quality boardwalk.
 - c) Facilitated huge numbers of community & school groups to visit and be educated at the Bullock Creek Hatchery Springs site

Friend of Bullock Creek (FOBC)

d) Managed volunteers supplied by the Department of Corrections.

3.2. Beyond our core physical work onsite, we invest hundreds of volunteer hours in advocacy to lobby QLDC & ORC to correct and better protect the Bullock Creek Hatchery Springs from development interference and water overflows.

3.3. This work is essential to the maintenance of the QE11 status of the site and must continue sustainably.

4. FOBC Investment to Date

4.1. To date, FOBC has fundraised and invest \$ 197,329.00 into the Bullock Creek Hatchery Springs project:

| Year | Projects & R&M | Contractor Costs | Total |
|--------------|----------------------|---------------------|----------------------|
| 2023 | \$ 5,949.00 | \$ 32,177.00 | \$ 38,126.00 |
| 2022 | \$ 26,137.00 | \$ 9,527.00 | \$ 35,664.00 |
| 2021 | \$ 6,072.00 | \$ 10,555.00 | \$ 16,627.00 |
| 2020 | \$ 11,296.00 | \$ 13,357.00 | \$ 24,653.00 |
| 2019 | \$ 4,175.00 | \$ 625.00 | \$ 4,800.00 |
| 2018 | \$ 77,459.00* | \$000.00 | \$ 77,459.00 |
| Total | \$ 131,088.00 | \$ 66,241.00 | \$ 197,329.00 |

**initial instillation of boardwalk*

4.2. In addition to the direct cost our average volunteer efforts per year are over 1200 hours a year that if qualified financial would using the living wage would be additional \$31,200.00 investment each year

5. Key Risks To Mitigate

5.1. FOBC is not successful in fundraising efforts and cannot continue to provide the current level of support.

5.2. Strong succession within FOBC leadership does not happen and FOBC's role at the site is diminished due to a lack of leadership.

5.3. There is misalignment between FOBC & F&G about priorities and approaches to the site and how best to manage it.

6. Opportunities To Develop

6.1. FOBC & F&G partner to access new sources of funding – community based and nationwide.

6.2. Working with QEII Trust to seek further funds to support replanting, trapping, and weed control.

6.3. Create a long-term site & funding plan that the MoU will govern the delivery of.

7. Our Request to the Council

7.1. To partner with FOBC more closely to find and secure a sustainable funding and operational plan for the Wanaka wetland.

7.2. Fish & Game consider any and all opportunity to further support this project, both financially, in kind and in future site management services.

Contact for telephone discussion (if required)

| Name | Position | Telephone | Suggested first contact |
|--------------------|-------------|--------------|-------------------------|
| Ben Irving | Trust Chair | 027 415 6154 | Yes |
| Charlotte Gardiner | Trustee | 022 431 5885 | |

FOBC will be in attendance at the Public Forum (online)

Otago Fish and Game Council Meeting 10th February 2024

13.4 General Correspondence Out
13.4.1 Congratulate Mr McClay

From: Ian Hadland
Sent: Sunday, December 31, 2023 8:38 AM
To: T.McClay@ministers.govt.nz
Cc: Colin Weatherall <colinweatherall@xtra.co.nz>
Subject: Invite to attend the next Meeting of Otago Fish & Game Council

Dear Mr McClay,

The Otago Fish & Game Council would like to firstly congratulate you on your appointment as the Minister for Hunting and Fishing. We are excited about the new ministry and its ability to bring a true voice to two recreational pastimes which mean a lot to Kiwis. My Chair Colin Weatherall and I are two such people. We are keen hunters and anglers ourselves. We look forward to working with you in future.

We have a Council Meeting planned for the 10th and 11th of February 2024 and would like to invite you to attend to introduce yourself and present your future vision for Fish and Game - and hunting and fishing generally.

I appreciate that it is short notice but this is our annual planning meeting for the 24/25 financial year. We have a three-year strategic plan in place but it would still be good to hear your views so we can accommodate any priority items into our long term plans.

The meeting runs from **10am Saturday 10th Feb until 1pm Sunday 11th Feb** and the Council is flexible about timing, if you are able to attend.

We appreciate your consideration.

Yours sincerely

Ian Hadland | **Chief Executive**

Otago Fish and Game Council
PO Box 76, Dunedin

Cell: (027) 254 9700
Office: (03) 477 9076

Otago Fish and Game Council Meeting 10th February 2024

14.0 Items to be Received or Noted

14.1 Staff Development Report – Steve Dixon

National Conservation Training Center Recirculating Aquaculture Systems Course September 19 – 22, 2023



Table of Contents

| | | |
|---------------------|--|----------|
| Introduction | | 3 |
| Day 1 | RAS Overview | 4 |
| | RAS Culture Environment | |
| | Monitoring RAS water Quality | |
| | Mass balances | |
| Day 2 | Culture Tank Design & Operation | 6 |
| | Solids Control | |
| | Tour of Freshwater Institute, Shepherdstown, WV | |
| Day 3 | Introduction Biofiltration | 9 |
| | Dissolved Gas Conditioning | |
| | Ozone & UV | |
| Day 4 | RAS operations & Management | |
| 13 | Fish Health & Biosecurity | |



National Conservation Training Centre, Shepherdstown WV

Introduction

The world (which includes NZ, as we are sometimes forgotten being out of sight at the bottom of the planet) seems to be going through a climate change crisis. The significant variation of average weather conditions becoming, for example, warmer, wetter, or drier. These climate changes are making the governors of commercial salmon farms and trout hatcheries rethink about how their operations are run regarding the life-giving water they all rely on.

Most salmonid hatcheries around the globe rely on clean, cool, and uncontaminated running water from springs, wells, and cold-water streams. Macraes Flat Trout Hatchery situated approx. 100km North – West of Dunedin is an exception; its water is pumped via pipes and raceways from the Taieri River near Hyde, flows through the hatchery then out to Lone Pine Reservoir, a small dam near the Oceana Gold processing plant. Water temperature ranges from 2 degC in the Winter to sometimes as high as 24 degC in the Summer.

For a number of years, I have been concerned with the quality and temperature of the water that comes from the Taieri River and have had, on several occasions' difficulty in hatching rainbow trout eggs to the swim up stage because of large amounts of suspended sediment in the water. This has led me to investigate the possibility of converting the Macraes Flat Trout Hatchery to RAS (Recirculating Aquaculture System) or PRAS (Partial Recirculating Aquaculture System).

The course I attended was run by the Shepherdstown Freshwater Institute at the National Conservation Training Centre WV, USA and was attended by 41 students from around the world - Canada, Guam, China, Saudi Arabia, Chile just to name a few.....and me of course from NZ.

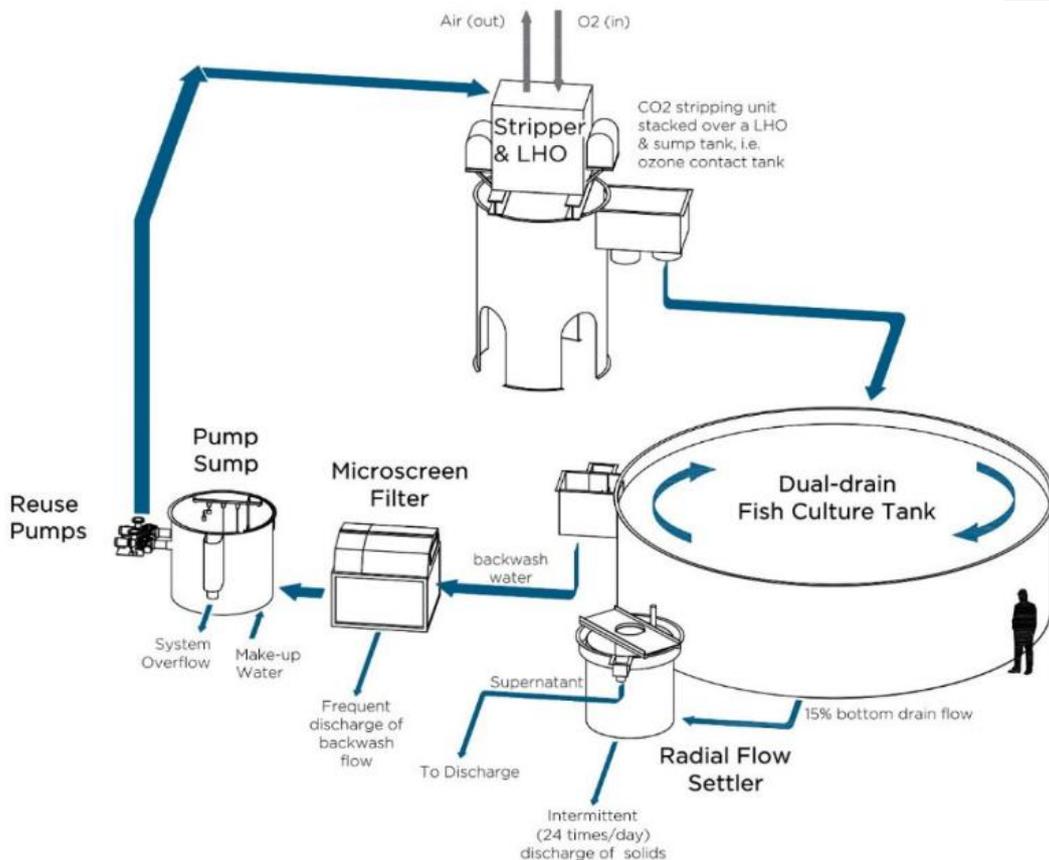
The information attached to this report will give a brief outline to how RAS works and considers if it is possible to convert the Macraes Flat Hatchery or any other hatchery managed by NZFG to RAS or PRAS.

DAY 1

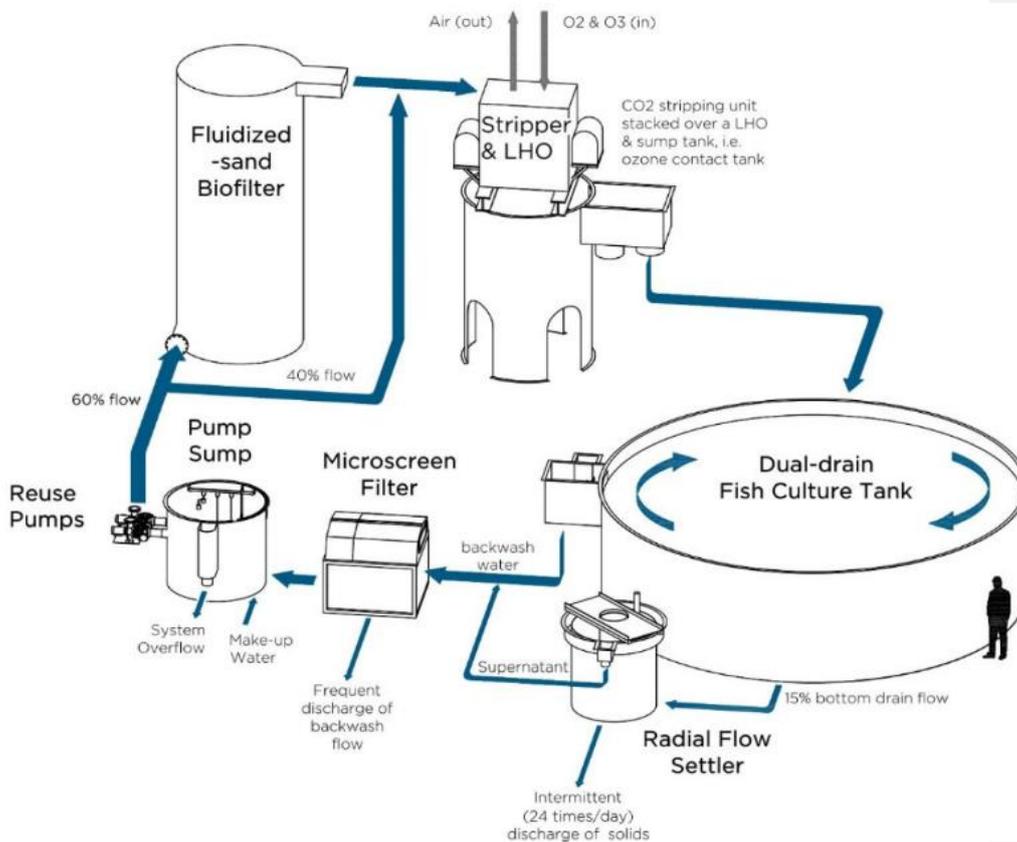
Why Reuse & Recirculate water?

Recirculation has significant environmental and economic benefits. Re-use of water will reduce the amount of new water required for the hatchery. Therefore, hatcheries can be established on sites where the amount of water is a limiting factor, or established hatcheries can increase production without increasing the amount of new water required. Recirculating systems filter and clean water and temperatures can be controlled for optimum growth rates. The technology used in these systems is based on the use of mechanical and biological filters and the method can be used for any species grown in aquaculture.

Main types of water Reuse Systems



Partial Reuse System (PRAS)



Full Recirculation System (RAS)

Day 1 take home notes.

- Circular tanks are preferred in RAS systems, Macraes Trout Hatchery already has circular tanks but not sure about other F&G run hatcheries.
- Solids from effluent is filtered out and, in some cases, reused for fertilizer. This is an environmentally friendly outcome which could be considered by F&G managed hatcheries.
- There is a lot of expensive water filtration equipment in a full RAS but the outcome is excellent water quality which in turn produces healthy unstressed fish.
- One downside to RAS is the need to constantly keep an eye on water quality (pH, CO₂, TAN, NO₂, NO₃, DO, Alkalinity, Temperature etc) and this is by using expensive monitoring equipment.

DAY 2

The first half of day two investigated culture tank design and solids management and the second half was a tour of the Shepherdstown Freshwater Institute.

Culture Tank Design & Operation

With a RAS system circular tanks are preferred over raceways and are widely used around the world when designing new or refurbishing old hatcheries/fish farms. The main advantages are, self-cleaning, flow injection and Hydrodynamics.

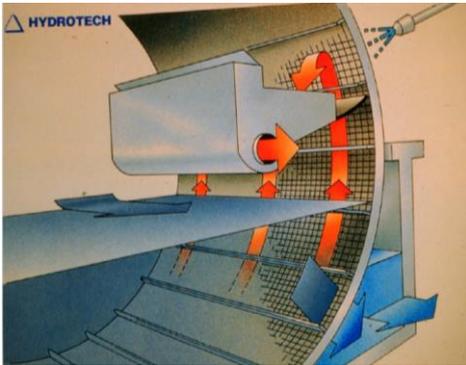


Solids Control

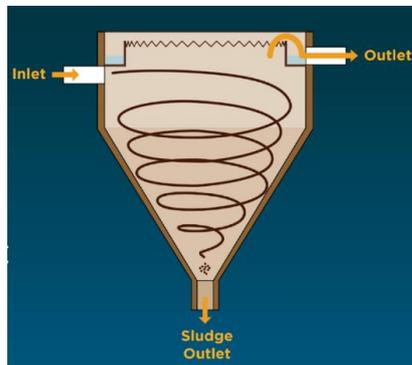
Solids control is very important in a hatchery and more so in a RAS as they adversely impact on fish – damage gills, harbour pathogens and breakdown/degrade water quality. Suspended solids can also mechanically plug bio-filters, aeration columns, screens, and spray nozzles. There are two ways of removing solids in a RAS:

- Gravity Separation – dual drain tanks, swirl settlers, radial flow settlers and settling basins.
- Physical Filtration – microscreen drum filters, disc filters and granular media filters

Examples of solid removal



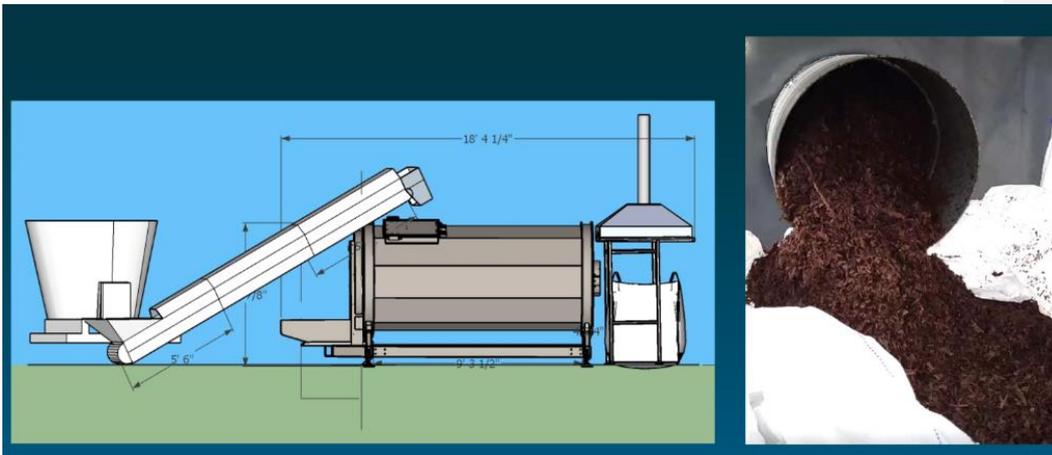
Microscreen filter



Swirl settler

Solid Disposal or Value (added use)

Solid disposal considerations are critical, do they get picked up by a waste removal truck or can they be reused for composting, nutrients for aquaponics, bio-gas production.



Brome composter - waste solids mixed with wood chips.

Tour of the Shepherdstown Freshwater Institute

“At The Conservation Fund – Freshwater Institute, we believe in conservation that makes economic sense. Every project places conservation at its centre, and our entrepreneurial staff create and implement innovative, practical ways to benefit the natural world and the well-being of Americans from every walk of life. We inspire new, innovative models that prove strategic conservation is good for both people and the environment.” (conservationfund.org)

Otago Fish and Game Council Meeting 10th February 2024

Conservation Fund Projects:

- Build smart land-based fish farms.
- Improve feeds for land-based salmon farms.
- USFWS hatchery modernization projects
- Researching & restoring WV declining brook trout populations

We took a 30min ride by bus to the institute, the tutor split us up into groups of ten and we were taken around the facility learning how RAS works.



Bus ride to institute



RAS incubator



Tutor Dr John Davidson explaining water flow in a round tank.

Otago Fish and Game Council Meeting 10th February 2024

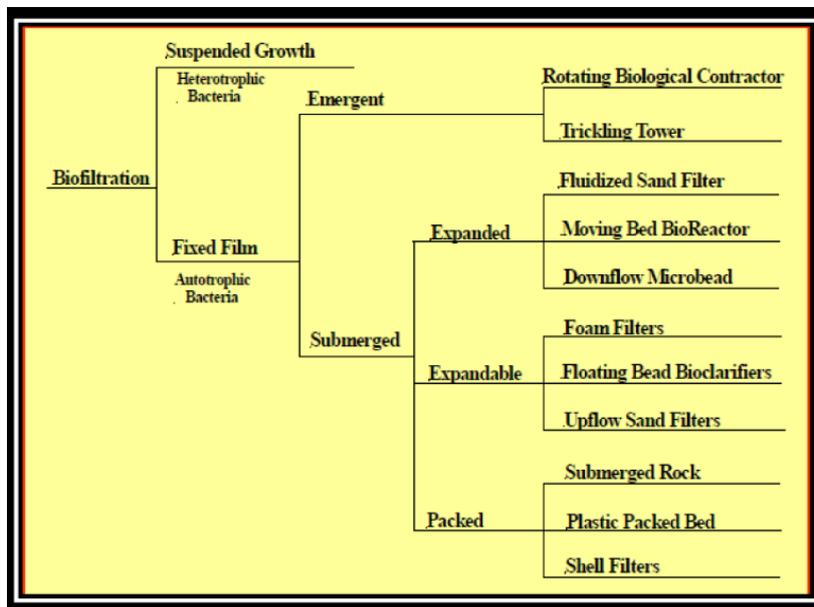
Day 2 take home notes.

- Once again round culture tanks were recommended for RAS. Could F&G run hatcheries be converted from raceways to circular tanks?
- There are many types of filtration systems for RAS and all seem to work well. The filters could be bought from the US but I believe they could be manufactured in NZ for a lesser amount would need to investigate pricing.
- I thought the added value for fish waste was a great concept. At Macraes our waste is collected in a tank and every 4yrs is tucked away with a RAS we could recycle the waste into compost and use it when planting at our managed reserves/wetlands or other wetland projects.

DAY 3

The first part of the day was an introduction to biofiltration and designs which incorporated a lot of equations and formulars a very dry session. Biofiltration is needed for a full RAS system but not needed for Partial RAS. Biofiltration is used as a pollution control technique using living organisms to capture and biologically degrade pollutants.

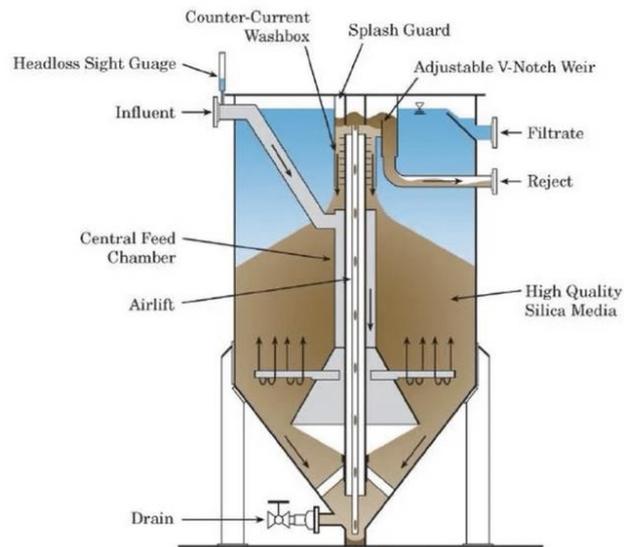
The table below outlines the methods used for biofiltration.



Examples of biofilters



Moving bed Biofilter



Fluidised sand bed bioreactor

The afternoon session looked at gas conditioning (CO_2 & Oxygen) and water quality control and disinfection using Ozone & UV.

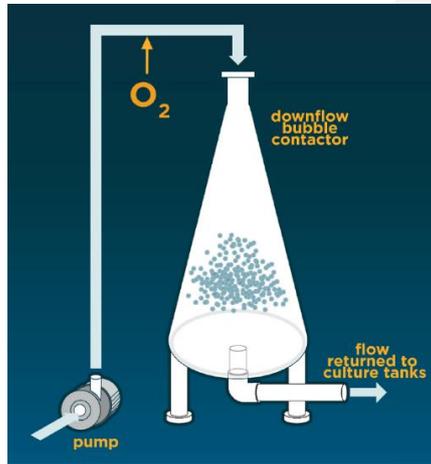
In a nutshell fish need Oxygen and in a RAS setup there is an additional demand for Oxygen depending on water reuse and biomass. Oxygen sources for a RAS can be trucked in Liquid Oxygen tanks, Pressure swing absorption (PSA) unit, Oxygen cone, bubble diffusers just to name a few.

The other gas that needs to be monitored and controlled is CO_2 , Carbon Dioxide is toxic to fish. In a RAS this gas is removed using stripping towers, surface aerators, diffused aerators, foam fractionators.

Examples of Oxygen source

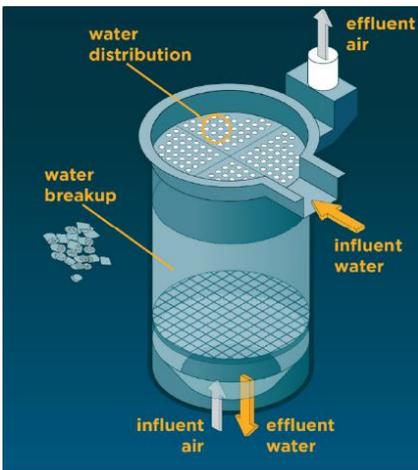


Pressure swing absorption unit

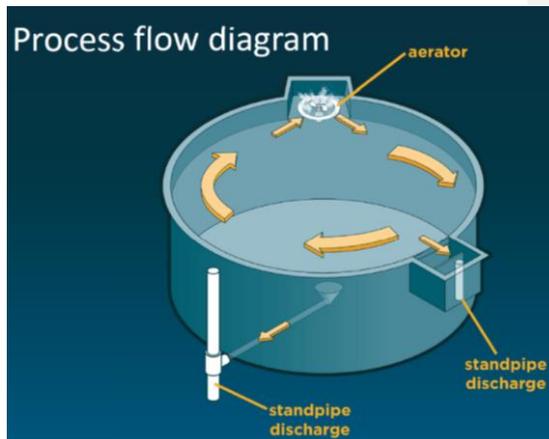


Oxygen cone

Examples of CO₂ strippers



Stripping tower

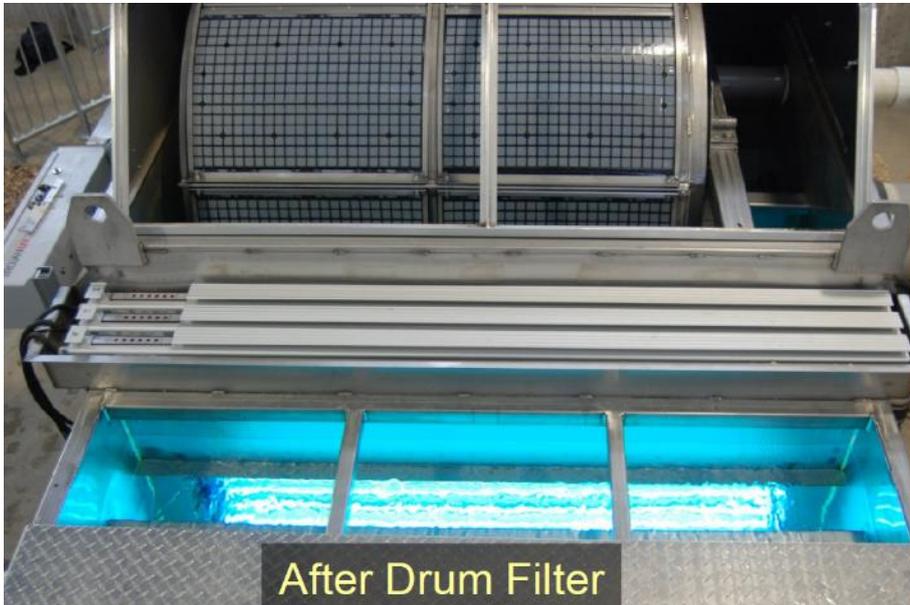


Surface aerator

Ultraviolet irradiation and/or Ozonation in a RAS can reduce fish disease by improving water quality, reducing fish stress and disinfecting water.

Ozone is a powerful oxidizing agent that has seen wide use in aquaculture applications for achieving both disinfection and water quality improvements. Ultraviolet (UV) irradiation is also being widely applied within aquaculture systems; however, the primary objective of UV irradiation is disinfection. (Summerfelt, 2003)

Otago Fish and Game Council Meeting 10th February 2024



UV disinfectant in line with a rotating drum filter

Day 3 take home notes.

This was a long day with a lot to think about.

- Biofiltration – it looks like once again expensive purpose-built equipment is needed but I think low-cost NZ built alternatives would be sufficient for small hatcheries.
- CO₂ strippers – these would be low cost if made in NZ.
- Oxygen injection – once again these would be low cost if made in NZ. Preference would be an oxygen cone or bubble diffusers (bubble diffusers already used in some applications in NZ)
- Ozone – would probably not use Ozone as a disinfectant because: the cost of equipment needed would be expensive, Ozone systems are complicated, but the main reason is Ozone, and its reaction by-products can be dangerous to humans and aquatic organisms.
- Ultraviolet (UV) irradiation – the use of UV is common in most non-RAS hatcheries worldwide. This would be my go-to in a hatchery renovation or a new build.

DAY 4

Finally, system operations and RAS maintenance are required for successful RAS facility.

System Operations

- RAS cleaning
- Backup systems & emergency response
- Disinfection

RAS Maintenance

- Pumps
- Valves
- Drum filters

I could go into a lot of detail explaining each of these points but it all boils down to common sense, it's like maintaining your car, if you don't get it regularly serviced it will eventually break down. The same thing applies to a hatchery, keep on top of maintenance and things shouldn't break.

The last session of the day was on Fish Health & Biosecurity. Basically, as for all hatcheries be it conventional or RAS fish health is a priority and needs to be monitored daily. Things to watch out for are mortalities, how the fish are behaving, are they feeding and growing, netting out fish on a weekly basis and checking for skin lesions or disease and if something unusual pops up having a biosecurity plan in place to action.

Day 4 take home notes.

- RAS needs more monitoring and maintenance as there are more moving parts.
- Macraes Flat Trout Hatchery has an agreement with Oceana Gold regarding maintenance and cleaning.....less cost to OFGC.
- Whether a hatchery is RAS or conventional this session has made me think about what Macraes hatchery and other F&G managed hatcheries have in place regarding maintenance and biosecurity.....more investigation is needed here.

Concluding Remarks

After attending the course and reviewing the course content I believe the Macraes Flat Trout Hatchery (incubators and yearling grow-out tanks) would be an ideal pilot facility to convert to PRAS (Partial Reuse Aquaculture System)

There are two parts to Macraes Hatchery, outside and inside rearing tanks, with their own separate gravity fed water supply.

Outside tanks - water flows to the outside tanks via a pipe from an intake pond and then returns to a water storage dam.

Inside tanks (housed in a 6m x 12m building) - water flows to a 30,000L header tank via a pipe from an intake pond, through the rearing tanks, troughs, and incubator, to an effluent settling tank and then on to the storage dam.

More investigation is needed but the infrastructure for this small conversion I think would be negligible.

Also, there would need to be some consultation with Oceana Gold as they are in partnership with OFGC over hatchery operations.

Would RAS or PRAS be suitable for other F&G regions that manage hatcheries?

Without doing research I can't say for sure but once the Macraes hatchery is operational it will be a lot easier to gauge their suitability for conversion.

Acknowledgements

NZ Fish & Game Council - I would like to thank the NZ Fish & Game Council for the grant that made this trip possible.

Otago Fish & Game Council – I would like to thank the OFGC for allowing me the time off to attend the RAS course.

Steven Dixon
Otago Fish & Game Officer
31/01/2024

References

Summerfelt, S.T., 2003. Ozonation and UV irradiation – an introduction and examples of current applications. *Aquacultural Engineering* 28 (2003) 21 - 36.

14.2 Lake Dunstan - Grass Carp

Background

On the 5th January an angler reported catching a strange unidentified fish near Pisa Moorings, Lake Dunstan. Fish & Game Officers identified the fish from the images provided to be a Grass Carp (*Clenopharygodon idella*). The carp was estimated to weigh 3.5lbs, was caught on a soft bait lure before being killed and disposed of. Communication with Gray Jameson from New Zealand Waterways Restoration (Grass carp breeder) who reviewed the photographs of the carp, further confirmed the species identification.

A review of our records found that the Department of Conservation (DOC) and Ministry for Primary Industries (MPI) granted two approvals in August of 2013 for the transfer and release of Grass Carp to two sites within the Otago Fish and Game Region. These two approved sites are both located on private properties near Arrowtown. (Morris, C. 2014)

Otago Fish and Game were not consulted about the initial permit applications. This was raised with the Department of Conservation in 2014, along with concerns about the suitability of the sites ponds to contain the carp in a flood event by Niall Watson. The Department undertook to consult with Otago Fish and Game on any future permit applications. To date the Department has not consulted OFG on any new applications in the Otago Region.

The Department has also recently detected grass carp in eDNA samples taken from Lake Hayes. The strength of the positive eDNA result was very weak, indicating that the positive reading may be due to the water feeding Lake Hayes traveling through previously consented ponds where legal releases of grass carp have been undertaken. The Department are planning to conduct further eDNA testing of the Lake Hayes outfall for a better indication if grass carp are present in Lake Hayes.

The origin of the fish is unable to be confirmed with certainty. There are two possible scenarios – escape from an authorised release during a significant flood event or unlawful release directly to the site.

Legislation

Fish and Game have no authority to act in relation to carp releases with responsibility laying with DOC to issue new permits under section 26ZM of the Conservation Act after consultation with MPI, with further releases authorised by MPI with no need for either party to consult Fish and Game unless sports fish are present in the waterway the grass carp will be released into.

A holder of a permit for grass carp issued by the Department only needs to apply to MPI for a subsequent permit to release grass carp into waters where the fish already exist. The Department of Conservation is notified by MPI of further releases into a permitted site, not consulted. (pers comms P Hale). This explains why Fish and Game were not consulted about further releases of grass carp to a permitted site by the Department.

Staff Action So Far

The capture of the grass carp was reported to DOC and MPI on the 8th of January, along with a request for information on recent permits in the region. The report was logged into MPI's biosecurity database. MPI have responded to say while there were no new permits in the area, there have been two subsequent releases of fish into the previously stocked ponds, one in 2019 and another release in 2023. The MPI permit also authorises the landowner to undertake further annual releases of grass carp until 2028.

Communication with DOC's Freshwater Technical Advisor Biosecurity officer confirmed they have not issued any new permits for grass carp, and he was not aware of any other permits held for grass carp within the Otago region.

Communication with Gray Jameson from New Zealand Waterways Restoration (breeder) confirmed the release of 100 fish into ponds near Arrowtown in February 2023. Gray confirmed the fish from Pisa Mooring was the size he would expect to correspond with the released fish. Gray had inspected the grates on the consented ponds in December 2023 and determined they were functioning correctly, and he did not consider any of the recently released fish had escaped. Gray did say he considered it likely any escaped carp would likely remain in Lake Hayes providing there was sufficient water plants to browse, though the grass carp presence in Lake Dunstan was not improbable.

Risk to Fishery and Waterfowl

Grass carp are considered unlikely to breed in our water conditions due to the specific nature of the requirements for grass carp to breed successfully. Breeding requirements include the need for a high flow rate to keep the eggs suspended in the water column and water temperature above 20 degrees. There are other factors including the need for flood plains to aid the survival of hatching larvae that make it highly unlikely grass carp will successfully breed in New Zealand conditions. (Hofstra, D.E. et al 2014).

However, the establishment of a significant grass population through illegal releases or flood assisted escapes could directly affect the sportfish and gamebird populations in our lakes, through the spreading of diseases and destruction of important habitat.

Habitat

Grass carp selectively browse preferred species to the point of total removal in the littoral zone and create poor turbidity. Removal of plant species that grow on the shore or close to the shore may expose fingerling trout to predators and if water transparency is decreased it may also lead to a reduction in feeding ability of sportfish. (Hofstra, D.E. et al 2014)

Mallard, grey duck, grey teal, shoveler, New Zealand scaup and black swan all feed on aquatic and emergent plants. The black swan is the most herbivorous and will be the most affected by weed removal. Complete weed removal would probably force these species to forage elsewhere. (Hofstra and Rowe 2008)

In our local water conditions carp are likely to favour their preferred foods, one of which is Lagarosiphon, though in the absence of Lagarosiphon they will target preferred native macrophytes. There is the potential in watersheds with large numbers for grass carp to eliminate certain aquatic plants which may have an indirect effect on weed dependant species of waterfowl, invertebrates, and fish. (Clayton, J.S., Wells, R.D.S., 1999). Escaped fish at low densities are likely to have limited impact, however a worst-case scenario of fish surviving and growing to 20kg or more could have an intensified effect while moving in groups grazing selected species.

Disease

While grass carp were quarantined to allow removal of exotic parasites and disease before they were released. The risk from grass carp transferring parasites and disease comes from transferring fish from one water body to another where they previously did not exist. (Hofstra, D.E. et al 2014)

Conclusion

In conclusion a small population of Grass carp does not pose an immediate threat to the sportfish and waterfowl populations of Otago's Lakes.

If the population grows dramatically, it may in turn have adverse effects on the species that fish and game manage.

Otago Fish & Game in conjunction with the other agencies (MPI & DOC) will be monitoring and continually accessing the known locations where grass carp are released, to further ensure suitability. We hope to continue an open line of communication with other agencies regarding future releases.

One of the main threats is anglers relocating carp into different water bodies.

Where to from here.

- Undertake a site inspection of previously stocked (Millbrook) ponds with DOC to check suitability of the ponds to hold carp.
- Request the Department review the suitability of the site to contain the carp, especially the pond known as Mill Pond on Millbrook Resort.
- Continued raising of increased public interest via print and social media in a hope that further sighting or captures of grass carp are reported.
- Seeking commitment from the other agencies to be informed with regard to future releases or possible escapes.

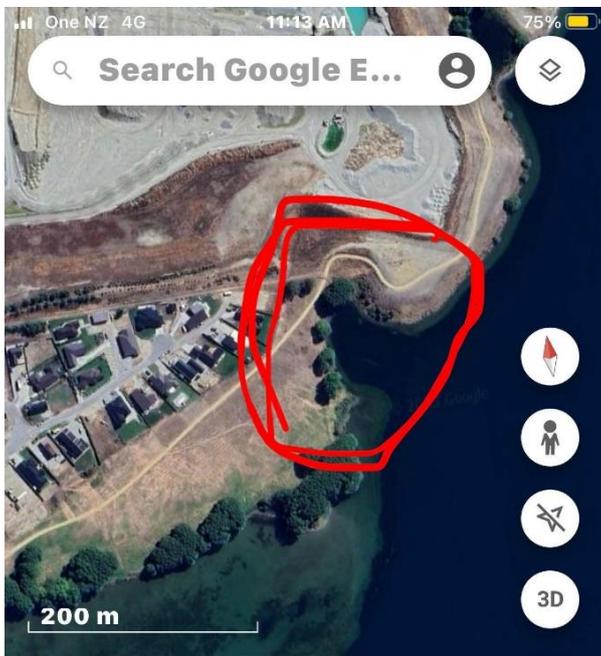
David Priest
Operations Manager
Cromwell
31/01/2024

Photographs

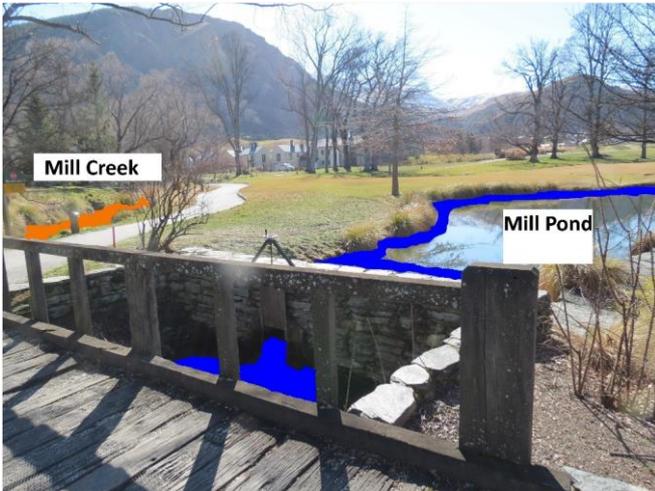
Image of Grass Carp caught in Lake Dunstan



Location where grass carp was caught. Pisa Moorings, Lake Dunstan



Photograph from 2014 field inspection by Claire Morris. Likely location for source of grass carp in Lake Dunstan. Mill Pond on Millbrook.



“Inflow to The Mill Pond is diverted directly from Mill Creek, the outflow is controlled via a screened sluice gate and diversion channel which feeds back into Mill Creek. Water level in the pond is maintained and managed via the opening and closing of the inflow and outflows, supplementary pumping can be utilized in the event of flooding”. (Claire Morris 2014)

OIAD-3704
26 January 2024

David Priest
Fish and Game New Zealand
dpriest@fishandgame.org.nz

Tēnā koe David

Thank you for your request to the Department of Conservation, received on 8 January 2024, in which you asked for:

“Where grass carp have been authorised for release in the Central Otago region.”

We have considered your request under the Official Information Act 1982 (OIA).

In response we can advise that the Minister of Conservation approved the release of grass carp for Millbrook Country Club Ltd (into ponds on the property) in 2013 under S.26ZM(3)(a) of the Conservation Act.

Management of the carp is also matter for the Minister of Primary Industries (MPI), and we understand that MPI received an application in 2023 for this site that may be relevant to your request. As such, in addition to our response above we have also transferred your request to MPI, under section 14 of the OIA. MPI will provide a further response to your request in due course.

You are entitled to seek an investigation and review of my decision by writing to an Ombudsman as provided by section 28(3) of the OIA. Please note that this letter (with your personal details removed) may be published on the Department’s website.

Nāku noa, nā



Rachael Jordan
Principal Advisor, Regulatory Services
Department of Conservation *Te Papa Atawhai*

References

Morris, C. 2014. Unpublished Grass Carp Field report. Otago Fish and Game

D.E. Hofstra, D.K. Rowe, J.S. Clayton. 2014. Assessment of grass carp use for aquatic weed control: Environmental impacts, management constraints and biosecurity risks in New Zealand waters. NIWA report prepared for Ministry for Primary Industries

D.E. Hofstra, D. Rowe. 2008. Assessment of effects of the Introduction of Grass Carp (*Ctenopharyngodon Idella*) to Hydrilla Affected Lakes in the Hawkes Bay

Clayton, J.S., Wells, R.D.S. 1999. Some issues in risk assessment reports on grass carp and silver carp. Conservation Advisory Science Notes No. 257, Department of Conservation, Wellington.

Phoenix Hale. DOC Freshwater Technical Advisor Biosecurity Officer. Pers comms

Gray Jameson. NZ Waterways Restoration. Pers comms

14.3 2023 Licence Holder Engagement Surveys

Preamble

Strategic priority: *Increased knowledge of Otago F&G role and activity by licence holders results in improved perceptions of value for money in a licence.*

Otago Fish & Game Council has bolstered its communications efforts in the past five years to advance the above strategic priority. To monitor progress, we have conducted repeat engagement surveys for fishing and game bird whole season licence holders in 2019, 2020, 2021 and 2023. (In 2022, a stakeholder perceptions survey was conducted rather than licence holder engagement surveys.)

The most recent engagement surveys were emailed to licence holders on November 17, 2023. Separate surveys were conducted for anglers and game bird hunters, and the scope was limited to resident licence holders. The following questions were asked:

1. How do you rate your understanding of the role of Otago Fish & Game Council?
2. On a scale of 1 to 9, how do you rate your Otago Fish & Game Council's [fishing/game bird hunting] licence in terms of value for money?
3. What two things could the Otago Fish & Game Council do to improve your rating for the previous question?
4. Do you have any further comments about the work of the Otago Fish & Game Council?
5. Which of the following best describes you?
6. How many seasons have you purchased a [fishing/game bird hunting] licence?
7. What is your age?

An additional question was introduced in the 2023 survey to test survey participants' understanding:

What proportion of Otago Fish & Game revenue do you think comes from central government?

Fishing: A total of 4,135 fishing licence holders (36%) were invited to take part out of 11,548 whole season licence holders. These included family, adult whole season, loyal senior and local area licences. There were 762 responses, 6.60% of all whole season fishing licence holders. The margin of error was 3%.

Game bird hunting: A total of 2,674 game bird hunters (59%) were invited to take part out of 3,907 whole season licence holders. There were 382 responses, 9.08% of all whole season game bird licence holders. The margin of error was 5%.

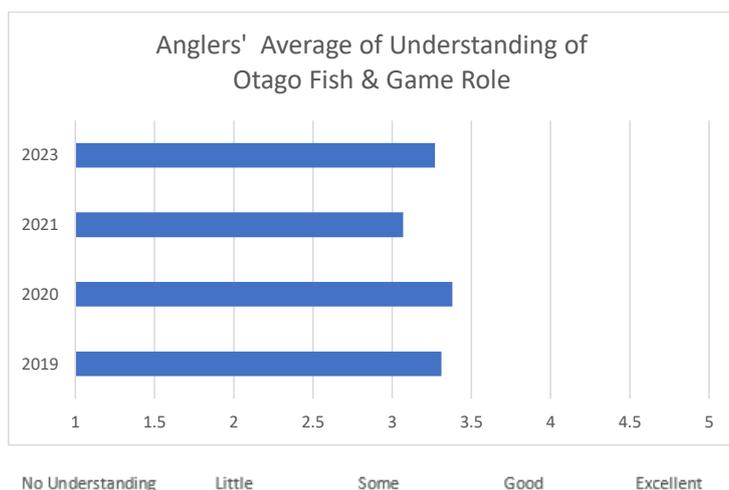
| 2023 Licence Holder Engagement Surveys | | |
|--|-----------------------|-------------------|
| | Fishing | Game Bird Hunting |
| Total number of whole season holders in 2023 | 11,548 | 3,907 |
| | FWFA, FWA, FSLA, FLAA | |
| Licence holders invited to participate in the survey | 4,135 | 2674 |
| % of whole season licence holders invited | 36% | 59% |
| Responses | 762 | 382 |
| % of whole season licence holders who responded | 6.60% | 9.08% |
| Margin of error | 3% | 5% |

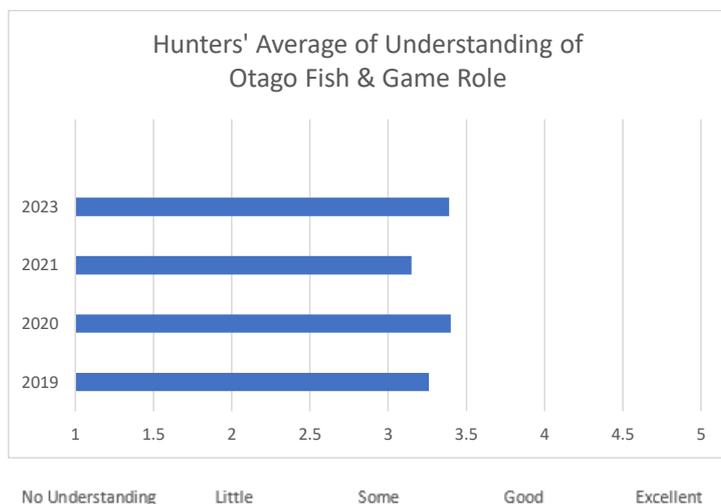
Understanding of Otago Fish & Game Role

Over the past four surveys, licence holders’ perceived understanding of the role of Otago Fish & Game has fluctuated up and down (see charts below). The level of understanding improved between 2021 and 2023.

The question about understanding of Fish & Game’s role is reliant on licence holders’ self-appraisal of their knowledge about this organisation. Survey responses were ranked on a scale of 1 to 5 (with 1 = no understanding and 5 = excellent understanding). The weighted averages across four seasons of surveying indicates the average game bird licence holder has some understanding of the role of the Otago Fish & Game Council.

Commented [IH1]: Id tip this chart on its side and have the full scale from 1 to 5. Looks like a big shift there but it isnt really.

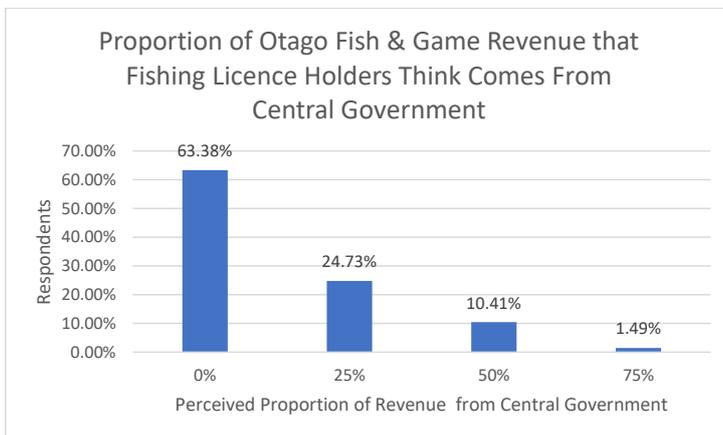
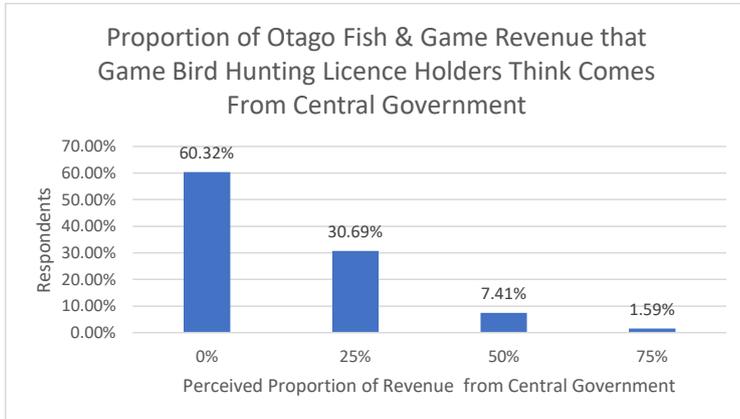




It should be noted that survey participants are likely to be the most engaged licence holders. It is possible to surmise these participants will have a higher-than-average knowledge about Fish & Game than other licence holders.

Proportion of Otago Fish & Game Revenue that Licence Holders Think Comes from Central Government

An additional question to this year's survey found almost 37% of these "engaged" fishing licence holders and 40% of game bird licence holders think Otago Fish & Game receives central government funding. This is a telling indication that there remains a fundamental gap in understanding that Fish & Game is a user-pays, user-says democratic organisation with statutory powers that, in fact, receives *no* government funding. The following is an example of the challenges that Fish & Game faces to inform and educate its licence holders and the wider public in a crowded world of information and misinformation. Before the general election last year fabricated inaccuracies about Fish & Game funding were aired nationally on a commercial radio network and repeated two days later. The Fish & Game NZ CE was given the opportunity to correct the misinformation on the radio network at a different time slot the following week.



Common Themes about the Role of Otago Fish & Game

Anglers:

Anglers' understanding of the role of Otago Fish & Game Council includes advocacy with government and other groups on behalf of licensed freshwater sports anglers, protection and management of the fishery/hunting environment, education of licence/permit holders, representation in parliament, and monitoring activities such as fish counts, water quality, and licence compliance. Some anglers appreciate the council's efforts in managing fishing in the region, protecting waterways, and promoting recreational fishing and hunting. However, there are varying levels of awareness and opinions, with some expressing dissatisfaction or limited knowledge about the council's activities.

Game Bird Hunters:

Game bird hunters understand the role of Otago Fish & Game Council as primarily responsible for looking after fish and game bird habitats. This includes monitoring bird and fish

Otago Fish and Game Council Meeting 10th February 2024

populations, altering regulations for a healthy population, promoting young anglers and hunters through initiatives like "Take A Kid Fishing" and junior hunting days. They engage in activities such as wetland restoration, advocating for water quality, conducting bird counts, and ensuring sustainable hunting practices. While some hunters express satisfaction with the council's efforts, others may have limited awareness or specific concerns about the allocation of funds and legal issues. Overall, there is a recognition of the council's role in managing and enhancing the region's recreational hunting and fishing resources.

Comparison of Themes between Anglers and Hunters:

Based on the feedback provided, there are some differences in the understanding of the role of Otago Fish & Game Council between anglers and game bird hunters:

Focus on Species:

- Anglers primarily emphasise the council's role in managing and protecting fisheries, including fish counts, stocking, and water quality monitoring.
- Game bird hunters, on the other hand, highlight the council's involvement in game bird habitat management, wetland conservation, and bird counts.

Activities and Initiatives

- Anglers often mention activities such as fish counting, fry release, licence patrols, securing access, and educational initiatives such as kids' fishing and new 'beat' systems on rivers.
- Game bird hunters frequently discuss wetland restoration, planting initiatives, and promoting hunting through events like junior hunting days and "Take a Kid Fishing".

Perception of Effectiveness:

- Anglers' feedback varies, with some expressing satisfaction with the council's work in managing fishing and protecting waterways, while others may express concerns or limited awareness.
- Game bird hunters generally seem to have a positive view of the council's efforts, acknowledging initiatives in wetland conservation, bird counts, and habitat protection.

Concerns and Criticisms:

- Anglers may express concerns about water quality, the management of waterways, and, in some cases, dissatisfaction with the allocation of funds or legal battles.
- Game bird hunters may not explicitly mention concerns or criticisms, with more emphasis on the positive aspects of habitat conservation and hunting initiatives.

Species-Specific Regulations:

- Anglers often mention regulations related to fish, including catch limits, season lengths, and compliance checks.

Otago Fish and Game Council Meeting 10th February 2024

- Game bird hunters may discuss regulations related to bag limits, season lengths, and using licence fees to survey and conduct compliance checks on game bird hunters.

Community Engagement:

- Anglers may mention interactions with the council through angling clubs, online platforms, and newsletters, with varying levels of engagement.
- Game bird hunters often highlight positive interactions, with some mentioning personal connections or family members involved in the council.

Financial Concerns:

- Some anglers express concerns about the cost of licences and may question the value for money, particularly when targeting introduced species.
- Game bird hunters do not express similar financial concerns and seem more focused on the positive impact of licence fees on habitat protection and bird populations.

In summary, while there are common themes such as habitat protection and environmental advocacy, the specific activities, perceptions, and concerns of anglers and game bird hunters regarding Otago Fish & Game Council's role differ based on their respective recreational pursuits and priorities.

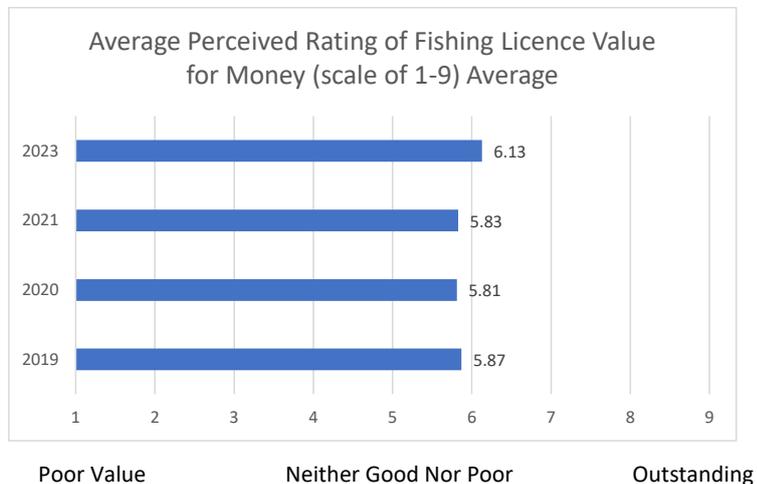
Previous surveys have shown a positive correlation between years of fishing and hunting experience and knowledge of Otago Fish & Game.

Perceived Value for Money for a Licence

Survey responses for perceived value for money for whole season licences were ranked on a 1 – 9 scale (with 1 = poor value and 9 = outstanding).

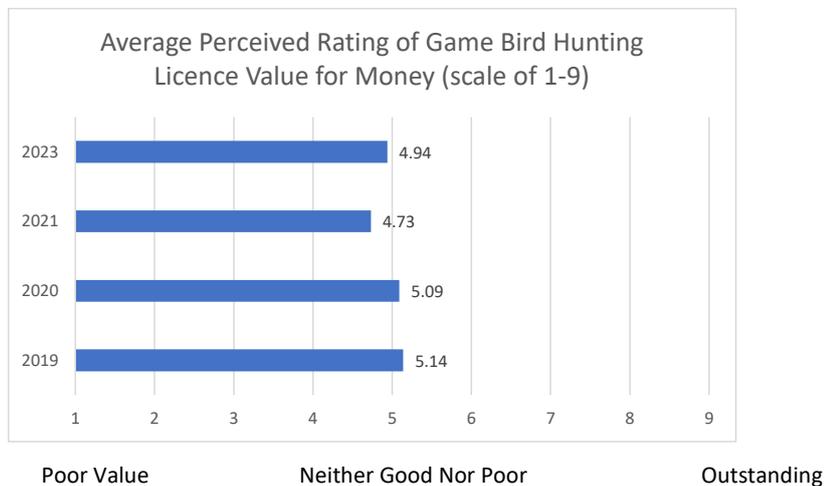
Anglers

On a scale of 1 – 9, the average perceived rating by anglers of fishing licence value for money is 6.13 in 2023 – on the positive side of Neither Good Nor Poor but not Outstanding. This latest outcome is the highest rating over all four surveys and is an improvement from 5.83 in 2021. The average across the four surveys is 5.91.

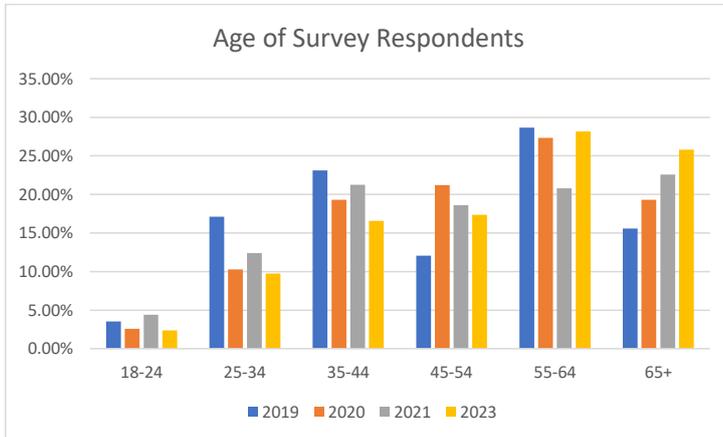


Game Bird Hunters

On a scale of 1 – 9, the average perceived rating by anglers of game bird licence value for money is 4.94 in 2023, which is just below Neither Good Nor Poor. While this is an improvement from 4.73 in 2021, it is below the highest rating (5.14) in the four surveys. The average across all four surveys is 4.96.



Age of Survey Respondents



A PowerPoint presentation will be delivered to the Council at the February planning meeting.

Recommendation:

That this report be received.

Bruce Quirey
Otago Fish & Game Council Communications Officer
31/01/2024

14.4 Paradise Shelduck Moulting Count January 2024

Summary

In late January, 18,180 moulting paradise shelduck, were counted on 96 wetlands, ponds and lakes around the Otago Fish & Game Region. This count is down on the previous five years but near the middle of historical averages. The count fell within the management band of 16,000 to 23,000 meaning the daily bag limit remains at the status quo for next season.

Trend analysis indicates a stable population of paradise shelduck over the long term (1990-2024) with a decline over the last five year period. This decrease was seen in most subregions except East Coast, South Otago, and West Otago. The Ida, Manuherehia and Dunstan, and Strath Taieri subregions saw the most notable drops.



Figure 1: High densities of paradise shelduck moulting on the banks of Falls Dam. Photo – I Hadland

Introduction

The endemic pūtangitangi/ paradise shelduck (*Tadorna variegata*) congregates every year to moult on large bodies of water all around New Zealand in late January/ early February. The birds take around three – four weeks to replace all their flight feathers (Williams, 1981), leaving them flightless and vulnerable to predation. During this period the typically scattered species is mobbed together on particular waterways, providing a valuable opportunity for Fish & Game to survey numbers in the lead-in to the game bird hunting season.

As additional dams continue to be constructed over time, and considering the widespread distribution of moulting sites, a full population count (census) is not possible, however by counting a large number of sites it is possible to reliably discern long term population trends, particularly for paradise shelduck.

Methods

Moult sites are circled at low level in a fixed-wing light aircraft, typically a Cessna 172 due to its low stall speed and high mounted wing which make it easier for observers to count waterfowl. Low density mobs of waterfowl are counted while circling. If high densities are spotted from the plane, estimates are made at the time and the mobs are photographed (Figure 1). Counts are then carried out later using computer software. Due to airspace restrictions around Queenstown airport, a small number of sites are counted on foot with binoculars and spotting scopes. This year there were 96 total moult sites counted (Figure 2).

Despite efforts to maintain consistency in the annual survey, such as using the same aircraft, having the same observers, surveying the same sites, and conducting the count at the same time every year, variations in the total bird count may occur due to external factors such as new pond constructions, staff changes, and inclement weather preventing access to all survey sites. These variations mean that the total bird count does not always fully explain trends in populations.

To account for changes in the monitored sites the data has also been analysed using route regression which is a Fish & Game standard operating procedure (Teal, 2003). Route regression minimises the effects of yearly variation, by averaging the long-term trends of natural logged counts at each monitored site over defined time periods (Stevens, 2021). Counts are natural logged to prevent variation in very prolific moult sites from overwhelming the data. A full scientific review by Sauer & Droege (1990) showed that “route-regression methodology is most efficient in the estimation of long-term (>5 year) trends and tends to provide conservative results for low-density species”.

Figure 2 shows the location of the monitored sites and the subregional breakdown of the Otago Fish & Game Region which is broken down eight subregions.

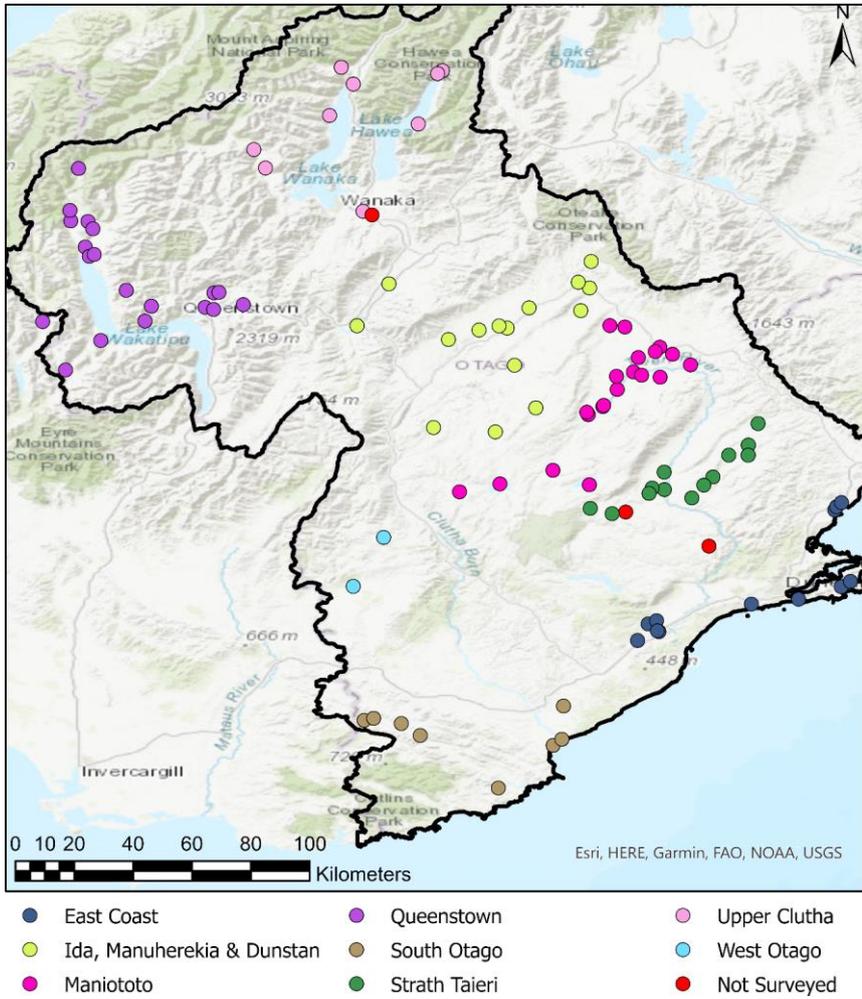


Figure 2: Map of currently and previously counted moult sites. Otago Fish & Game boundary in black.

Results

Total Count

Figure 3 shows the long-term total counts for paradise shelduck as well as the linear trend for the period.

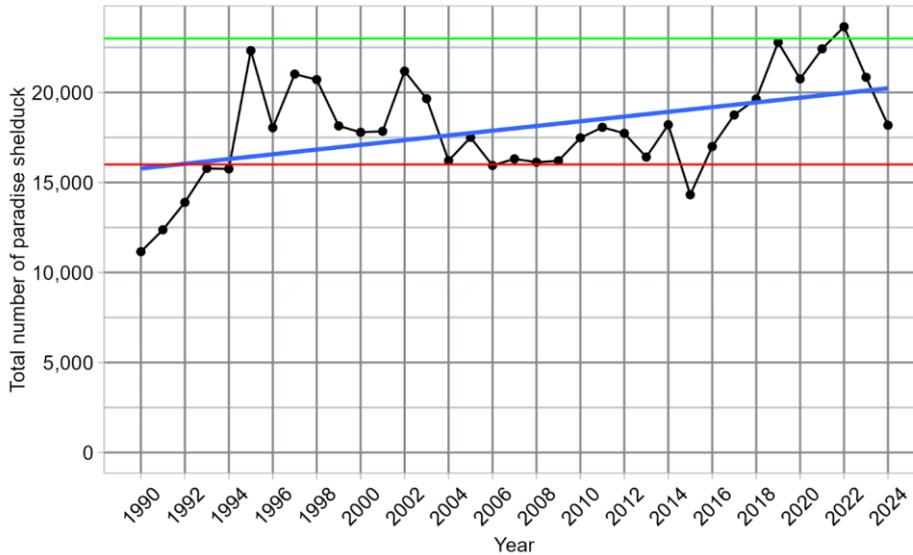


Figure 3: Long-term (1990-2024) count totals for paradise shelduck. Long-term linear trend shown in blue. The management bands of 16,000 and 23,000 shelduck shown in red and green respectively.

The count of paradise shelduck this year dropped to 18,180 after reaching a peak of 23,660 in 2022 (Figure 3). In terms of total moult count there has been a statistically significant increase over time ($p=.005$) however this increase should be viewed with caution as the sites that are monitored have changed over time and the number of sites monitored has increased over the same period.

This year's count falls within the management band of 16,000 to 23,000, outlined in Priest 2023, meaning the daily bag limit remains at the status quo for next season.

Route regression

Figure 4 depicts the output of the route regression (details in methods). It shows changes in shelduck populations over several extended time frames in terms of a percentage change over time. It suggests that long term, the paradise shelduck populations in the Otago Region are notably stable.

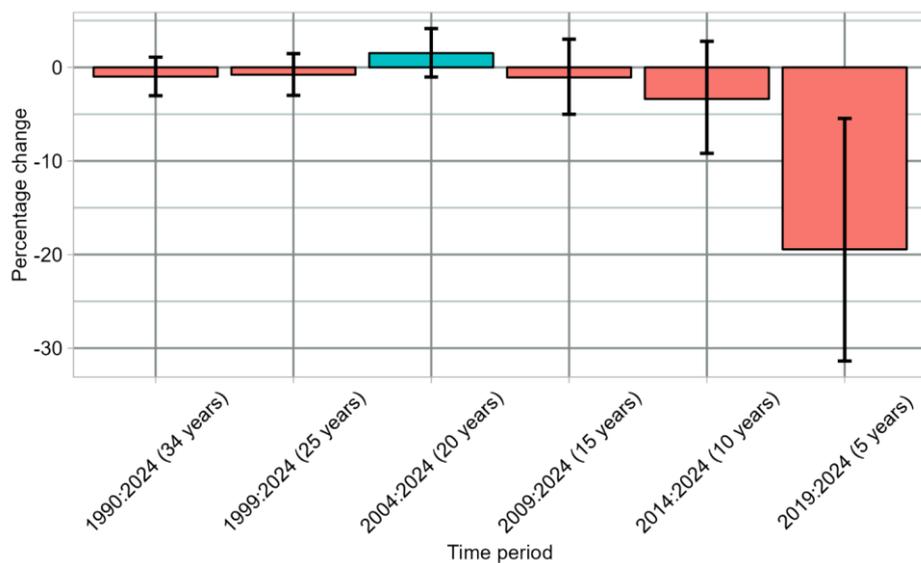


Figure 4: Proportional change in paradise shelduck numbers over varying periods with 95% confidence intervals. Increasing trend for period shown in blue, decreasing trend in red.

The route regression trend for the 34-year period is very close to zero, indicating no significant change at the population level. Our monitoring suggests at a 95% confidence level, the population may have decreased by a maximum of 3 percent. The confidence intervals for these trends are very narrow, indicating that we can have high confidence that there has been no substantial change in paradise shelduck numbers.

The trends for the 5-, 10-, 15-, 25- and 34-year periods are all negative suggesting a declining population over these time periods. For all but the previous five years, the confidence intervals span zero which means the decline is not statistically significant and there is a possibility of an increase during that period, however that is less likely to be the case.

The period covering the last five years shows a far stronger and statistically significant negative trend, suggesting a decrease of around 19 percent over the period. This estimate comes with a reasonably high level of uncertainty as shown by the relatively wide confidence intervals which span -5.5 to -31%.

Of the calculated periods only the previous 20-year range has a positive estimated percentage change. The confidence interval for this period encompasses zero implying a small probability that the population may have decreased during this period, but if so, the decrease is likely to be minor.

Regional paradise shelduck counts

Figure 5 illustrates the short-term changes in the average number of paradise shelduck at each moult site in the eight subregions of Otago.

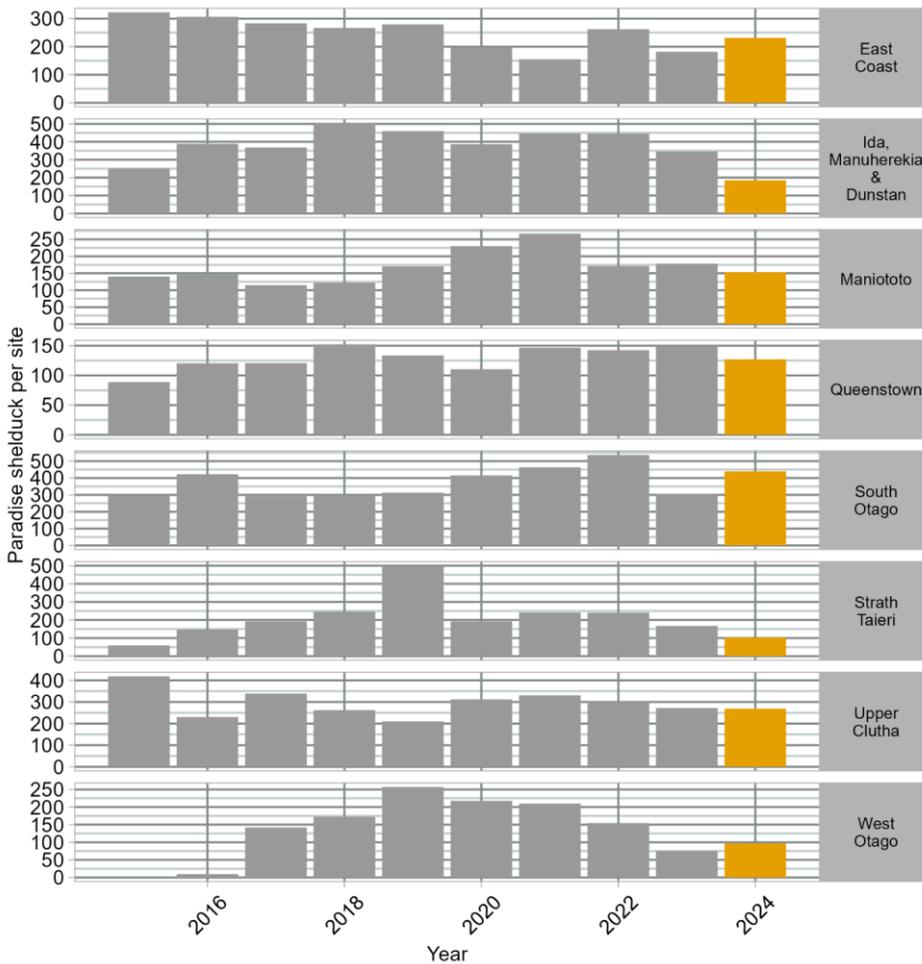


Figure 5: Total numbers of paradise shelduck per moult site broken down by subregion. Current year shown in orange.

The subregional count totals show less consistent trends over time than the Otago Region aggregated data. The decrease in the total count was reflected in most subregions, except for the East Coast, South Otago and West Otago subregions.

Figure 5 also shows the key cause of this year’s lower count, a large drop in the average count for ponds in the Ida, Manuherekia and Dunstan subregion and to a lesser extent, the Strath Taieri subregion. Since the ponds selected in each subregion are distinct and unique, comparisons between subregions should be made with caution.

Site trends

Figure 6 presents a geographical representation of the long-term trend at each monitored site.

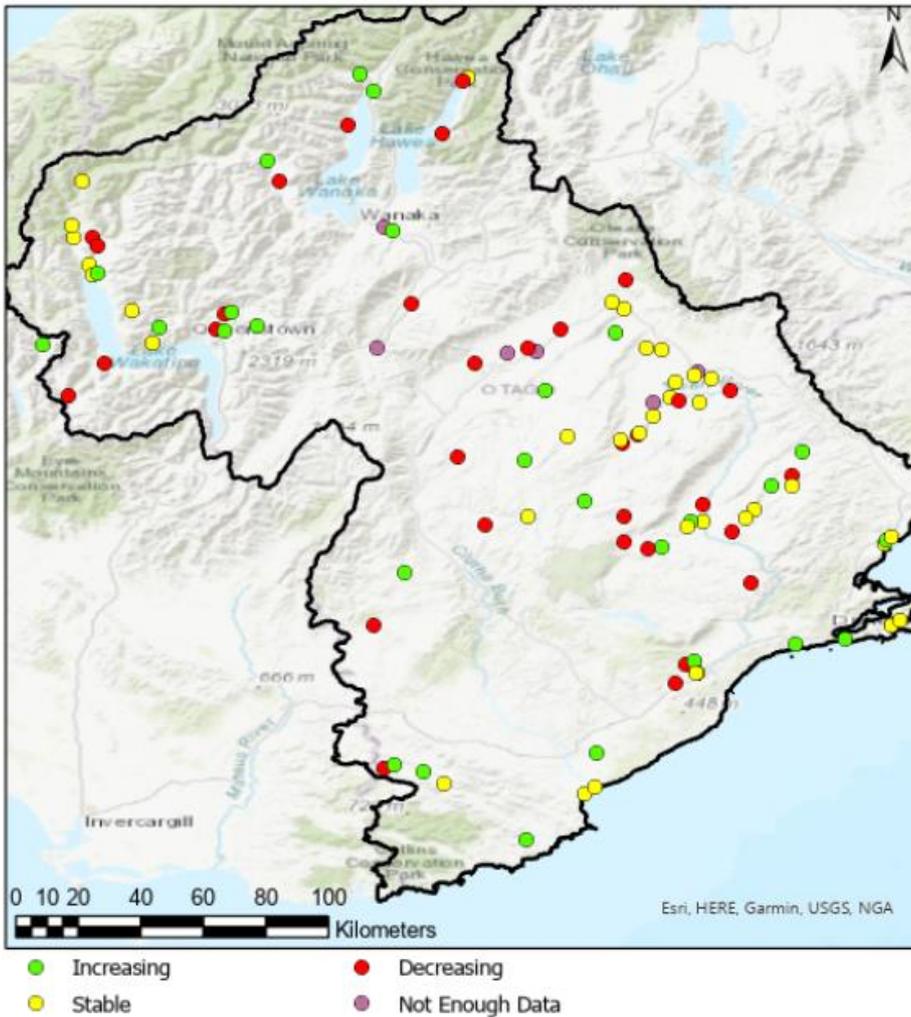


Figure 6: Paradise shelduck long term trends at each monitored moult site.

Individual site trends were determined across the 34-year monitoring period using a Sens slope estimator, which calculates the median slope between every possible pair of data points. This method was chosen because it can handle highly variable data and is suitable for datasets with missing values. Only sites with at least four counts were included in the analysis. For the whole Otago Region, the trends were divided roughly equally among the three categories: increasing, decreasing, and stable.

No clear geographical patterns were strongly evident from the analysis, except that it appears the upper Taieri and Manuherekia catchments appear to have a relatively high proportion of stable or decreasing trends relative to the region as a whole.

Discussion

Following a count of more than 23,000 paradise shelduck in 2022, council made the decision to allow the adult hunters to participate in the traditionally junior- and child-only March season. At its December 2022 meeting, Council voted to increase the daily bag limit to 15 shelduck if the count exceeded the threshold again, however it failed to meet this level at 20,800.

At the December 2023 meeting, Council adopted recommendations from staff (Priest, November 2023) that if the paradise shelduck trend count exceeds 23,000 birds, the daily bag limit would be increased to 15/day, however, if the count is less than 16,000 the summer season for paradise shelduck would be suspended for 2025. As the 2024 count was 18,180 paradise shelduck, the daily bag limit will remain at 12 birds and the summer season will remain in place.

While this year represents the lowest total paradise shelduck moult count since 2016, the previous five years represent a high period while this year's count sits near the middle of the historic range. The reduction in counts were seen particularly strongly at a small number of sites, notably; Rocklands Road ponds and Two Johns Dam in the Strath Taieri, Corbridge Estate Pond (which was dry) in the Upper Clutha and Lake Waihola on the East Coast, which all had 650-750 less birds this year than their respective long-term averages.

As overall paradise shelduck harvest increased this year it would be worthwhile interrogating the dataset to see if harvest in the subregions listed above was at a higher level than usual as this would provide evidence on the effects of harvest on subregional populations.

Over the surveyed period (1990-2024), there has been a significant rise in the number of irrigation storage dams (and moult sites) in the Otago Region. As a result, the number of sites that are counted annually has had to be expanded to ensure adequate coverage of the moulting population. However, it should be noted that there are limitations on the number of surveyed sites that can be increased due to rising costs and staff time.

While increasing the number of sites over time has been necessary to track changes in the landscape, it has potentially inflated total numbers which could obscure declines in game bird populations. To address this, a route regression analysis was conducted as an additional way to assess changes over time, in addition to total counts. As game bird managers, one of the main objectives is to provide optimal hunting opportunities while preserving strong populations. Council and staff should be pleased to see that the route regression analysis indicates very stable populations over long-term periods. This stability suggests that the

Council's management of shelduck harvest and habitat has been successful in maintaining a sustainable population for hunters. Additionally, the high level of confidence in these trends suggests that the Otago Region's significant investment in collecting data from a large number of sites over almost thirty-five years has been worthwhile for sustainable long-term monitoring and management of this species.

New Zealand Council have recently hired Heather Garrick a quantitative ecologist who specialises in spatial and quantitative ecology. One of Heather's roles is to review the game bird monitoring protocols and it's expected that her work will improve the datasets statistical power and potentially highlight sites that can be removed from future counts.

References

- Priest, D. (December 2022). *Draft Game Notice 2023 (Gamebird hunting regulations) - Internal report for the Otago Fish and Game Council.*
- Sauer, J., & Droege, S. (1990). *Survey Designs and Statistical Methods for the Estimation of Avian Population Trends.* Washinton, DC: US Fish and Wildlife Service - U.S. Department of the Interior.
- Stevens, H. (2021). *Paradise Shelduck/Black Swan Trend Counts. Temuka: Internal report for the Central South Island Fish and Game Council*
- Teal, P. (2003). *Standard Operating Procedures for Game Bird population monitoring and regulation setting.* Wellington: Fish and Game New Zealand.
- Williams, M. (1981). *The duckshooter's bag.* Wellington: The Wetland Press.

Acknowledgments

Thanks to Ian, Mason, Ben and David who successfully fought back the nausea carrying out the aerial counts. Thanks again to Mason for co-ordinating the photo counts and to the Otago Fish & Game staff who counted a huge number of parries in photos.

Recommendations

1. **This report is received.**

Jayde Couper,
Fish & Game Officer
January 2024

15.0 General Business