



## **Council Meeting Agenda**

**Taranaki Fish and Game Council**

**18 October 2025**

**Saturday 18 October 2025**

**10:00am**

**TET Multi Sports Centre**

**Stratford**

**Saturday 18 October 2025 commencing 10:00am**  
**TET Multi Sports Centre, Stratford**

1	Welcome	Welcome message / korero powhiri		1
2	Apologies			2
3	Conflict of Interest	Declaration of Conflicts of Interest		3-4
4	Minutes of Previous Meeting	a. 24 May 2025		5-19
		b. 16 August 2025		20
5	Matters Arising	a. Action List Summary	Info	21-24
		b. Other Matters Arising	Info	
6	NZ Council Business	a. Summary of NZC meeting 27-28 Jun 2025	Info	25-28
		b. Summary of NZC meeting 29-30 Aug 2025	Info	29-32
		c. Other NZ Council Business	Info	33-35
		d. Consolidated Reporting – Proposed Metrics	<b>Feedback</b>	36-42
7	Public Forum	a. Open Session for Public		43
8	Regional Business – Governance	a. Taranaki Regional Business - Chair Report	Info	44
		b. Draft Meeting Schedule		
9	Inter-Regional Business	a. Shared Resources Update	Info	45
10	Draft OWP & Budget 2025/26	a. Adopt Operational Work Plan and Budget 2025/26	<b>Decision</b>	46 <b>Attached</b>
11	Project Reports	a. Project Reports for 2024/2025 Financial Year	<b>Receive</b>	47 <b>Attached</b>
12	Strategic Matters	a. Risk Management Review	Info	48-58
13	Policy and Legislation	a. Arms Act Review	Info	59-60
		b. Resource Management Act Review	Info	
		c. Wildlife Act Review	Info	
		d. Health & Safety & Wellbeing	<b>Decision</b>	61-64
		e. Compliance Policy - Infringement Notice Procedures	<b>Feedback</b>	65-117
		f. Remuneration Policy – Kiwisaver Employer Contributions	<b>Decision</b>	118-119
14	Health and Safety Report	a. Health and Safety Report May/June 2025	<b>Receive</b>	120-122
		b. Health & Safety Report July/August 2025	<b>Receive</b>	123-124
		c. Proposed Changes to Health and Safety Legislation	Info	
		d. Hazard Risk Assessment and Response	Info	125-128
15	Species Management	a. Game Regulations – Preliminary Considerations – grey teal	Info	129-131
16	Habitat Advocacy & Management	a. Regional Planning advocacy	Info	132
		b. Resource Consent advocacy	Info	
		c. Hunting & Habitat Scheme Applications	<b>Receive</b>	
		d. Lake Kohata	<b>Decision</b>	133-137
17	Participation	a. Information to Clients	Info	138-139
		b. Licence Holder Engagement – incl. R3	Info	140-142
18	Public Awareness/Comms	a. Iwi Engagement	Info	143
		b. Public Awareness	Info	
		c. Communication	Info	
		d. Promotions – Rotomanu Fishing Day	Info	
19	Licence Sales	a. Licence Sales Update to 31 August 2025	<b>Receive</b>	144-146
		b. Licence Management Systems Performance May-Aug 2025	<b>Receive</b>	147-157
20	Operational Summary Report	a. Operational Report to 31 August 2025	<b>Receive</b>	158-179
21	Financials	a. Profit & Loss – 1 May to 30 June 2025	<b>Receive</b>	180-182
		b. Balance Sheet – as at 30 June 2025	<b>Receive</b>	183-185
		c. Profit & Loss – 1 July to 31 August 2025	<b>Receive</b>	186-187
		d. Balance Sheet – as at 31 August 2025	<b>Receive</b>	188-190
		e. Capital Expenditure	Info	
22	Correspondence		Info	191-192
23	Recognition Awards	Nominations for Bruce McKenzie Award		193-195
24	Conservation Board Liaison			196
25	General Business			197
26	Next Meeting & AGM	13 December 2025, Whanganui		198
27	Closure			198

## Agenda Item 1 **Welcome**

---

### Summary

Welcome to Councillors and public.

### Welcome Message – korero powhiri

Let us look after the water	<b>Kia tiaki tatou i te wai</b>
that flow from Mount Ruapehu and Mount Taranaki	<b>ka rere mai i Maunga Ruapehu me Taranaki Maunga</b>
for the health of the fish and birds	<b>Mo te oranga o nga ika me nga manu</b>
and hunters and anglers	<b>me nga kaiwhakangau me nga kaihao</b>
Let us work together with unity to make good decisions	<b>kia mahi tatou me te kotahitanga ki te whakatau pai</b>

---

### Present and In Attendance

---

### Summary

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

## Agenda Item 2 Apologies

---

### Summary

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

Decision Required
-------------------

### Recommendation/Action

*Move motion accepting apologies from those that inform the Council of their non-attendance or lateness to meeting.*

---

## Agenda Item 3      **Conflict of Interest**

---

### **Summary**

Consider the Conflicts of Interest Register to ensure it clearly identifies any perceived or actual conflicts of interest of members in general.

Confirm that there are no additional conflicts of interest to declare –either in general or specific items in the current agenda.

Confirm how the Council will handle any new conflicts of interest identified – including speaking rights, voting rights, exclusion from meeting on specific items, or exclusion of receiving any specific material relating to that item identified.

<b>Decision Required</b>
--------------------------

### **Recommendation/Action**

***Move motion accepting any additions/deletions to the Conflicts of Interest Register that are declared.***

# Taranaki Fish and Game Council

## Conflicts of Interest Register List

<b>Councillor</b>	<b>Conflict of Interest Identified</b>	<b>Date Declared</b>
Chris Donald	Member of Inglewood Rod, Hunting and Clay Target Club	14 June 2014
Alan Flynn	None noted	
Gerard Karalus	None noted	
Chris Mattock	None noted	
John Nancarrow	Member of Inglewood Rod, Hunting and Clay Target Club	17 August 2024
Romon Sargeson	None noted	
Raewenata Saunders	None noted	
<b>Staff</b>		
Phil Teal	Manager of Wellington Fish and Game Council	19 October 2024

**a. Minutes of Previous Meeting - 24 May 2025**

**Summary**

Consider the unconfirmed and draft Minutes of the Council meeting held on 24 May 2025 of the Taranaki Fish and Game Council.

Confirmation by two members of the Council present at that meeting that they are a true and correct record of that meeting.

Note any specific additions or alterations required for clarity or correctness.

<b>Decision Required</b>
--------------------------

**Recommendation/Action**

Move motion accepting confirming that the Minutes of the Meeting of 24 May 2025 are a true and correct reflection of the meeting (subject to any amendments noted).

*that the Taranaki Fish and Game Council adopt the minutes of the Meeting held on 24 May 2025 be considered as a true and correct record of that meeting.*

**b. Minutes of Previous Meeting – 16 August 2025**

**Summary**

Consider the unconfirmed and draft Minutes of the Council meeting held on 16 August 2025 of the Taranaki Fish and Game Council.

Confirmation by two members of the Council present at that meeting that they are a true and correct record of that meeting.

Note any specific additions or alterations required for clarity or correctness.

<b>Decision Required</b>
--------------------------

**Recommendation/Action**

Move motion accepting confirming that the Minutes of the Meeting of 16 August 2025 are a true and correct reflection of the meeting (subject to any amendments noted).

*that the Taranaki Fish and Game Council adopt the minutes of the Meeting held on 16 August 2025 be considered as a true and correct record of that meeting.*

# TARANAKI FISH & GAME COUNCIL MEETING

---

## MINUTES OF THE MEETING OF THE TARANAKI FISH & GAME COUNCIL, HELD AT TET MULTI SPORTS CENTRE, STRATFORD ON 24 MAY 2025 COMMENCING AT 10:00AM

---

### 1. Present

Acting Chairman Romon Sargeson, Councillors Gerard Karalus, Rawenata Saunders, Chris Mattock, Alan Flynn.

### In Attendance

Staff: Phil Teal (Chief Executive), Jack Harland (Fish and Game Officer)

### 2. Welcome

Mr Teal confirmed that Chairman Donald was unable to attend the meeting and called for an election of an acting Chairman for this meeting.

After discussion it was moved that

***Romon Sargeson be the acting Chairman for this meeting***

Alan Flynn/Gerard Karalus

Carried

A korero powhiri was given by Councillor Alan Flynn.

### 3. Apologies

Apologies were received from Chairman Chris Donald, and Councillor John Nancarrow, Allen Stancliff (Senior Fish and Game Officer), Jilli Steedman (Administration Manager). It was then moved that

***the apologies received be accepted***

Chris Mattock/Gerard Karalus

Carried

### 4. Conflict Of Interest

There were no additions noted to the Conflicts of Interest register that had not already been declared at previous meetings.

### 5. Minutes Of The Previous Meeting 29 March 2025

Following consideration of the draft Minutes it was moved that

***the Minutes of the meeting of the Taranaki Fish & Game Council of 29 March 2025 be approved and confirmed as a true and correct record of the proceedings of that meeting.***

Alan Flynn/Chris Mattock

Carried

Following consideration of draft Minutes from the public-excluded session it was moved that

***The minutes of public-excluded session of the meeting of the Taranaki Fish and Game Council of 29 March 2025 be approved and confirmed as a true and correct record of the proceedings of that session of the meeting.***

Gerard Karalus/Alan Flynn

Carried

## 6. Matters Arising

Mr Teal referred to the action list from previous meetings:

- a. confirmed that proposed draft budget was forwarded to NZ Council for consideration in the budget process, and that he and Councillor Karalus provided clarification at the NZ Council meeting on 11 April 2025.
- b. provided feedback to NZ Council on the proposal from North Canterbury Fish and Game Council for operational configurations with NZ Council indicating that this was not supported at this time by Taranaki Council.
- c. provided feedback to NZ Council as part of the consultations on draft policies:
  - draft Health and Safety, and Wellbeing Policy,
  - draft Lone Worker Support Policy,
  - draft Resource Management and Legislation Policy
- d. Staff amended the permit to disturb (using gas guns) to ensure the permit holder acknowledged receipt of training for its use, and appropriate health and safety recommendations.

Mr Harland noted that staff had visited the Hawken's Lagoon wetland site to consider the issue of maintaining open water at the Fish and Game managed wetland. Discussion ensued on developing the details for actions required to maintain the habitat in current state (e.g. controlling the extent of raupo encroachment, and active management of silt build up) – and these would be noted in a brief management plan.

Mr Harland confirmed that the information pamphlet to promote perch fishing opportunities in Taranaki region had been distributed to fishing agents and a pdf version had been uploaded to the Fish and Game website.

## 6. NZ Fish and Game Council Business

Councillor Karalus provided an overview of the NZ Council Meeting held on 11 and 12 April 2025 – with the primary purpose being to develop a recommendation on the licence fee to the Minister for Hunting and Fishing. He outlined the key elements as the basis for setting the budgets:

- Reserves top-up for two regions.
- Staff salaries increase for existing staff (budget of 2% increase)
- Increases in NZ Council co-ordinated essential core activities for national projects: licence system operation costs, magazine postage costs, licence system CRM RFP.
- Establishment of a research position at NZ Council to co-ordinate research function and reporting of population monitoring programmes
- Resource Advocacy fund increased by \$100,000
- Research fund increased by \$50,000

Three regional business cases were declined relating to additional staff: Compliance (Eastern), R3/Marketing (Nelson/Marlborough), general Fish and Game work (Southland – now from Reserves).

The Total Budget recommendation approved for the organisation was \$13.8 million funded through forecast licence income and interest from reserves.

The proposed licence fee to be recommended to the Minister for Hunting and Fishing for approval were:

- 2025/2026 Adult whole season sports fish licence of \$161 (increase of \$5)

- Adult whole season game licence increase of \$120 (**increase of \$4**) (incl. gamebird habitat stamp and GST)
- 2025/2026 non-resident whole season fishing licence of \$300 (**increase of \$30**)
- Licence categories be charged at the agreed ratio for all categories.

Discussion ensued on the proposed increases of the base Adult Whole Season Licences. Councillor Saunders considered that the price sensitivity for licence price will potentially be an issue affecting a significant proportion of anglers and hunters. It was noted that the Licence Price Optimisation project being co-ordinated by NZ Council should assist in determining price sensitivity for all licence categories. Council sought an update of the project brief, progress, and preliminary findings of the Licence Price Optimisation project - and what the proposed timetable for incorporating this information into the decision-making process including reviewing licence categories.

Councillor Karalus outlined that there was a proposal to change the conditions of the Family Licence to allow for two primary licence holders to fish independently – with this being considered as part of this meeting’s agenda as part of the consultation process being undertaken by NZ Council.

Councillor Karalus confirmed that the Minister for Hunting and Fishing has sought a face-to-face meeting with NZ Council at their 28 June 2025 Council Meeting – where it is anticipated he will outline the legislative changes that have been approved by Cabinet.

Councillor Karalus confirmed that NZ Council have appointed Richie Cosgrove as the interim NZ Council Chief Executive until November 2025, with the NZ Council concurrently undertaking the process for a permanent appointment to the role.

Councillor Karalus then indicated that he was stepping down as Taranaki appointee to NZ Council. He expressed optimism for positive change for the organisation in the next few years. Acting Chair Sargeson thanked Councillor Karalus for his dedication, and time commitment in incorporating Taranaki perspectives in the national interest [acclamation].

Acting Chair Sargeson confirmed that while this eventuality had been signalled last year, it was appropriate to confirm a replacement appointee to NZ Council. Nominations were called for the position of appointee from Taranaki Fish and Game Council to the NZ Fish and Game Council:

***Romon Sargeson - Alan Flynn/Rawenata Saunders***

There being no further nominations Councillor Sargeson was confirmed as the Taranaki appointee to NZ Council. Councillor Sargeson expressed that his approach would be to challenge ideologies to achieve positive change within the organisation.

It was then moved that

***the verbal report from Taranaki Fish and Game Council’s appointee to NZ Council be received***

**Gerard Karalus/Alan Flynn**

Carried

## **7. Public Forum**

No items required discussion.

8. **Regional Business – Governance**

a. **Chair’s Report on Taranaki Fish and Game Governance**

Mr Teal confirmed that the Chairman had provided a short overview briefing to be presented in his absence. He provided a brief overview of significant issues for governors’ awareness as they relate to Taranaki Fish and Game’s operations and governance. There was a letter received from the Minister for Hunting and Fishing acknowledging receipt and tabling Council’s Annual Report reporting on the work undertaken in the previous year. Mr Teal brought to the attention of Council that Allen Stancliff (Senior Fish and Game Officer) was on extended leave for six weeks – and that Wellington Fish and Game Council staff were providing assistance and support to Mr Harland over that period. There were no other issues or variances in operations to report.

After brief discussion it was moved

***to receive the verbal report (on behalf of the Chair) on regional governance issues***

**Chris Mattock/Rawenata Saunders**

Carried

9. **Inter-Regional Business**

a. **Chair’s Forum Update**

Mr Teal confirmed that the Chairman had provided a short briefing to be presented in his absence. He noted that there had only been a Chairs’ videoconferencing meeting in March which he had previously outlined the topics of discussion relating to North Canterbury Fish and Game’s proposal for operational management.

b. **Shared Resources Update**

Mr Teal noted that there were no material issues that required to be brought to the attention of Council regarding the shared resources arrangement between the Taranaki and Wellington Fish & Game regions.

Mr Teal confirmed that Chairman Donald and Wellington’s Chair Paul Dewar had discussed the preparation of a shared resources model proposal for the lower North Island to Hawke’s Bay Fish and Game Chair. Hawke’s Bay Fish and Game are still considering various options for their operational structure including the current arrangement with NZ Council, the North Canterbury option of NZ Council providing all services, reverting back to a stand-alone entity, and potentially shared resource models. It was decided that this would be progressed once the Minister for Hunting and Fishing had released his proposals for legislative changes – as the legislative changes might override any viable options proposed to be progressed.

After brief discussion it was moved

***to receive the verbal report to of inter-regional governance issues on behalf of the Chair***

**Gerard Karalus/Chris Mattock**

Carried

10. **DRAFT 2025/2026 Licence Fee Recommendation Consultation**

a. **Consultation and Feedback on Licence Fee Recommendation**

Council discussed the recommendation by NZ Council for the 2025/2026 Licence Fees and its implications on Taranaki Fish and Game Council’s Annual Operational Work Plan and budget. The additional budget considered for Taranaki operations compared to current year were salary adjustments, and additional costs for aerial counts and licence holder communications (the latter two can potentially allocated from reserves).

It was agreed that Taranaki Fish and Game Council would provide feedback to NZ Council that there were no objections to the draft licence fee recommendations as presented. There would be clarification sought from NZ Council that the interest income component for determining budget allocations has been treated the same for all regional budgets including Taranaki Fish and Game – that the interest component is calculated consistently and that this has been applied consistently in calculating net budgets – i.e. expenditure less interest income.

**b. Family Fishing Licence - Proposal to Amend**

Council discussed the NZ Council proposal to amend the Family Fishing Licence – with the intent to reduce the complexity of how the licence can be used by each named angler, and to create equity between the two adult licence holders (currently primary and secondary) by allowing each named participant to be able to fish independently and have equal voting rights and communications.

Discussion initially focused on the original purpose of the family licence, and focusing on increasing participation and encouraging opportunities to bring younger anglers into the pursuit with a family mentoring group – as this was traditionally how a lot of anglers were introduced to trout fishing.

Discussion continued on how this could be implemented in practice and other considerations including:

- Whether the participants get two physical licences?
- Are they allowed to fish independently at different locations at the same time?
- Would there be a requirement to have children listed on the licence if this is principally a junior recruitment tool?
- The definition of children has been extended from children to grandchildren, but could include wider family relationships, and/or mixed family relationships.
- The potential financial implications of tweaking a licence category and potential cannibalisation of whole season licence sales. This should be assessed in the Licence Price Optimisation project that is assessing appropriate licence categories,
- If the Family Licence provided too much cannibalisation of whole season adult licence sales and/or reduced complexity, the licence category option could be removed altogether,
- The concept of establishing family membership approaches is to provide stability of sales over a longer period of time. It was recognised that Family Licence Sales category had been declined in recent years – and it was speculated that price sensitivity above \$200 may be an issue.
- It was clarified that the proposal was to make both named adult licence holders the ‘primary licence holders’ – and are able to fish independently.
- The risk of misusing the intent of the licence was considered minimal – if there is clarity for anglers on eligibility,
- It was recognised that this may assist in growing the women’s demographic participation – current NZ population estimates suggest participation rates for adult women ~0.5% and adult men ~3.5%.
- The eligibility of a couple with no children (i.e. zero dependent children) to be considered a ‘family’ - DoC Taupo have a requirement to have children ‘named’ on the licence to be eligible for the ‘Family’ Licence,
- The proposal is to treat both named licence holders on the Family Licence as though they were separate (primary) adult whole season licence holders
- The potential for increased diversity of Councillors if there are more eligible women to stand and/or vote.

- While each licence holder would be treated as a separate licence holder, it is likely that they will be serviced as a 'family' – one magazine, one newsletter, but two email newsletters and two voting forms.
- Children being able to fish on their own independently should be considered.

It was agreed that the feedback would include:

- Both adults on the Family Licence should be treated as equal licence holders in terms of independent use, voting rights, and electronic communications.
- The family' unit will be serviced with a single 'physical' magazine rather than individual people.
- Attempts to provide voting papers all together in one postage, although can be sent separately if not possible.
- The risk of misusing the licence category is considered minimal
- The category still needs to be critiqued in the licence price optimisation and category option
- Ensuring a Review in three years or less to ensure switching behaviour and potential impact on income is assessed
- An adult couple can constitute a family licence as not requiring having children listed.
- For compliance purposes – all names are to be clearly listed
- support the concept of children being able to fish alone

It was then moved that

***The recommendations noted would provide the basis for feedback to NZ Council on the proposal to amend the Family Fishing Licence category***

**Alan Flynn/Rawenata Saunders**

Carried

c. **Proposed Licence Sales Forecast for FY 2025/2026**

NZ Council provided information on the estimated licence sales for each region to provide transparency on this process as it is important in budgeting estimates for income. Mr Teal explained the method for estimating licence sales for next financial year now includes an estimate of the current end-of-year sales estimation to provide a more up-to-date estimate of trends. Council acknowledged the forecast of licence sales and were satisfied with the process by which the figures were derived.

**11. Strategic Matters**

a. **Risk Management Review**

H5N1 Strain – High Pathogenic Avian Influenza: Mr Teal confirmed that there had been no change to the risk level for New Zealand in dealing with avian influenza. Mr Teal confirmed that there had been no detection of infection of birds in the sub-Antarctic Islands or from the northern flyway for seabirds – which would be the trigger for changes in risk level. He noted that Regional Councils were now formulating how they would be actively responding to outbreaks – given that MPI did not have the spread of resources to respond across the country.

b. **Iwi Engagement Strategy**

Mr Teal noted that preparation of a contact register for iwi groups within the lower North Island was still progressing.

**12. Policy and Legislation**

a. **Arms Act Review**

There were some changes to Part 6 of the Arms Act relating to the controls placed on shooting clubs and shooting ranges in 2020. The Arms (Shooting Clubs, Shooting Ranges, and Other Matters) Amendment Act 2025 introduced is intended to simplify the regulatory requirements on shooting clubs and ranges by reducing the regulatory burden, while maintaining public safety requirements.

Minister McKee had indicated insufficient support in Cabinet to progress a comprehensive review of the firearms registry –invoking an “agree to disagree” clause in the Government’s coalition agreement.

It was confirmed that the submission on the Arms Act Review submitted by Taranaki Fish and Game Council on 28 February 2025 would be considered in the wider Arms Act review anticipated to progress by the end of the 2025 calendar year.

**b. Wildlife Act Review**

Department of Conservation Officials have confirmed that there is an active review of the Wildlife Act but there has been no clarification on the timetable or priorities for progression.

It is likely that concurrent reviews of the Biosecurity Act which defines pest species – with Taranaki Regional Council considering definitions of ‘desirable’ and ‘undesirable’ species with the view to give more flexibility to the Regional Council(s) to declare something a ‘pest’ in a Regional Pest Management Plan without having to allocate funding or develop a formal response plan.

**c. Resource Management Act Review**

The Government has announced reforms replacing the Resource Management Act with two new laws—the Natural Environment Act and the Planning Act—to separate land-use planning from natural resource management. These changes aim to create a clearer, more consistent framework, supported by a single set of national guidelines to help councils implement the laws efficiently and resolve competing priorities. The reforms also aim to reduce the need for consents by expanding permitted activities, alongside increased compliance monitoring.

**d. Health and Safety Act Review**

The review of the Health and Safety Act is being undertaken by Government to clarify the different responsibilities and liabilities of governors (Board) and management, and also to clarify the responsibilities and liabilities of landowners for recreational users on their property.

**e. Organisational Policies**

NZ Council is currently consulting on the following policies - which Taranaki Fish and Game Council have considered at the meeting on 29 March 2025:

- Draft HR Policy – Health and Safety
- Draft HR Policy – Lone Worker Support
- Draft Operational Policy – Resource Management and Legislation.

**13. Health and Safety**

**a. Health and Safety Report March 2025 and April 2025**

The Health and Safety Report for March and April 2025 was discussed with no additional clarification required. There were no material items from accident or near miss reports that required further discussion.

Mr Teal confirmed that a copy of the Health and Safety Reports and list of accidents/near-misses was being sent to the NZ Council to enable identification of common regional issues and possible proactive responses.

There was brief discussion on incorporating technology into general health and safety practice, such as:

- identifying ranging sites on Google Map (pin) during entry to a property for compliance purposes.
- identifying a fit-for-purpose monitoring Apps that can monitor field activity and can proactively identify and notify when a field operative is 'late' to check-in – which can indicate an active response is required.
- How PLBs are carried by field operatives if there is an accident – held on person, in an on person carry bag, rather than stored on vehicle/boat.
- Using InReach satellite texting units for basic communications and/or confirmation of field work milestones.
- Use of the satellite texting options using the main cellular network providers – late model iPhones (iPhone 16 or newer) equipped with Direct to Cell technology now allow One NZ customers to access the Starlink network. This allows customers to send and receive text messages in areas where traditional mobile coverage is unavailable.
- Considering using small modern tracking units such as *AirTag* or *Tiles* which can provide location updates - or at least 'recent' updates.

After further discussion it was moved that

***The Health and Safety Report for March and April 2025 be received***

**Gerard Karalus/Chris Mattock**

Carried

**b. Proactive Actions for Health and Safety – Proposal to Subsidise Skin Checks for Field Staff**

Mr Teal outlined previous initiatives to provide field staff with skin health checks using a single provider in New Zealand, but this was not progressed. He identified the risk of skin cancer for field staff as moderately high. He considered the most appropriate approach would be to provide a modest subsidy for skin checks by a reputable provider but for individual staff be able to choose the health provider of their choice. The recommendation was to provide a moderate subsidy to field staff of \$100 for annual checks for potential melanoma – payable on receiving receipt of services.

After further discussion it was moved that

***A moderate subsidy of up to \$100 be available for field staff to check for potential occurrence of melanoma – payable on receipt of services***

**Gerard Karalus/Rawenata Saunders**

Carried

**14. Species Management**

**a. Draft Anglers Notice**

Council considered the potential changes to the Anglers Notice based on the recommendations made by staff. Discussion ensued on proposed changes to regulations:  
Waiaua River:

- A catastrophic flood event occurred in 2021 (17/7/2021) and an electric fishing survey had confirmed the trout population had been negatively impacted.
- In response Council confirmed more restrictive regulation change since 2022/2023 season from two (2) fish limit all methods prior to a zero (0) limit for brown trout and a one (1) limit for rainbow trout using fly and spin techniques only.
- Efforts were made from 2022 to 2024 to release supplementary stock of rainbow and brown trout.
- With no major floods since 2021 – the trout habitat had been stable.

While anecdotal reports from regular anglers suggested the population had since recovered, councillors questioned the reliability of this feedback for informing regulation changes. It was recommended that a more robust electric fishing survey be conducted to verify these claims, assess trout recruitment, evaluate macroinvertebrate populations, and confirm river stability. This would support informed decision-making and a regulatory response should another severe flood occur in the future – which is likely to recur.

A follow-up survey is to be scheduled for the Waiaua River in spring 2025/2026 to confirm a recovery in the trout population and provide further insights into population dynamics.

It was agreed that there was support for the reinstatement of the regulation for two (2) fish limit for all fish and all methods for the Waiaua River – but with confirmation of recovery and recruitment of trout populations using electric fishing surveys to be undertaken in spring 2025/2026 (as soon as practicable).

#### Opunake Lake

- The Opunake power scheme is still shut down and the lake has poor water quality associated with it.
- There should be a consistency in regulation with the Waiaua River

#### Scented Soft Baits

- The use of soft baits is widespread and in popular use by anglers.
- To be consistent with other regions in having a similar definition - *that scented artificial lures may be used in all waters other than fly fishing only waters when actively fished to imitate a bait fish.*

#### Movement of Bait or Water Between Waterbodies

- It was recognised that moving bait buckets between catchments has a risk of transferring invasive species
- This is not common in New Zealand – but is a more common practice overseas – and provides clear regulatory guidance to anglers (and other users) that this practice is not allowed.

#### Effects of Catch and Release Mortality

It was agreed that there should be increased focus on educating anglers about proper handling techniques to reduce trout mortality related to catch and release. While the concept of catch and release as a conservation measure has merits, animal welfare concerns have also been raised. High water temperature during fish release is a key factor—which

can occur in some rivers in summer in the Taranaki regions - and should be highlighted in the next fishing special edition magazine and/or newsletter.

It was then moved that

*The changes to the Anglers Notice for 2025/2026 be in accordance with the recommendations made by staff:*

1. *two (2) fish limit and use of all methods (FSB) for the Waiaua River and Lake Opunake Lake*
2. *new clause 1.5 to Note 1: Scented artificial lures may be used in all waters other than fly fishing only waters, when actively fished to imitate a bait fish.*
3. *new clause 1.6 to Note 1: No licence holder shall use as bait any fish taken from any water other than where the fishing is occurring.*
4. *A new clause 1.7 to Note 1: No licence holder shall transport water taken from any waterbody including bait buckets or live bait tanks to another waterway.*

Alan Flynn/Gerard Karalus

Carried

**b. Report on the Paradise Shelduck 2025 Summer Special Season**

There was brief discussion on the results presented in the report -noting that the season had been held over three weekends at the end of February/early March and there had been about 134 active hunters and 1,115 birds harvested (steady level of harvest and participant over many years). Council considered that the special season was still fulfilling its purpose in dispersing aggregations of birds post-moult, while providing additional hunter opportunity.

After brief further discussion it was moved that

*The staff report on the Paradise Shelduck Special Summer Season for 2025 be received*

Alan Flynn/Chris Mattock

Carried

**c. Research Update**

Mr Teal provided a brief overview of research paper on trout and native fish interactions being undertaken by Fish and Game – with the manuscript being sent to a scientific journal for publication and was undergoing further refinement following peer review comments.

Mr. Teal noted that research on climate change impacts on trout and native fish distribution had been published. Fish & Game decided to include this information in communications before the next fishing season, rather than issuing a separate press release in February.

Mr Teal provided a brief overview of the NZ Council report on research to give councillors an idea of the breadth and scope of research being undertaken, specifically noting:

- protocols for sampling eDNA to identify spawning
- native fish and trout interactions
- research into women's angling – participation and perspectives
- benefits of fishing for wellbeing and mental health
- Sustainable food harvest
- mallard duck management units – based on climate zones
- critiquing the NZ shoveler monitoring programme
- insights into cohort participation based on licence sales analysis
- NZIER economic contribution of freshwater angling

The meeting adjourned at 12.20pm for lunch and reconvened at 1:00pm

**15. Habitat Advocacy and Management**

a. Regional Planning advocacy

Horizons Regional Council are continuing with the next generation of Regional Plan changes but are waiting for Central Government direction on how to proceed – and have formally put back their Plan Change revision deadline to September 2027.

Taranaki Regional Council is likewise revising its plans for reviewing the Regional Freshwater and Land Plan, with notification now scheduled for March 2026 at the earliest.

b. Resource Consent advocacy

Mr Teal noted that the Territorial Local Authorities within the Horizons Regional Council boundaries have been actively discussing partnerships and management approaches to municipal water management and discharge quality limits.

**16. Participation**

a. Access Management

Mr Teal noted that:

- Access point descriptions for Taranaki region rivers had been updated on the website as required.
- Taranaki Fish and Game are supporting NZ Council initiated 'access campaign'. NZ Council is currently inviting regional feedback to provide information on access challenges and opportunities.

b. Information to Clients

Mr Teal noted several actions to provide information to licence holders:

- email communications pre-game season licence purchase.
- 2025 Game Season Magazine magazine distributed in March.
- 2025 Pre Season Hunting Newsletter produced and distributed.
- E-Newsletter – weekly Hunting Season updates provided from end April

c. Licence Holder Engagement

Mr Teal noted that email communications were sent to licence holders from previous season who had not yet purchased a licence this season – between Easter and ANZAC day in April to encourage participation.

Mr Teal noted that NZ Council was seeking feedback on regional initiatives to support women anglers – including educational materials/events (women angler focused), developing support networks of women anglers, media/communication items to increase public awareness.

**17. Public Awareness / Communications**

a. Iwi Engagement

Mr Harland provided an update on the meeting with representatives of Te Ihowai – a pan-hapu partnership of Te Atiawa. He noted that they had contacted Fish and Game to learn about trout management – with issues discussed including legislation on sports fish, the impact of trout on native species, and the feasibility of trout removal. Potential collaborations were discussed in relation to representations in resource consent processes (such as the

Mangorei and Motukawa power schemes) and field work in the Te Henui, Huatoki, and Herekawe catchments.

b. Public Awareness

Mr Teal confirmed that there had been specific pre-Game Season press releases specific to Taranaki region. He also noted that there was the normal updating of media outlets on opening weekend regarding hunter satisfaction and identifying any issues arising from compliance checks.

18. Licence Sales and Licence Management System Performance

a. Fish Licence sales update

Mr Teal provided an overview of the 2024/2025 Fish Licence sales up until 30 April 2025 indicating an increase in LEQ licence sales by 17.5% (983 → 1,155) and also an increase of total number of participant licence sales by 22% (1,818 → 2,215). He also noted that the national total of LEQ licence sales was very similar to the previous year (70,513 → 70,658).

b. Game Licence sales update

Mr Teal provided an overview of the 2025 Game Season sales up until 5 May 2025 (the Monday after Opening Weekend) indicating an increase in LEQ licence sales by 7.0% (950 → 1,017) which was also reflected in the 6.4% increase in the total number of individual participants (1,066 → 1,134). He also noted that the national total of LEQ licence sales had declined slightly by 1.8% (29,957 → 29,431) for the same date.

After further discussion it was moved that

***the report on licence sales for the 2024/25 fish season to 30 April 2025 and 2025 game season to 5 May 2025 be received***

Alan Flynn/Gerard Karalus

Carried

c. Licence Management System – March 2025

Mr Teal provided a brief overview of the performance of the Licencing Management System noting that it was performing well with no issues of continuity of service. He also noted that the right of renewal of the contract to extend for a further two years was being pursued. It was then moved that

***the report from the Licence Operational Group for the performance of the Licencing Management System for March 2025 be received***

Chris Mattock/Rawenata Saunders

Carried

d. Licence Price Optimisation Research

Mr Teal confirmed that NZ Council had engaged a provider to assess options for licence pricing and as had been discussed earlier in the meeting – clarification would be sought from NZ Council on the progress and research brief given to the provider.

19. Operational Summary

Council discussed the Operational Summary report for March and April 2025.

Mr Harland outlined actions regarding dispersal of pukeko around Bell Block industrial estate – noting that currently only gas guns are being used to disperse birds, but a more active cull is being considered.

Discussion ensued on the (re)consenting requirements for water diversion into Lake Rotomanu with it agreed send an email to candidates standing for the TRC and NPDC local body elections in October 2025 – in order to seek their personal position of how things should progress to remedy issues of water management at the lake – when it comes under public scrutiny. This would be used to increase public awareness of the management (and consenting) issues – given that it is a valuable local resource for families pursuing water sports including fishing.

Mr Harland reiterated that the pamphlet outlining perch fishing opportunities was in circulation at licence agents and was posted on-line.

Mr Harland confirmed that Auckland/Waikato Fish and Game staff had responded to the OIO (Overseas Investment Office) regarding information on the values for fish and game resource and angler access in the Heao Stream catchment – a tributary of the Waitara River. The copy of the response would be included for reference in the 'access' section for the next Taranaki Council agenda.

Mr Harland confirmed that the development of a draft riparian plan for Lake Kohata was still in draft format – and will check if there are likely to be any changes to the management arrangements with Fish and Game. He confirmed that a priority was to maintain and enhance access which would necessitate keeping areas of grass around some of the margin to allow for physical access and avoid ring-fencing with flax that would make access more difficult.

After further brief discussion it was moved

***that the Project Budget Report to 30 April 2025 and Operations Report to 30 April 2025 be received***

Rawenata Saunders/Chris Mattock  
Carried

20. **Financial Reports**

Council briefly discussed the Financial Reports – Income Statement to 30 April 2025 and Balance Sheet as at 30 April 2025.

Mr Teal confirmed that no material variances in expenditure had occurred within this reporting period. He also confirmed that there had been no major item of capital expenditure during this reporting period.

After brief discussion it was moved that

***the Financial Statements – Profit and Loss Statement and Balance Sheet - to 30 April 2025 be received***

Alan Flynn/Gerard Karalus  
Carried

21. **Correspondence**

Council considered the correspondence register, and after brief discussion it was moved

***that the Correspondence Schedules to 30 April 2025 be received***

Alan Flynn/Chris Mattock  
Carried

22. **Recognition Awards**

No specific item was discussed.

23. **Conservation Board Liaison**

No specific item update was discussed.

**24. GENERAL BUSINESS**

Mr Harland provided an overview of compliance activities over opening weekend, acknowledging the contribution of honorary rangers - with a good number of licence holders/hunters receiving compliance checks (over 90 in total).

Councillor Sargeson expressed interest in getting grey teal on game licence to reflect an increased opportunity for hunters – given that it was listed on Schedule 3 of the Wildlife Act (can be harvested under specific conditions set by the Minister of Conservation/Minister for Hunting and Fishing). It was agreed that a feasibility report would be developed for Council that would outline barriers (i.e. information deficit, process requirements, consultation requirements, and political landscape) for progressing a request for inclusion of grey teal on the licence - so that a request could be made of the Minister to gauge of an appetite for such a change.

**25. CONFIRMATION OF NEXT MEETING DATE**

The next meeting will be held on 16 August 2025 at 10:00 am at the TET Multi Sport Stadium in Stratford.

**26. CLOSURE OF MEETING**

There being no further business the Chairman declared the meeting closed at 1:55pm

**APPROVED AS A TRUE AND CORRECT RECORD**

**CHAIRMAN** \_\_\_\_\_

**DATE** \_\_\_\_\_

# TARANAKI FISH & GAME COUNCIL MEETING

---

## RECORD OF THE MEETING OF THE TARANAKI FISH & GAME COUNCIL, HELD AT TET MULTI SPORTS CENTRE, STRATFORD ON 16 AUGUST 2025 COMMENCING AT 10:00AM

---

In the absence of the Chairman, Chris Donald, the Manager, Phil Teal, called the meeting to order at 10:15

**1. Present**

Councillors Gerard Karalus, Chris Mattock and Alan Flynn.

**In Attendance**

Staff: Phil Teal (Chief Executive), Jack Harland (Fish and Game Officer) Allen Stancliff (Senior Fish and Game Officer) and Jilli Steedman (Secretary).

**2. Apologies**

Apologies have been received from Chris Donald, John Nancarrow, Rawenata Saunders and Romon Sargeson.

The Manager advised Councillors that this meeting must lapse as a quorum (50%+1), had not been reached.

The Manager noted that all agenda items will be carried forward to the next meeting, which will be held in Stratford on 18<sup>th</sup> October 2025.

Councillors and staff continued an informal meeting to discuss the agenda items presented.

**3. CONFIRMATION OF NEXT MEETING DATE**

The next meeting will be held on 18 October 2025 at 10:00 am at the TET Multi Sport Stadium in Stratford.

**4. CLOSURE OF MEETING**

There being no further business the Chairman declared the meeting closed at 1:00pm

**APPROVED AS A TRUE AND CORRECT RECORD**

CHAIRMAN \_\_\_\_\_

DATE \_\_\_\_\_

---

## Agenda Item 5      **Matters Arising from the Minutes**

---

### **Summary**

#### **a. Action List Summary**

Consider the Action List from the Minutes of the Meeting of 16 August 2025 and consider the actions undertaken – including completed actions, partially completed actions, and actions pending.

#### **b. Other Matters Arising**

Consider any other items that are noted in the Minutes where further updates and clarification are sought – where they are not addressed in other agenda items for the meeting.

<b>For Information Only</b>
-----------------------------

### **Recommendation/Action**

Note any specific clarifications relating to follow-up actions undertaken that relate to items discussed at the previous meeting.

## Actions from 24 May 2025 Meeting

Action	Responsibility	Status
It was noted that the Licence Price Optimisation project being co-ordinated by NZ Council should assist in determining price sensitivity for all licence categories. Council to seek update from NZ Council on the project brief, progress, and preliminary findings of the Licence Price Optimisation project - and what the proposed timetable for incorporating this information into the decision-making process including reviewing licence categories.	Phil	Completed
Notify NZ Council that Councillor Sargeson was confirmed as the Taranaki appointee to NZ Council.	Phil	Completed
Taranaki Fish and Game Council to provide feedback to NZ Council that there were no objections to the draft licence fee recommendations as presented.  There would be clarification sought from NZ Council that the interest income component for determining budget allocations has been treated the same for all regional budgets including Taranaki Fish and Game – that the interest component is calculated consistently and that this has been applied consistently in calculating net budgets – i.e. expenditure less interest income.	Phil	Completed
Feedback to be provided to NZ Council on the proposal to amend the Family Fishing Licence category: <ul style="list-style-type: none"> <li>Both adults on the Family Licence should be treated as equal licence holders in terms of independent use, voting rights, and electronic communications.</li> <li>the 'family' unit will be serviced with a single 'physical' magazine rather than individual people.</li> <li>Attempts to provide voting papers all together in one postage, although can be sent separately if not possible.</li> <li>The risk of misusing the licence category is considered minimal</li> <li>The category still needs to be critiqued in the licence price optimisation and category option</li> <li>Ensuring a Review in three years or less to ensure switching behaviour and potential impact on income is assessed</li> <li>An adult couple can constitute a family licence as not requiring to have children listed.</li> <li>For compliance purposes – all names are to be clearly listed</li> <li>support the concept of children being able to fish alone</li> </ul>	Phil	Completed
Council to acknowledge to NZ Council that they were satisfied with the process to derive figures to forecast licence sales.	Phil	Completed
A moderate subsidy of up to \$100 be available for field staff to check for potential occurrence of melanoma – payable on receipt of services	Phil	Completed
An increased focus on educating anglers about proper handling techniques to reduce trout mortality related to catch and release – with particular emphasis on high water temperature during fish release is a key factor—which can occur in some rivers in summer. Recommended to include in the next fishing special edition magazine or newsletter.	Phil	Completed
Taranaki Fish and Game provide recommendations to the Minister for Hunting and Fishing for changes to the Anglers Notice (via NZ Council co-ordination): The changes to the Anglers Notice for 2025/2026 be in accordance with the recommendations made by staff: <ol style="list-style-type: none"> <li>two (2) fish limit and use of all methods (FSB) for the Waiaua River and Lake Opunake Lake</li> </ol>	Phil/Jack	Completed

<p>2. new clause 1.5 to Note 1: Scented artificial lures may be used in all waters other than fly fishing only waters, when actively fished to imitate a bait fish.</p> <p>3. new clause 1.6 to Note 1: No licence holder shall use as bait any fish taken from any water other than where the fishing is occurring.</p> <p>4. new clause 1.7 to Note 1: No licence holder shall transport water taken from any waterbody including bait buckets or live bait tanks to another waterway.</p>		
<p>A follow-up survey is to be scheduled for the Waiaua River in spring 2025/2026 to confirm a recovery in the trout population and provide further insights into population dynamics.</p>	<p>Phil/Allen/Jack</p>	<p>Pending</p>
<p>Taranaki Fish and Game are supporting NZ Council initiated 'access campaign'. NZ Council is currently inviting regional feedback to provide information on access challenges and opportunities.</p>	<p>Phil/Allen/Jack</p>	<p>Pending</p>
<p>Provide feedback to NZ Council on regional initiatives to support women anglers – including educational materials/events (women angler focused), developing support networks of women anglers, media/communication items to increase public awareness.</p>	<p>Phil/Allen</p>	<p>Pending</p>
<p>Send an email to candidates standing for the TRC and NPDC local body elections in October 2025 – in order to seek their personal position of how things should progress to remedy issues of water management at the lake – when it comes under public scrutiny. This would be used to increase public awareness of the management (and consenting) issues – given that it is a valuable local resource for families pursuing water sports including fishing.</p>	<p>Phil</p>	<p>Pending</p>
<p>Provide a copy of the response to the OIO regarding information on the values for fish and game resource and angler access in the Heao Stream catchment – a tributary of the Waitara River. Auckland/Waikato Fish and Game staff had responded to the OIO. To be included for reference in the 'access' section for the next Taranaki Council agenda.</p>	<p>Phil/Allen/Jack</p>	<p>Pending</p>
<p>Feasibility report to be developed for Council that would outline barriers (i.e. information deficit, process requirements, consultation requirements, and political landscape) for progressing a request for inclusion of grey teal on the licence - so that a request could be made of the Minister to gauge of an appetite for such a change.</p>	<p>Phil/Allen</p>	<p>Pending</p>

## Actions from previous Meetings

Action	Date	Responsibility	Status
The Chairs of Taranaki and Wellington Fish and Game Councils initiate discussions with the Chairman of the Hawke's Bay Fish and Game Council to investigate implementation of a shared resources operational model between the three regions.	29 March 2025	Phil/Chris	Pending
Review regional R3 priority actions and implement a regional work plan to support the national R3 Campaign.	29 March 2025	Phil	Pending
Schedule a meeting with Kahureremoa Aki from Ngā Tāngata Tiaki o Whanganui Trust to establish further detail on quantum, urgency, and purpose of the funding requirements of any donation to Te Kōpuka as a member.	29 March 2025	Phil/Allen	Pending
Establish procedures on how a checklist is recorded prior to equipment being loaned out – including liability, health and safety instructions being undertaken, and responsibility of repairs for damage from external parties.	29 March 2025	Phil/Allen/Jack	Pending
Site inspection potential improvements to identify and requirements to improve operations of the Hawera hatchery – as well as a general health and safety inspection	29 March 2025	Phil/Allen/Jack Chris/John	Pending
Provide information to NZ Council on initiatives to support women anglers, including whether that region would support or participate in specific initiatives	29 March 2025	Phil	Pending
Recognition Awards for retired hatchery volunteers, Don Uncles and Gavin Sturgeon;	29 March 2025	Phil/Jilli	Pending
Send a letter to TRC and NPDC on making improvements to the water quality of Lake Rotomanu with better water management practices a higher priority for action.	29 March 2025	Phil/Allen	Pending
Staff actively seeking to liaise with Te Ihowai Ltd (pan-hapu partnership of Te Atiawa) on the restrictions and process required for trout removal.	29 March 2025	Phil/Allen/Jack/Matt K	Completed
Develop a management plan for raupo control on Hawken's Lagoon -inspected site	25 May 2024	Phil/Allen	Partially completed

Summary

**NZ Council Appointee to cover key issues from NZ Council Meeting and business conducted.**

a. Summary of NZC meeting 27-28 Jun 2025
b. Summary of NZC meeting 29-30 Aug 2025
c. Other NZ Council Business
c. Consolidated Reporting – Proposed Metrics

- a. **NZ Council Meeting – 27 and 28 June 2025**
  - Any matters arising from this or previous meeting(s)
  
- b. **NZ Council Meeting – 29 and 30 August 2025**
  - Any matters arising from this or previous meeting(s)
  
- c. **Other NZ Council Business**

Recommendation/Action

*Council to move motion to receive the report from the Taranaki Council appointee to NZ Council on NZ Fish and Game Council business for the previous period – including meetings and key issues/actions.*

**d. Consolidated Reporting – Proposed Metrics**

Potential Discussion points

- Limit metrics to those that are nationally comparable and genuinely useful.
- Shift to annual (not quarterly) data collection aligned with existing reporting.
- Use existing annual reports as the main data source, adding extra data only if needed.
- Hold a staff workshop to refine metrics and approach before formal adoption.

<b>Feedback on metrics proposed for Consolidated Annual Reporting</b>
---

Recommendation/Action

*Provide Feedback on metrics proposed for Consolidated Annual Reporting*



**9 July 2025: Summary of F&G NZC meeting 175.**

The F&G NZC meeting 175 was held in Wellington on the 28/29JUN25. It was Richie's first meeting as ACEO. We had a substantive agenda and a visit from the Minister, and for Richie it was something of a baptism of fire.

The key issues on the agenda were confirming the licence fees and anglers notice, changing the definition of a family licence, discussion of the continued applicability of a managers accord, consolidated annual reporting, councillor training, developing a shared understanding of the health and safety framework and our current level of health and safety compliance. We also had past CEO Corina Jordan attend to present the draft outcome of the Cost Optimisation work and to discuss issues for the wider sector. The Minister and his DOC staff visited following the meeting to discuss the reforms. Plus, we finally approved the 2023/24 Annual Report and Audit letter.

The licence fee was set at \$161 for an adult whole season sports fish licence and \$120 for an adult whole season game licence. While the non-resident whole season fish licence was set at \$300. While there was general comfort that these rates still offer good value for money there is a concern regarding the budget setting process. Work will be done to refine the budget process for next financial year and considering the Ministerial reforms. The NZC had previously requested the development of a budget policy. This meeting resolved that the process should include time for regions to answer written questions ahead of the NZC Budget meeting.

The angler's notice was agreed, with substantive changes to last year's notice being made by Auckland/ Waikato and Central South Island. The Auckland/ Waikato changes will increase the number of waters available for fishing, while CSI introduced a range of changes to conditions and bag limits. Changes for other regions were minor. Due to the collapse of the sea-run salmon population the season bag limit for salmon has been reduced to one salmon. More information on this issue shortly.

Changes to the family licence have been agreed to modernise the system and recognise the equal contribution of female anglers. The new family licence will allow both named adults on the family licence to fish independently, to supervise the kids fishing and to have voting rights. The presence of a child or youth on the licence is a mandatory component of a family licence, but all family members can go fishing independently. Changes were made to the fee structure so that the ratio to the regular adult licence fee matches those in the Taupō fishery (an increase from 1.3 to 1.52). This will mitigate the risk of revenue loss from introduction of the new system.

210



The Manager's Accord was put on the agenda. Originally intended to improve operational efficiency and effectiveness, the 2004 Accord led to decisions being classified as operational when they really fell within the realm of governance, a blurring of governance and management roles, and weakened accountability across the organisation. There was also uncertainty about the continuing and current status of the Accord. For this reason, the Council has clarified that the accord no longer is relevant in the modern Fish and Game environment, and it was rescinded. In answer to the minister's proposal that regional chairs make up the NZC the concept of a chair's accord was also considered by NZC to meet the minister's consideration. It was agreed to pursue this.

One of the changes that has been signalled in the Ministerial reforms is the need for Fish and Game to move to consolidated annual reporting. Once this has been implemented, Parliament and the New Zealand public will find it much easier to assess the performance of the organisation as a whole and compare and contrast different activities and capabilities. In preparation for the mandatory consolidated reporting from 2026, it was agreed that it would be helpful if we began to determine what a set of consolidated metrics might look like. We will soon be consulting on a trial set of metrics for implementation in the new financial year. This will tell us what information people are collecting already so we can see the quality of the data being collected and where we need to improve on data consistency or fill data gaps.

Councillor training was also discussed by the Council. A report, including recommendations, by Dr Andrew West was tabled. Dr West had been previously engaged to undertake Governance training with all regional councils across the country. The Council received the information but felt that, moving forward, training could be more effectively delivered by Fish & Game Governance Advisor Graham Nahkies and HR manager Adrienne Murray. The Department of Conservation is keen that a programme of training is delivered and attended by as many governors as possible. I am going to work with Graham and Adrienne to develop a plan to ensure we meet the Department's expectations in this regard.

A conversation on the Health and Safety Framework was led by HR Manager Adrienne Murray. Despite our federal structure and regional autonomy, a national approach to health and safety is required because regulators treat us as one entity. The Council agreed that a national approach was necessary and desirable, and we would look to engage a consultant to advise on the development of a national framework. Regions



were also keen for NZC to facilitate the delivery of Health and Safety audits so we can get a clear picture around the current levels of compliance.

The CE's report mentioned that the final version of the Southwick Report arrived in the week prior to NZC meeting. This is a report looking at the impact of licence fees on licence demand and consequently, whether we can expect an increase in price to lead to a proportionate increase in revenue. The high-level findings of the report are that previous price changes have not influenced demand for any of the five selected licenses studied. The report concludes that so long as future price rises stay within the past range of increases (less than 9.6%) we can expect sales to be unaffected. More commonly than price, external and uncontrollable variables had significant effects on license demand, such as rainfall and temperature.

Corina Jordan, now CEO of GAC, provided an update on the wider sector and encouraged us to submit on the Game Animal Council (Herds of Special Interest) Amendment Bill (submissions close on 24 July). Corina was also available to talk to the cost optimisation project. A draft of the cost optimisation report was shared with NZC. There was a general feeling that this draft report may have lost some relevancy because of the amount of time taken for the report to be delivered. NZC had concerns that the draft report was overly general in its findings and that it raised more questions than solutions. However, for the records, and in order to capitalise on the insights contained in the report, the NZC was keen that the document gets finalised. The plan is to engage the support from financial advisors Leech and Partners.

Following the close of the meeting, the Minister for Hunting and Fishing, Hon James Meager, met with the NZC and quite a few visitors (including three former Fish & Game Chief Executives). This was an opportunity for the council to ask questions about the timing and content of the reforms and get an understanding of the Minister's vision for the sector. Minister Meager stayed for over an hour before having to head off to other engagements. However, his officials stayed longer and ran through a presentation. The slide show presented by officials has been circulated to Chairs and regional managers if you are interested in the contents.

There are many actions that came out of this meeting. The NZC team, led by Richie, will start working through the number of actions that came out of the meeting. Please remember I am always available for a chat.

Barrie Barnes  
Chair – Fish & Game NZ

28



8 September 2025

### **Communique issued following meeting 176 of the New Zealand Fish & Game Council**

The August meeting (August 29 and 30) was held at the West Plaza Hotel, rather than our usual location, the Brentwood Motel. A few members of the NZC were away overseas and therefore unable to attend, and we welcomed Dan Isbister as the new Central South Island NZC representative.

Many matters of significance were discussed at the August meeting, as well as some more administrative items. A summary of the substantive decisions is provided below.

#### **Anglers Notice and Fish and Game Notice process**

The 2025/2026 Anglers Notice went on sale at the beginning of last week. In many ways, this is a culmination of months of work for the organisation. Similarly with the Game Bird Notice, the point of sale represents the last step in a complex process. As requested at the previous NZC meeting, a paper was produced outlining the process for publishing the Anglers and Game Bird Notice. This includes a reminder about Ministerial expectations in terms of population monitoring, consideration of multiple options and consultation with the wider community, as well as those directly affected. The paper is being shared with all regions (and you are welcome to send it out further) so that everyone is aware of the steps involved.

#### **Health and Safety Audits**

At the June NZC meeting, a motion was passed to conduct Health and Safety Audits of every regional council over the rest of this year. While the intention of this is good, analysis at NZC suggested this was going to be challenging to deliver within existing budgets. An audit of the Northland region was completed as a pilot, and a verbal summary of the results of this audit was presented at the meeting. The new proposal is that three additional health and safety audits would be completed (West Coast, North Canterbury and Auckland) this year. This will be funded by rolling over the remaining budget in the 2024/2025 FY and earmarking the 2025/2026 audit budget. NZC still holds the aim of undertaking an audit for all regions over the next few years.

#### **Legal Analysis**

NZC agreed to fund up to \$15,000 in costs towards legal advice to allow us to thoroughly understand the implications of the Fish & Game Bill and enable informed and effective participation in the select committee process. The Fish & Game Bill will require parliamentary approval and will amend the Conservation Act. Legal advice will

29



help identify how the proposed changes interact with our existing statutory functions and obligations. The \$15,000 has been repurposed from existing input controls funding in the RMA fund, meaning that no additional funding is required.

**Research Subcommittee Terms of Reference**

Following a request from the June meeting, a paper was presented on the Research Subcommittee, which looked at whether the current structure of the Subcommittee was appropriate. A particular concern was that the current Subcommittee structure relied on having NZC members who had an academic research background. This is not guaranteed under the Fish & Game democratic mechanisms. A discussion followed about the best way to structure these functions (especially given that the funding for the research position has been approved). The idea of creating a research expert panel to provide input into research and monitoring undertaken, and the methodology was proposed and got support from around the table. A paper on this model will be presented at the next meeting.

**Budget Recommendations**

In July 2025, the Minister for Hunting and Fishing indicated that there would be no increases in licence fees for the 2025-26 year. Therefore, the August meeting had to make some decisions around how to revise the budget in light of cost pressures. The decision was made to revert back to the baseline 2024/25 budgets plus an additional 2.5% increase to allow for inflation. In addition, a further eight regional funding applications totalling \$293,449 were approved to be funded by regional reserves. While the following six NZC projects were also approved to be funded from NZC reserves:

<b>Projects formerly approved from licence Fee</b>			
<b>Project</b>			<b>Proposed funding</b>
<b>New Research Position</b>			<b>\$100,000.00</b>
<b>Increased Licence Costs 36K</b>			<b>\$36,000.00</b>
<b>Licence System RFP</b>			<b>\$50,000.00</b>
<b>Extra Magazine postage</b>			<b>\$50,000.00</b>
<b>RMA Fund Topup</b>			<b>\$100,000.00</b>
<b>Research Fund Topup</b>			<b>\$50,000.00</b>
<b>Total</b>			<b>\$386,000.00</b>



### **Infringement Notice System Implementation**

Fish & Game has developed a comprehensive Infringement Notice Compliance and Enforcement Policy to enable the issuing of infringement notices for minor offences under the Conservation Act 1987 and the Wildlife Act 1953. This system will provide an intermediate enforcement option between warnings and full prosecutions, reducing costs and court time while maintaining compliance outcomes. The NZC agreed to consult on the Draft Infringement Notice Compliance and Enforcement Policy and supporting documents with all regions. Feedback on the Draft Policy is requested by 31 October.

### **RMA Fund Update**

The RMA Fund update for August included information on a funding request from Auckland/ Waikato for costs associated with re-consenting the Whangamarino weir. Auckland/Waikato Fish and Game and the Department of Conservation are joint consent holders for a large weir that dams the Whangamarino River. This consent has authorised the damming of the river since 1991 and has successfully raised minimum water levels in the Whangamarino Wetland. As a result, up to 7,000 hectares of wetland have been restored—most notably 1,500 hectares of swampland connected to the riverine network, including a significant area of Fish and Game-owned land. The current consent expires in October 2027. A new resource consent will be required to continue damming the Whangamarino River using the existing weir or an alternative. NZC had many questions about the exact nature of the project and what the funds would be used for. Instead of approving any funding at this meeting, the Council has requested more information on the budget and the risks of the project.

### **Other matters**

In the regular reports, there was information regarding the authority to cull permits, unfortunately, work pressure at the Department of Conservation means that updates to the delegations and issuing of permits to cull under the Wildlife Act have been delayed. An initial draft report on the Mallard Monitoring policy has been received from Proteus Consulting, and the completed report will be presented to the next Council meeting. Updates were provided on Access, Maritime and Biosecurity. On this last matter, Adam Daniel provided an update specifically on Aquatic Invasive Species. The MPI response to the gold clam invasion of the Waikato River has placed unjustified scrutiny on anglers and done little to address border security or likely expansion of the clam's current range. Staff identified wake boats as a significant biosecurity threat to MPI prior to the arrival of gold clams. The MPI response has been underfunded and focused on traditional check, clean, dry (CCD) procedures that are not effective for wake boats.



Finally, the date for the last meeting of the year has been moved from the last weekend in November to December 5 and 6. This is due to the Parliamentary Fishing event being locked in for the November dates. The location of this meeting is yet to be confirmed.

Kind regards,

Barrie Barnes  
Chair  
Fish & Game National Council

## Game animal management due for an overhaul

Current oversight of game animal, fish and bird resources is not working, says Corina Jordan.

Corina Jordan, CEO of the Game Animal Council and acting chief executive of Fish & Game NZ, says there is an opportunity for hunters, fishers and the wider community to have input. File photo

The management of game animals, birds and fish has failed and needs to be modernised, says the head of the two councils currently overseeing the resources.

Corina Jordan is the chief executive of the Game Animal Council and acting chief executive of Fish & Game NZ. She said this is an opportunity for hunters, fishers and the wider community to have input into their management.

She said \$1.6 million has been spent killing 70 sika deer in Northland's Russell Forest while plans a few years ago to try to eradicate tahr from parts of the Southern Alps were modified after hunter backlash.

"Economically, eradicating these species is prohibitive.

"We need to decide who does what managing game animals and we need a joined-up approach," Jordan said.

The government is reviewing policies to do with Fish & Game NZ and the management of game animals. Jordan said change is needed.

The current system has failed to control some populations of animals that in areas are economically and environmentally unsustainable.

She wants a national game animal strategy with input from all interested parties – one that acknowledges community hunting and environmental values.

"The way hunters talk about themselves is not as conservationists but they are deeply passionate about these places where they hunt."

For some communities, hunting deer or pigs is a primary source of meat, and hunting groups donate feral venison and pork to charities and food banks.

Domestically, hunting is estimated to be worth about \$300m with another \$100m earned from international tourism, with many landowners making extra cash from operating hunting businesses.

One option she would like considered is using hunter foundations, such as those established to manage sika, Fiordland wapiti and Rakiura white tail herds.

Jordan said foundation members manage those herds by intentionally targeting females and low-quality animals.

The Fiordland wapiti herd has been managed to the point where numbers are low but the quality of surviving animals is exceptionally high.

Forest and Bird recently took the Fiordland Wapiti Foundation to court claiming that managing the herd in a national park was contrary to the National Park Act, which states that introduced animals must be eradicated.

This is despite 2013 legislation recognising the wapiti herd as a Herd of Special Interest.

“From my perspective, I do not want to see NZ not having these animals. There is value having these animals, it’s good for the country to have them as part of the mix.”

Jordan said foundation members are also involved in conservation work, running and checking bait lines for feral cats and stoats and helping to improve the habitat for native wildlife.

A new management plan would also identify and manage animals in areas where they are not wanted or where they are valued as a food resource.

In areas where populations are an issue, technology such as thermal cameras and sights and aerial culls could be used.

Jordan said changes to the laws under which Fish & Game NZ operates could be made public in October or November.

Asked what she would like to see from these legislative changes, Jordan said she would like Fish & Game to retain management functions, and Game Animal Council to take such functions on.

She would also like recognition that game animals have value while managing their impact according to the wishes of communities.

Jordan will hold both roles for a year while the regulatory changes are navigated.

## **Fish & Game New Zealand announces leadership structure to support Ministerial reforms**

### **REACTIVE MEDIA STATEMENT 3 September 2025**

The New Zealand Fish & Game Council has announced a leadership change to provide Strategic direction for the sector and support the implementation of proposed legislative changes designed to strengthen and modernise the organisation.

Corina Jordan, current CEO of the Game Animal Council, will be seconded to serve as CEO of both New Zealand Fish & Game and the Game Animal Council on a fixed term basis.

This joint role recognises the significant overlap between licence holders and the interests of big game hunters who fish, shoot and hunt our valued introduced species, particularly their shared environmental and community values.

The sharing of a joint CEO at this time, also recognises that both Fish and Game and the Game Animal Council are being faced with legislative changes. As such, strong strategic and coordinated leadership is required to ensure that the hunting and freshwater fishing sector retains its own statutory representation, and that valued introduced species are recognised and sustainably managed for hunting and freshwater fishing.

Hunting and fishing bring both economic and societal benefits to the New Zealand community. The value of which can be measured in more than dollar terms, including improved mental health and physical wellbeing, a sense of community, conservation benefits, and attracting the next generation of hunters and anglers to continue our outdoor traditions that Kiwis value so much.

The joint CEO, Ms Jordan, will be supported in Fish & Game by the newly created role of Chief Operating Officer. Richie Cosgrove, who has been serving as Acting CEO, will transition to this role. In this position, Mr Cosgrove will provide operational management of Fish & Game whilst supporting the implementation of legislative changes with minimal disruption to day-to-day business. This will ensure that Fish & Game maintains its capability to fulfil its current purpose whilst best placing the organisation to work with its stakeholders and the government to ensure that legislative changes strengthen the organisation and the sector.

Ms Jordan was previously CEO of New Zealand Fish & Game from 2022 to 2025, and had led significant change across Fish & Game in modernising the organisation. The legislative changes that will be considered provide further opportunity to build on this work, and as such having continuity in strategic leadership is important.

New Zealand Fish & Game Council Chairman Barrie Barnes said: "This is a measure that draws on Corina's extensive knowledge, policy expertise and leadership skills to support and guide Fish & Game through the legislative process.

"It will help ensure the proposed reforms are implemented effectively, while looking after the interests of New Zealand's angling and hunting community.

"Richie will remain a leader in his new role as Chief Operating Officer, ensuring the day to day Implementation of Fish and Games' core statutory functions, and working closely with our regions to maintain a unified organisation during this period of change."

The arrangement will see costs shared between the two statutory bodies and is designed to support the effective management of strategy and implementation of the Ministerial changes whilst maintaining Fish & Game's accountability to licence holders.

The sharing of a joint CEO with the Game Animal Council, along with the creation of the COO position, will ensure that Fish and Game continues to build on the substantial work undertaken over the last 3 years in meeting the needs of gamebird hunters and anglers, increasing value for licence holders, and promoting healthy habitats and ecosystems. Importantly, this will also best place the organisation to represent licence holders and strengthen the recognition of hunting and fishing and valued introduced species and their management, through this period of legislative reform. [end]

# Consolidated Annual Reporting

New Zealand Fish and Game Council Meeting 175 – 17 & 18 June 2025

Prepared by: Ros Connelly, Governance and Policy Advisor. NZ Fish and Game Council

---

## Kōrero taunaki - Summary of considerations

### *Purpose*

This item proposes a draft set of metrics for adoption, enabling the preparation of a consolidated annual report for NZC during the 2025/26 financial year. Undertaking a consolidated annual report in 2025/26 will provide a test run of the types and quality of data and information collected across the organisation. This will provide a valuable look at activities and operations across Fish & Game and also help us develop the consolidated reporting framework likely to be required through statute from 2026/27.

### *Financial Considerations*

Nil       Budgetary provision       Unbudgeted

### *Risk*

Low       Medium       High       Extreme

### Ngā taunaki - Staff Recommendations

That NZC:

1. Approves this set of draft consolidated annual report metrics for consultation with the regions and adoption at the next meeting.

## **Whakarāpopoto - Executive Summary**

2. We aim to provide a consolidated annual report (CAR) to the Minister for Hunting and Fishing, as requested by him, in accordance with the governance review.
3. We envisage that this high-level report will also be helpful for licence holders; therefore, it will need to look visually appealing, as well as convey key information about the organisation as a whole.

## **Takenga mai - Background**

4. The consolidated annual report (CAR) will not be audited.

We are thinking of an up to 20-page A4 size document with lots of visuals and lots of “public good” key Performance Indicators (KPIs) about the organisation.

5. Currently, we have limited metrics that all regions report on that can be easily consolidated.
6. We need to establish metrics per objectives that can be easily consolidated for Reporting to the Minister.
7. In considering the Fish and Game Strategy, the objectives would fall under the following headings:
  - a. Unified & Enduring Organisation
  - b. Attract and Retain Licence holders
  - c. Mana Whenua Connected
  - d. Public Perception & Legitimacy
- 1 Healthy Species, Habitat, & Ecosystems
- 2 Additionally, some metrics classified as corporate are being requested.

## **Kōrerorero – Discussion**

8. We would like each region to collect the information requested in Appendix 1 and report on this quarterly. Ideally, this information will be accompanied by a couple of good news stories with photos.
9. A key part of this work is to showcase the variety of “public good projects” that we lead on an annual basis.
10. Financial information will be collected separately as part of the budget-setting process.
11. Additional information around Health and Safety and compliance will be requested through a system called Mango.

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

### ***Financial Implications***

9. This item will be delivered within existing baselines.

### ***Legislative Implications***

10. The CAR is not required in 2025/26 by legislation but has been requested through the governance review and the Minister for Hunting and Fishing. This document will not be audited.

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

11. The CAR gives us an opportunity to show what projects we are progressing with local iwi.

### ***Policy Implications***

12. This work can also be used to give our licence holders a better understanding of some of the key work we do.

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

13. From 2026/27, it is likely that NZC will be required to provide to the Minister to report to the House, consolidated reporting covering financial information, performance reporting information, compliance information (including actions of enforcement officers), monitoring information and data, matters relating to adherence with corporate policies, including personnel policies (subject to Privacy Act considerations for staff employed by the FGC rather than the NZC).

14. The risk of not undertaking this work is that it will be harder for us to develop a consolidated annual reporting framework when required by statute, as we would have no understanding of the scope or quality of information being collected. By undertaking the CAR in 2025/26 (before the Minister is required to report through to the House), we can identify weaknesses in our data collection methodology and areas of inconsistency or complete gaps. This will allow us to develop a more achievable and robust reporting regime in 2026/27

### ***Consultation***

14. Some preliminary conversations with some staff have occurred to put Appendix 1 together. Ongoing discussions can occur to refine the content of the CAR based on feedback from the regions.

15. The details for staff/licence holder and stakeholder surveys need to be worked through, and consultation with managers will be part of that process. There are cost implications associated with doing survey work.

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

16. Receive feedback from the regions so we can finalise a draft CAR document, and regions can ensure they have systems in place to collect this information.

Appendix 1 – KPIs to collect for the Fish and Game Consolidated Annual Report.

**Key indicators table for data collection**

Goal	Performance Measure	Who to provide information annually
Unified and Enduring	Staff survey questionnaire	NZC comms
Numeric	Each region provide number of FTE employed and classification of job type  % of time staff spend on work for NZC or collaboration with other regions.	Region
Attract and retain licence holders  Numeric	Report on access points – increase or decrease in number of access locations  Details of activities undertaken to attract new licence holders  Details of activities undertaken to attract women and juniors    Number of licences checked  Report % compliant,  number of offences,  diversions and number of prosecutions for fishing and hunting ranger services.  Narrative about legislation changes to focus infringement work.  <i>By category eg volunteer ranger hours / voluntary ranger training / volunteer wetland or planting work etc</i>	Region
Numeric	<i>Record make up of licence holders and track changes over time</i>	Kate
Number and type of promotion	<i>Report events and activities that we held that promote hunting and fishing to children and families and attendance at events eg sika show, education, kids fishing days, extension resources.</i>	Region

Goal	Performance Measure	Who to provide information annually
	Case study of one event and then summary of other events – number of events and number of attendees increase over time	
Numeric	<i>Report new access secured or re established</i>	<i>Region</i>
Mana whenua connected Storey	Report on initiatives and communication to actively collaborate on projects with Mana Whenua on areas of common interest.  Regions to report on iwi engagement and collaboration stories.	Region
Public perception and legitimacy Numeric	<i>Participate in public good projects eg catchment groups and wetland management groups etc</i>	<i>Region</i>
Story	<i>Report Biodiversity project Eg HBF&amp;G new game bird habitat with Koura liberated in the waterbody. Eg eel relocation work Eg stranded fish</i>	<i>Region</i>
	License holder survey – questions tbc (NZC)	NZC annual or triannual survey
Healthy Habitats and ecosystems  Numeric	Report on Game Bird Habitat monitoring - how do we summarise all the monitoring that has occurred around the country? Harvest metric eg.  Number of ducks per hour shot  trend information per species.  -Consistent method needs to be used – aerial transects number and km flown  -Birds banded Number. Number of bands returned from harvest. Picture for each output.	Region

Goal	Performance Measure	Who to provide information annually
	<ul style="list-style-type: none"> <li>-Pheasant calls /number of sites surveyed shovler / pukeko number of trancets / Km surveyed / number of sites surveyed for Black Swan</li> <li>-Staff hours and time for all of the above</li> <li>-how many wetlands are we managing and total costs</li> <li>-Ha of wetlands that we manage and total costs</li> <li>-Number of wetland restored / created</li> <li>-Ha of wetland restored / created and costs for both of the above.</li> </ul>	
Numeric	<ul style="list-style-type: none"> <li>-Report number of rivers / streams where we have conducted Trout spawning habitat monitoring</li> <li>-Number of rivers that we monitor for fish trend information.</li> <li>-Km of drift dives, number of sites, number of Km, and number of staff</li> <li>-Electric fishing, number of rivers, number of sites</li> <li>-Creel surveys</li> <li>-Aerial survey for salmon spawning sites km flown</li> <li>Other eg Boat surveys</li> <li>-Staff hours and time</li> </ul>	Region
Narrative	<i>Report other species habitat monitoring or collaborations with eg DOC involving indigenous species</i>	Region
Narrative	<ul style="list-style-type: none"> <li><i>Participate in special responses as required eg Avian Bird flue response</i></li> <li><i>Eg Golden Clam response</i></li> </ul>	Region
Numeric	<i>Advocate for the maintenance and protection of outstanding water bodies</i>	Region - annual

Goal	Performance Measure	Who to provide information annually
	<i>through water conservation orders – good news storey</i>	
Numeric	<i>Report number of consents reviewed, type of consent and what is being sought.            Number of district plan comments and what is being sought.            Number of Regional plan comments and what is being sought.            Number of regional policy statements and what is being sought.            Staff time for each            and impact fish and game advocacy had on outcomes ie what is achieved</i>	<i>Region - annual</i>
Narrative	<i>Report advocacy activity (eg submission writing) relating to the protection and enhancement of sports fish and game bird habitats.</i>	<i>Region - annual</i>

---

**Agenda Item 7    Public Forum**

---

**Summary**

Invite public for an opportunity to speak to any issues – this may be up to 5 minutes allotted per speaker but is at the Chairman's discretion to allow more time

No Decision Required
----------------------

**Recommendation/Action**

**Note any issues brought to the attention of Council during the Public Forum.**

**Summary**

**a. Chairman's Report for Previous Period Relating to Issues in Taranaki Region**

Chairman to provide an overview report of key issues since the previous meeting.

This will focus on issues relevant to governance functions but provide an overview of key operational outcomes where appropriate.

**b. Draft Meeting Schedule**

Council to consider and endorse/amend draft meeting schedule. This can be changed as long as there is due notice given to public of dates and locations.

---

**For Information Only**

---

**Recommendation/Action**

***Council to move to receive the report presented by the Chairman for the previous period since the last meeting of Council.***

***Council to move to confirm meeting schedule for 2026.***

---

## Agenda Item 9    **Inter-Regional Business - Governance**

---

### Summary

a. **Regional Chairs' Forum Update**

Brief report from the Chairman of any interactions of the Fish and Game Regional Chairs' Group since the previous Council Meeting.

b. **Shared Resources Update**

Update on the shared resources arrangement between Wellington and Taranaki Fish and Game Councils.

<b>For Information Only</b>
-----------------------------

### Recommendation/Action

*Council to move to receive the report presented by the Chairman for the previous period since the last meeting of Council.*

---

## Agenda Item 10 **Draft Budget 2025/2026 and Draft Operational Work Plan**

---

### Summary

#### a. **Draft Budget 2025/2026 and Draft Operational Work Plan**

- Minor amendments were made following the NZ Council allocation of resources.
- Also discuss how to deal with any increases in costs above base funding and use of regional reserves to cover cost increases if a shortfall [confirmed this approach at previous meeting].

<b>Decision – adopt the Operational Work Plan and Budget</b>
--

#### **Recommendation/Action**

Approve the 2025/2026 Budget and adopt the Operational Work Plan

---

**Agenda Item 11 Project Reports for 2024/2025 Financial Year**

---

**Summary**

**b. Project Reports – compendium attached**

- Consider each report – opportunity for clarification and discussion.

**Decision : Receive Project Reports**

**Recommendation/Action**

*Receive the Project Reports for the 2024/2025 Financial Year*

---

## Agenda Item 12 Strategic Matters

---

### Summary

#### a. Risk Management Review

- Consider items in the Risk Management Review
- Update risk management issues associated with:
  - a. Avian influenza H5N1 Strain (HPAI – High Pathogenic Avian Influenza) – no change is risk level

For Information Only
----------------------

#### Recommendation/Action

No action is required.

## Risk Register and Risk Mitigation - Taranaki Fish & Game - End August 2025

Risk Type	Risk Description	Likelihood	Impact	Actions already in place	Person Responsible	Further Actions Required (if any)	Status
1 Operational	Data loss from computer virus, data corruption	Unlikely - 2	Moderate - 3	<ol style="list-style-type: none"> <li>1. All computers with up-to-date anti-virus protection.</li> <li>2. Files stored on cloud-based software and document storage.</li> <li>3. Regular backup of cloud data is co-ordinated by provider.</li> <li>4. Cyber-insurance should systems become compromised.</li> <li>5. Two-factor authentication - to improve online security an additional layer of defence (beyond just password).</li> </ol>	Office Manager	A. Potential issue with costs associated with maximum storage capacity with cloud-based provider.	Ongoing
2 Operational	Lack of capacity to undertake core roles effectively	Possible - 3	Moderate - 3	<ol style="list-style-type: none"> <li>1. Define core roles and outputs to be completed.</li> <li>2. Use experienced and competent staff ensuring training is undertaken to upskill new staff.</li> <li>3. Liaise with staff from Wellington region to work together to increase specific skill base.</li> <li>4. Liaise with staff from Wellington region to increase capacity on specific large and hatchery workers a</li> </ol>	Chairperson/ Council/Manager	<ol style="list-style-type: none"> <li>A. Ensure work programme is developed and managed to staff capacity</li> <li>B. Capacity for operational outputs has increased with transfer of managerial responsibilities.</li> <li>C. If additional capacity required for projects, then liaise with Wellington region for staff</li> </ol>	Ongoing

continued key and valued element.

assistance in first instance.

- D. If additional resources required to complete work plan, then consider casual contracts.
- E. Keep volunteers engaged, and acknowledge their value to retain their support
- F. Provide for succession planning as appropriate:
  - identify key responsibilities, institutional knowledge, and skills the individual holds;
  - Create a structured knowledge transfer plan;
  - Encourage the employee to document processes, contacts, and workflows;
  - Include upcoming retirements in 5-year workforce plans.
- G. Develop ability of staff to co-lead

3	Operational	Potential knowledge gaps from staff turnover and/or retirements	Likely - 4	Moderate - 3	<ol style="list-style-type: none"> <li>1. Define core roles and outputs to be completed.</li> <li>2. Include upcoming retirements in 5-year workforce plans.</li> <li>3. Awareness of potential staff turnover and retention.</li> </ol>	Chairperson/ Council/Manager	<p>projects with independence out reliance on</p> <p>A. Provide for succession planning as appropriate:</p> <ul style="list-style-type: none"> <li>• identify key responsibilities, institutional knowledge, and skills the individual holds;</li> <li>• Create a structured knowledge transfer plan;</li> <li>• Encourage the employee to document processes, contacts, and workflows;</li> </ul> <p>B. Develop ability of staff to co-lead projects for hands-on transition experience.</p>	Ongoing
4	Operational	Review of Sports Fish & Game Management Plan is not completed by expiry date of current plan (8 Aug 2021)	Likely - 4	Moderate - 3	<ol style="list-style-type: none"> <li>1. Difficult to meaningfully engage with licence holders, iwi and other agencies given uncertainty in regional structure.</li> <li>2. NZ Council requested pause in developing and processing SFGMPs until a</li> </ol>	Manager	<p>A. Initiate consultation phase before end of calendar year to seek expressions of interest in engagement and principal issues that</p> <p>Ongoing</p>	

5	Health & Safety	Health and Safety related event resulting in significant harm or injury to staff, contractors or volunteers, and visitors.	Possible - 3	Major - 4	<p>1. Ensure staff and volunteers comply with Health and Safety and Wellbeing Policy and processes.</p> <p>2. Ensure Health and Safety and Wellbeing policy is reviewed and fit for purpose.</p> <p>3. Processes for reviewing hazards and responses to risk mitigation are developed and implemented:</p> <ul style="list-style-type: none"> <li>• Controls are current and still fit for purpose;</li> <li>• Regular reviews staff meetings.</li> </ul> <p>4. Report on H&amp;S&amp;W as regular agenda item.</p>	Manager	can be addressed at SFGMP level.	Ongoing
6	Species Management	Waterfowl - Avian Influenza strain H5N1 has spread everywhere except Australian and Oceania - causing mass mortality of poultry and waterfowl.	Likely - 4	Moderate - 3	<p>1. Response being coordinated nationally with MPI – Biosecurity, Ministry of Health, and DoC.</p> <p>2. Unable to mitigate initial arrival in NZ with likely routes from migrating birds from north and/or via sub-Antarctic islands.</p> <p>3. Recognise that wild populations will rebound and carry out regular monitoring of key</p>	Manager	A. Develop (and keep updated) response plan - including communication plan. B. Potential for licence sales income to be significantly affected. C. Any restrictions on Open Game Season would be based on ability of waterfowl	

7	Species Management	Fish - severe weather or geomorphological events impacting on fish population at a local or regional scale	Almost certain - 5	Moderate - 3	<p>populations to identify changes.</p> <ol style="list-style-type: none"> <li>1. Recognise that wild populations will rebound and carry out regular monitoring of key populations to identify changes.</li> <li>2. Unable to mitigate.</li> </ol>	Manager	<p>populations to sustain harvest.</p> <p>D. Current human health response is not to cancel open game season for concerns as potential transfer risk low.</p>	
8	Species Management	Fish - incursions of invasive species such as hornwort compromise angling amenity in lakes	Likely - 4	Moderate - 3	<ol style="list-style-type: none"> <li>1. Difficult and expensive to mitigate once established.</li> <li>2. Support and amplify the Check/Clean/Dry message to reduce the risk of invasive species spread.</li> <li>3. Work with partner organisations, such as MPI Biosecurity, TRC, DOC, JBNZ and Iwi to spread the biosecurity message.</li> </ol>	Manager	<p>A. Maintain an up-to-date awareness of new threats of invasion - recent golden clam incursion in Waikato catchment and response from Te Arawa lakes Iwi</p>	
9	Species Management	Game and Fish - climate induced events i.e., drought impacting on gamebird population	Almost certain - 5	Moderate - 3	<ol style="list-style-type: none"> <li>1. Unable to mitigate.</li> <li>2. Carry out regular monitoring of key populations to identify changes.</li> <li>3. Recognise that some events may be positive for some species</li> </ol>	Manager	<p>A. Review climate change modelling relevant to game birds and effect on ephemeral wetlands</p>	

9	Species Management	Decline of Taranaki ring-plain fishery due to reductions in water quality and quantity	<p style="text-align: center;">Likely - 4</p> <p style="text-align: center;">Major - 4</p>	<p>1. Take planning and individual consent opportunities under the RMA to promote maintenance of suitable water flows and water quality to sustain viable trout fisheries around the ring-plain</p>	Manager/ Fish & Game Officer - Taranaki	<p>A. Continue to monitor ring-plain fisheries</p> <p>B. Engage and advocate in regional planning processes for Taranaki Natural Resources Plan and any relevant resource consents applications.</p>
10	Species Management	Culling/ poisoning of paradise shelduck populations	<p>Possible - 3</p> <p>Major - 4</p>	<p>1. Work closely and proactively with landowners and farmers to manage problem aggregations of paradise shelduck.</p> <p>2. Hold Special Season where appropriate.</p> <p>3. Monitor population trends and changes in trends of nuisance aggregations.</p>	Manager/Fish & Game Officer	<p>A. Confirm the effectiveness of any special season.</p>
11	Species Management	Political - Status of indigenous biodiversity is promoted over that of sports fish by statutory agencies and legislation	<p style="text-align: center;">Likely - 4</p> <p style="text-align: center;">Major - 4</p>	<p>1. Clarify interaction of native fish and sports fish based on science.</p> <p>2. Promote freshwater fishing as a valid recreational pursuit with significant financial, recreational &amp; health benefits and as kai for resident and non-resident anglers.</p> <p>3. Maintain close working relationships with iwi and other agencies to achieve the best outcomes for all freshwater species.</p> <p>4. Portray F&amp;G in positive light as an environmental organisation.</p>	Manager	<p>A. Proactively engage with iwi, MP's and other groups as opportunities arise.</p> <p>B. Undertake a public awareness campaign to mobilise support for Fish &amp; Game to retain its statutory mandate.</p>

			<p>5. Promote strong ethics amongst anglers.</p>			
12	Financial	Ongoing decline in licence revenues	<p>1. Regular contact with licence holders via weekly reports throughout the season.</p> <p>2. updated web pages to provide information which assists their experience.</p> <p>3. Kids fishing days.</p> <p>4. Implement aspects of the R3 programme (Recruitment, Retention &amp; Reactivation)</p>	Manager	<p>A. Promote recruitment of other cohorts such as novice female anglers and +65yr old novice anglers.</p> <p>B. Review R3 actions to provide a base level of activity.</p> <p>C. Review of effectiveness of Kids fishing days - including increasing scale and follow up.</p>	Open/Ongoing
13	Financial	Potential for reduced funding available from allocation (grant) via National Council	<p>1. Manage region effectively to achieve core functions.</p> <p>2. Manage in a financially prudent manner and on budget.</p> <p>3. Maintain short-term capacity to address short fall through reserves</p>	Manager/ Council	<p>A. Define statutory obligations and ensure appropriate resources are allocated to achieve.</p> <p>B. Work with F&amp;G National Council within the budgeting system and ensure sufficient resources available to complete statutory obligations .</p>	

14	Council	Reputation - Lack of support from licence holders and other agencies arising from criticism and aspersions regarding F&G performance	Possible - 3	Major - 4	<ol style="list-style-type: none"> <li>1. Provide information on Fish and Game activities and value for licence holders.</li> <li>2. Operate in a transparent, efficient and effective way to best serve licence holders.</li> <li>3. Ensure actions and comments are professional and reflect well on F&amp;G</li> </ol>	Manager/ Council	A. Make constructive and effective input into the change processes in the best interests of hunters and anglers both within the existing Taranaki Region and nationally
15	Council	Reputation - Perceived conflict of interest among decision makers (Councillors)	Possible - 3	Major - 4	<ol style="list-style-type: none"> <li>1. Maintain awareness of the need to manage perceived conflicts of interest appropriately and transparently.</li> <li>2. Follow Standing Orders and including the use of a Conflict of Interest register</li> </ol>	Chairperson/ Council	
16	Council	Changes in F&G structure (regional amalgamations) arising from national review/s	Highly - 4	Major - 4	<ol style="list-style-type: none"> <li>1. Operate in an efficient and effective way to best serve local licence holders.</li> <li>2. Work collaboratively with Wellington Fish and Game Council on a shared resources model.</li> </ol>	Council	<p>A. Engage in the process with the best interests of the F&amp;G resource and licence holders both locally and nationally at the forefront of our responses.</p> <p>B. Support fellow councillors and staff through this process.</p>
17	Council	Changes in F&G structure (centralisation) arising from national review/s	Highly - 4	Major - 4	<ol style="list-style-type: none"> <li>1. Operate in an efficient and effective way to best serve local licence holders.</li> <li>2. Work collaboratively with Wellington Fish and Game Council on a shared resources model.</li> </ol>	Council	A. Engage in the process with the best interests of the F&G resource and local licence holders.

18	Council	Changes in F&G Budgeting Policy	<p>Early - 4</p> <p>Major - 4</p>	<p>1. Engage in the process with the best interests of local licence holders.</p>	Council	<p>A. Define core activities and outputs required.</p> <p>B. Follow the requirements to inform a ZBB budgeting template.</p> <p>C. Advocate for appropriate resources sufficient to complete actions.</p>
19	Habitat Advocacy	Changes in Resource Management Legislation	<p>Unlikely - 4</p> <p>Medium - 4</p>	<p>1. Provide appropriate comments to a nationally co-ordinated response to changes to RM legislation and National Policy Statements.</p>	Council	<p>A. Monitor how changes will be incorporated into regional planning processes and respond as appropriate.</p>
20	Council	Changes in Fish and Game Legislation	<p>Unlikely - 4</p> <p>Major - 4</p>	<p>1. Provide appropriate comments as a separate legal entity and to a nationally co-ordinated response to changes to legislation empowering Fish and Game:</p> <ul style="list-style-type: none"> <li>• Fish and Game Bill,</li> <li>• Conservation Act,</li> <li>• Wildlife Act,</li> <li>• Firearms Act.</li> </ul>	Council	<p>A. Engage in the process with the best interests of the licence holders both locally and nationally.</p>



---

## Agenda Item 13 Policy and Legislation

---

### Summary

#### a. Arms Act Review

- The Government announced in February 2024 that firearms legislation will be reviewed. This includes rewriting the Arms Act 1983, with the bill is expected to be introduced in late 2025.

#### b. Wildlife Act Review

There has been no update as to the priority or timetable for the anticipated substantial review of the Act but confirmation received that DOC are actively progressing this review.

#### c. Resource Management Act Review

It is anticipated that the two new Bills to replace the RMA – Natural Environment Act and Planning Act – will be developed and introduced to Parliament late in the calendar year.

#### d. Organisational Policy - Health & Safety & Wellbeing

An update and review of the Health and Safety and Wellbeing Policy

#### e. Compliance Policy - Infringement Notice Procedures

NZ Council is consulting on the implementation of infringement notice procedures.

Confirm support of the infringement notice system as effective deterrence, and administration procedures efficiency.

#### f. Organisational Policy - Remuneration Policy Review – KiwiSaver Employer Contribution

Confirm expectations and rated of KiwiSaver Employer contributions

#### Feedback required on NZ Fish and Game Infringement Notice Policy

#### Adopt Organisation Policy - Health & Safety & Wellbeing

#### Adopt Organisation Policy - KiwiSaver Employer Contribution

#### Recommendation/Action

Resolve motions to reflect the above actions.



## Health and Safety and Wellbeing Policy

---

### 1. Purpose

Wellington Fish and Game Council is committed to providing a safe, healthy, and supportive environment for all employees, contractors, volunteers, and visitors. This policy outlines our approach to managing health, safety, and wellbeing in compliance with the **Health and Safety at Work Act 2015 (HSWA)** and associated regulations, New Zealand standards, and codes of practice.

---

### 2. Scope

This policy applies to all Wellington Fish and Game Council workplaces, activities, and people involved in or affected by its operations, including employees, contractors, volunteers, and visitors.

---

### 3. Our Commitment

The Council will:

- Provide safe systems of work, equipment, and environments.
  - Integrate health, safety, and wellbeing into all planning, decision-making, and daily operations.
  - Ensure adequate resources are available to support a strong health, safety, and wellbeing culture.
  - Consult and engage with workers and volunteers on health and safety matters.
  - Encourage open communication and promptly address concerns about workload, stress, or wellbeing.
  - Comply with all applicable legislation, standards, and approved codes of practice.
- 

### 4. Responsibilities

#### Council (Governance and Officers)

The Council, as volunteer officers, will:

- Exercise **due diligence** under section 44 of the HSWA by acquiring and maintaining up-to-date health and safety knowledge.
- Understand the nature of Council operations and associated hazards and risks.
- Ensure effective systems are in place for receiving, reviewing, and responding to health and safety information.
- Actively monitor and verify that sufficient resources and processes exist to ensure compliance and continuous improvement.
- Promote a culture of care and accountability across the organisation.

*(Volunteer officers are not personally liable under HSWA unless they fail to take reasonable care of their own or others' health and safety.)*

## Chief Executive

The Chief Executive, as an Officer, will:

- Implement this policy and ensure compliance with all HSWA obligations.
- Maintain effective processes for risk management, reporting, and contractor oversight.
- Provide training, information, and support for employees and volunteers.
- Ensure WorkSafe New Zealand is notified of any notifiable event promptly.
- Keep the Council informed of significant risks, incidents, or wellbeing issues.
- Actively consult, co-operate, and co-ordinate with other PCBUs (required under section 34 of the HSWA) where there are shared responsibilities.

*(The Chief Executive as an officer may be personally liable if they fail to meet or comply with HSWA.)*

## Employees and Volunteers

All employees, contractors, and volunteers will:

- Take reasonable care for their own health, safety, and wellbeing and that of others.
- Follow safe work procedures and use protective equipment as required.
- Report hazards, near misses, injuries, and wellbeing concerns (including stress or fatigue) promptly.
- Participate in health, safety, and wellbeing initiatives and training.
- Help others, including visitors, to understand and follow safety requirements.
- Volunteers will be supported with appropriate supervision and guidance to carry out their roles safely.

*(Employees may be personally liable if they fail to meet or comply with their HSWA obligations.)*

## Visitors and Others

All visitors and other persons at Council workplaces must:

- Follow all instructions and safety signage.
- Report any incident, injury, or hazard to a Council representative.
- Use safety equipment where required.

---

## 5. Risk and Incident Management

The Council will:

- Identify, assess, and control hazards associated with operations, including fieldwork, vehicles, watercraft, weather, machinery, fatigue, and psychological stressors.
- Maintain up-to-date **risk registers** and **safe work systems** for all activities, including lone and remote work.
- Risk registers will be maintained and reviewed regularly.
- Consult workers when identifying hazards, assessing risks, or developing controls.
- Record and investigate all incidents and near misses to identify root causes and corrective actions.
- Communicate lessons learned to prevent recurrence.

- Ensure effective **emergency response systems** and **first aid arrangements**, especially for remote sites.
  - Contractor management plans will include pre-qualification, induction, and performance monitoring.
  - Environmental hazards (e.g., water quality, floods) will also be considered where relevant to operations.
- 

## **6. Training and Competency**

The Council will:

- Provide comprehensive induction for all staff, contractors, and volunteers, including wellbeing and stress management information.
  - Ensure individuals are trained and competent for their roles and tasks.
  - Maintain training and certification records and review competency needs regularly.
  - Training needs will be reviewed annually and after any incident or change in work practices including refresher training.
  - Deliver refresher and specialised training as required.
  - Contractors must be able to demonstrate competency and meet health and safety standards
- 

## **7. Wellbeing and Mental Health**

Wellington Fish and Game Council recognises that wellbeing is essential to safe and productive work. We will:

- Provide access to wellbeing support services, such as an Employee Assistance Programme (EAP) or equivalent.
  - Promote open communication to reduce stigma around mental health.
  - Monitor workloads and staffing levels to minimise excessive stress or fatigue.
  - Support flexible work practices where possible to improve work-life balance.
  - Provide training to build awareness of stress management, resilience, and wellbeing.
  - Encourage regular manager–employee check-ins to discuss wellbeing, stress, and workload.
  - Promote use of leave and encourage regular breaks.
- 

## **8. Monitoring, Consultation, and Review**

The Council will:

- Conduct regular **health, safety, and wellbeing meetings** and reviews.
- Monitor and report on key indicators such as incidents, hazards, training, and wellbeing feedback.
- Consult with staff and volunteers on improvements to systems and practices.
- Engage and consult with workers when identifying hazards, assessing risks, or developing controls (required under section 58 of the HSWA).
- Review this policy annually or following any significant change, incident, or new legal requirement.
- Report health, safety, and wellbeing performance and findings of reviews with recommended actions to the Council regularly.

**9. Policy Review**

**Effective from:** 1 November 2025

**Review date:** Annually or following a significant change in legislation or incident

Role	Name / Position	Signature	Date
Chairperson	Paul Dewar	_____	29/10/2025
Chief Executive	Phil Teal	_____	29/10/2025



## National Policy on Prosecutions Amended May 2024

### Purpose

1. The purpose of this Policy is to set out principles and guidelines that Fish and Game Councils will follow in making the decision to initiate criminal proceedings, including infringement notice processes, and when considering appeals against Court decisions arising from prosecutions. This policy should be read together with:
  - a. *The Solicitor-General's Prosecution Guidelines 2013;*
  - b. *The Solicitor-General's Guidelines for Diversion Schemes 2021;*
  - c. *The Solicitor-Generals Guidelines for the Use of Warnings 2021;* and
  - d. *The Solicitor-General's Guidelines for Payments connected to Plea Arrangements or Diversion 2021.*

### Accountability

2. This Policy must be adhered to by all Fish & Game New Zealand staff involved in the preparation and conduct of all prosecutions, including infringement notice processes. It applies in conjunction with the Fish & Game New Zealand Infringement Notice Compliance and Enforcement Policy.

### Scope

3. This Policy applies to all prosecutions and potential prosecutions arising from enforcement action and investigations by Fish and Game Councils under legislation, including regulations, anglers' notices and game bird season notices applicable to Fish & Game New Zealand, and / or that Fish and Game Councils may deal with breaches of, or consider acting in relation to.

### Conflicts of Interest

4. Fish and Game Councils and staff with duties or accountability under this Policy must act fairly, promptly, without any actual or potential conflict of interest and in accordance with the law.
5. Any person involved in the investigation, preparation or conduct of a prosecution who may have any actual or potential conflict of interest whatsoever must disclose the matter of concern immediately to their Regional Manager or Chief Executive.

### **Prosecution Decisions**

6. The decision to prosecute – or not to prosecute- will be based on the following factors:
  - a. The Solicitor - General's Prosecution Guidelines. This Policy adopts the Solicitor – General's Guidelines and it must be read in conjunction with those guidelines;<sup>1</sup>
  - b. The purpose of the legislation which Fish and Game Councils are seeking to enforce by a proposed prosecution;
  - c. The resources available to Fish and Game Councils relative to the public interest in a prosecution proceeding; and
  - d. Whether another prosecuting agency has or will bring criminal proceedings in relation to the same subject matter and the potential Fish & Game New Zealand prosecution.

### **Test for Prosecution**

7. Prosecutions, including infringement notice processes, will be initiated only if both requirements set out in the Solicitor - General's Prosecution Guidelines can be met, these are:
  - a. The evidence that can be adduced in court is sufficient to provide a reasonable prospect of conviction – the Evidential Test; **and**
  - b. Prosecution is required in the public interest - the Public Interest Test.<sup>1</sup>

---

<sup>1</sup> See Appendix 1 – The 'Public Interest' test

8. Staff with accountabilities under this Policy must separately consider and be satisfied that each aspect of the above test is met before a decision to prosecute or if applicable, to issue an infringement notice, is made. The evidential sufficiency of a proposed prosecution must first be satisfied before the public interest is considered. All the evidence and information available must be analysed and evaluated in a thorough and critical manner. The evidence available must be capable of reaching the standard of proof required, i.e., beyond reasonable doubt.
9. If the conclusion is reached that there is insufficient evidence or that it is not in the public interest to prosecute (which includes issue of an infringement notice), a decision of "no prosecution" will be taken. A decision of "no prosecution" does not preclude any further consideration of a case, if new and additional evidence becomes available, or a review of the original decision is required.

#### **Decision Making Procedures**

10. Decisions to prosecute must be made in accordance with the Solicitor - General's Prosecution Guidelines. The ability to commence prosecutions comes from the Criminal Procedure Act 2011, which applies to all charges and provides that:
  - a. "Any person may commence a proceeding";<sup>2</sup> and
  - b. A criminal proceeding in respect of an offence is commenced by filing a charging document in the District Court.<sup>3</sup>

Section 26S(7) of the Conservation Act 1987 provides an authority for Fish & Game Councils to appear before courts in relation to matters affecting the Councils functions.

11. A recommendation by a region's Compliance Coordinator or other person dealing with a matter, to commence a prosecution, or take an alternative course of action, must be approved by the Regional Manager or Chief Executive. To achieve this, the following procedures must be followed:

---

<sup>2</sup> Section 15 of the Criminal Procedure Act 2011.

<sup>3</sup> Section 14(1) of the Criminal Procedure Act 2011.

### **Recommendation to prosecute/not prosecute**

12. When rangers / Fish and Game Officers investigate a suspected breach of any Act, including the Conservation and Wildlife Acts, Regulation, Angler Notice, or Game Bird hunting Notice, a file must be produced containing:
  - a. All relevant evidence; and
  - b. A covering report, including a recommendation as to what action, if any, maybe appropriate.
  
13. The person within each region responsible for prosecutions must forward the file to the Regional Manager or Chief Executive for review and for consideration as to how the matter is progressed and / or resolved.
  
14. Resolution for any alleged offences may include the following:
  - a. No action;
  - b. Warning letter;
  - c. Youth warning with parental follow up;
  - d. Issuing an Infringement Notice; or
  - e. Prosecution (with or without diversion as appropriate).
  
15. The Regional Manager or Chief Executive receiving the file, report, and accompanying recommendation must promptly assess and consider the matter in accordance with this policy **and** in accordance with the processes outlined within the Fish & Game New Zealand Infringement Notice Compliance and Enforcement Policy.
  
16. The decision as to how to proceed; whether to take no action, issue a written warning, issue an infringement notice, or commence a prosecution, will be made by the Regional Manager in consultation with the Region Compliance Coordinator, with input from the Compliance Decision Group (CDG), as appropriate, particularly in

more complex or technical matters. The processes involved are outlined in the Infringement Notice Compliance and Enforcement Policy as is the make-up of the CDG.

17. The Regional Manager or Chief Executive may consider seeking legal advice and/ or refer the matter back to the Compliance Coordinator and / or investigating officer for further enquiries or to ensure the file is to a satisfactory standard.
18. The Regional Manager or Chief Executive reviewing the file must in accordance with this policy assess the appropriate level of action to be taken in relation to the file.
19. The following must be reviewed in relation to each file:
  - a. Thoroughly assess any proposed prosecution or infringement notice action in accordance with this policy, the Infringement Notice Compliance and Enforcement Policy, and the Solicitor - General's guidelines on prosecutions, diversion, and warnings.
  - b. Request any necessary further enquires or investigations, if further information is required, or the file is not to a satisfactory standard.
  - c. Check the offenders previous conviction history and any previous history of Fish & Game offending.
  - d. Authorise if prosecution is to proceed and note the file with reasons for this.
  - e. If authorising prosecution determine the number and nature of charges to be filed in Court.
  - f. In complex or technical matters refer the file to the Compliance Decision Group for assessment and decision.
  - g. If prosecution is authorised assess if diversion of charge(s) is appropriate as a resolution option. In making this assessment the factors outlined in the section titled 'Diversion' must be considered.
20. Proceedings begin by notifying the defendant of the prosecution, the charges, and details of the prosecuting agency. A defendant is usually notified of a prosecution by the prosecuting agency serving him / her with a summons to appear.

21. A summons may be issued before or after a charging document is filed and no more than 2 months before the required court appearance. The summons must include:
  - a. the particulars of the defendant; and
  - b. the particulars of the charge; and
  - c. the court and date and time at which the defendant is required to appear; and
  - d. any other information required by rules of court.
22. If a summons is served before filing a charge, the case must be reviewed as soon as practicable under this policy. If any deficiencies are found, the summons must be cancelled and the offender notified.<sup>4</sup>
23. If a charging document is not filed before serving a summons, it must be filed as soon as reasonably possible afterward. The above case review will inform whether it is appropriate to file a charge.
24. If a summons is issued before filing a charging document, and the issuer decides that:
  - a. No charge will be filed, or
  - b. A different charge will be filed than the one for which the summons was issued,the issuer must promptly notify the defendant of this decision before the required court date.
25. Summonses should not be served in the field at the time of the offence unless there are exceptional circumstances. This may be necessary if the offender is transient, hard to locate later, and the offence is serious.

#### **When Prosecution is authorised**

26. When prosecution is authorised:
  - a. Refer the file to a prosecuting staff member of Fish and Game; or

---

<sup>4</sup> The Criminal Procedure Act 2011 and the Criminal Procedure Rules 2012 set out the administrative requirements for prosecutions. Non-compliance may lead to costs being ordered against either the prosecution or defence.

- b. If an external solicitor is to be engaged with conducting the prosecution, forward the file to that solicitor with a request to conduct prosecution, and reasons for this.

#### **When Prosecution with diversion is authorised**

- 27. Ensure that the processes set out in the section titled 'Diversion' are followed.
  
- 28. If the Regional Manager or Chief Executive or Fish and Game prosecutor or solicitor engaged to conduct a prosecution does not endorse the proposed prosecution, the following procedure is to apply:
  - a. The matter shall be referred to the Compliance Decision Group (CDG) for further consideration.
  - b. The Compliance Decision Group shall take all steps to resolve the matter, which may include seeking legal and / or other expert advice.
  - c. A decision must be in accordance with the Solicitor - General's Prosecution Guidelines for prosecutions and for diversion schemes, or use of warnings.

#### **Responsibility of Prosecutors**

- 29. Once a decision to prosecute is made, accountability for the legal issues in connection with the prosecution passes to the Fish and Game staff member responsible to act as prosecutor, or to the external solicitor engaged to conduct the prosecution for Fish and Game. This includes:
  - a. Determining correct charges and wordings;
  - b. Ensuring the prosecution file is prepared to an appropriate standard;
  - c. Preparing a summary of facts;
  - d. Compliance with the Criminal Procedure Act 2011 and the Criminal Disclosure Act 2008;
  - e. The Prosecutor representing Fish & Game New Zealand with competency and to the ethical standards expected of prosecutors and by the Solicitor – General;

- f. Consulting with the regional manager or chief executive and staff about any developments that may affect the conduct of the prosecution; and
- g. Advising the Regional Manager or Chief Executive about any media interest in a prosecution.

### **Diversion**

- 30. Diversion is a prosecution process where an offender charged with offence(s), is summonsed, and appears in Court, but the prosecution makes available to the defendant a means to remedy the wrong by an alternative resolution, and when that is completed the charge(s) are dismissed by the Court. Therefore, the defendant does not receive a conviction and is not subject to a Court imposed penalty. The intent is, however, to still address the public interest factors leading to the decision to prosecute.
- 31. Diversion can involve the offender paying a donation to Fish & Game along with a contribution to the prosecutions costs or could be another outcome, such as volunteer work.
- 32. If the defendant does not complete – or rejects- the diversion offer or conditions, the Court process continues, and the Court will deal with the matter as any other Court prosecution.
- 33. Diversion is a process recognised by the Criminal Procedure Act 2011<sup>5</sup> and is used routinely by most prosecuting agencies. The purposes of diversion are typically to:
  - a. Address offending behaviour that has resulted in charge(s);
  - b. Balance the needs of victims, the offender and their communities;
  - c. Give an offender an opportunity to avoid conviction; and
  - d. Reduce re-offending.

---

<sup>5</sup> See sections 147 and 148 of the Criminal Procedure Act 2011.

34. If a decision is made to prosecute an offender rather than issue an infringement notice, that does not mean that the offender cannot be considered for diversion.
35. Diversion must only be offered to a defendant, after the prosecution decision has been made and once a charge is filed. The reason for this is that prosecution instead of issuing an infringement notice must be for reasons around the seriousness and circumstances of the offence, **and** the need for judicial intervention. Having an offender summonsed to appear in Court reinforces the seriousness of the offending and the unsuitability of resolving it by an out of Court action by way of infringement notice.

#### **Diversion eligibility**

36. To be eligible for consideration to be offered diversion an offender:
  - a. Should have no previous convictions or history of Fish & Game offences, including written warnings for offences against the Conservation and Wildlife Acts and / or any notices / regulations made under those Acts; and
  - b. If the offender has previous convictions or history of Fish & Game offences that those matters are either not recent, or the convictions or previous offence history is not relevant to the current offending and charge(s).
  - c. Has committed an offence that is of low to moderate seriousness. Generally, this will include Fishing or Hunting without a licence, Anglers Notice breaches, and Game Notice breaches.
  - d. **More serious offences, like obstruction or providing false details / information, may be eligible for diversion if the overall level of wrongdoing is relatively minor and other factors apply. This includes factors such as the absence of prior or relevant prior convictions, the offenders' remorse and acceptance of responsibility, efforts to correct any harm caused, and the belief that the consequences of a conviction would outweigh the seriousness of the offence. In such cases, diversion will be seen as a suitable alternative to pursuing court prosecution.**

- e. All offences must be *considered* for eligibility for resolution by diversion, with regard given to the circumstances of the offence/offending. Note the file if diversion is not appropriate and the reason(s) why this is the case.

### **Approach to diversion**

- 29. The following principles apply to operation of the diversion scheme:
  - a. The existence of the diversion scheme must not be mentioned to potential defendants during an active investigation to avoid it becoming a factor in the decision to prosecute;
  - b. The existence of the diversion scheme (or any other resolution options) must not be taken into consideration until a decision to prosecute has been made;
  - c. The diversion decision maker must be distinct from the person who investigated the offence and who recommended a prosecution – this provides the necessary independence and detachment for the decision; and
  - d. Reasons for making an offer of diversion must be recorded in writing by the diversion decision maker.

### **Diversion processes**

- 30. The processes involved in operating diversion are set out in the attached appendix 2 titled 'Diversion Guidelines'. This sets out the processes to follow in running a diversion process and in then notifying the court when diversion is complete and having the charge(s) dismissed.

### **Diversion conditions: donations**

- 31. When a condition of diversion is a donation to Fish & Game within a reasonable time period, the level of donation should be set at a level consistent with an infringement fee for the same or similar offence (Infringement fees are set by Regulation, see table attached). If the offence being diverted is not an infringement offence, a decision as to fee level should be made considering infringement offences fee levels, and the overall circumstances of the offending.

32. In some circumstances Fish & Game regions may set the diversion donation fee at levels relevant to court-imposed penalties for similar offending.

**Diversion conditions: contribution to costs of prosecutions**

33. When a condition of diversion is a contribution to the prosecutions costs, this should be set at a level which is fair, reasonable, transparent, and consistent with other similar matters and in consideration of the circumstances of the matter and the actual costs incurred by Fish & Game.

**Use of warnings**

34. The public interest test of the test for prosecution recognises that not all behaviour that may amount to criminal conduct requires a prosecution response. Whether a warning is appropriate depends on the circumstances of the case, including the behaviour, the intended purpose of the warning and the evidence available to support the warning.
35. The warning decision maker must be distinct from the person who investigated the offence and who recommended a warning – this provides the necessary independence and detachment for the decision.
36. Reasons for issuing a warning must be recorded in writing by the warning decision maker.
37. Use of warnings must recognise and comply with the Solicitor-Generals Guidelines for the use of warnings.

**Sufficiency of evidence when issuing warnings**

38. Warnings should only be issued where the alternative is to prosecute and there is credible evidence that meets the evidential test of the test for prosecution.

**Range of behaviour for warning**

39. A warning may be issued for a range of behaviour where it is supported by the evidence. Whether a warning is appropriate depends on the circumstances of the case, including an assessment of the public interest considerations against

prosecution – see paragraph 4 of Appendix 1. It is intended that warnings will be issued as a one-off response rather than repeatedly.

### **Content of warning**

40. A warning should be issued in writing and include the following matters:
- a. The context for issuing the warning, including:
    - i. Accurately setting out the key facts leading to the issuing of the warning, including any explanation, response or admission provided by the person; and
    - ii. The reasons for issuing the warning.
  - b. The consequences related to the warning, including:
    - i. Where the warning will be held and for how long;
    - ii. How the warning will be used; and
    - iii. Any consequences if, in the future, the person engages in similar behaviour.
  - c. The person's rights in relation to the warning, e.g., the right to have the warning reviewed within a certain period.
  - d. Any response of the person to the proposed warning.

### **Appeals**

41. Any Fish and Game prosecution, which results in consideration for an appeal will be:
- a. Discussed by the Regional Manager or Chief Executive with the prosecutor involved, and any other relevant staff; and
  - b. Discussed with the NZ Fish and Game Council CEO.

Any appeal to be lodged will require:

- a. A legal opinion assessing the matter and suitability for appeal; and
- b. The Solicitor - General's approval obtained in accordance with the Criminal Procedure Act 2011.

## Appendix 1 - The 'Public interest' test<sup>6</sup>

1. Once a prosecutor is satisfied that there is sufficient evidence to provide a reasonable prospect of conviction, the next consideration is whether the public interest requires a prosecution. The Solicitor - General's Guidelines in relation to the public interest test should be referred to in conjunction with this appendix.
2. The following section lists some public interest considerations for prosecution which may be relevant and require consideration by staff when determining where the public interest lies in any case. The following list is illustrative only.

### **Public interest considerations for prosecution:**

- a. The predominant consideration is the seriousness of the offence. The gravity of the maximum sentence and the anticipated penalty is likely to be a strong factor in determining the seriousness of the offence;
- b. Whether the offence involved violence;
- c. Where there are grounds for believing that the offence is likely to be continues or repeated, for example, where there is a history of recurring conduct;
- d. Whether the defendant has relevant previous offending . Check for previous convictions, diversions and / or cautions / warnings;
- e. Where the offence is prevalent;
- f. Where the offender was a ringleader or an organiser of the offence;
- g. Where the offence was premeditated;
- h. Where the offence was carried out by a group;
- i. Where the offender has created a serious risk of harm;
- j. Where the offence has resulted in financial loss to Fish and Game;
- k. Where the offence was committed against a person carrying out a statutory function, for example a Fish and Game ranger;
- l. Where there is an element of false or misleading behaviour / conduct.

---

<sup>6</sup> Solicitor – General's Prosecution Guidelines – As at 1 July 2013:  
[http://www.crownlaw.govt.nz/uploads/prosecution\\_guidelines\\_2013.pdf](http://www.crownlaw.govt.nz/uploads/prosecution_guidelines_2013.pdf)

- 3 For example, regional Fish and Game Councils decided to initiate prosecutions in the following cases:
- a. An honorary Fish and Game ranger approached and spoke to two lake shore anglers, who were both found to be spin fishing without current fishing licences. As the ranger spoke to the two unlicensed anglers a licenced companion of theirs approached the ranger and acted in an obstructive manner, threatened to physically injure the ranger, refused to provide the ranger with his name and details, displayed his bare buttocks at the ranger and threw stones at the ranger's boat as he retreated following the exchange. In response to the principal offender's behaviour, one of the unlicensed anglers refused to provide the ranger with his name and address or surrender his fishing equipment for seizure and displayed his bare buttocks at the ranger as he retreated. As a result of the incident the ranger seriously considered surrendering his warrant as an honorary Fish and Game ranger; and
  - b. An angler was found by a Fish and Game ranger fishing on a lake trolling for trout without a current fishing licence. The angler had been convicted in the District Court approximately 3 months earlier for fishing without a licence during the same season.
4. The following section lists some public interest considerations against prosecution which may be relevant and require consideration when determining where the public interest lies in any case. The following list is illustrative only. Again, the Solicitor - General's Guidelines should be referred to.

**Public interest considerations against prosecution:**

- a. Where the Court is likely to impose a very small or nominal penalty;
- b. Where the loss or harm can be described as minor and was the result of a single incident, particularly if it was caused by an error of judgement or genuine mistake;

- c. Where the offence is not of any test of a serious nature, and is unlikely to be repeated;
  - d. Where there has been a long passage of time between an offence taking place and the likely date of hearing such as to give rise to undue delay or an abuse of process unless:
    - i. the offence is serious; or
    - ii. delay has been caused in part by the offender; or
    - iii. the offence has only recently become known; or
    - iv. the complexity of the offence has resulted in a lengthy investigation.
  - e. Where a prosecution is likely to have a detrimental effect on the physical or mental health of a victim or witness;
  - f. Where the offender is elderly;
  - g. Where the offender is a youth;
  - h. Where the offender has no previous convictions;
  - i. Where the offender was at the time of the offence or hearing suffering from significant mental or physical ill-health;
  - j. Where the offender has rectified the loss or harm that was caused (although defendants should not be allowed to avoid prosecution simply because they pay reparation / compensation);
  - k. Where any proper alternatives to prosecution are available
5. For example, regional Fish and Game Councils decided to not initiate a prosecution in the following cases:
- a. An honorary Fish and Game ranger found a middle-aged male spin fishing for trout on a local river. The angler claimed to be employed and have recently brought a fishing licence from a local licence agent, which he could not find in his fishing bag. The ranger issued the angler with a failure to produce notification requiring him to produce his fishing licence, none was forthcoming. Initial enquiries by Fish and Game revealed that the angler did not have a current fishing licence as claimed. Prima facie evidence was available of the offender fishing without a licence (a strict liability offence, which meant that there was no need to prove the offender intended to

commit the offence) and providing the ranger with false / misleading information.

Subsequent enquiries by Fish and Game revealed that:

- i. The offender had a diagnosed intellectual disability, which meant that he could not read or write, had limited insight into his actions and was inclined to make things up; and
- ii. The offender received on-going assistance from community support services and worked in a local workshop for people with intellectual disabilities. Evidence was provided to Fish and Game by the offenders' support worker with respect to the nature and severity of the offender's intellectual disability.

In addition, after speaking with the ranger the offender's support worker assisted the offender with purchasing a fishing licence for the remainder of the season. Accordingly, a decision was made to explain to the offender the relevant rules and regulations and need for a fishing licence rather than prosecute.

- b. In another case a regional Fish and Game Council decided not to prosecute two middle aged males who were found by a ranger fishing without licences. The facts of the case were that the two were residents of a drug and alcohol rehabilitation facility and had been sent off trout fishing for the day to occupy them. It was evident that neither knew they had to have a trout fishing licence and were new to fishing, having borrowed spin rods. Enquiries found one of the two had suicidal tendencies when stressed, and their care giver had overlooked the fact that licences were required. Accordingly, a decision was made to explain to the offenders, and their carers the relevant rules and regulations and need for fishing licences for any future excursions.

Another (hypothetical) situation also illustrates this point. A person is found walking in a trout spawning stream and in so doing disturbing the spawning grounds of freshwater fish, during the spawning season. The person claims to be there to gather

watercress and is found in possession of freshly picked water cress and there is no evidence whatsoever that they are there to take trout. There is prima facie evidence of an offence against Section 26ZJ of the Conservation Act 1987, in that the ingredients or elements of the offence can be made out, and the offence is strict liability in that the prosecution does not need to prove that the defendant intended to commit the offence.

In considering the first part of the Solicitor - General's Prosecution Guidelines requirements – the Evidential Test, the evidential test may well be fulfilled, in that all elements of a charge are met. However, in considering the second part, the Public Interest Test, an examination of the matter may well result in the public interest test not being met. Particularly if any harm was minor, caused by an error of judgement or genuine mistake, and unlikely to be repeated. In such a case a decision can correctly be made of 'no prosecution.' Conversely in the same scenario, if the person can be shown to be reckless, caused much damage, and had no remorse, i.e., is likely to repeat the offence, then public interest may well dictate a prosecution is justified.

6. These considerations are not comprehensive or exhaustive. The public interest considerations which may properly be considered when deciding whether the public interest requires prosecution will vary from case to case. In Fish and Game prosecutions, which are often of a regulatory nature, relevant considerations will include:
  - a. Fish and Game's statutory objectives and enforcement priorities;
  - b. The effect of a decision not to prosecute on public opinion;
  - c. The obsolescence or obscurity of the law; and
  - d. The prevalence of the alleged offence and the need for deterrence.
  
7. Cost is also a relevant factor when making an overall assessment of the public interest.

8. None of the above factors are necessarily determinative in themselves; all relevant and applicable public interest factors must be weighed.
  
9. A decision whether or not to prosecute must not be influenced by:
  - a. The race, ethnic or national origins, sex, marital status, religious, ethical, or political beliefs of the offender; or
  - b. The prosecutor's personal views regarding the victim or the offender; or
  - c. Possible political advantage or disadvantage to Fish and Game; or
  - d. The possible effect on the personal or professional reputation or prospects of those responsible for the prosecution decision.

## Appendix 2 - Diversion

### How to use diversion as a process.

1. Offence meets the criteria for prosecution, i.e., meets prosecution guidelines tests for evidential sufficiency **and** prosecution is in the public interest.
2. Obtain an up-to-date criminal history for the defendant.
3. Check defendant is eligible for diversion – no previous relevant convictions (note that the point of diversion is generally to prevent a person getting a first conviction, although if previous convictions are old, or unrelated to the current offence, diversion may still be considered).
4. File charging document(s) in Court as per usual commencement of a prosecution in accordance with the Criminal Procedure Act 2011. Summons in accordance with Criminal Procedure Rules 2012 and initial disclosure package in accordance with Criminal Disclosure Act 2008 is served on the defendant.
5. Diversion can be offered once the defendant has appeared in Court at first appearance which is usually in Registrars List in the District Court. This can have the advantage of the process being seen to have more judicial oversight. Having an offender appear in Court reinforces the seriousness of the offending and the unsuitability of resolving it by an out of court action, including by way of an infringement notice(s).
6. When diversion is offered at first court appearance the matter would be remanded off to another date to allow the defendant and prosecution to arrange diversion conditions and to allow time for the defendant to complete them.
7. Alternatively, the diversion offer can be made in writing to the defendant along with the summons and initial disclosure package. The advantage of this approach is that the process is streamlined, and in many cases the matters can be resolved prior to

the date of first appearance in court, therefore in most circumstances negating the need for any court appearances by either the prosecution or the defendant. (Note: some courts may insist on a prosecutor appearing in Court to seek to have the charge dismissed in open court, although most courts will agree to dismiss charges administratively following written application).

8. Diversion conditions should include:
  - a. A contribution to summons service and prosecution costs. This should be set at a level which is fair, reasonable, transparent, and consistent with other similar matters and in consideration of the circumstances of the matter and the actual costs incurred by Fish & Game.
  - b. The diversion agreement conditions do not have to be negotiable; the offer and conditions can be put to the defendant, although overall circumstances of the offending and the offender should be considered.
  - c. A donation to an identifiable cause. For example, junior angler and hunter programmes, angler / hunter access, wetland development programmes. The level of donation should be set at a level consistent with an infringement fee for the same or similar offence. If the offence being diverted is not an infringement offence, a decision to fee level should be made considering infringement offences fee levels, and the overall circumstances of the offending.
  - d. Diversion can include surrender of gear for disposal, e.g., ammunition / fishing gear where there is good reason for this to happen.
  - e. A written apology may be required to demonstrate the defendant's acceptance of responsibility and remorse.
  - f. In some cases, diversion can include a donation to another external charity.
  
9. When the diversion conditions are met, the prosecution must ensure that the court is advised in writing that diversion is completed, and request the Court dismisses the charge(s). This is a requirement of Section 148 of the Criminal Procedure Act 2011. This can be done by the prosecutor at the next court date, or administratively by written application to the Court which is the most efficient process if diversion is

completed prior to the date of first appearance. For sake of transparency the court can be advised in this application what the diversion conditions were, although this is not a requirement. When advising the Court that diversion is complete an application should be also made for the charge(s) to be dismissed pursuant to Section 147 of the Criminal Procedure Act 2011.

10. If diversion is not completed by the agreed date the prosecution will proceed as per any other non-diversion prosecution, or an extension of time could be granted by the Court to complete diversion if the prosecution seeks an extension.
  
11. When diversion is completed, the defendant can be advised that they do not need to appear in Court at the next Court date, as the matter is being dismissed. If represented by a lawyer, the Criminal Procedure Act does not require the defendant to appear in court if they have already been excused.

## Conservation (Infringement Offence) Regulations 2019 Schedule 2 Penalties for infringement offences under Conservation Act 1987

Section	Description of offence	Infringement fee (\$)	Maximum fine (\$)
<a href="#">51B(2)</a>	Taking sports fish in contravention of Anglers Notice	400	800
<a href="#">51C(3)</a>	Taking sports fish without licence	400	800
<a href="#">51D(2)</a>	Possessing sports fish taken unlawfully	400	800
<a href="#">51E(3)</a>	Establishing, managing, or operating fish hatchery for sports fish in breach of regulations	800	1,600
<a href="#">51F(3)</a>	Failing to comply with <a href="#">section 51F(1)</a> (which relates to unauthorised conduct in relation to spawning fish)	800	1,600
<a href="#">51G(2)</a>	Failing to comply with restrictions on fishing	800	1,600
<a href="#">51H(2)</a>	Transferring or releasing live aquatic life	800	1,600
<a href="#">51I(2)</a>	Fishing in closed season	600	1,200
<a href="#">51J(3)</a>	Buying or selling sports fish for purpose of sale contrary to Act	800	1,600
<a href="#">51K(2)</a>	Possessing certain kinds of fish without approval	800	1,600
<a href="#">51L(3)</a>	Using hazardous substances, etc, to take or destroy fish	800	1,600

## Wildlife Regulations 1955 Schedule 5 Penalties for infringement offences under Wildlife Act 1953

[r 47](#)

Schedule 5: inserted, on 3 February 2020, by [regulation 120](#) of the Conservation (Infringement Offences in Regulations) Amendment Regulations 2019 (LI 2019/326).

Section	Description of offence	Infringement fee (\$)	Maximum fine (\$)
<a href="#">70B(2)</a>	Hunting during close season	600	1,200
<a href="#">70C(5)</a>	Hunting without licence during open season	400	800
<a href="#">70D(2)</a>	Contravening terms of open season notification	400	800
<a href="#">70E(3)</a>	Hunting wildlife in contravention of conditions prescribed by Minister	400	800
<a href="#">70F(3)</a>	Failing to produce licence on demand	200	400
<a href="#">70G(2)</a>	Hunting or killing any absolutely protected wildlife	800	1,600
<a href="#">70G(2)</a>	Hunting or killing any partially protected wildlife	600	1,200
<a href="#">70G(2)</a>	Hunting or killing any game	400	800

<b>Section</b>	<b>Description of offence</b>	<b>Infringement fee (\$)</b>	<b>Maximum fine (\$)</b>
<a href="#">70G(2)</a>	Buying, disposing of, or possessing any absolutely protected wildlife	600	1,200
<a href="#">70G(2)</a>	Buying, disposing of, or possessing any partially protected wildlife	400	800
<a href="#">70G(2)</a>	Buying, disposing of, or possessing any game	400	800
<a href="#">70G(2)</a>	Buying, disposing of, or possessing any skin, feathers, or other portion, or any egg, of any absolutely protected wildlife	600	1,200
<a href="#">70G(2)</a>	Buying, disposing of, or possessing any skin, feathers, or other portion, or any egg, of any partially protected wildlife	400	800
<a href="#">70G(2)</a>	Buying, disposing of, or possessing any skin, feathers, or other portion, or any egg, of any game	400	800
<a href="#">70G(2)</a>	Robbing, disturbing, destroying, or possessing the nest of any absolutely protected wildlife	800	1,600
<a href="#">70G(2)</a>	Robbing, disturbing, destroying, or possessing the nest of any partially protected wildlife	600	1,200
<a href="#">70G(2)</a>	Robbing, disturbing, destroying, or possessing the nest of any game	400	800
<a href="#">70H(3)</a>	Taking game in contravention of Act or notification	400	800
<a href="#">70I(3)</a>	Failing to comply with condition of authority to take or kill wildlife	400	800

**Prosecutions only to be initiated or continued if the test for prosecution is met**

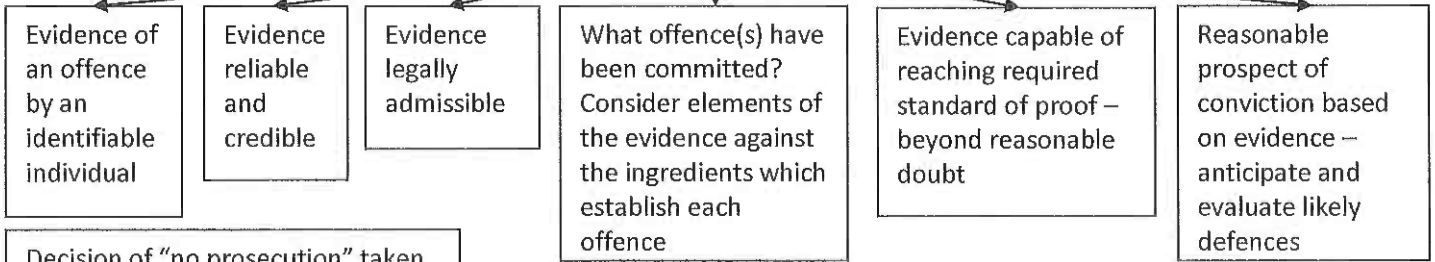
**Test for prosecution met if:**

1. Evidence which can be adduced in Court is sufficient to provide a reasonable prospect of conviction – the Evidential Test; **and**
2. Prosecution is required in the public interest – the Public Interest Test.

Each aspect of test must be considered separately and satisfied before a decision to prosecute is made. Evidential test must be satisfied before public interest test is considered.

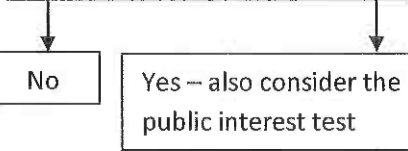
**The Evidential test – Step 1**

Reasonable prospect of conviction exists if there is reliable and admissible evidence which prosecution can adduce before a Court and an impartial Judge or jury could reasonably be expected to be satisfied beyond reasonable doubt that individual prosecuted has committed an offence – Consider each of the following elements:



Decision of "no prosecution" taken if evidential test not met. Does not preclude further consideration of case if new and additional evidence becomes available, or a review of original decision is required (rare step)

Is the evidential test satisfied?



**The public interest test – Step 2**  
Does the public interest require a prosecution?



Public interest considerations for prosecution (list is illustrative only):

- Seriousness of the offence – predominant consideration;
- Violence / threats involved;
- Prevalence of offence and need for deterrence;
- Defendant has relevant previous convictions and / or reparation / warnings for similar offences;
- Offence premeditated or carried out by a group;
- Defendant ringleader or organiser of offence;
- Offence resulted in financial loss / risk of harm;
- Offence committed against a Ranger serving the public;
- Offence involved false or misleading behaviour;
- Effect decision not to prosecute.

Decision of "no prosecution" taken. Does not preclude consideration of alternatives to a prosecution if evidential test met., e.g., warning letter, youth warning with parental follow up.

Decision of "prosecution" taken – Charging document(s) laid within statutory timeframe. File should be reviewed regularly. **Diversion** offered is appropriate.

Public interest considerations against prosecution (list is illustrative only):

- Court likely to impose small / nominal penalty;
- Offence minor and unlikely to be repeated
- Loss or harm minor and result of a single incident, especially if judgment error or genuine mistake;
- Obscurity of the law;
- Age – youth / elderly;
- Physical / mental health of offender;
- No previous convictions;
- Offender rectified loss / harm caused – but shouldn't be able to buy way out of prosecution;
- Proper alternatives to prosecution available;
- Cost of prosecution.



## **Infringement Notice Compliance and Enforcement Policy**

## CONTENTS

1	PURPOSE .....	3
2	ABOUT THIS DOCUMENT .....	4
	2.1 Amendments	4
	2.2 Terminology and definitions	4
3	PROCESS .....	5
4	INFRINGEMENT SYSTEM GUIDELINES .....	5
	4.1 Infringement offences	5
	4.2 Background on infringement offences	6
	4.2.1 What is an infringement offence?	6
	4.2.2 Infringement fees	6
	4.3 Compliance/enforcement consistency	7
	4.4 Deciding the level of compliance/enforcement response	8
	4.4.1 Advocacy, Education and Warnings	8
	4.4.2 Formal Options of Infringement Notice and Prosecution	9
	4.5 Deciding what option to take?	9
	4.6 Should an infringement notice be issued?	10
	4.6.1 Warning/infringement notice/prosecution?	10
	4.6.2 Infringement notice or prosecution?	10
	4.6.3 Scoring Processes	11
	4.7 Who makes the decision?	11
	4.7.1 Decision making roles	11
	4.7.2 The Compliance Decision Group ("CDG")	12
	4.8 Seizure of property	12
	4.9 Training and authorisation to issue Infringement notices	13
	4.10 National Compliance Database	13
	4.11 Exercise of other Conservation Act and Wildlife Act Powers and reporting	13
	4.12 Annual Reporting	14
	APPENDIX 1 - INFRINGEMENT SYSTEM.....	16

1	Issuing of notices	16
2	Reminder notices	16
3	Payment	16
4	Other options and defended hearings	17
	Adjudication letters	17
	Defended hearing requests	17
	Hearing as to penalty requests	18
5	Non-payment – collection referrals	18
6	Withdrawal	19
7	Invalid notices	19
APPENDIX 2 - CDG SCORING .....		20
APPENDIX 3 - COMPLIANCE DECISION GROUP .....		22
1	Role of the CDG	22
2	When to have a CDG meeting?	23
3	Pre-CDG checklist	23
4	Preparation - What to do?	23
5	The meeting	23
6	What is considered during the meeting?	24
7	The outcome	24
8	Records	24
ATTACHMENT 1 - CDG CHECKLIST .....		24
ATTACHMENT 2 - CDG FORM.....		27

## 1 Purpose

This policy is in accordance with the requirements of Section 26HA of the Conservation Act 1987, which relates to:

- The authorisation of specified Fish & Game rangers to issue infringement notices under Section 51W(2) of the Conservation Act 1987 and Section 70V of the Wildlife Act 1953;
- The procedure to be followed by authorised Fish & Game Ranger to issue infringement notices under Section 51W(2) of the Conservation Act 1987; and Section 70V of the Wildlife Act 1953; and
- The exercise of other powers of Fish & Game rangers used to enforce, or ensure compliance with, the Conservation Act 1987 and / or the Wildlife Act 1953, including any regulations made under those Acts.

In order for Fish & Game NZ regions to issue infringement notices this policy must be approved by the Minister of Conservation by notice in the Gazette. On approval of this policy by the Minister the Director of the New Zealand Fish & Game Council may authorise trained and approved Fish & Game rangers to issue infringement notices under the Conservation Act.

This policy includes:

- Training of specific Fish & Game rangers to issue infringement notices;
- Matters around exercise of other Conservation and Wildlife Act powers; and
- Training of Fish & Game rangers in regard to powers and procedures; and
- Annual reporting requirements.

The policy sets out the principles and guidelines which Fish & Game Regions will follow when assessing offences for resolution action and specifically around resolution of offences by issuing of infringement notices. The policy is to ensure that action taken by regions is:

- a. Consistent;
- b. Transparent;
- c. Fair; and
- d. Complies with best practice.

## 2 About this document

### 2.1 Amendments

Amendment date	Amendment details	Version	Amended by
27/02/2018	Draft -guidelines		AVD
Feb. 2019	Draft -I.N CLE policy		A van Dorp & J
Mar 2019	Format & edits	(2)	Smyth
05 August 2019	Following peer review	(3)	R Sowman
May 2024	Review and updates	(4)	A van Dorp

### 2.2 Terminology and definitions

#### **CDG** Compliance Decision Group

Made up of the Regional Manager, Region Compliance Coordinator, and National Compliance Coordinator, as required, and any other technical or legal expert as required. The NZ Council Director (CEO) has a role as an arbiter in cases where a decision is unable to be reached by the CDG. The purpose of a CDG is to ensure consistency across regions as to how more complex or serious offences are dealt with, including recidivist offending.

#### **I.N** Infringement Notice

Note: An infringement notice may only be issued by a Fish & Game employee (ranger) who is warranted specifically to do this - this is a separate warrant from those held by a Fish & Game officer or ranger.

#### **Director**

Means the Chief Executive of the New Zealand Fish and Game Council

#### **Fish & Game NZ**

The collective name given to the NZ Fish and Game Council and 12 regional Fish & Game Councils.

#### **Fish & Game Council**

Means a Fish & Game Council established under Section 26 P of the Conservation Act 1987.

### 3 Process

- 3.1 Offence detected.
- 3.2 Offence extremely minor or trivial – no action or a warning and education may be appropriate.
- 3.3 Offence suitable for formal processes and further action; Fish & Game offence notice issued in field. This is the notification to the offender of the alleged offence(s) committed and a receipt for any seized gear (as distinct and different from an 'Infringement notice').
- 3.4
- 3.5 Offence file documentation provided to Region Compliance Coordinator by Fish & Game ranger.
- 3.6 National database checked, offence and offender entered in database.
- 3.7 Compliance coordinator recommends appropriate course to follow to Regional Manager, options include: warning and education, I.N, or consider prosecution, with or without diversion.
- 3.8 Regional Manager authorises I.N in straightforward and minor matters, as determined by the CDG offence checklist (attachment 1).
- 3.9 -More complex matters go to a Compliance Decision Group (CDG) for decision/peer review to determine whether the matter should be dealt with by issuing an I.N or whether a prosecution is the appropriate action to take.

### 4 Infringement System Guidelines

#### 4.1 Infringement offences

- a. I.N's are intended as a means of dealing with offending which is not serious enough to warrant a full summary prosecution which may result in a criminal conviction.
- b. I.N's sit between warnings / education and prosecutions, so are considered to be an intermediate resolution in the enforcement toolkit.
- c. The use of I.N's and set infringement fees allows Fish & Game Regions (F&G) to quickly and simply resolve minor breaches of the law, while the seriousness of breaching the law is still conveyed to the offender, ensuring future compliance in many cases.
- d. The Conservation Act 1987 following amendment by the Conservation (Infringement System) Act 2018 provides for an infringement system to apply to the primary Acts the Department of Conservation (DOC) administers; and to the regulations, bylaws, and notices made under those Acts. This includes the Conservation Act 1987, the Wildlife Act 1953, Freshwater Fisheries Regulations 1983, Wildlife Regulations 1955, and the associated Angler and Hunting Gazette notices relevant to Fish and Game Councils.

## 4.2 Background on infringement offences

### 4.2.1 What is an infringement offence?

- a. Infringement offences are offences in respect of which an I.N can be issued.
- b. Infringement offences are listed within the Conservation Act 1987 and The Wildlife Act 1953.
- c. When an offence is detected, an I.N is a potential response to the offence. No action may be taken, a warning may be issued, an I.N may be issued, or the offence may be proceeded with summarily through the Court where court prosecution is warranted, either where the offence is of a type where an I.N does not apply as an option or where an I.N could apply to the offence type but in the circumstances an I.N is not the most appropriate outcome.
- d. I.N's are not to be issued to anyone under the age of 18 years old. (from 1 July 2019 the youth justice age – definition of Young Person- changed so that persons aged under 18 years old will be dealt with in Youth Court as Youth Offenders pursuant to the Oranga Tamariki Act 1989).
- e. Youth Offenders (those aged under 18 years as of 1 July 2019) are to be warned unless due to the seriousness of the offence and the nature and number of previous offences a warning is clearly inappropriate (Section 209 of the Oranga Tamariki Act 1989). Where a warning is clearly inappropriate, advice is to be taken as to appropriate resolution action.

### 4.2.2 Infringement fees

- a. Infringement fees for particular offences are set at prescribed levels pursuant to regulations made under the Conservation and Wildlife Acts.
- b. The fees cannot be altered or changed from that set for each offence by Regulation.
- c. If a defendant wishes to dispute the fee payable, a hearing must be held at a Court, and any money payable becomes a normal Court fine. A defendant who disputes the standard infringement fee payable is also likely to incur Court costs in addition to any fine imposed by the Court.
- d. Any financial penalty imposed by the Court (for example if the infringement offence is proceeded with summarily or an I.N is disputed) is called a fine rather than a fee.
- e. Infringement fees resulting from notices issued by warranted employees of Fish and Game Councils that have enforcement functions under the Conservation Act 1987 and Wildlife Act 1953 are payable into the Crown consolidated fund bank account.

#### 4.3 Compliance/enforcement consistency

- a. The response to the level of offending must always be reasonable, transparent and proportionate and Fish & Game regions must act consistently and generally treat like cases alike.
- b. Where action more serious than warning/education is deemed necessary in regard to an alleged infringement offence, the issuing of an I.N is the first level of response and is to be the action taken unless there is reason not to..
- c. Reasons not to issue an I.N, but to consider filing charge(s) and pursue court prosecution include considerations as required by the Solicitor General's Prosecution Guidelines including :
  - Seriousness of the offence;
  - That the offending involved actual or threatened violence against a Fish & Game ranger acting in the course of his or her duty;
  - The extent of any loss, harm or damage resulting from the offence;
  - Premeditation on the part of the offender and, if so, the level of premeditation involved;
  - The number, seriousness, date, relevance and nature of any previous relevant offending, including matters for which the offender is being sentenced or otherwise dealt with; and
  - Where it is necessary in the circumstances to seek a court order for forfeiture of the gear used in the commission of the offence; and
  - Commercial motivation for offending.
- d. If a matter proceeds to court prosecution that in itself does not prevent the possibility of offering the offender diversion in appropriate cases. Refer to the National Prosecution policy – diversion.
- e. Prosecution even with the option of diversion is not to be used in preference to issuing an I.N unless the intervention of the court is necessary **and** it is deemed that the I.N penalty in the circumstances is too low, and / or an order of forfeiture of seized gear is required.
- f. For non-infringement offences, the response and possible outcomes will be education / warning, or prosecution (with diversion consideration as appropriate).
- g. While every effort will be made to treat like cases alike, there will be situations where different responses may be appropriate. There will be occasions where the circumstances of a situation warrant no action being taken (e.g. the incident is reasonable or excusable in the circumstances and doesn't warrant compliance action). Decisions should be based on sound policy, and defensible judgments, and be in accordance with the Solicitor General's Prosecution Guidelines and the Fish & Game NZ National Prosecution policy. All matters considered for

prosecution (including issuing an infringement notice) must meet the Solicitor-Generals Prosecution Guidelines test for both evidential sufficiency **and** public interest in a prosecution.

#### 4.4 Deciding the level of compliance/enforcement response

Fish & Game New Zealand has a range of options available to resolve situations where offences have been committed.

##### 4.4.1 Advocacy, Education and Warnings

###### a. Advocacy & Education

- This type of response is appropriate for incidents of very minor non-compliance. The purpose of this response is to advise the alleged offender that non-compliance has been detected and promote the need for compliance to be observed in future and inform them of legal requirements. Resources such as leaflets or brochures may play a significant role in ensuring future compliance.
- Education is a valid and useful tool for use in minor matters where non-compliance was unintentional and / or trivial and educating the offender will achieve a desired outcome without the need for other compliance action. Education may extend to advising of the rules relating to the activity, providing alleged offenders with some understanding of the potential effects resulting from their actions.

###### b. Warnings

- There may be occasions when non-compliance has been detected but it is not appropriate to issue an I.N. This may occur where there has been a single instance of non-compliance, which was accidental, unforeseen or of a minor nature, but where there is a possibility of future non-compliance if some action is not taken by Fish & Game. A written formal warning advises the offender that they are in breach of the Act, regulation, or notice. It states what section of the Act, regulation, or notice has been breached and advises that no further enforcement action will be taken at this stage, but that the warning will be taken into account should they be involved in further offending against legislation enforced by Fish & Game New Zealand. For the avoidance of doubt, warnings should not be provided either orally and / or 'informally', i.e. all warnings should be formally issued in writing and a record made of it in the national compliance database. Warnings should only be issued where there is clear evidence of an offence having taken place, i.e. 'prima facie' evidence exists.
- A written formal warning is a document recording the non-compliance that can be taken into account by a Court should future non-compliance that results in court action occur.

#### 4.4.2 Formal Options of Infringement Notice and Prosecution

The following options will be appropriate when an alleged offence has occurred, and there is a need to take action to avoid, remedy or mitigate adverse effects, ensure compliance, or provide deterrence and/or accountability. These options should also be accompanied by education and advocacy measures where practicable.

##### **a. Infringement Notice**

- An I.N is written notice that an offence is believed on reasonable grounds to have been committed. The I.N requires payment of an infringement fee within 28 days.
- A person subject to an I.N may; elect to pay the fee, write in to Fish & Game seeking withdrawal of the I.N, or dispute the alleged offence or the amount of the fee and seek to have the matter dealt with by a Court hearing.
- The use of I.N's and set infringement fees allows Fish & Game to quickly and simply resolve minor offending. The consequences of such offending are conveyed to the offender in a proportionate and efficient manner, and this will encourage future compliance in many cases.
- The infringement process is described in more detail in Appendix 1.

##### **b. Prosecution**

- Prosecution may be appropriate for more serious offending, or for repeat offenders.
- Any potential prosecutions must meet the Solicitor-Generals Prosecution guidelines test in that there must be a reasonable prospect of a conviction, and the prosecution is in the public interest.

#### 4.5 Deciding what option to take?

Covering every contingency is difficult but the following factors will typically be taken into account in deciding on the response to offending:

- a. Seriousness of offending, including premeditation on behalf of the offender and if so, the level of premeditation involved;
- b. Purpose of offending – commercial, recreational, customary etc;
- c. The extent of any loss, damage or harm resulting from the offence;
- d. Explanation by the alleged offender;
- e. Degree of co-operation, remorse, contrition etc by the offender;
- f. Need for forfeiture of seized gear as a deterrent and or to remove illegal equipment and prevent re-use. (Forfeiture of seized property would not be a consequence of an I.N)

- g. Prevalence of the offending;
- h. Public interest factors in sending a deterrent message to the offender and like-minded individuals;
- i. Fish & Game's previous dealings with the offender, e.g. prior warning letters, prior infringement notices, and / or the offender's previous convictions.

4.6 Should an infringement notice be issued?

4.6.1 Warning/infringement notice/prosecution?

When making the decision whether to file a charging document, issue an I.N, or issue a formal warning the following issues will be considered:

- a. Is there credible, sufficient and admissible evidence that an offence has been committed by an identifiable individual?
- b. The degree of seriousness of this offending?
- c. The extent of any loss, damage or harm resulting from the offence?
- d. Has the person previously come to the notice of Fish & Game or other agencies for offences against the Conservation Act 1987 and / or Wildlife Act 1953, including any regulations made under those Acts?
- e. The nature of any explanation as to why they offended.
- f. Was the person co-operative and/or remorseful for their offending?
- g. Is forfeiture of seized property warranted for the offence?
- h. Is a prosecution or issuing an I.N in the public interest?
- i. Is the level of infringement fee for the circumstances appropriate?
- j. Is there anything else that may be relevant?

4.6.2 Infringement notice or prosecution?

When making the decision to issue an I.N rather than bringing a summary prosecution the same questions will be asked:

- a. Within the range of offending is the offence at the less serious end?
- b. Is the person a first offender or a recidivist offender?
- c. Has the person given an explanation of why they offended?
- d. Is the person co-operative and contrite?

- e. Is forfeiture of seized gear necessary for deterrence or to ensure illegal equipment is not able to be re-used?
- f. Is there anything else that may be relevant?

It may still be appropriate and preferable to issue an I.N in many cases, even if it is not a first offence that is being dealt with.

#### 4.6.3 Scoring Processes

A numerical scoring system (appendix 2) has been devised that will give an indication of the severity of the offending, and assist decision making. If the score is low consideration may be given to either warning or issuing an infringement notice. If the score is mid-way, it may be appropriate to issue an infringement notice. If the score is high, it may be appropriate to take a prosecution. The scoring process should be seen as a guide only to assist decision making.

#### 4.7 Who makes the decision?

##### 4.7.1 Decision making roles

- a. Designated warranted Fish & Game employees who have received training in the infringement notice system and relevant legislation and have qualified may receive a further warrant to issue infringement notices for offences. This warrant will be issued by the Director of the New Zealand Fish & Game Council. In most cases this will include the Region Compliance Coordinator, the Regional Manager, and may also include some senior experienced compliance staff as required to ensure the region has adequate capacity to issue infringement notices when required. NB: only a limited number of trained Fish & Game staff will be able to issue infringement notices or authorise the issuing of infringement notices.
- b. In general, the procedure for dealing with offences in the field will not change; whether offences are dealt with by honorary rangers or by Fish & Game staff rangers. Suspected offending will be reported in the usual manner to the relevant Regional Compliance Coordinator following detection of an alleged offence.
- c. Honorary Fish & Game rangers cannot be warranted to issue infringement notices; that is specifically excluded by section 51W(3) of the Conservation Act 1987.
- d. I.N's will not be issued in the field.

- e. The decision as to how to proceed; whether to take no action, issue a written warning, issue an I.N or commence a prosecution, will be made by the Regional Manager in consultation with the Region Compliance Coordinator, with input from the Compliance Decision Group, as appropriate, particularly in more complex or serious matters. When deciding how to process offences the CDG checklist should be referred to ensure consistency.

#### 4.7.2 The Compliance Decision Group ("CDG")

- a. The CDG is made up of:
  - The Fish & Game Compliance coordinator of that Fish & Game region;
  - The Regional Manager of that Fish & Game region;
  - The National Compliance coordinator, and
  - If the offence involves technical or legal issues, an appropriate expert who can address these. This may be a Fish & Game staff member with legal or compliance expertise, or external legal advice.

The Director of the NZ Fish and Game Council has a role as an arbiter if the CDG is unable to reach a decision as to appropriate resolution action.

- b. A CDG guideline is attached in Appendix 3. It sets out what needs to be done and the procedures. Note: CDG meetings may be held by phone or other networking systems, such as Skype / Zoom. CDG meetings are also useful to peer review decisions made at a Regional Manager level.
- c. When a decision has been reached by the CDG, the Regional Manager shall be responsible for signing it off and the Region Compliance officer or staff member responsible for prosecutions shall be responsible for implementing it. A written record of the decision shall be kept on the offence file.

#### 4.8 Seizure of property

- a. If a Fish & Game ranger has reasonable cause to suspect that an offence has been or is going to be committed, they may seize items of property which they believe is or will be used in the commission of that offence, such as fishing and hunting gear. Property which has been seized under the Conservation Act 1987 and / or Wildlife Act 1953 must be securely stored by Fish & Game and held until the matter is resolved.
- b. Upon full payment of the infringement fee or completion of enforcement action, and at which time the seized gear is no longer required to be held for investigative or evidential purposes, the seized and impounded property must be returned to the offender or person entitled to possession of it, subject to compliance with any statutory requirements, including the Arms Act 1983.

- c. Items seized which have been taken illegally, e.g. unlawfully taken sports fish or game birds, are not returned to the offender on payment of the infringement fee.

#### 4.9 Training and authorisation to issue Infringement notices

Employee rangers who are warranted to issue infringement notices must be trained to ensure:

- That they are familiar with this policy.
- That all alleged offences are assessed in accordance with the Fish & Game NZ national policy on prosecutions.
- That all alleged offences are assessed in accordance with the Solicitor General's Prosecution guidelines, i.e. offences meet the requirements of evidential sufficiency **and** that prosecution or issuing an I.N is found to be in the public interest. All offences must be assessed as if they are going to be dealt with in court in a defended hearing- full and complete evidence must exist and a prosecution must be in the public interest.

#### 4.10 National Compliance Database

All Fish & Game regions have access to the Fish & Game New Zealand National Compliance Database. This database records details of all offenders and offences dealt with by Fish & Game Councils including resolution action and outcomes.

The Privacy Act 1993 controls how agencies collect, use, disclose, store and give access to personal information. Information is collected for lawful purposes of compliance, law enforcement, and prosecution functions of Fish & Game NZ, and the collection and holding or storing of the information is necessary for those purposes.

Information held will not be accessed or used for any purposes or in any manner that is incompatible with those purposes with which the information was collected and is held.

When dealing with offenders and considering resolution options the database shall be checked to determine if the offender in question has previously had a history of offending for Fish & Game matters.

To enable accurate information to be obtained from the database all Fish & Game regions shall enter offender and offence information into the database as soon as is practical after dealing with an offender. Once the matter is resolved the database is to be updated to show the outcome.

Updates should be done as soon as possible when offences are resolved and no later than monthly.

#### 4.11 Exercise of other Conservation Act and Wildlife Act Powers Training and Reporting

- All Fish & Game rangers shall be fully trained in the exercise of rangers' powers under the Conservation Act 1987, the Wildlife Act 1953 and regulations made under those Acts. Those powers include in particular:

- Powers pursuant to Section 40A of the Conservation Act 1987, and Section 66A of the Wildlife Act 1953 which are powers to require an offender to supply information including name, address, and date of birth and verification – as each is applicable.
- Powers pursuant to Section 39 of the Wildlife Act 1953, and Section 40 of the Conservation Act 1987, which relate to powers of entry to property, of search, and of seizure of items used or intended to be used in breaches of those Acts, and in seizure of fish and game or other wildlife which has been unlawfully taken.
- Powers pursuant to Section 61 of the Wildlife Act 1953 which relates to persons in pursuit of game to produce licence, along with production of game and equipment used, and pursuant to Regulation 20 of the Freshwater Fisheries Regulations 1983 which relates to the obligation of anglers to produce licence, provide details and produce catch (bag) for inspection.
- All Fish & Game rangers shall receive regular training on powers and field procedures, with refresher training conducted at least annually. Differences in the nature of powers between the Conservation Act and Wildlife Act shall be emphasised, along with the application of those powers to staff and honorary rangers.
- Fish & Game NZ shall maintain and update as necessary a training manual and guide known as the 'Ranger Guide and health and safety manual'. This shall be distributed to all rangers as a training and field procedure guide.
- Use of powers must be proportionate, reasonable and necessary to enable Fish & Game rangers to carry out compliance and law enforcement functions, in particular powers of search, seizure, and of entry to property.
- The exercise of powers by Fish & Game rangers must be necessary to investigate suspected offences, apprehend offenders, and to ensure angler and hunter compliance with the Conservation Act and Wildlife Act.
- Where Fish & Game rangers exercise powers of search, seizure of property, and entry onto private property they must advise their regional compliance coordinator of the exercise of those powers as soon as possible in a report summarising their actions, the circumstances, and the necessity to exercise those powers.

#### 4.12 Annual Reporting

In accordance with Section 261 of the Conservation Act 1987, the NZ Fish & Game council shall report annually to the Minister including:

- A summary of powers exercised during the year by Fish & Game rangers to enforce or ensure compliance with the Conservation Act or the Wildlife Act (including any regulations made under those Acts);
- Identify any complaints received in relation to exercise of those powers;
- A summary of action taken in response to any complaints; and
- Specify whether any powers were exercised in a manner inconsistent with this policy.

To enable the above Regional Fish & Game Councils will provide a summary of the information detailed above in annual reports.

DRAFT

## Appendix 1 - Infringement system

### 1 Issuing of notices

- a. I.Ns shall be issued no later than 3 months after the date of the offence. This is due to the matter that if an I.N fee is not paid a reminder notice must be filed with the court no later than 6 months after the date of the offence, as is required by the Summary Proceedings Act 1957 Section 21.
- b. I.N's shall be posted to the offenders last known postal address / place or residence or usual address.
- c. When a Fish & Game ranger detects an infringement offence the ranger must report the offence to the Fish & Game Compliance Co-ordinator of that Fish & Game region.
- d. I.N's may be issued to international visitors by posting it to their last known postal address / place of residence or usual address in their country of residence.

### 2 Reminder notices

If the offender has not paid the fee or requested a hearing within 28 days after service of the I.N a reminder notice shall be issued.

- 3 The reminder notice gives another period of 28 days for the fee to be paid or for the offender to request a court hearing.

### 4 Payment

Infringement fees shall be paid to a Crown Bank account (consolidated fund); the information relating to that will be on the I.N. Infringement fees cannot be paid directly to Fish & Game regions, i.e. Fish & Game regions **should not** receive any payments for I.N's from offenders. In some cases where fees are however paid by offenders to Fish & Game instead of to the Crown account the funds can be held in a Trust account and then paid by Fish & Game to the Crown Bank account.

Payment of infringement fees must be made in full; partial payment or instalment payments will not be accepted. In total offenders have 56 days to pay infringement fees (time period of the initial infringement notice, plus the reminder notice period).

When an Infringement fee is paid, offenders shall produce evidence of payment in full to the relevant Fish & Game region to seek return of any seized and impounded gear.

When the Infringement fee is paid in full the file in relation to the matter shall be finalised and closed.

If the wrong fee amount is paid (under or over payment) offenders will be notified in writing and either refunded the excess or requested to pay the outstanding amount.

Underpayments that are not corrected will be liable for reminder notices and or referral as an unpaid fee to the District Court.

## 5 Other options and defended hearings

### Adjudication letters

- a. Offenders who receive an I.N have the right to submit to the relevant Fish & Game region an explanation in defence of the alleged offence.
- b. Offenders may send an adjudication letter to the relevant Fish & Game region, outlining why they should be excused from paying the fee.
- c. When an adjudication letter is received, it shall be considered by the relevant Regional Fish & Game Manager. Before making a decision, the Regional Fish & Game Manager may consult with the Fish & Game officer who issued the I.N and with any other relevant technical/legal experts that may be required to properly assess the offender's explanation, including the CDG to ensure consistency across regions in how adjudications are dealt with.
- d. The Regional Fish & Game Manager shall:
  - Decide whether to accept the explanation and waive/withdraw the I.N or, reject the explanation and proceed with the I.N process; and
  - Advise the offender in writing of his / her decision in relation to the above.
  - In a case of the Regional Managers decision being challenged refer the matter to the CDG for review and a decision and then advise the offender in writing of that decision.

To avoid 'undue delay', adjudication letters should be considered and adjudicated on as soon as reasonably practical, wherever possible within a time period of 10 working days.

### Defended hearing requests

- a. Offenders may dispute the I.N and request a defended hearing in Court. The offender must do this by writing to Fish & Game within 28 days of a reminder notice being served.

- b. The request is passed to the relevant Regional Fish & Game Manager, who shall review the file and decide whether to proceed with the defended hearing or withdraw the I.N. If it is decided to proceed with the hearing, the relevant forms shall be prepared and filed in Court.
- c. When it is decided to proceed with a defended hearing the file is assigned to the relevant Fish & Game region's prosecuting lawyer and/or compliance officer responsible for prosecutions, who shall prepare the case for Court.
- d. The Court will notify both the offender and the relevant Fish & Game region of the hearing date.
- e. Full disclosure under the Criminal Disclosure Act 2008 is required as soon as reasonably practicable after an offender has requested a defended hearing.

#### Hearing as to penalty requests

- a. Offenders may also request a hearing on penalty only. The offender may write to Fish & Game accepting liability for the offence and request a hearing as to penalty. Again, the relevant Fish & Game Regional Manager shall review the file and decide whether to proceed with the hearing or waive the I.N. If the I.N is not waived, forms for submission to Court must be prepared. Requests for hearings on penalty only in respect of an I.N are dealt with by way of written submission to the Court only.<sup>1</sup>
- b. When it is decided to proceed with a hearing as to penalty the file is assigned to the relevant Fish & Game region's prosecuting solicitor and/or compliance officer.
- c. Disclosure under the Criminal Disclosure Act, unless specifically requested, is not required for a non-defended hearing.

#### 6 Non-payment – collection referrals

If the offender has not paid the infringement fee or submitted a hearing request within 28 days of service of the reminder notice; Fish & Game shall file a copy of the reminder notice, which may be an electronic copy, with the District Court together with proof of service details. Referral to the Court must be within 6 months of the offence being committed.

---

<sup>1</sup> See *Adam v Wellington City Council* (2 April 1998) HC Wellington AP 18/98 unreported.

## 7 Withdrawal

I.N's can only be withdrawn with approval from the appropriate Regional Manager. I.N's can be withdrawn at any time, even after a notice has been referred to the Court for collections (in which case an Application to Withdraw will need to be completed and filed in Court).

It is important that any decision to withdraw an infringement notice is recorded on the file, including the reason for withdrawal, for transparency of the process and to ensure the decision was justified and nationally consistent.

## 8 Invalid notices

Occasionally I.N/s may be invalid. This can occur in situations where they have been issued to underage offenders, or if evidence subsequently comes to light that the I.N should not have been issued at all – for example, evidence showing the offence did not actually occur or that the I.N was issued to the wrong person. The I.N shall be invalidated on the instruction of the relevant Regional Fish & Game Manager.

In cases where there is a significant error in the I.N, but it remains appropriate to issue an I.N, the notice shall be invalidated and reissued under a different infringement number. The new I.N shall be sent to the offender with a letter explaining the previous error and supplying the new notice. Any such errors must be rectified promptly for the benefit of the offender, and in recognition of the tight timeframes for processing I.N's in the Court.

Appendix 2 - CDG Scoring

	0	1	2	3	4	5	6	7	8	9	10
<b>Deliberate action or lack of due care</b>			Unintentional	Lack of due care		Negligence	Deliberate	Deliberate	Deliberate	Deliberate	Deliberate to make \$\$\$
<b>Failure to act on prior instruction; advice; notice</b>	No					Verbal advice Has the person been spoken to before on the same or similar issue?	Prior Warning	Prior Warning letter	Prior - asked to desist		Prior I.N / previous prosecution
<b>Fish or game taken/ impact or effect on resource</b>	Nil taken	Low take				Moderate take		Moderate to high- limit or exceeds limit			Multiples of limit
<b>Cooperation</b>	Proactively cooperative	Fully cooperate	Somewhat cooperative			Reluctant		Non-cooperative			Aggressively Non-cooperative
<b>Degree of deterrence needed</b>	No deterrence required				All offences require some form of deterrence						Full deterrence required

Number Guide for assessing whether an infringement is needed.

<u>Fish/Game take issues</u>	<b>Low number</b> = nil to low end of bag limit.	<b>Moderate</b> = mid bag limit	<b>High</b> = bag limit and above
------------------------------	--	---------------------------------	-----------------------------------

<15 consider I.N.  
15 to 20 Consider I.N possible prosecution  
>20 Consider prosecution

LEVER RD

## Appendix 3 - Compliance Decision Group

### Compliance Decision Group Meetings

#### 1 Role of the CDG

- a. The purpose of the CDG is to decide, in an objective and consistent manner, what action should be taken regarding non-compliance with legislation, regulations, and notices that a Fish and Game Council operates under. Most decisions in relation to straight forward matters will be made by the relevant Regional Fish & Game Manager, e.g. simple fish without licence, or hunt without licence matters. However, more complex matters involving multiple offences, and recidivist offenders will be decided by CDG process, which shall peer review the decision and process, and ensure as far as is possible consistency between regions in outcomes.
- b. At the meeting, the non-compliance shall be discussed in terms of the various factors set out in more detail below. The action to be taken is then agreed upon.

## 2 When to have a CDG meeting?

A CDG meeting could be held when there is a reliable and admissible evidence of a breach of the Conservation Act 1987 and / or Wildlife Act 1953, including any regulations made under those Acts, by an identifiable offender **and** there is any of the following:

- a. Previous offending, incidents or non-compliance;
- b. A potential and /or significant effect on the fish or game resource;
- c. Multiple offences; or
- d. Offences of technical or serious nature.

Also consider the degree of cooperation of offender, remorsefulness, and if forfeiture of gear is desired.

## 3 Pre-CDG checklist

- a. To assist in ascertaining whether a CDG process is needed, complete the Pre - CDG checklist (attachment 1).
- b. Before organising a CDG, check whether any Fish & Game Region is currently taking enforcement action against the offender, or has previously been dealt the offender with for an offence. To do this check the National Compliance Database.

If the offending does not meet the criteria for a CDG decision, the Regional Fish & Game Manager may authorise proceeding with issue of an I.N.

If the offending meets the criteria for a CDG, that course of action shall be proceeded with.

## 4 Preparation - What to do?

- a. Complete the CDG form (attachment 2), which includes:
  - Offenders details;
  - A brief outlined summary of the offence(s);
  - Previous enforcement action - check national data base);
  - The relevant Act and section/s breached;
  - Previous non-compliance by the offender and any enforcement action taken;
  - The outcome desired; and
  - The recommended action to reach that outcome.
- b. Provide the CDG form to the group with sufficient time for the matter to be considered prior to discussion.

## 5 The meeting

Using the CDG checklist, the CDG form, and the file, the group works through the sections of the CDG form (attachment 2) and makes a decision on the action to be taken. This may be one or more of the following:

- a. Formal written warning;
- b. Infringement notice (I.N); and / or
- c. Prosecution.

6 What is considered during the meeting?

Factors taken into account will include:

- a. What is the desired outcome?
- b. Whether Fish & Game or any other agency has previously dealt with the offender for offending against the Conservation Act 1987 and / or Wildlife Act 1953, including any regulations made under those Act;
- c. The seriousness of the offending and actual / potential effect on sports fisheries / game bird resources / habitat;
- d. The attitude of the offender; and
- e. The degree of deterrence required.

The offending can be scored using the CDG scoring system to ensure consistency between decisions.

7 The outcome

- a. All warning letters and I. N's should be issued within 14 days of the CDG decision.
- b. I.Ns shall be sent by domestic post to the offenders last known postal address / place or residence or usual address, and relevant copies shall be placed on the file, and for processing as an I.N.

8 Records

Ensure all records are kept on file,, and details entered into the National Compliance Database.

Attachment 1 - CDG Checklist

**Offence(s):**

**Subject Name:**

**Is there:**

1. Clear and sufficient evidence of an offence?  
Y/N

**and**

2. any of the following:

- Previous incidents/offending/non-compliance by the person Y/N
- A potential and/or significant effect on the fish or game resource Y/N
- Multiple offences Y/N

- Offences of technical or serious nature

Y/N

**If yes to 1 only, no CDG is needed and Regional Manager can authorise I.N.**

**If yes to 1, & 2, CDG consultation is implemented.**

Also consider the degree of cooperation of offender, remorsefulness, and if forfeiture of gear is desired.

**Before completing CDG form:**

- Check all previous enforcement action,
- Peruse the file,
- If offender is a company (rare for Fish & Game matters), check details on [www.companies.govt.nz](http://www.companies.govt.nz)
- Google the person or business to see what is found,
- If there is any current enforcement action against the person? Check National database.

**Complete the CDG form including:**

- Responsible party/parties identified and verified, addresses and contact persons,
- Summary of offence,
- Previous enforcement action,
- Act/Sections breached,
- The outcome you want,
- Recommended action to reach the desired outcome,

Email all people involved in the CDG a copy of the CDG form, preferably at least one day before CDG.

Notes:

---

DRAFT

Attachment 2 - CDG Form

CDG meeting/consultation

Location of incident/offence(s).

Subject name:

Date of birth:

Address:

Offence(s).

Summary of incident.

Act and section(s) breached.

Previous enforcement history.

Outcome desired.

Evidential test is met.

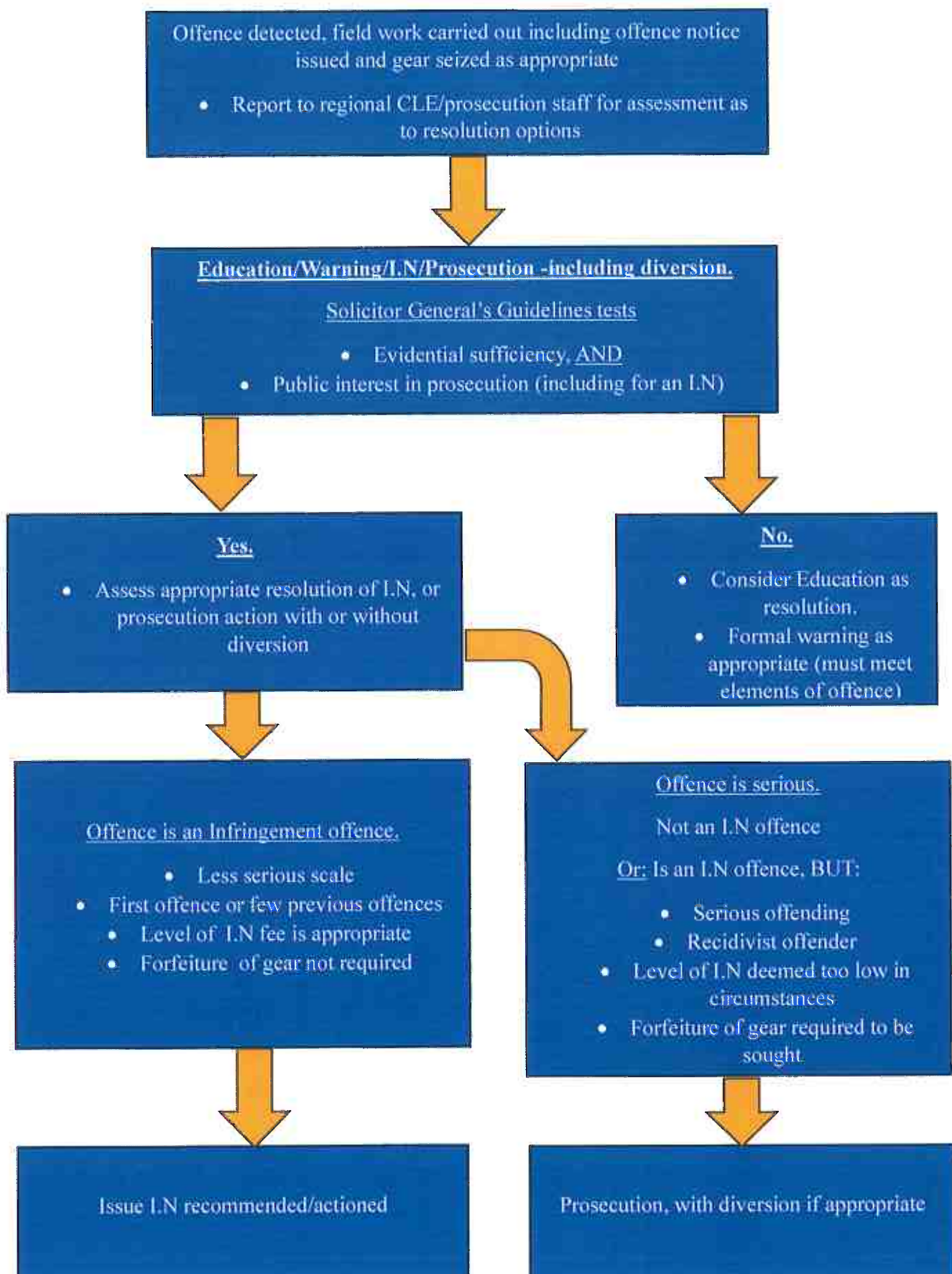
Prosecution or issue of I.N is in the public interest.

Result of CDG consultation/meeting.

Recommended action.

Outcome.

## Infringement Notice – Prosecution Flow Chart



## Consideration Policy for Kiwisaver Contributions in Remuneration Policy

There is currently no formal Council policy on KiwiSaver contributions in the Remuneration Policy.

### Role of Governors

- **Setting Policy:** The governors are responsible for establishing the overall strategy and policies for its employees' KiwiSaver contributions and voluntary options.

### Role of CE/Manager

- **Implementation:** The CEO's role is to ensure that the board's decisions are put into action and that all KiwiSaver requirements are met.
- **Operational Management:** This includes ensuring the correct employer contributions are made, employee contributions are deducted, and all funds are paid to Inland Revenue.

### Considerations:

#### Minimum KiwiSaver Contributions by Employer

Currently KiwiSaver employer contribution is 3.0%.

As of 1 April 2026 KiwiSaver employer contribution is 3.5%

From 1 April 2028 KiwiSaver employer contribution will be 4.0%.

#### KiwiSaver employer contribution for wage and salary earners aged over 65

At present, there is no obligation to continue to make employers contributions and can stop the contributions once someone reaches 65. Government contributions also stop when the person becomes eligible for NZ Super.

#### **Retirement Commission:**

39% of wage and salary earners aged over 65 made employee contributions to KiwiSaver.

35% of wage and salary earners aged over 65 receive employer contributions who are making this contribution on a voluntary basis.

The employer must continue to make employer contributions if the employee is still within the 5-year "lock-in" period and continues to make contributions, or if it's agreed upon in the employment agreement.

#### Employer Contribution Greater than Minimum

KiwiSaver "Salary Sacrifice" is an arrangement where an employee agrees to receive their compulsory employer contribution as a higher total salary rather than a separate payment. The [KiwiSaver Act 2006](#) allows employment agreements to offset the employer's minimum 3% contribution against the employee's gross pay, provided the agreement includes a "[total remuneration](#)" clause.

## **Recommendation**

Council needs to confirm policy options for employer KiwiSaver Contributions:

### **Employer Contribution:**

The Employer Contribution is the minimum requirement as required by legislation (currently 3%)

### **OR**

The Employer Contribution is higher contribution than the minimum requirement as required by legislation (currently 3%) and is a specified rate >3%.

### **Employer Contribution for Employees Over 65 Years**

The Employer Contribution component will be retained for those employees over 65 years of age, and are still contributing to a Kiwisaver programme.

### **OR**

The Employer Contribution component are not continued for those employees over 65 years of age.

#### **Required:**

The Employer Contribution component will be retained for those employees over 65 years of age if an employee joined KiwiSaver before 1 July 2019 and is within their 5-year "lock-in" period after turning 65 - the employer must continue to make compulsory contributions, and the employee must continue to contribute.

#### **Required:**

The Employer Contribution component will be retained for those employees over 65 years of age, and are still contributing to a Kiwisaver programme – if it is specified in the employment contract.

### **Provision for Employers Contributions to be Considered as Part of Total Remuneration**

#### **Required:**

The [KiwiSaver Act 2006](#) allows employment agreements to offset the employer's minimum 3% contribution against the employee's gross pay, provided the agreement includes a "[total remuneration](#)" clause. An employee may agree to receive their compulsory employer contribution as part of a higher total remuneration rather than a separate salary payment.

---

## Agenda Item 14 Health and Safety Report

---

### Summary

#### a. Consider the Health and Safety Report May 2025 and June 2025.

Regular discussions on Health and Safety topics are undertaken at weekly staff meeting.

No accidents or notable incidents are reported that are required to be brought to the attention of Council.

For Information Only

#### Recommendation/Action

*Council to move to receive staff report on Health and Safety for May 2025 and June 2025*

#### b. Consider the Health and Safety Report July 2025 and August 2025.

Regular discussions on Health and Safety topics are undertaken at weekly staff meeting.

No accidents or notable incidents are reported that are required to be brought to the attention of Council.

For Information Only

#### Recommendation/Action

*Council to move to receive staff report on Health and Safety for July 2025 and August 2025*

#### c. Proposed Changes to Health and Safety Legislation

Government has announced proposals to clarify legislation regarding responsibilities and liabilities for:

- Health and Safety for Board members, and
- landowners for recreational users.

For Information Only

#### Recommendation/Action

*No Action required*

#### d. Hazard Risk Assessment and Response

An overview of hazard assessment and control response is provided with an update of the contemporary approach to categorise into risk categories.

For Information Only

#### Recommendation/Action

*No action is required.*

# HEALTH AND SAFETY REPORT

## Taranaki Fish and Game Council

As part of the commitment to Health and Safety and providing a safe workplace the Taranaki Fish & Game Council requires at each meeting describing:

1. Implementation and adherence with the Health and Safety manual/policy.
2. Risk Management (identification and treatment) – new issues or hazards that have arisen and addressed, emergency procedures, dealing with on-site contractors and members of public,
3. Risk Management – On-going issues or hazards
4. Training, and awareness raising programme – information sharing and training of staff and volunteers,
5. Audits, reviews, and meetings – making sure the planning is implemented
6. H&S incidents – near misses or injuries sustained, plus updates on past events,
7. Follow up from Council Meeting - Subjects raised under H&S agenda item for staff and ranger meetings
8. Recommendations

### Bi-Monthly Update – May and June 2025

1. Implementation and adherence with the Health and Safety manual/policy.	
<i>Status</i>	
Development of Health and Safety Manual/Policy	Manual developed and in use.

2. Risk Management - New Issues or Hazards	
<i>Status</i>	
No items identified	

3. Risk Management - On going Issues	
<i>Status</i>	
Drift Dive/Electric Fishing/Spawning Survey Field Intention Sheets developed for each site	Entry/exit points to be identified
Safe vehicle use	All personnel reminded of safe use practices compliant with road code. Vehicle Use Policy confirmed.
Safe vehicle	All personnel undertake vehicle check on monthly basis. First Aid kits for vehicles checked – update as required.

Fire Extinguishers for Office and Vehicles checked	Regular maintenance schedule. Inventory maintained.
--	--

4. Training, and awareness programme	
<i>Status</i>	
First aid certificates for field staff	Valid for field staff.

5. Audits, reviews, and meetings	
<i>Status</i>	
Health & Safety Staff Meeting – May 2025	Weekly meetings with feedback sought and required actions noted.
Health & Safety Staff Meeting – June 2025	Weekly meetings with feedback sought and required actions noted.
Reviewed Vehicle Inspection Forms for June 2025	Regular checks for updates encouraged. Any work on vehicle is also encouraged to be completed and up to safe requirements.
Review Health & Safety Manual for Council information	NZ Council reviewing best practice policy to refine Health and Safety Policy
Review first aid kits to ensure practical items included in kits	Reviewed and options considered to make up bespoke first aid kits.
Review risk matrix and response plans to risk	Reviewing risk matrix based on likelihood of occurrence and consequence of risk.

6. H&S incidents - Near misses or injuries	
<i>Status</i>	
No accidents reported	Consider proactive actions as arise in response to near misses.
One near miss reported	Traffic incident at intersection – other driver at fault, good maintenance of vehicle and awareness of driver

7. Follow Up for Council Meeting – Proactive Measures	
<i>Status</i>	
Consider using additional technology such as personal trackers to assist in remote/lone working situations.	Agenda item
Policy development around use of data to retain privacy	

**Action:**

Receive Health and Safety Summary Report for May 2025 and June 2025

# HEALTH AND SAFETY REPORT

## Taranaki Fish and Game Council

As part of the commitment to Health and Safety and Wellbeing and providing a safe workplace the Wellington Fish & Game Council requires at each meeting describing:

1. Implementation and adherence with the Health and Safety and Wellbeing manual/policy.
2. Risk Management (identification and treatment) – new issues or hazards that have arisen and addressed, emergency procedures, dealing with on-site contractors and members of public,
3. Risk Management – On-going issues or hazards
4. Training, and awareness raising programme – information sharing and training of staff and volunteers,
5. Audits, reviews, and meetings – making sure the planning is implemented
6. H&S incidents – near misses or injuries sustained, plus updates on past events,
7. Follow up from Council Meeting - Subjects raised under H&S agenda item for staff and ranger meetings
8. Recommendations

### Bi-Monthly Update – July and August 2025

1. Implementation and adherence with the Health and Safety manual/policy	
<i>Status</i>	
Development of Health and Safety Manual/Policy	Manual developed and in use.

2. Risk Management - New Issues or Hazards	
<i>Status</i>	
No items identified	

3. Risk Management - On going Issues	
<i>Status</i>	
Drift Dive/Electric Fishing/Spawning Survey Field Intention Sheets developed for each site	Entry/exit points to be identified
Safe vehicle use	All personnel reminded of safe use practices compliant with road code. Vehicle Use Policy confirmed.
Safe vehicle	All personnel undertake vehicle check on monthly basis. First Aid kits for vehicles checked – update as required.
Fire Extinguishers for Office and Vehicles checked	Regular maintenance schedule. Inventory maintained.

4. Training, and awareness programme	
<i>Status</i>	
First aid certificates for field staff	Valid for field staff.

5. Audits, reviews, and meetings	
<i>Status</i>	
Health & Safety Staff Meeting – July 2025	Weekly meetings with feedback sought and required actions noted.
Health & Safety Staff Meeting – August 2025	Weekly meetings with feedback sought and required actions noted.
Reviewed Vehicle Inspection Forms for August 2025	Regular checks for updates encouraged. Any work on vehicle is also encouraged to be completed and up to safe requirements.
Review Health & Safety Manual for Council information	NZ Council reviewing best practice policy to refine Health and Safety & Wellbeing Policy
Review first aid kits to ensure practical items included in kits	Reviewed and options considered to make up bespoke first aid kits.
Review risk matrix and response plans to risk	Reviewing risk matrix based on likelihood of occurrence and consequence of risk.

6. H&S incidents - Near misses or injuries	
<i>Status</i>	
No accidents reported	Consider proactive actions as arise in response to near misses.
One near miss reported	No near misses reported over period.

7. Follow Up for Council Meeting – Proactive Measures	
<i>Status</i>	
Consider using additional technology such as personal trackers to assist in remote/lone working situations.	Completed – also investigating costs of external provider Track Me – Get Me Home

**Action:**

**Receive Health and Safety Summary Report for July 2025 and August 2025**

# Fish and Game Staff Risk Assessment Matrix

## 1. Risk Matrix

		Consequence				
		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Critical (5)
Likelihood	Rare (1)	Low	Low	Low	Medium	Medium
	Unlikely (2)	Low	Low	Medium	Medium	High
	Possible (3)	Low	Medium	Medium	High	High
	Likely (4)	Medium	Medium	High	High	Extreme
	Almost Certain (5)	Medium	High	High	Extreme	Extreme

## 2. Likelihood Ratings

Rating	Definition
Rare (1)	May occur in exceptional circumstances. Has not occurred before.
Unlikely (2)	Could occur occasionally, but unlikely under normal circumstances.
Possible (3)	Might occur at some time. Has happened infrequently in the past.
Likely (4)	Will probably occur in most circumstances. History of regular occurrence.
Almost Certain (5)	Expected to occur in most circumstances. Regularly occurs.

## 3. Consequence Ratings

Rating	People	Environment	Reputation/Legal
Insignificant (1)	No injury	Minimal or no environmental impact	No damage to reputation or compliance
Minor (2)	First aid injury	Small, contained spill or disturbance	Minimal local concern
Moderate (3)	Medical treatment injury	Noticeable but reversible impact	Some public/media concern, minor breach
Major (4)	Serious injury or lost time	Significant but recoverable impact	Widespread concern, legal involvement
Critical (5)	Fatality or permanent disability	Irreversible or widespread impact	National concern, major legal breach

## 4. Risk Level Guide

Risk Level	Response / Action Required
Low	Acceptable – monitor and manage as routine
Medium	Acceptable with controls – document and implement control measures.
High	Needs senior approval – implement additional controls urgently.
Extreme	Unacceptable – stop activity until risk is reduced.

## Risk Ratings for Activities

Activity	Hazard	Likelihood	Consequence	Risk Level	Controls Required
Wading in rivers during flow monitoring	Slips/drowning	Likely (4)	Major (4)	High	Use wading staff, training, life jackets
Driving on unseated access tracks	Vehicle incident	Possible (3)	Moderate (3)	Medium	4WD vehicle, 4WD certification, comms check-in, off-road training
Working alone in remote wetlands	Medical emergency/unreachable	Unlikely (2)	Critical (5)	High	Intention form, PLB/satellite tracker on person, comms schedule
Working alone in remote rivers	Medical emergency/unreachable	Unlikely (2)	Critical (5)	High	Intention form, PLB/satellite tracker on person, comms schedule
Office ergonomic duties	Repetitive strain injury	Likely (4)	Minor (2)	Medium	Ergonomic assessments, sit-stand desk, breaks
Data entry/administration	Eye strain, fatigue	Likely (4)	Minor (2)	Medium	Screen breaks, ergonomic setup, lighting adjustment
Disturb Wasp Nest	Multiple wasp stings	Unlikely (2)	Major (4)	Medium	Avoid disturbing if possible, carry first aid kit and PLB/Cellphone/Tracker for location data and communication.
Interaction with public in ranger/ compliance capacity	Physically threatened	Unlikely (2)	Moderate (3)	Medium	Ranging in teams of two minimum. CERT de-escalation training. If a confrontation occurs that is considered dangerous, leave the area if safe to do so, and contact the police via 111.
Use of All-Terrain Vehicles - Side by Side/Quad bikes	Rollover, passenger	Possible (3)	Major (4)	High	SxS specific training for all staff operators, monitor weather forecasts and discuss route plans, PLB/Tracking ties on person at all times
Use of Trailer/Tie Downs	Loose loads, road worthiness	Unlikely (2)	Moderate (3)	Medium	Ensure trailer has current WOF, when using tie downs, ensure they are in good condition and have the correct weight rating for the corresponding load, and carry spares (alongside spare tyre). Driver is responsible for a pre-use trailer inspection, and to ensure it is attached to vehicle correctly.
Use of Vehicle	Crash, collision,	Unlikely (2)	Critical (5)	High	Vehicle use policy, regularly monthly checks on vehicle safety. For off-road use, ensure staff possess a 4wd competency qualification.
Use of Chainsaw	Cuts, dismemberment	Unlikely (2)	Major (4)	Medium	Use appropriately qualified contractor
Undertaking aerial counts - fixed wing plane or helicopter	Crash	Rare (1)	Critical (5)	Medium	Clearly communicate flight plans with pilot, ensure pilot provides safety induction for staff. Staff to carry PLB & tracking tile on person.

Activity	Hazard	Likelihood	Consequence	Risk Level	Controls Required
Transportation to field site by helicopter	Crash	Rare (1)	Critical (5)	Medium	Clearly communicate flight plans with pilot, ensure pilot provides safety induction for staff. Staff to carry PLB & tracking tile on person.
Remote worker – wellbeing and health	Underlying illness, depression	Possible (3)	Major (4)	High	Ensure ongoing wellbeing-related communication between staff members and maintain clear access to fish and game's mental health services for staff.
Use of Boats - powered	Drown	Rare (1)	Critical (5)	Medium	N/A
Use of Boats – unpowered – kayaks, dinghy	Drown	Rare (1)	Critical (5)	Medium	Life jacket to be worn at all times, PLB and cell phone attached to person – staff to work in minimum teams of two.
Spraying weeds	Poisoning	Rare (1)	Minor (2)	Low	Get qualified contractor to do this
Use of Gas Bangers for bird disturbance	Malfunction, Transportation	Rare (1)	Moderate (3)	Low	When transporting, ensure gas guns and lpg cylinders are turned off and securely fastened in vehicles with i.e. lpg bottle stands and tie downs,
Use of Firearms for bird control	Firearms safety issue	Rare (1)	Major (4)	Medium	Use experienced staff or employ qualified contractor
Use of Gas Bangers for Public Use	Malfunction	Rare (1)	Moderate (3)	Low	Staff checks of gas guns before they are loaned to ensure they are operational. Provide training to loanee for safe use and maintenance while in their possession.
Electric Fishing in Rivers	Electrocution	Unlikely (2)	Major (4)	Medium	NIWA certified operators only to use EF machine. EF machine operator to provide health and safety induction to all present before fieldwork commences.
Drift Diving in Rivers	Drown, impact injury	Possible (3)	Critical (5)	High	Dive to a clearly defined plan that includes location information, entry and exit points, anticipated time spent diving, and procedures in case of emergency. Land-based support staff to carry PLB, tracking tile, InReach, and first aid kit.
Outdoor activities	Dehydration, sun burn	Possible (3)	Minor (2)	Low	Monitor weather to ensure appropriate supplies and clothing (i.e. water reserves, warm clothing, sun protective clothing). Sunscreen to be carried in staff vehicles and applied regularly.

## Risk Categories

1. **Slips, Trips, and Falls** - Risk of injury from uneven surfaces, wet areas, or poor housekeeping.
2. **Manual Handling and Ergonomics** - Risk of musculoskeletal injuries from lifting, carrying, or poor workstation setup.
3. **Vehicle and Transport Safety** - Risk of serious injury or fatality from vehicle accidents during work travel.
4. **Chemical and Hazardous Substances** - Risk of exposure to harmful chemicals causing burns, poisoning, or respiratory issues.
5. **Biological Hazards** - Risk of infection or illness from exposure to biological agents.
6. **Office Safety** - Risk of minor injuries from poor ergonomics, clutter, or electrical hazards.
7. **Public Interaction and Conflict** - Risk of verbal or physical aggression from public during engagement.
8. **Fieldwork and Environmental Exposure** - Risk of injury or illness from working in remote or harsh outdoor conditions.
9. **Mental Health and Wellbeing** - Risk of stress, burnout, or psychological harm due to workload or environment.
10. **Machinery and Equipment Use** - Risk of injury from improper use or malfunction of machinery and tools.
11. **Behavioural Compliance** - Risk of injury due to non-compliance with safety procedures or protocols.
12. **System gaps** - Risk of delayed response or unresolved hazards due to failure the HS&W system.

**Summary**

**a. Game Regulations – Early Consideration of Changes**

Brief discussions on potential changes to Game Regulations for 2026 Game Season – opportunity to request specific information.

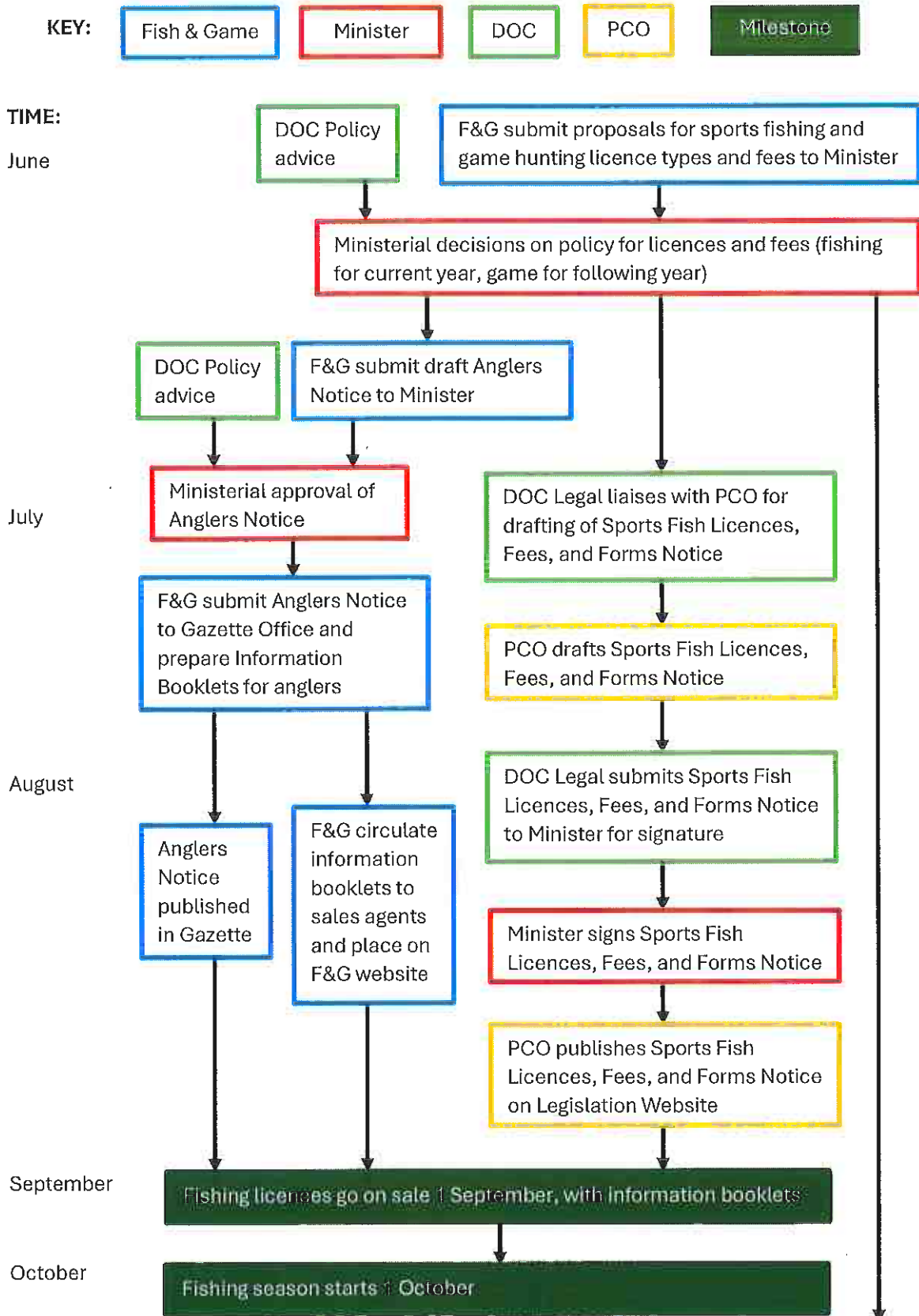
NZ Council are seeking interest from regional Fish and Game Councils in interest in considering grey teal as a limited harvest

<b>Information Only</b>
-------------------------

Recommendation/Action

*No action required*

### Annual Timeline for Fish and Game Processes



November

December

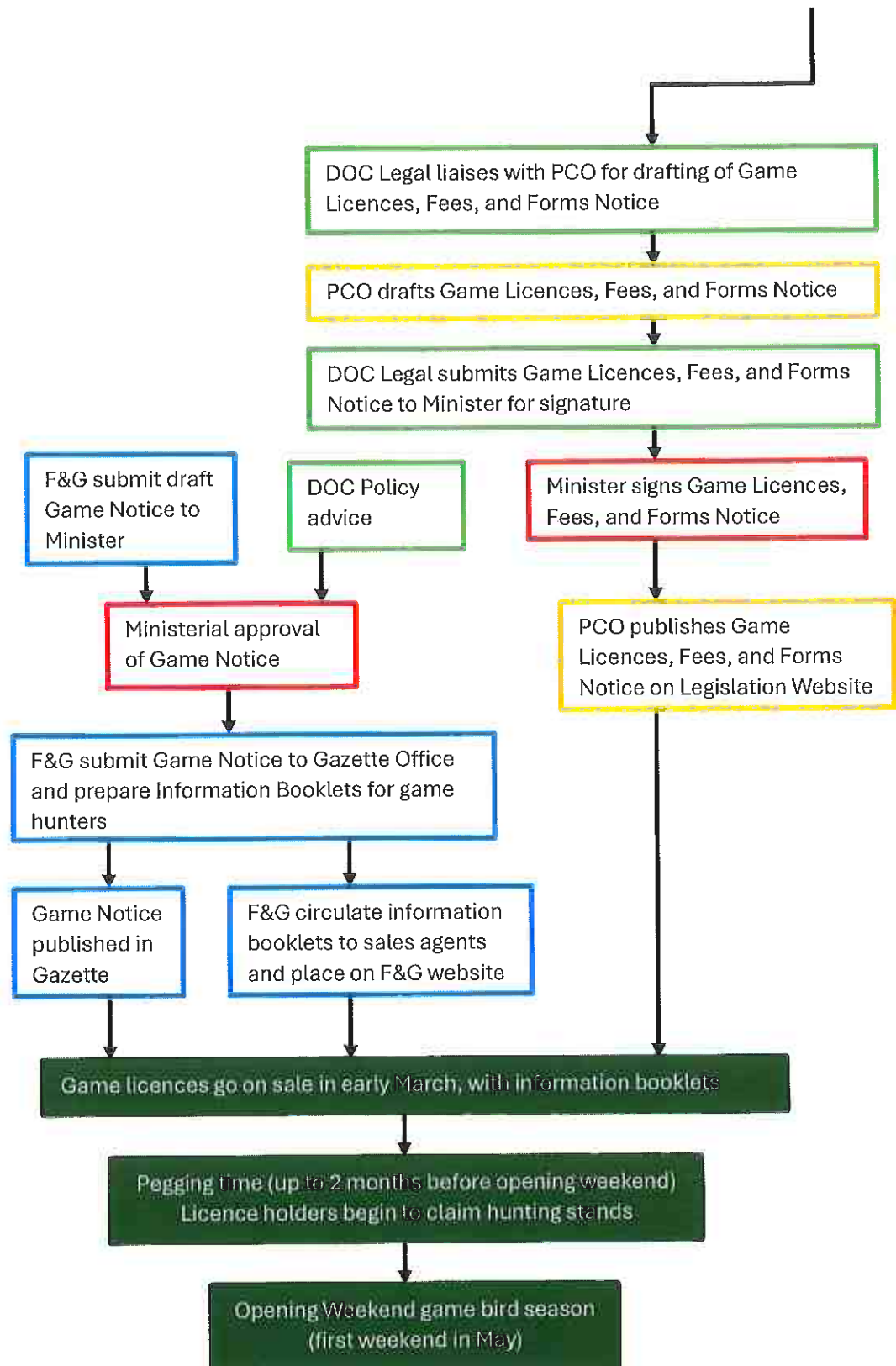
January

February

March

April

May



---

## Agenda Item 16 **Habitat Advocacy and Management**

---

### **Summary**

#### **a. Regional Planning advocacy**

Taranaki Regional Council have paused work on reviewing their Regional Plan changes - deadline September 2027.

#### **b. Resource Consent advocacy**

TLAs within the Taranaki and Horizons region boundaries have finalised municipal water managements and confirming funding models.

#### **c. Habitat Enhancement Projects – GBHT and Hunting& Habitat Scheme Applications**

#### **d. Lake Kohata**

<b>For Information Only</b>
-----------------------------

#### **Recommendation/Action**

No action required.

## TARANAKI FISH AND GAME COUNCIL

The Chairman

Taranaki Fish and Game Council

### RELINQUISHMENT OF MANAGEMENT CONTROL AT LAKE KOHATA

Following Council's resolution at its June 2023 meeting, to "Investigate options for relinquishing management responsibility for the Lake Kohata Wildlife Management Reserve" (see attached agenda item and resolution), staff have been liaising with Katy Newton, Senior Ranger, Community at the Department of Conservation, Whanganui about a transfer of management control back to DOC.

Katy has found that the transfer of reserve responsibility to the Whanganui Acclimatisation Society was never formally gazetted, and so the process of relinquishment is fairly straight forward. Indeed, the process was outlined to Council in a letter from DOC Whanganui dated 25 July 2007 (see attached). At that time, the DOC Area Manager, Nic Peet, stated that "The appointment can be cancelled by either party giving six months' notice in writing of its intention to terminate to the other party". However, the Department's view at that time was that it preferred Fish and Game to continue managing the reserve until such time as hunting was no longer possible (owing to subdivision occurring adjacent to the lake).

In recent years there has been only one game bird hunter using Lake Kohata and our understanding is that he is now deceased and there was no-one hunting there during the 2025 game season. The lake is also of reduced value as a perch fishery (at least in summer) owing to an infestation of the invasive exotic water weed hornwort.

DOC Whanganui has now developed a draft restoration plan for the reserve (May 2025), which could cost up to \$300,000 to implement. DOC has already confirmed funding to realign 850m of fence where encroachment onto the reserve from neighbouring properties is worst.

Then on 12<sup>th</sup> September 2025, Katy Newton contacted staff to say that Landbased Training (LBT) has expressed interest in using Lake Kohata as a training ground for students to set up a trapline, undertake weed control, riparian planting etc. in accordance with the restoration plan. DOC is wanting to enter into a formal arrangement with LBT at the lake, but the situation is somewhat complicated by Fish & Game's continuing management responsibility.

The staff view is that this makes the timing right for the Council to transfer management control back to DOC.

Anglers will still be able to use the fishery and indeed access to the lake will be much improved over time. It is understood that unpowered craft such as kayaks may also be able to be used at the lake for fishing. Gamebird hunting will likely formally cease, but that is no longer an issue. There has not been discussion about liability for maimai removal.

Taranaki Fish & Game will still be involved in the reserve working group with Iwi (Tūpoho, as mana whenua of Lake Kohata), DOC, WDC, etc. and staff will continue to monitor game bird populations at Lake Kohata twice yearly in January and early August.

RECOMMENDATION:

*That Taranaki Fish and Game Council relinquishes its management responsibilities for the Lake Kohata Wildlife Management Reserve and provides six months' notice to the Department of Conservation of its intention to terminate the current management arrangement.*

Allen Stancliff  
Senior Field Officer  
3<sup>rd</sup> October 2025

## AGENDA ITEM 17 – 10<sup>th</sup> June 2023 meeting

### TARANAKI FISH AND GAME COUNCIL

The Chairman

Taranaki Fish and Game Council

#### LAKE KOHATA

Lake Kohata is an 8-hectare dune lake with a 2.5km shoreline situated 5km southeast of Whanganui.

The Taranaki Fish and Game Council's Lake Kohata Management Plan (2001) states that a 1969 Notice in the *NZ Gazette* set the lake apart as "a reserve for wildlife management purposes". A 1981 Gazette Notice subsequently declared that a 20m riparian margin surrounding the lake also formed part of the Lake Kohata Wildlife Management Reserve, to be administered for Government Purpose (Wildlife Management) by the Minister of Internal Affairs".

By written agreement dated 1 November 1972, the Minister of Internal Affairs transferred the management and control of the reserve to the Wanganui Acclimatisation Society. The passage of the Conservation Law Reform Act 1990 provided for the transfer of the assets, liabilities, contracts and engagements of the Whanganui Acclimatisation Society to the Taranaki Fish and Game Council. The Lake Kohata Wildlife Management Reserve, comprising Lake Kohata and a 20.12m wide riparian margin, has therefore been under the management and control of the Taranaki Fish and Game Council since 1 June 1990.

In the 1990's – early 2000's, Lake Kohata supported five or six 2-person stands for game bird hunting and was one of only a very few publicly available hunting opportunities in the Whanganui district. However, following approval of a lifestyle subdivision on the eastern side of the lake on 25<sup>th</sup> June 2002 and the building of houses, the ability of gamebird hunters to utilise the stands has progressively declined until currently there is only one hunter using the lake during the game season.

Lake Kohata also supports a population of perch that has potential as a fishery, but unfortunately the lake has an infestation of the invasive exotic water weed hornwort (*Ceratophyllum demersum*) which can grow in deep water and form dense floating mats, making fishing hard. A lake weed survey in 2003 didn't record the presence of hornwort in Lake Kohata, so it appears that hornwort established sometime after that. A visit by staff in February 2023 confirmed that the hornwort infestation is such that the lake is hard to fish effectively, at least in summer.

Pursuant to the Management Plan for Lake Kohata, the Council has a number of responsibilities, including:

- Promoting full, free, public pedestrian access to Lake Kohata;
- Promoting and undertaking works within the present legal accessway and within the reserve to facilitate practical public access to and around Lake Kohata;
- Undertaking such works or measures as Council may decide from time to time to provide for amenity values and the interests of other users;
- Fencing and planting of lake margin sites with waterfowl habitat value;
- Weed and predator control.

However, in recent years at least, the Council has put few resources into the reserve, largely because its value as a gamebird hunting resource has diminished.

In October 2022 the Council was approached seeking its approval for removal of a building line restriction on a lifestyle property at 42 Nicholson Drive adjacent to Lake Kohata. In discussions with the landowner's architect and the Department of Conservation (Katy Newton, Senior Ranger, Community) it became clear that the reserve boundary fence adjacent to the subdivision was incorrectly placed 10 metres from the lake instead of the required 20 metres.

Taranaki Fish & Game staff then attended a meeting about Lake Kohata on 4<sup>th</sup> May 2023 with DOC and Whanganui District Council staff and Judd Bailey from the Whanganui Rural Community Board. There was a focus on restoring and signposting public walking access to the lake margin via the existing legal accessway from Kaitoke Road and the potential for creation of a public walkway round the lake with planting to enhance the reserve's amenity values.

Given the diminished value of Lake Kohata for gamebird hunting and fishing, it was suggested that Fish & Game could consider returning management responsibility for Lake Kohata to the Crown (DOC). Fish & Game would still be part of a collaborative group set up to maintain and enhance the environmental, public access and amenity values of the reserve.

#### RECOMMENDATION:

- THAT TARANAKI FISH & GAME COUNCIL INVESTIGATE OPTIONS FOR RELINQUISHING MANAGEMENT RESPONSIBILITY FOR THE LAKE KOHATA WILDLIFE MANAGEMENT RESERVE.

Allen Stancliff  
Acting Manager  
30<sup>th</sup> May 2023

#### MINUTES OF JUNE 2023 COUNCIL MEETING

##### 17. LAKE KOHATA

Councillors discussed the infestation of hornwort in the lake making it unsuitable as a fishery.

Taranaki Fish and Game's responsibilities for the Lake were discussed but given the diminished value of the Lake for game bird hunting it was felt that its resources could be better used elsewhere.

Councillor Blewman queried the liability for the removal of maimai at the lake.

The requirement for fencing of the 20.12m wide riparian margin needs to be raised with the District Council.

MOVED BLEWMAN / MCEWEN

THAT TARANAKI FISH & GAME COUNCIL INVESTIGATE OPTIONS FOR RELINQUISHING MANAGEMENT RESPONSIBILITY FOR THE LAKE KOHATA WILDLIFE MANAGEMENT RESERVE, INCLUDING LIABILITY FOR THE REMOVAL OF MAI MAI.

CARRIED

Our Reference: PAW-07-02

**25 July 2007**

Alan Catchpole  
Chairman  
Taranaki Fish & Game Council  
P O Box 4152  
WANGANUI

Dear Alan

RE: LAKE KOHATA

I refer to the letter from Peter Hill dated 7 March 2007. I apologise for the delay in reply. I understand that Peter has left the Council in the interim.

Lake Kohata Wildlife Management Reserve is administered by the Council under an appointment to control and manage under the Reserves Act 1977. Peter noted in his letter that the subdivision and development of lands surrounding the lake would limit the future of game bird hunting on the lake and expressed concern about the erection of 'boundary' fences by the subdivider that significantly encroached into the reserve and which the Council was not well placed to deal with.

For these reasons, he suggested that it may be an appropriate time for Fish and Game to relinquish its appointment to manage the reserve, and asked what steps were required for this to happen. He also said that there were several waterfowl hunting stands around the margin of the lake, and Fish and Game would appreciate the opportunity for these to continue to be used during game seasons until the new housing development put an end to hunting.

The Council was appointed to manage the reserve by an agreement with the Minister of Internal Affairs dated 1 November 1972 (copy attached). **The appointment can be cancelled by either party giving six months' notice in writing of its intention to terminate to the other party.**

The Department's view is that it would prefer that Fish and Game continued to manage the reserve until such time as hunting is no longer possible. The reason for this view is that the appointment can be easily terminated when hunting is no longer possible, and that if the Department took over control, its standard operating procedures mean that the hunting stands would have to comply with structural standards. This may mean necessary upgrades to the stands for a limited duration of continued hunting.

In regard to the 'boundary' fence encroachment on the reserve, the Department has met with the subdivider's representatives and it has been verbally agreed that in most places the fence will be moved back onto the correct boundary, and that the subdivider will undertake a revegetation programme on part of the reserve as compensation for the encroachments that will remain. The Department will continue to follow up this aspect and will keep the Council informed.

Yours faithfully

Nic Peet

Area Manager Whanganui

---

## Agenda Item 17 **Participation**

---

### Summary

#### a. Information to Clients

- 2025/2026 Fish Season Magazine articles distributed
- Readership details for magazine impressive

#### b. Licence Holder Engagement

- No specific activities undertaken during this period.
- Reminder to game hunters to return any band information .

<b>For Information Only</b>
-----------------------------

### Recommendation/Action

No action required.

## Fish and Game Magazine Readership

The Fish & Game NZ Magazine has performed incredibly well in the recent Roy Morgan readership survey.

Credit to everyone involved in putting together such a top-notch publication, particularly Hamish C.

**The magazine has claimed 4th place for total cross-platform audience and 6th place for print readership.**

The latest Roy Morgan research shows Fish & Game NZ performing strongly across both rankings:

### Top 10 Cross-Platform Audience (print + digital):

1. AA Directions - 493,000
2. New Zealand Listener - 278,000
3. Dish - 237,000
4. **Fish & Game NZ - 198,000**
5. NZ Woman's Day - 192,000
6. Australian Women's Weekly (NZ Edition) - 190,000
7. Mindfood - 188,000
8. TV Guide - 173,000
9. NZ House & Garden - 173,000
10. NZ Gardener - 171,000

### Top 10 Print Readership:

1. AA Directions - 367,000
2. New Zealand Listener - 224,000
3. NZ Woman's Day - 130,000
4. Dish - 125,000
5. KiaOra (Air NZ inflight magazine) - 123,000
6. **Fish & Game NZ - 116,000**
7. Australian Women's Weekly (NZ Edition) - 115,000
8. TV Guide - 115,000
9. Cuisine - 95,000
10. NZ House & Garden - 94,000

Fish & Game NZ's readership has grown by 12,000 (+11.5%) over the past year, with total cross-platform audience reaching 198,000 readers when digital platforms are included.

*Source: Roy Morgan New Zealand readership results, June 2025*

## Fish Season – Email Campaign Calendar

September 2025 – August 2026

Month	Campaign	Target Group
Sep 2025	Early Bird Reminder	Lapsed (Groups 2, 3 and 5)
Sep 2025	Licence Sales Open	Lapsed (Groups 2, 3 and 5)
Sep 2025	Season Start (Thanks & News)	Current (New and Renewed) – (Groups 1 and 5)
Oct 2025	Season Start Reminder	Current + short-term lapsed (Groups 1, 2, 5)
Oct 2025	Opening Day Follow-up	Current + Short-term Lapsed (Groups 1,2,5)
Oct 2025	New Season Push	All Lapsed (Groups 2,3,4)
Oct 2025	Labour Weekend Push	Short-term Lapsed (Groups 2,3)
Dec 2025	Start of Summer Promotion – day licence for a newbie	Current + All Lapsed (Groups 1,2,3,4,5)
Dec 2025	Pre-Holiday Thanks	Current (Renewed) (Groups 1, 5)
Dec 2025	Pre-Holiday Push	Short, Medium & Long-term Lapsed (Groups 2,3,4)
Dec 2025	Holiday Engagement – information on access and success	Current (Renewed) (Groups 1 and 5)
Dec 2025	Holiday Engagement	Medium and Short-term Lapsed (Groups 2 and 3)
Jan 2026	Summer Family	Current + Short-term Lapsed (Groups 1,5,2,3)
Jan 2026	Provincial Anniversary Holidays (North Island)	All Lapsed (Groups 2,3,4)
Jan 2026	Valentine's Push	Short, Medium & Long-term Lapsed (Groups 2,3,4)
Mar 2026	Easter Promo & Survey	Current + short & medium lapsed (Groups 1, 2, 3, 5)
Apr 2026	Late Season Push	Short and medium lapsed (Groups 2 and 3)
May 2026	Winter Fishing Promo	Short and medium lapsed (Groups 2 and 3)
Jun 2026	“Off Season Value” → what Fish & Game does, information links, remind anglers of upcoming season.	All current (Groups 1 and 5)
Jul 2026	“Off Season Value” → what Fish & Game does, information links, remind anglers of upcoming season.	All current (Groups 1 and 5)
Aug 2026	Early Renewal Warm-up	All current (Groups 1 and 5)

## Fish Season – Email Action Register

September 2025 – August 2026

Date	Regional/ National	Campaign	Target Group	Template
1 Sep 2025	National	Early Bird Reminder	Lapsed (Groups 2, 3 and 5)	National
1 Sep 2025	Regional	Licence Sales Open	Lapsed (Groups 2, 3 and 5)	Regional
24 Sep 2025	Regional	Season Start (Thanks & News)	Current (New and Renewed) – (Groups 1 and 5)	Regional
1 Oct 2025	Regional	Season Start Reminder	Current + short-term lapsed (Groups 1, 2, 5)	Regional
9 Oct 2025	Regional	Opening Day Follow-up – sign up to newsletters and ReelLife	Current + Short-term Lapsed (Groups 1,2,5)	Regional
16 Oct 2025	Regional	New Season Push	All Lapsed (Groups 2,3,4)	Regional
23 Oct 2025	Regional	Labour Weekend Push	Short-term Lapsed (Groups 2,3)	Regional
27 Nov 2025	Regional	Start of Summer Promotion – day licence for a new/ie	Current + All Lapsed (Groups 1,2,3,4,5)	Regional
18 Dec 2025	Regional	Pre-Holiday Thanks	Current (Renewed) (Groups 1, 5)	Regional
18 Dec 2025	Regional	Pre-Holiday Push	Short, Medium & Long-term Lapsed (Groups 2,3,4)	Regional
Dec 2025	Regional	Holiday Engagement – information on access and success	Current (Renewed) (Groups 1 and 5)	Regional
Dec 2025	Regional	Holiday Engagement	Medium and Short-term Lapsed (Groups 2 and 3)	Regional
8 Jan 2026	Regional	Summer Family	Current + Short-term Lapsed (Groups 1,5,2,3)	Regional
21 Jan 2026	Regional	Provincial Anniversary Holidays (North Is.) – Wellington Auckland Jan	All Lapsed (Groups 2,3,4)	Regional

1 Feb 2026	Regional	Waitangi Holiday	Short, Medium & Long-term Lapsed (Groups 2,3,4)	Regional
10 Feb 2026	Regional	Valentine's Push	Short, Medium & Long-term Lapsed (Groups 2,3,4)	Regional
1 April 2026	Regional	Easter Promo & Survey	Current + short & medium lapsed (Groups 1, 2, 3, 5)	Regional
15 Apr 2026	Apr 2026	Late Season Push	Short and medium lapsed (Groups 2 and 3)	Regional
22 Apr 2026	Regional	ANZAC Push	Short and medium lapsed (Groups 2 and 3)	Regional
6 May 2026	Regional	Winter Fishing Promo	Short and medium lapsed (Groups 2 and 3)	Regional
11 Jun 2026	Regional	"Off Season Value" → what Fish & Game does, information links	All current (Groups 1 and 5)	Regional
8 Jul 2026	Regional	"Off Season Value" → what Fish & Game does, information links, themes for magazine, remind anglers of upcoming season.	All current (Groups 1 and 5)	Regional
20 Aug 2026	Regional	Early Renewal Warm-up, , remind anglers of upcoming season.	All current (Groups 1 and 5)	Regional

---

## Agenda Item 18 Public Awareness/Communications

---

### Summary

#### a. Iwi Engagement

Meetings attended: Te Kopuka Whanganui River Strategy Meetings

#### b. Public Awareness

- Contributions to early season press releases.

#### c. Communication

Communications to licence holders as required.

#### d. Promotions – Rotomanu Fishing Day

For Information Only
----------------------

### Recommendation/Action

No action required.

---

## Agenda Item 19 Licence Sales & Licence Management System Performance

---

### Summary

#### a. Fish Licence Sales Update – until 31 August 2025

- Licence Sales Report for 2024/2025 Fishing Season YTD

Confirmation of licence sales indicating YTD – comparison with previous year.

↑ LEQ sales down to previous year 19% (1,212 c.f. 1,016)

↑ Total Number of Sales of licences up on previous year 23% (2,442 c.f. 1,979)

For Information Only
----------------------

#### Recommendation/Action

*Council move to receive Licence Sales Report for 2024/2025 Fishing Season YTD (31 August 2025)*

#### b. Game Licence Sales Update – until 31 August 2025

- Licence Sales Report for 2025 Game Season YTD

Confirmation of licence sales indicating YTD – comparison with previous year.

↑ LEQ sales down slightly to previous year 7.3% (1,064 c.f. 991)

↑ Total Number of Sales of licences up to previous year 9% (1,238 c.f. 1,136)

For Information Only
----------------------

*Council move to receive Licence Sales Report for 2025 Game Season YTD (31 August 2025)*

#### c. Licence Management System – May, June, July and August 2025

The Licencing Operational Group overview the performance of the Licencing Management system outlining:

- No issues with continuity of service
- A list of bugs and fixes required under agreed contract.
- Completing requirements of development phase of contract

Each regional Fish and Game Council is a signatory to the agreement for ESL to provide services to manage electronic licence sales (Public on Line and Agent on Line) and data capture. This contract is valid until 31 August 2027. Consideration to scoping and developing an RFP for the next iteration of the Licence Management System and associated support software – which may include: CRM function (customer relationship management software), digital licence, Fish and Game App.

For Information Only
----------------------

#### Recommendation/Action

*Council move to receive the update report from the Licencing Operational Group for contract management of provider of services to manage the licencing platform and database management.*

National Fish License Sales YTD to 31 August

Channel	FWE	FWA	FWNA	FELA	FLA	FLNA	FLBA	FLNA	FLBA	FLNA	FLBA	FWO	FWNO	FDJ	FDNO	FWG	FWNG	FDNC	SDSE	DWLR	DWLN	Total Fish	Fish-LEQ	Fish-Var
<b>Taranaki</b>	58	216	91	33	25	25	3	86	165	265	59	4	46	3	311	3	0	0	0	0	0	1966	0	0
Public Online	46	201	7	51	20	14	4	35	41	14	52	0	12	0	83	0	0	0	11	22	0	613	0	0
Agency Online	104	417	98	84	45	39	7	91	206	280	111	4	60	3	394	3	0	0	0	0	0	1979	1016.2	0
Total	90	280	145	44	21	32	1	62	215	358	100	10	77	14	489	2	2	0	0	0	0	1922	0	0
Public Online	37	157	11	51	17	14	3	14	32	12	57	0	14	0	87	0	1	6	7	7	0	520	0	0
Agency Online	127	437	186	95	38	46	4	78	247	370	157	10	91	14	586	2	3	0	6	7	0	2442	1212.3	19.3
Total	224	807	124	155	148	97	10	73	544	284	232	3	153	7	804	3	2	0	261	78	0	4005	0	0
Public Online	155	655	11	142	104	43	3	29	83	39	162	0	50	2	186	0	0	0	49	65	0	1749	0	0
Agency Online	379	1462	135	297	250	140	13	99	627	323	394	3	203	9	970	3	2	43	326	76	5754	3032.4	0	
Total	252	807	63	174	175	84	4	85	514	173	332	4	138	5	883	3	0	0	244	62	5857	0	0	
Public Online	130	561	16	158	119	44	3	20	131	15	226	2	84	0	235	0	0	0	31	58	1	1816	0	0
Agency Online	382	1368	79	332	294	128	7	85	645	188	560	6	202	5	1123	3	0	0	31	302	63	5803	2904.9	-4.2
Total	7607	11272	3221	2028	2157	1248	257	3708	16424	9418	3244	184	2967	324	11696	95	178	0	4499	5438	2146	88411	38540.07	0
Direct	8723	13213	1183	3558	2163	802	158	1495	4450	3110	2287	49	690	147	1612	26	105	0	7123	6130	625	57749	34502.66	0
AOL	16630	24485	4404	5885	4320	2050	415	5203	20874	12528	5531	233	3657	471	13308	121	283	0	11622	11568	2771	146160	73042.73	0
Total	8416	12392	3498	2229	2566	1405	239	3793	17036	10811	4448	245	3011	402	14470	140	250	0	4614	5770	2301	98036	42314.74	0
Direct	7459	11462	1063	3796	2225	782	137	1288	3796	3136	2494	74	678	174	1425	25	161	0	5639	4714	810	51277	30680.9	0
AOL	15875	23854	4561	5965	4791	2187	376	5081	20831	13947	6942	319	3688	576	15895	165	411	0	10253	10484	3111	149313	73295.63	0
Total																								

### National Game Licence Sales YTD to 31 August

	Channel	GWA	GWJ	GWC	GDA	GDJ	Total	Game LEQ	Game Var
<b>Taranaki</b>	Agency Online	776	68	31	7	0	882	0.0	
	Public Online	192	30	15	17	0	254	0.0	
	<b>Total</b>	<b>968</b>	<b>98</b>	<b>46</b>	<b>24</b>	<b>0</b>	<b>1136</b>	<b>991.7</b>	
2023-2024	Agency Online	804	66	35	16	0	921	0.0	
	Public Online	230	26	16	45	0	317	0.0	
	<b>Total</b>	<b>1034</b>	<b>92</b>	<b>51</b>	<b>61</b>	<b>0</b>	<b>1238</b>	<b>1064.3</b>	<b>7.3</b>
<b>Wellington</b>	Agency Online	2562	235	94	50	2	2943	0.0	
	Public Online	570	109	40	142	9	870	0.0	
	<b>Total</b>	<b>3132</b>	<b>344</b>	<b>134</b>	<b>192</b>	<b>11</b>	<b>3813</b>	<b>3236.7</b>	
2023-2024	Agency Online	2523	242	113	41	6	2925	0.0	
	Public Online	596	93	47	88	4	828	0.0	
	<b>Total</b>	<b>3119</b>	<b>335</b>	<b>160</b>	<b>129</b>	<b>10</b>	<b>3753</b>	<b>3211.4</b>	<b>-0.8</b>
<b>NZ TOTAL</b>	Agency Online	24469	2149	849	305	8	27780	24946.5	
	Public Online	5661	959	432	939	44	8035	6032.1	
	<b>Total</b>	<b>30130</b>	<b>3108</b>	<b>1281</b>	<b>1244</b>	<b>52</b>	<b>35815</b>	<b>30978.6</b>	
2023-2024	Agency Online	23659	2108	915	254	17	26953	24127.9	
	Public Online	6064	940	466	1009	43	8522	6452.2	
	<b>Total</b>	<b>29723</b>	<b>3048</b>	<b>1381</b>	<b>1263</b>	<b>60</b>	<b>35475</b>	<b>30580.1</b>	<b>-1.3</b>

# Monthly Performance Report – Licence Management System

July 2025

## EXECUTIVE SUMMARY

### A. Licence System Performance

Total number of licences sold in the period: 2726 with 621 sold by Agencies

System Availability: 99.99% uptime vrs KPI 99.9%

### B. Licence System Maintenance

- Bug Fixes and Improvements.**  
No fixes or improvements were made during the month.
- Booking System Improvements.**  
No further changes were made to the Booking system.
- Updating Customer Contacts:**  
Received updated customer contact details from Hothouse with these changes applied to the licence holder's details.
- Licence Holder deduplication:**  
No system wide deduplication update was applied in the month.  
Refinement of the Auto deduplication process is required to avoid merging licence holders with the same name and DOB. Change Request has been raised.

### C. System Development

- Booking Systems:** Change to introduce "Beats" for game bird hide booking is scheduled for Q4 2025
- Family Licence:** Changes approved 7<sup>th</sup> August with release to production on 27<sup>th</sup> August 2025.

### D. Business Services

- Call Centre Activity:** A total of 121 telephone and email support requests were received during the month. 52 of these calls were received as general enquiries from the public.
- Response times:** All support requests responded to within SLA. 18 voicemail messages (unanswered calls) were received. Calls received within business hours were responded to within 1 hour. 14 Telephone requests received over the weekend were responded to on the following business day. 26 Email requests were received over the weekend and responded to the following business day.
- Invoicing Agents:** Agent invoices reconciled and dispatched on or before July 10th and within SLA. 3<sup>rd</sup> Party Accountant reviewed and confirmed compliance.
- Licence Delivery Process:** Sent Hothouse monthly client contact list.
- Licence Refunds and Cancellation:** 3 x POL refunds were processed within the month. No Cancellations were processed.
- Variable Charges:** Invoice raised for recovery of ABCorp card services.

### E. Contract Performance

- System Upgrade:** MVP completed. The 2-year extension out to 31<sup>st</sup> August 2027 has been signed.
- System Development:**

- a. Changes required for a family licence are in progress and will be released August 27th.
  - b. National regulations to be attached as a PDF to licence purchases
3. **Business Services Function:** Compliant with KPIs
  4. **Scoping Additional Functionality:**
    - a. Improvement to the Auto merge script to avoid combining two licence holders who have the same name and DOB. Change request yet to be approved.
  5. **BIN Bash Fraud Attacks:** Nil
  6. **Paystation unplanned outage:** Some Paystation merchants experienced an outage from 4:45pm on Friday July 11th until 1:15pm on Saturday July 12th. ESL did not receive any complaints from POL customers.

## DETAILED REPORTING

### A. Licence System Performance

#### 1. Total number of licences sold in period

Licence Type	Number Sold
Fish Licences 2024/2025	2504
Game Licences 2025	222
Designated Water Licences	0
Salmon Endorsement Licence	0

#### 2. System Availability

System Availability – uptime 99.99% vs. SLA objective of 99.9%

System Availability is obtained from a third-party monitoring service (Pingdom).

Availability is calculated as (Total available hours 24hrs x days in the month) – (down time) / (Total available hours) expressed as a %

##### System Reliability

- Browser support is up to date.
- Underlying AWS technology (Angular) is scheduled for release to the latest levels during October 2025. (deferred until commencement of new fishing season)

**Variance Explanation:** SLA compliance requirements exceeded.

### B. Licence System Maintenance

#### 1. Bug Fixes and Improvements:

- I. No improvements were made to the system in June.

#### 2. Removing Duplication:

- The last Auto de-duplication was undertaken on May 27th
- Two licence holders' records with the same name and DOB have been incorrectly merged. ESL will manually demerge these records. A change request has been raised for the Auto de-duplication script to add further criteria to reduce the likelihood of such mergers re-occurring.

#### 3. Updating Customer Contact Details:

- Received updated customer contact details from Hothouse with these changes applied to the licence holder details in the Licence System.

## C. System Development

1. **Salmon Licence Endorsement:** Business as usual
2. **Designated Waters Licence:** Business as usual
3. **Booking Systems:** Business as usual
4. **Continuous Improvements:**
  - a. **System Improvements:**  
Currently undertaking the necessary changes required to support the Family licences needs, including the changes that will need to be completed by ABCorp to manage licence issuance.
  - b. **Booking Systems:**  
Change to introduce "Beats" for game bird hide booking is planned for release Q4 2025.

## Business Services

1. **Call Centre Activity:** A total of 121 support requests were received via telephone, email or voice mail. Note: we have increased the number of categories to provide improved understanding of the support requests received.
  - a. 52 requests were identified as "Public Misc" which are general enquiries seeking advice, some of these enquiries are passed to the Regions for their action.
  - b. 14 Telephone requests received over the weekend were responded to on the following business day. 26 Email requests were received over the weekend and responded to the following business day.
  - c. Any Licence related complaints are referred directly to the Region concerned.

Request Category	Number of Contacts
Agent Query	4
Bureau Communication	4
Buy A Licence	5
Cancel/ Refund Request	10
Change of Address	2
Habitat Stamp	6
Invoice Enquiries	1
Licence Re-issue	1
Lost Licence	3
National/Regional Office Correspondence	13
Public Misc	52
Purchase Order	2
Referred to region	5
Remittance Advice	8
Taupo Enquiry	5
<b>Total</b>	<b>121</b>

1. **Response times:**
  - a. All unanswered calls go to voicemail.
  - b. 18 voicemail calls received and responded to within 1 hour or next business day if received after hours/weekends.

- c. Emails were responded to within 24 hours with an average response of 2 hours 53 min not including requests received over a weekend.
  - d. Requests received over the weekend/public holidays are responded to on the next business day.
2. **Invoicing Agents:**
- a. Agent invoices dispatched on or before 10th of July and within the 10-day SLA KPI.
  - b. All invoices reviewed by an independent accountant.
3. **Licence Delivery Process:**

**Liaison with external providers:**

- **Hothouse Communications**
  - Monthly report on follow-up contacts (de duplicated) supplied.
- **ABCorp**
  - Family licence changes and impact on card production and mailing requirements.

4. **Licence Refunds and Cancellation:**






- **Refunds – 3 x POL refunds were processed.**
- **Cancellations – 0**
- **Re-Issues – 0**

5. **Variable Charges:**

Invoice for ABCorp card services to recover card processing fees.

**D. Contract Performance**

- a. **System Upgrade:**
  - i. MVP development is completed and in operation
  - ii. Designated Waters development is completed and in operation
  - iii. Sea Run Salmon development is completed and in operation.
- b. **System Development:**  
Working on implementing the changes required to support the Family Licence.
- c. **Business Services Function:**

Function	SLA Compliance
Call Center Response Time	
Agent Invoicing	
Liaison with external providers	
Licence refunds and Cancellations	
Variable Charges	

- d. **Licence System and Business Administration Services Agreement:** The 2-year extension out to 31<sup>st</sup> August 2027 has been signed.
- e. **BIN Bash Fraud Attacks:** Nil

5. **Paystation unplanned outage:** Some Paystation merchants experienced an outage from 4:45pm on Friday July 11th until 1:15pm on Saturday July 12th. ESL did not receive any complaints from POL customers over this time.

# Monthly Performance Report – Licence Management System

August 2025

## EXECUTIVE SUMMARY

### A. Licence System Performance

Total number of licences sold in the period: 2551 with 495 sold by Agencies

System Availability: 100% uptime vrs KPI 99.9%

### B. Licence System Maintenance

1. **Bug Fixes and Improvements.**

Changes required to support family licence were released on August 27<sup>th</sup>.  
Change to include the Regs/Rules PDF with the email receipt was released on September 3<sup>rd</sup>.

2. **Booking System Improvements.**

No changes were made to the Booking system.

3. **Updating Customer Contacts:**

Received updated customer contact details from Hothouse with these changes applied to the licence holder's details.

4. **Licence Holder deduplication:**

No system wide deduplication update was applied in the month.  
Refinement of the Auto deduplication process to include the email address is planned for release on October 1<sup>st</sup>.

### C. System Development

1. **Booking Systems:** Change to introduce "Beats" for game bird hide booking is scheduled for release on October 1<sup>st</sup>.

2. **Loyal Senior:** Change to allow Regional Admin users with the discretionary ability to issue a loyal senior card for a new customer.

### D. Business Services

1. **Call Centre Activity:** A total of 114 telephone and email support requests were received during the month. 39 of these calls were received as general enquiries from the public.

2. **Response times:** All support requests responded to within SLA. 4 voicemail messages (unanswered calls) were received. Calls received within business hours were responded to within 1 hour. Telephone requests received over the weekend were responded to on the following business day. 8 email requests were received over the weekend and responded to the following business day.

3. **Invoicing Agents:** Agent invoices reconciled and dispatched on or before August 10th and within SLA. 3<sup>rd</sup> Party Accountant reviewed and confirmed compliance.

4. **Licence Delivery Process:** Sent Hothouse monthly client contact list.

5. **Licence Refunds and Cancellation:** 4 x POL refunds were processed within the month. No Cancellations were processed.

6. **Variable Charges:** Invoices raised for recovery of ABCorp card services, including the setting up of the new fishing season. Invoice raised for recovery of Courier tickets.

## **E. Contract Performance**

1. **System Upgrade:** The 2-year extension out to 31<sup>st</sup> August 2027 is now in operation.
2. **System Development:**
  - a. Changes required for a family licence released August 27th.
  - b. National regulations to be attached as a PDF to licence purchases email receipts were released September 3<sup>rd</sup>.
3. **Business Services Function:** Compliant with KPIs
4. **Scoping Additional Functionality:**
  - a. Improvement to the Auto merge script to include email addresses to avoid combining two licence holders who have the same name and DOB.
5. **BIN Bash Fraud Attacks:** Nil

## DETAILED REPORTING

### A. Licence System Performance

#### 1. Total number of licences sold in period

Licence Type	Number Sold
Fish Licences 2024/2025	2467
Game Licences 2025	84
Designated Water Licences	0
Salmon Endorsement Licence	0

#### 2. System Availability

System Availability – uptime 100% vs. SLA objective of 99.9%

System Availability is obtained from a third-party monitoring service (Pingdom).

Availability is calculated as (Total available hours 24hrs x days in the month) – (down time) / (Total available hours) expressed as a %

##### System Reliability

- Browser support is up to date.
- Underlying AWS technology (Angular) is scheduled for release to the latest levels late October 2025.

**Variance Explanation:** SLA compliance requirements exceeded.

### B. Licence System Maintenance

#### 1. Bug Fixes and Improvements:

Changes required to support family licence were released on August 27<sup>th</sup>.

Change to include the Regs/Rules PDF with the email receipt was released on September 3<sup>rd</sup>.

#### 2. Removing Duplication:

- The last Auto de-duplication was undertaken on May 27<sup>th</sup>
- Two licence holders' records with the same name and DOB had been incorrectly merged. ESL manually demerged these records. A change request has been raised for the Auto de-duplication script to add an email address to reduce the likelihood of re-occurrence

#### 3. Updating Customer Contact Details:

- Received updated customer contact details from Hothouse with these changes applied to the licence holder details in the Licence System.

## C. System Development

1. **Salmon Licence Endorsement:** Business as usual
2. **Designated Waters Licence:** Business as usual
3. **Booking Systems:** Business as usual
4. **Continuous Improvements:**
  - a. **System Improvements:**

Change to allow Regional Admin users the discretionary ability to issue a loyal senior card for a new customer is to be released on 1<sup>st</sup> of October.
  - b. **Booking Systems:**

Change to introduce "Beats" for game bird hide booking is planned for release 1<sup>st</sup> of October.

## Business Services

1. **Call Centre Activity:** A total of 114 support requests were received via telephone, email or voice mail. Note: we have increased the number of categories to provide improved understanding of the support requests received.
  - a. 39 requests were identified as "Public Misc" which are general enquiries seeking advice, some of these enquiries are passed to the Regions for their action.
  - b. 8 email requests were received over the weekend and responded to the following business day.
  - c. Any Licence related complaints are referred directly to the Region concerned.

Support Category	Number of Contacts
Agent Query	4
Bureau Communication	2
Buy A Licence	14
Cancel/ Refund Request	7
Change of Address	1
Duplicate Payment	3
Habitat Stamp	6
Invoice Enquiries	1
KiwiAccess - Card delivery enquiry	1
National/Regional Office Correspondence	17
Public Misc	39
Referred to region	11
Remittance Advice	4
Taupo Enquiry	2
Technical Support	2
<b>Grand Total</b>	<b>114</b>

1. **Response times:**
  - a. All unanswered calls go to voicemail.
  - b. 4 voicemail calls received and responded to within 1 hour or next business day if received after hours/weekends.
  - c. Emails were responded to within 24 hours with an average response of 2 hours 13 min not including requests received over a weekend.

- d. Requests received over the weekend/public holidays are responded to on the next business day.
- 2. **Invoicing Agents:**
  - a. Agent invoices dispatched on or before 10th of August and within the 10-day SLA KPI.
  - b. All invoices reviewed by an independent accountant.
- 3. **Licence Delivery Process:**

**Liaison with external providers:**

- **Hothouse Communications**
  - Monthly report on follow-up contacts (de duplicated) supplied.
- **ABCorp**
  - Family licence changes
  - Setting up new fishing season

- 4. **Licence Refunds and Cancellation:**
  - **Refunds** – 4 x POL refunds were processed.
  - **Cancellations** – 0
  - **Re-Issues** – 0
- 5. **Variable Charges:**






Four Invoices for ABCorp card services to recover card processing fees, and 2025/26 Fishing Season setup.

Invoice to recover purchase of Courier tickets

## D. Contract Performance

- a. **System Upgrade:**
  - i. MVP development is completed and in operation
  - ii. Designated Waters development is completed and in operation
  - iii. Sea Run Salmon development is completed and in operation.
- b. **System Development:**

Changes to allow Regional Admins discretionary purchase of loyal seniors as a new client
- c. **Business Services Function:**

Function	SLA Compliance
Call Center Response Time	
Agent Invoicing	
Liaison with external providers	
Licence refunds and Cancellations	
Variable Charges	

- d. **Licence System and Business Administration Services Agreement:** The 2-year extension out to 31<sup>st</sup> August 2027 is now in operation.
- e. **BIN Bash Fraud Attacks:** Nil

---

## Agenda Item 20 Operational Summary

---

### Summary

Summary of activities undertaken in July and August 2025

Nothing material required to be highlighted

For Information Only
----------------------

### Recommendation/Action

*Council receive staff report on Operational progress to 31 August 2025*

Taranaki Fish & Game Council  
Budget Report and Project Progress to 31 August 2025

OUTPUT	Budget external costs	YTD external costs (31/8/2025)	Comments on significant variations	Budget Hours	YTD hours
Population Monitoring	15,500	9,733		520	1053.75
Harvest Assessment				60	61.5
Hatchery	10,000	15,784		60	69
Liberations	6,000	7,160		150	120.75
Season Regulations				50	31
Gamebird Dispersal	2,000	2,352		120	146.5
RMA		2		500	222.5
Habitat Management & Enhancement	20,000	2,496		400	134
Assessing & Monitoring				100	44.5
Hunter / Angler Access	200	794		100	20.75
Satisfaction Survey				40	8.75
Magazine / Newsletter / Ezine	9,500	13,236		200	147
Hunter / Angler support	1,000				
Clubs				10	20
Statutory Liaison				30	16.75
Iwi Liaison	1,000			60	119.5
Information to Clients				100	60
General Advocacy	500	5		100	101.25
Hunting & Angling Promotions	3,300	2,727		140	149.25
Ranger Management	1,500	906		112	49.5
Compliance	1,500	87		170	139.5
Licensing & Commission	9,870	9,878		50	4.75
Council Meetings & Administration	9,500	9,159		280	369.5
Management, Strategic & Policy	100	1,091		80	14.5
Business Planning				40	10
OSH & Other Reporting	7,576	8,103		65	39
National Liaison	100			160	90
<b>Total Expenditure</b>	<b>99,146</b>	<b>83,513</b>		<b>3697</b>	<b>3183.5</b>
Wellington Fish & Game Field Work hours					107.25

Project Income	Budget Income	YTD Income	Comments on significant variations
Fish Population Assessment	200	8,000	
Harvest Assessment – Summer Season	500	370	
Hatchery Income		3,239	
Liberations	3,238	249	
Gamebird Dispersal	750	575	
Taranaki Hunting & Habitat Scheme	15,000		
Compliance	1,000		
Total Income	20,688	12,433	
Net Expenditure	78,458	71,080	

Overheads	Budget	YTD	Comments on significant variations
1910 Salaries & Management Contract	317,037	308,147	
1920 Staff Expenses	3,550	6,052	
1940 Office Premises	22,200	22,272	
1950 Office Equipment	2,000	3,297	
1960 Communications / Consumables	5,250	6,362	
1970 General	3,050	3,216	
1980 General Equipment	5,000	4,338	
1990 Vehicles	15,850	16,784	
Total Overheads	373,937	370,468	

Other Income & Expenses	Budget	YTD
Interest	9,032	24,525
Wellington Fish & Game Admin	4,000	8,268
Donations & Other Income		27,089
Total Other Income & Expenses	13,032	59,882

Nett Project, Overhead and Other Expenditure/Income	Budget	YTD
	439,363	381,566

#### MOVEMENTS IN RESERVES

From	To	Reason	Amount	Date Paid
Hunting & Habitat Scheme	Kinatai Farm Wetland project	Planting & Fencing	1495.65	20.5.2025
Hunting & Habitat Scheme	Gane & Sons – Waiwiri Wetland	Pond fencing & construction	1,000	20.8.2025

## SPECIES MANAGEMENT

2024/2025 Annual Plan – Planned Result	Progress to date
<p><b>Objective:</b> Obtain relevant and robust data to inform and enable effective management decisions to maximise opportunities and satisfaction while ensuring the sustainability of sports fish and gamebird populations across the region.</p> <ol style="list-style-type: none"> <li>1. Assess juvenile trout recruitment in the Manganui River and tributaries to compare with baseline information from other catchment surveys (yr 1 of 2).</li> <li>2. Undertake a resource inventory of the Manganui River catchment to determine current status of the trout fishery and identify threats and opportunities (yr 1 of 2)</li> <li>3. Monitor and report information on the status of the region's trout fisheries sufficient to measure overall angler success (through a diary scheme), set effective regulations and inform management directions.</li> <li>4. Implement an effective grey and mallard duck banding programme in the Whanganui area to obtain an estimate of the population size and level of hunting harvest which will guide future monitoring requirements and regulation setting (yr 6).</li> </ol>	<p>Electric fishing survey of 22 sites in the Manganui River catchment carried out over four days (11/16/17/18/) in December 2024.</p> <p>Data being collated for resource inventory report.</p> <p>Fieldwork report being prepared in contribution to the wider resource inventory report of the Manganui River.</p> <p>Diaries sent to 24 anglers for the start of the 2024/25 season.</p> <p>Fishery monitoring report prepared for Council's 19 October 2024 meeting.</p> <p>Electric fishing survey of Kapuni Stream carried out for Ballance Agrinutrients (24/10/2024). Report prepared.</p> <p>Electric fishing survey of sites in the Wāhianoa and Tokiāhuru Stream catchments in Karioi Forest carried out for Emslaw-One (3-6 December 2024) in conjunction with Wellington F&amp;G staff. Report prepared for the Wāhianoa survey (26/03/2025) and the Tokiāhuru report worked on.</p> <p>Trout spawning gravel enhancement was carried out in Mangamahoe Stream on 8/05/2025 with four sites enhanced. The stream was re-visited on 23/07/2025 at the end of trout spawning but all sites looked to have been destroyed in the 3<sup>rd</sup> July 2025 flood. Three large spawning redds were observed in the Waiwhakaiho inlet to Lake Mangamahoe, with little fish activity observed. The past 10 years of spawning data gathered from fieldwork was amalgamated and forwarded to Adam Canning to refine models of Taranaki trout spawning habitat (29/8/2025).</p> <p>Waimarino/Whanganui duck banding report prepared for Council's 19 October 2024 meeting.</p> <p>Duck banding carried out in Whanganui on 3<sup>rd</sup> &amp; 4<sup>th</sup> February 2025, with 455 mallards, 12 grey and 7 Grey teal banded. Taranaki field officer Jack Harland</p>

also assisted Wellington F&G Staff with regional banding fieldwork. 500 new bands obtained from DOC, who overcharged so an extra 70 bands received.

2024 draft census report for Shoveler duck received 30/09/2024.  
January 2025 trend counts for paradise shelduck and black swan carried out at 78 sites in the Game Management Areas A, B & C and a report prepared for Council's 15<sup>th</sup> February 2025 meeting.  
Aerial mallard counts completed on the 13<sup>th</sup> April throughout the Taranaki ringplain. Taranaki Pukeko counts completed from 14-16<sup>th</sup> April, and Whanganui Pukeko counts completed on the 16<sup>th</sup> April.  
26<sup>th</sup> annual Shoveler and Grey Teal count conducted on the 4<sup>th</sup> August 2025 throughout the Taranaki and Whanganui coastal lakes.

5. Monitor and report information on the status of the region's mallard and grey duck, paradise shelduck, shoveler, swan and pukeko populations sufficient to assess harvest, identify and manage any population impacts, set effective regulations and inform management directions. As part of this, review count methods for paradise shelduck, including the effectiveness, efficiency and cost of returning to aerial counts for some parts of the region.

6. Review game bird monitoring programme for the region taking into account banding results and including regulation setting requirements.

<p>7. Participate in the National Hunter Survey to derive robust estimates of annual game bird harvest and hunter success.</p> <p>8. Recommend effective regulations that are timely, easily understood and which maximise licence holder opportunity while ensuring resource sustainability and public support.</p> <p>9. Provide advice and support practical and effective predator control opportunities that assist game bird populations.</p>	<p>Hunter survey results for the 2024 game season incorporated into draft 2025 Game Gazette Notice report for Council's 19 October 2024 meeting. Database prepared for 2025 survey, calls made and data entered into survey website.</p> <p>Draft 2025 Game Gazette Notice report prepared for Council's 19 October 2024 meeting, with an updated report presented to Council's 7<sup>th</sup> December meeting. Following the January trend counts a report was prepared for Council recommending an increase in the 2025 opening weekend daily bag limit for paradise shelduck in Area C. A trend count report was also prepared for Council's 15<sup>th</sup> February 2025 meeting. Taranaki Game Gazette Notice approved by the Minister (3/03/2025). Draft 2025/26 Anglers Notice report prepared for Council's 24 May 2025 meeting.</p> <p>Advice provided as opportunities arose.</p>
<p>Objective: Supplement trout fishing opportunities with appropriate stocking that is valued, cost effective in terms of the return to the angler and which retains community support.</p> <p>10. Undertake an annual trout stocking programme which concentrates on creating and maintaining valued lake fisheries.</p>	<p>500 2-year rainbows (and one larger fish) from Eastern F&amp;G's Ngongotaha hatchery were released into Lake Rotomanu (29/10/2024) for a family trout fishing day. 101 rainbow and 160 brown trout from the Hawera hatchery were released into the Hangatahua (Stony) River on 4/11/2024, with a further 101 brown trout and 67 rainbow trout released there on 25/11/2024. A total of 251 brown trout were released into Lake Mangamahoe (50) and Te Henui Stream (201) on 28/11/2024. 372 well grown rainbow trout were released into the scout den pool in the Patea River in Stratford's King Edward Park on 13/12/2024 for a kids' fishing promotion. A total of 115 brown trout and 47 rainbow trout were released into the upper Waiaua River on 9/01/2025 – the last of the 2023 year-class. 2024 year-class rainbows were fin-clipped on 11/03/2025, with a count of 1,194 fish. A total of 424 Brown trout and 3 Rainbow trout were fin clipped on the 23/04/2025, with 201 rainbows released into Lake Mangamahoe (23/04/2025). 197 rainbows of the 2024-year class released into Lake Ratapiko (14/8/25), and 100 brown and</p>

<p>11. Undertake release of up to 200 17-month brown and rainbow trout into the lower Patea River and assess angler returns to gauge the potential for a long-term programme (yr 6)</p> <p>12. Operate Hawera hatchery in an effective, cost efficient and sustainable manner utilising volunteer support to meet the identified stocking objectives.</p>	<p><b>100 rainbow also of the 2024 age class released into Lake Mangamahoe (28/8/25).</b></p> <p>200 Hawera hatchery rainbows released on 22/10/2024 and 150 Hawera hatchery brown trout and 2 rainbow trout released on 25/11/2024. A report on the releases was prepared and sent to Manawa Energy on 12/12/2024. <b>An offer of service was accepted by Manawa Energy for the 2025 releases (20/08/2025).</b></p> <p>A hatchery and trout releases report was prepared for Council's 19<sup>th</sup> October 2024 meeting. Hatchery volunteer Gavin Sturgeon has retired from the hatchery roster owing to ill health. Hatchery volunteer Don Uncles is retiring from the roster, with a potential new volunteer attending recent fin clipping work. New member now on the roster and assisted with 23<sup>rd</sup> April fin clipping. The TRC contacted F&amp;G (27/03/2025) to say they found a high suspended solids reading in a recent sample taken when the raceways were being drawn down for cleaning. The water was discharging direct into the stream rather than being diverted into the settling ponds. The diversion mechanism was subsequently maintained to ensure it was easy to use and the volunteers were trained in its use to ensure the diversion is operating before the raceway water levels are drawn down.</p> <p>Rat bait and net replacement net mesh was ordered for the hatchery (23/04/2025). 2,000 rainbow ova and 1,000 brown trout ova were received at the Hawera hatchery by overnight courier from the Eastern 4<sup>th</sup> June 2025. Hatching and fry survival has been good. Onboarded one new hatchery team member. <b>Hatchery dinner held on 18/8/25 to recognise volunteer efforts. The 2024/25 hatchery and trout liberations report was worked on.</b></p>
<p><b>Objective: Provide effective compliance to protect resource sustainability (including revenue base) and user experience to maintain licence holder satisfaction.</b></p> <p>13. Review and renew ranger warrants and maintain a skilled honorary ranger team of at least 12 rangers consistent with requirements and objectives of the Compliance Policy and Strategy and also R3 principles.</p>	<p>Ranger training day held at Mangorei Hall on 21/09/2024 attended by five Rangers and two staff. Honorary ranger application received (12/09/2024) from an experienced angler based in Ohakune. New Field Officer, Jack Harland, has completed on-line CERT modules, had further training with CERT principal trainer Brad Dannefaerd and received his warrant in December 2024. A ranger training refresher was held on 12<sup>th</sup> April 2025, attended by one</p>

<p>14. Undertake safe and effective compliance coverage across the Taranaki Region, including a target of 100 licence checks of anglers and also of hunters.</p> <p>15. Process detected offences in a fair and timely way consistent with national prosecution guidelines.</p>	<p>Ranger and two staff. Honorary Ranger Rowan Hayes advised that he was relocating to Dunedin and wished to continue as a ranger for Otago F&amp;G (21/08/2025). Council received an honorary ranger application from a Hawera-based angler.</p> <p>Compliance annual report prepared for Council's 19 October 2024 meeting. Fish season ranging conducted by staff and honorary rangers. Compliance undertaken on the first day of the 2025 special paradise hunting season (22/02/2025). Compliance operations carried out on opening weekend of the 2025 game season in the Pākaraka, Waitotara, Waverley areas and Inglewood. A total of 93 hunters checked, with one no licence offence.</p> <p>Game season offender returned to Australia and has, so far, not responded to emails.</p>
<p><b>Objective: Proactively manage problem aggregations of gamebirds in the interests of both hunters and property owners and managers.</b></p> <p>16. Manage problem aggregations of gamebirds through implementation of a special Paradise shelduck season in Area C and proactively responding to and assisting landholders.</p>	<p>Annual disturbance report prepared for Council's 19 October 2024 meeting. 11 permits to disturb gamebirds issued to date: 8 for pukeko (6 rural, 2 urban) and 3 for paradise shelduck / mallard duck. 44 permits to disturb issued to date: 17 for Pukeko (8 rural, 9 urban), 2 for mallard duck only, 13 for paradise shelduck only, and 12 for mallard and shelduck. As of 30<sup>th</sup> April, 48 permits to disturb: 19 for Pukeko (8 rural, 11 urban), 2 for mallard duck only (one urban), 15 for paradise duck only, and 12 for mallard and shelduck. <b>As of 31<sup>st</sup> August, 60 permits to disturb, 30 for pukeko (21 urban, 9 rural), 2 for mallard duck only (one urban), 15 for paradise duck only, and 12 for mallard and shelduck, one for Black Swan.</b></p> <p>There was liaison with STDC (17/04/2025) about fencing the main Opunake oxy pond to prevent moulting paradise shelduck and Canada geese walking through to an adjacent farm. This has now been completed, although paradise may dig under the fence.</p> <p>A proposal to undertake an organised shoot for mallard duck in a Bell Block industrial area during the 2025 game season was run past the FSA and NP</p>

<p>Police (27/03/2025 &amp; 29/04/2025). Use of gas guns proved a success and an organised shoot was not needed. A staff meeting was held on 1/05/2025 to discuss SOP's for gamebird dispersal and control. A report on the 2025 special hunting season for paradise shelduck was prepared for Council's 24<sup>th</sup> May 2025 meeting.</p>	
--	--

## HABITAT PROTECTION AND MANAGEMENT

Objective	Planned Result
<p><b>Objective: Protect / improve habitat for sports fish &amp; game as a fundamental and effective means to sustain the fish &amp; game resource in the interests of licence holders and with biodiversity benefits for the wider community.</b></p>	
<p>1. Provide valued advice and support to licence holders, landowners and the wider community regarding the importance of and how to protect and enhance habitat and also undertake predator control/ management to benefit both fish &amp; game and wider indigenous biodiversity resources.</p>	<p>Advice on wetland creation and enhancement was provided to three landowners. Advice on suitable wetlands or potential wetland projects to visit during a 2-day wetland wananga to be held on 18/19<sup>th</sup> September 2025 was provided (29/07/2025) to Lisa Berndt the Taranaki Regional Coordinator of Wai Connection and Rebecca Eivers from Waikokopu Consulting, who will be running the wananga. Staff met with Paul Turner from Taranaki Catchment Communities (1/07/2025) to discuss suitable projects for improving fish passage.</p>
<p>2. Promote, encourage and support landowners to create, enhance and protect wetlands by providing sound technical advice and assistance to make successful applications to the GBHT and Hunting &amp; Habitat Funds.</p>	<p>Site visit made to view completed earthworks at Andy Whitehead's Kinatai wetland development at Oaonui (14/11/2024), which was allocated funding from the GBHT and H&amp;H funds. Invoices and final referee's report sent out on 22/04/2025. Visited landowner Ian Moore's property (Monday 3<sup>rd</sup> February) in collaboration with Wellington F&amp;G to provide wetland creation advice, and assistance in creating an application for funding through the GBHT. A site visit was made (28/04/2025) to Grant Penny's Hurford Road property to view a wetland enhancement proposal. Staff are currently assisting Grant in preparing a funding application to the GBHT, alongside liaising with contacts from the Taranaki Regional Council to explore consenting requirements.</p>

A site visit was made to a Meremere farm property to view a potential GBHT project (13/05/2025), to a property at 126 Tarata Road (13/06/2025), and to a Hurleyville property (18/7/2025). For a variety of reasons, no Taranaki wetland applications were made to the GBHT in 2025.

A site visit was made to sign off Peter Gane's completed Waiwiri Road wetland project (18/07/2025). A site visit was also made to sign off on Hamish Blue's wetland (20/06/2025). Information was provided to the GBHT on the Howatson wetland for a 5-year review. Two Taranaki wetland projects approved for GBHT grants in 2021 and 2022 (Mill Valley Wildlife & Dolly's Milk) will not now proceed, owing to consenting requirements. A site visit was made to Gary & Maree Hawken's F&G Kereone Wetland on 18/07/2025 and a restoration plan is being prepared.

3. Proactively take opportunities to make effective representation in statutory and other community processes to best achieve sports fish and game bird habitat protection and enhancement.

Approval was given to Horizons RC (Marius Alers; 11/09/2024) to remove fallen trees in the Mangateitei Stream and Mangawhero River at Ohakune.

A Fonterra Kapuni stakeholders meeting was attended (18/09/2024). Fonterra is proposing to split the suite of resource consent applications currently lodged with Taranaki Regional Council into two "bundles" – Water related & effluent irrigation/air discharge.

An update was received from Taranaki By-Products (10/10/2024) regarding re-consenting of water takes and discharges from their Okaiawa rendering plant (Inaha Stream). Taranaki F&G submitted on these consents on 14/10/2020. An on-site meeting has been scheduled for 11/09/2025.

STDC (Harrison/Grierson) contacted Taranaki F&G (21/10/2024) regarding re-consenting options for the discharge from the Waverley town oxidation ponds. F&G's preferred option is for limited notification to allow input into consent conditions. The consents were subsequently limited-notified and a F&G submission was lodged on 19/12/2024. Draft consent conditions currently being discussed.

NPDC (Greg Larkin; BTW) contacted F&G regarding perch in the Pukekura Park bowl lake, which will be partially drained this summer to allow the erection of permanent seating. NPDC also contacted F&G re: re-consenting of coastal structures (25/12/2024).

Todd Nicholson (Whenuku Quarries) got in touch (11/10/2024 & 11/11/2024) regarding quarry and Waingongo riparian management plans. Comments were provided to Manawa Energy on the Patea HEPS Upstream Fish Passage Report 2024 on 20/12/2024.

An E-Fishing permit was provided to WSP (Melanya King) for fish salvage in small Whanganui River tributary prior to road culvert replacement (14/01/2025).

There was liaison with KiwiRail regarding an updated design for the Manganui River fish pass (28/03/2025), with remedial works undertaken on the Manganui and Waipuku fish passes in April 2025.

There was liaison with TRC Rivers Manager, Chris Vicars (24/03/2025), regarding reinstatement of the Hangatahua (Stony) River flood control structure downstream of SH45 with works expected to be undertaken in May 2025. There was also liaison over emergency flood protection works in the lower Waiwhakaiho River following the 3<sup>rd</sup> July 2025 flood.

The was liaison with TRC Consent Manager, Leah Miller (24/03/2025) regarding consents that F&G has submitted on, or has an interest in, and the timelines for processing.

A Fonterra Kaitiaki Group meeting was attended (17/04/2025), where there was discussion of the water use and efficiency report required by their consents to take water from the Tangahoe River catchment. There was discussion with Fonterra's Michelle Dwyer regarding issues with their Tangahoe River intake during low river flows (12/05/2025).

A Ballance Kapuni stakeholders meeting was attended to discuss their water abstraction consents (30/06/2025).

A meeting was attended at Stratford DC (25/07/2025) to discuss options for improving the quality of the discharge from the town oxidation ponds to the Patea River.

A submission was made to the STDC's Plan Change 4 (21/07/2025), regarding protection of wetlands and waterbodies in the proposed Structure Plan Areas and the town's water supply from Kapuni Stream. A further submission was made on 13/08/2025.

Feedback was provided to NPDC (15/07/2025) regarding consents for 37 instream structures with consents expiring in 2026. Also following feedback to

<p>NPDC, consents to take water from Ngatoro Stream for Inglewood supply were limited notified on 22/07/2025 and a submission was made on 8/08/2025. There was liaison with Chris Vicars (13/08/2025) regarding emergency remedial works to an eroded bank in the Lower Waiwhakaiho River following the 3<sup>rd</sup> July 2025 flood and also about the Hangatahau (Stony) river SH45 guidebank, which disappeared in the flood.</p> <p>The SFO attended the TRC Environmental Awards presentations on 20/11/2024.</p> <p>Awaiting processing by TRC. The TRC has been working with Manawa Energy to prepare a draft set of consent conditions which will be circulated to submitters. Following release of draft conditions, pre-hearing meetings were attended on 26<sup>th</sup> &amp; 27<sup>th</sup> June 2025. Staff attended a second pre-hearing meeting with Manawa Energy regarding re-consenting of the Mangorei and Motukawa schemes on the 4<sup>th</sup> August. Further written comments were provided on 19/08/2025.</p> <p>Still waiting for the NPDC's application to re-consent the water take from the Waiwhakaiho River for Lake Rotomanu to be processed by the TRC. On inquiry it was stated that the inlet and outlet structures for Lake Rotomanu were deemed a permitted activity and as the F&amp;G issue was with the structures, F&amp;G was not an affected party in relation to the diversion of water from the Waiwhakaiho River into the lake. The lake has since been drained to a low level to allow the boat ramp jetty to be replaced but will be refilled well prior to the scheduled family trout fishing day on Saturday 11<sup>th</sup> October 2025.</p>	<p>4. Investigate the establishment of an environmental award to acknowledge and highlight outstanding contributions to the protection of sports fish or gamebird habitat.</p> <p>5. Seek effective environmental outcomes as part of the re-consenting of the Mangorei and Motukawa hydro schemes.</p> <p>6. Promote and explore opportunities to improve water quality in Lake Rotomanu.</p> <p><b>Objective: Work collaboratively and proactively with landowners, other groups and iwi recognising the synergistic benefits and wider outcomes that can be achieved by this approach.</b></p> <p>7. Engage proactively and collaboratively with iwi &amp; community groups to identify and protect/ enhance shared resource values including contributing to water related matters through the Taranaki Maunga Settlement process.</p>
<p>Staff attended the annual 1-day Wild for Taranaki (WfT) biodiversity forum (23/10/2024) and a Wai Connection Inanga/fish passage 2-day seminar on 12/13 November 2024. The WfT online AGM was attended – the two new Trustees on the Board are Andrew Castle &amp; Amanda Clinton-Gohdes. A WfT quarterly catchup meeting was attended on 13/03/2025.</p>	

Attended Biosecurity Taranaki zoom meeting (25/09/2024). A Biosecurity Taranaki meeting was attended on 29/11/2024 & 19/03/2025. A Horizons "Jobs for Nature" governance group zoom meeting was attended (29/04/2025) to review 3<sup>rd</sup> quarter, final year, progress with riparian fencing and planting and fish passage assessment and remediation in the region. A final meeting was attended on 29/07/2025. Over the 5 years of the project, 192 barriers to fish passage were remediated, which opened up 1,315 km of waterway to migratory fish. 455 km of stream fencing was also completed, with many 100's of thousands of trees planted. Electric fishing fieldwork was undertaken with staff from Taranaki & Wellington F&G and members of Taranaki Iwi to gain information on piharau ammocete habitat within their Rohe.

An online Te Kōpuka meeting was attended (19/09/2024) and a face-to-face meeting at Ohakune (27/09/2024). SFO Allen Stanciliff re-confirmed as F&G Nominee at Council's 19<sup>th</sup> October 2024 meeting. A Te Kōpuka online zoom meeting was attended on 26/11/2024. Auckland/Waikato Fisheries Manager Adam Daniel attended a face-to-face meeting at Kakahi Marae on 13/12/2024 as the F&G Alternate member. A face-to-face meeting was attended at Parikino Marae (28/03/2025) and a zoom meeting on 22/04/2025. WDC, RDC & Rangitikei DC are liaising with Te Kōpuka regarding "local waters done well" as they are looking to a joint CCO. In the end it was decided that just WDC and RDC would form a CCO. Auckland/Waikato F&G's Adam Daniel stood in as an alternate member of Te Kōpuka while the SFO was on annual leave in May and June 2025. The SFO attended one further meeting of Te Kōpuka on 4/07/2025.

Meeting to be scheduled with Te Korowai o Ngāruahine Trust.

Unfortunately, Scotty Moore, a key liaison person at Horizons RC in relation to this project has been made redundant in a restructure.

- 8. Represent Fish & Game and provide valued input to the Te Awa Tupua process.
- 9. Explore options with other parties to remove a weir in the Waingongoro River at Eltham.
- 10. Investigate whether there is sufficient landowner support for an application to the Whanganui River Enhancement Trust (WRET) for funding assistance to continue the Horizons / F&G joint Orautoha Stream / Manganuioteao Riparian

<p>Project to protect water quality in this catchment and the many values it supports.</p>	<p>Project to protect water quality in this catchment and the many values it supports.</p>
<p><b>Objective: Development of an effective Natural Resources Plan that protects freshwater and wetland habitats and which will also minimise Council costs in consent processes and free up resources for other management responses.</b></p>	<p>Project to protect water quality in this catchment and the many values it supports.</p>
<p>11. Engage in and actively advocate for provisions which protect and/ or enhance sports fish &amp; game bird habitat in the Taranaki Natural Resources Plan development process.</p>	<p>Reviewed TRC Policy &amp; Planning agendas for results of latest consultation. Along with the Manager, Phil Teal and Wellington F&amp;G Resource Officer, Ami Coughlan, staff attended a hui with Iwi and TRC staff (8/07/2025) to discuss Freshwater Plan provisions in relation to "desirable &amp; undesirable species". TRC Policy &amp; Planning Manager, Lisa Hawkins, has resigned and the new manager is Ann Duncan, who has worked for Otago &amp; Southland RC's.</p>

## PARTICIPATION

2024/2025 Annual Plan – Planned Result	Progress to date
<p><b>Objective: Add value to licence holders by increasing their opportunity, success and satisfaction and so retain them in the sport.</b></p> <ol style="list-style-type: none"> <li>Maintain and improve the Taranaki pages on the new Fish &amp; Game website so "how to" and "where to go" information is readily available, easily understood and up to date.</li> <li>Work with National Office to populate new website with information including an 'Introduction to duck hunting in the Taranaki Region'.</li> <li>Continue posting on the Council's facebook page in line with any National Policy to regularly inform licence holders using this forum.</li> </ol>	<p>Information on the special paradise summer hunting season in Area C was added the F&amp;G website on 7/02/2025. Taranaki perch fishing information added to the F&amp;G website, following preparation of a pamphlet.</p> <p>5 facebook posts have been published (18/10, 23/10, 25/10, 31/10, 06/11), these posts collectively reached 5.4k people. 83 new followers. Four new posts (27/11, 03/12, 12/12, 19/12), 306 page followers. 3 new posts (29/1, 17/2, 14/3). 314 page followers. One new post 14/3, 318 page followers. Two new posts (5/5, 20/5), 319 page followers. One new post (15/8), 328-page followers.</p>
<p><b>Objective: Encourage past and prospective hunters and anglers into the sport through initiatives which make it easy to 'have a go' and/or provide support.</b></p>	<p>Project to protect water quality in this catchment and the many values it supports.</p>
<p>4. Develop and utilise licence holder email list to keep hunters and anglers up to date.</p>	<p>List of child and junior licence holders was used to publicise the Lake Rotomanu family trout fishing day (via Hothouse 11/10/2024).</p>

5. Complete monthly contributions to Reel Life and Both Barrels Ezines and weekly contributions to the Wellington Fish & Game Region's "Lower North Island Lowdown" angling email consistent with national R3 recommendations.

A Taranaki contribution to the Reel Life ezine was made in September and on 17<sup>th</sup> October 2024, and on 19/11, 18/12, 20/1/2025, also on the 20/03 and 17/4/2025. Weekly contributions to the "Lower NI Lowdown" email were made from 25/09/2024 to the last one for the 2024/2025 fishing season which was published on the 03/04/2025, with the first contribution to the weekly game newsletter submitted on the 18/03. Articles for the Both Barrels ezine were submitted on 15/04/2025. Articles for the Both Barrels ezine were submitted and published for May, June, July, August 2025.

6. Provide a quality 2-page regional supplement in each edition of Fish & Game Magazine.

A 3-page regional supplement was prepared for the 2025 game special issue of F&G Magazine.  
3-page regional supplement material for Special Fishing Issue 61 submitted on 10/07/2025 and proofed on 05/08/2025.

7. Publication of valued hunting and fishing newsletters sent in conjunction with Wellington Fish & Game and sent to regional licence holders and hunting landowners. Hunting newsletter also distributed to all rural box holders in the region.

Articles were prepared for the joint Wellington/Taranaki regional angling newsletter. Articles were prepared for the 2025 joint Wellington/Taranaki game newsletter, with the proof received for checking on 25/03/2025. The newsletter was also sent to all Taranaki rural box holders.

8. Proactively provide timely and useful information to licence holders when requested.

Information provided to licence holders on request.  
Staff attended the Inglewood Rod, Hunting & Clay Target Club's opening week fish season weigh-in (6/10/2024) and their "Big 4" weigh-in (28/10/2024). A box of 10 F&G cookbooks was provided to the Club as spot prizes at their H&F Clay Target shoot on 1/03/2025. Staff also attended the club's game season opening weekend weigh-in on 4/05/2025 and the club's AGM on 26/08/2025.

9. Replace/ erect 2 -3 new signs which provide anglers with helpful on-site information re access and regulations consistent with identified priorities.

Four angling signs cleaned and one replaced (1/10/2024). Gate repairs to a casting platform at Lake Mangamahoe were made on 29/03 to maintain access. A query regarding hunter access at Lake Rataipiko was followed up with Manawa Energy (9/04/2025). Another gate repair was made on 09/06.

A successful family trout fishing day was held at Lake Rotomanu on 3/11/2024 in conjunction with the Inglewood Rod, Hunting & Clay Target Club, Hynds

<p>10. Provide organised fishing opportunities in Lake Rotomanu and the Patea River in Stratford consistent with R3 objectives and branding and in association with volunteer groups for kids and families.</p> <p>11. When fish are available, release 2-year rainbow trout into Sattler's Dam to provide opportunities for kids and families.</p> <p>12. Review, negotiate, publicise and issue access permits to publicly available hunting areas and actively seek and develop new opportunities.</p> <p>13. Identify and explore mentoring schemes to support new hunters.</p> <p>14. Develop web based introductory package for anglers highlighting access opportunities and methods to get started.</p> <p>15. Proactively take opportunities to make effective representation in statutory and other community processes to maintain or enhance hunting or angling access and opportunity.</p> <p>16. Assess satisfaction and success of Taranaki Region anglers using catch rates from a voluntary diary scheme and online satisfaction survey.</p> <p>17. Locate and publicise quality trout, perch and game bird recipes that enable anglers and hunters to make good use of these species.</p>	<p><i>Pipe Systems and Taranaki Hunting &amp; Fishing. A grant application for the Stratford kids trout fishing day was submitted to the Taranaki Electricity Trust (25/10/2024) in conjunction with the Stratford Fishing Club and was successful in obtaining a \$1,000 grant towards costs. A successful Stratford kids' trout fishing day was held on 14/12/2024, attended by 85 children. Lake Rotomanu was booked for the next family fishing day to be held on 11<sup>th</sup> October 2025.</i></p> <p><i>Liaised with DOC Turangi to confirm fish pick-up on 19/02/2025. Successful release of 110 (2lb+) Rainbow Trout in Sattlers Dam in conjunction with DOC Turangi and Wellington F&amp;G. Local license holders were informed before the public and encouraged to target fish at the dam.</i></p> <p><i>Access for the 2025 game season successfully negotiated. Adam Daniel (A/W F&amp;G) responded on Taranaki's behalf regarding an OIO request for information on F&amp;G values and access in the Heao Stream catchment, a tributary of the Waitara River (11/04/2025).</i></p> <p><i>Pamphlet highlighting fishing methods and location information for targeting Perch throughout the Taranaki Region drafted. Pamphlet distributed to licensing agents and I-sites within New Plymouth and published on the Fish and Game website.</i></p> <p><i>Angler diaries distributed to 24 anglers and returns collated. An angler satisfaction survey was sent to Taranaki adult whole season and family licence holders on 15/08/2025 via Survey Monkey, with 166 responses received.</i></p>
---	---

<p>18. Assess satisfaction of Taranaki Region hunters using an online satisfaction survey.</p> <p>19. Implement actions to influence hunter behaviour as identified in hunter behaviour strategy to maximise enjoyment and participation and also public support for gamebird hunting.</p> <p>20. Provision of ready and valued support and assistance to licence agents such that they are kept up to date, resourced and operate as effective agents</p>	<p>Interim results of a 2024 national opening weekend hunter satisfaction survey presented to Council's 19th October 2024 meeting. 2025 opening weekend game bird satisfaction question agreed nationally and asked by surveyors.</p> <p>Licence agents visited prior to the start of the fishing and game bird hunting seasons.</p>
--	--

## IWI & PUBLIC INTERACTION

2024/2025 Annual Plan – Planned Result	Progress to date
<p><b>Objective: Work proactively and collaboratively with iwi at all levels consistent with Treaty of Waitangi obligations and responsibilities regarding the protection and use of natural resources.</b></p> <p>1. Proactively engage, work and collectively share with iwi and hapu within the region on matters affecting wetland and freshwater resources or their use.</p>	<p>Spent a day (5/11/2024) with Taranaki Iwi Taiao staff electric fishing two coastal streams. Attended Wft Biodiversity forum and Wai Connection 2-day seminar.</p> <p>Staff attended Fonterra Kaitiaki Group meeting to discuss habitat and fish passage enhancement in the Tawhiti Stream catchment (1/11/2024). Another Kaitiaki meeting was attended on the 17/04/2025.</p> <p>Taranaki staff in conjunction with Wellington F&amp;G staff collaborated with local Iwi (Ngāti Rangī) for drift diving field work on the middle reaches of the Rangitikei River, Ohakune.</p> <p>Attended public meeting at Normanby Hall (13/03/2024) called by Ngāruahine hapu to discuss proposal for s186a Fisheries Act ban on taking paua etc. from the coastal marine area in their rohe.</p> <p>On the 22/04/2025 Fish &amp; Game Taranaki staff met with three members of Te Ihowai - a recently established local pan-hapu partnership group with three hapū of Te Atiawa (Ngāti Te Whiti, Puketapu and Tuwharekino).</p> <p>Liaised with Te Atiawa regarding Manawa Energy's consenting of the Mangorei and Motukawa hydro schemes.</p>

<p>There was liaison with Maria Hokopaura (Nga Iwi o Taranaki) regarding the desirable / undesirable species hui.</p>	
<p><b>Objective: Strong relationships and involvement with DOC and local and regional councils to effectively represent the interests of hunters and anglers in formal decision-making process.</b></p>	
<p>2. Liaise with Department of Conservation and Conservation Boards and proactively engage and work with Regional and District councils and community &amp; industry groups.</p>	<p>The Taranaki fish transport trailer was loaned to DOC to salvage eels (tuna) from a pond prior to the use of rotenone to kill koi carp (24/01/2025). Liaised the DOC NP Office (Catherine O'Neill) re: issue of permits for the 2025 game season at Te Mōrere, Umutekai, Looney's Lake and Lake Ngangana. Liaised with DOC, Iwi, Horizons &amp; MPI regarding a plan in case there are mass eel (tuna) deaths in the Whanganui River catchment in summer 2024/25 (27/11/2024). There was liaison with DOC Whanganui (Katy Newton; 1/04/2025 and Cameron Ryan; 29/04/2025) regarding Lake Kohata, with Cameron preparing a riparian planting plan for the lake. There was liaison with DOC's Jacob Williams and Jane Bowen regarding Manawa Energy's consenting of the Mangorei and Matukawa hydro schemes. <b>Feedback was provided to DOC Whanganui on a draft restoration plan for Lake Kohata (22/8/2025).</b></p>
<p><b>Objective: Engender support for hunting and fishing and the activities of Fish &amp; Game by the general public and others who recognise that these activities contribute to a better environment and healthy lifestyle and in turn who support protecting these resources and the opportunities to participate</b></p>	<p>Attended WFT Biodiversity forum &amp; AGM.</p>
<p>3. Recognise and pursue opportunities to contribute to the wider community including 'Wild for Taranaki' and 'Rotokare Scenic Reserve Trust'.</p>	<p>Opportunities were taken whenever they arose.</p>
<p>4. Take opportunities to promote the value of protecting freshwater, wetland and upland game habitats and the wider benefits from this.</p>	<p>Opportunities were taken whenever they arose.</p>
<p>5. Represent the interests of hunters and anglers and promote the validity of fishing and gamebird hunting including as a means of collecting natural organic foods and engaging in a physical healthy lifestyle.</p>	<p>Opportunities were taken whenever they arose.</p>

<p>6. Maintain a positive and constructive profile in the media which encourages prospective participants and fosters support and understanding among the general public.</p> <p>7. Implement revised media strategy and including incorporating any National Policy</p>	<p>A fish season advertorial was placed in the Whanganui Chronicle (20/09/2024) and in the Ruapehu Bulletin "Summertime Edition" (11/11/2024).</p> <p>An advert promoting the Lake Rotomanu family trout fishing day was placed in the Taranaki Daily News (26/10/2024) which also ran an article publicising the event. Information was also provided to two radio stations for their community notices.</p> <p>Advertising and an article was also organised in the Stratford Press for the Stratford kids trout fishing day (12/11/2024). Stratford DC also agreed to support the day with advertising through their channels, including their electronic notice boards. An article promoting the Stratford kids' trout fishing day was also provided to the South Taranaki Star.</p> <p>Publicity for the 2025 special paradise hunting season organised with the Stratford Press, South Taranaki Star, Daily News and Taranaki Farming Lifestyles magazine (both print and online).</p> <p>A 2025 game season advert and copy was provided to Taranaki Farming Lifestyles magazine (8/04/2025) and the Ruapehu Bulletin (28/04/2025).</p> <p>Communication Strategy is being prepared nationally.</p>
--	--

**COUNCIL ADMINISTRATION**

<p>2024/2025 Annual Plan – Planned Result</p> <p><b>Objective: Sound and effective governance which facilitates a co-operative and supportive relationship between Council, staff and licence holders that enables effective management of resources in the best interests of the licence holder and the fish &amp; game resource.</b></p> <p>1. Not less than six meetings of Council are held, and meetings are conducted consistent with provisions of the Standing Orders.</p>	<p>Progress to date</p> <p>A Council meeting was held in Stratford on 19<sup>th</sup> October 2024 and the first meeting of the new Council was held in New Plymouth on 2/11/2024. The Council's AGM and Ordinary meeting was held in New Plymouth on 7/12/2024 and in Stratford on 15<sup>th</sup> February 2025. Councillors and staff met with the Minister of Hunting &amp; Fishing, James Meager, at the NP office on 28/02/2025). Council meetings were held in Stratford on 29/03/2025, 24/05/2025 and 16/08/2025.</p>
--	---

<p>2. Council undertakes governance training provided nationally, preferably in conjunction with Wellington Fish &amp; Game Council.</p> <p>3. Identification and implementation of options and strategies to increase the diversity of Council and iwi involvement.</p> <p>4. The 5-Year Strategic Plan is reviewed and agreed by Council by March 2025.</p> <p>5. Formulation and adoption of an Annual Operational Plan and Budget for 2025/26 consistent with the 5-Year Strategic Plan.</p> <p>6. Presentation by Council of its audited annual report for 2023/24 not later than 31 December 2024</p>	<p>Taranaki Councillors attended a joint governance training session with Wellington F&amp;G Councillors on 25/01/2025 in Palmerston North.</p> <p>5-year strategic plan updated and received at Council's 19<sup>th</sup> October 2024 meeting and also at Council's 15<sup>th</sup> February 2025 meeting.</p> <p>2024/25 Annual Report and Audit completed and presented to Council's 7<sup>th</sup> December 2024 meeting.</p>
<p><b>Objective: Operate consistent with National Policy and make valued contributions to the management of the resource and Fish &amp; Game nationally in the interests of all licence holders.</b></p> <p>7. Effective regional policies are developed, adopted and reviewed as required and are consistent with any National Policy requirements.</p> <p>8. Progress reporting of licence sales, work progress and financial position is timely and accurate and supports sound financial and operational management and oversight.</p>	<p>Presented to each Council meeting</p>
<p><b>Objective: Make best use of new systems, processes and technology to maximise administrative efficiencies and minimise costs do resources are available for use elsewhere.</b></p> <p>9. Effective administration such that the Council is within annual budget (<math>\pm 5\%</math>), operates consistent with best practice and at least 90% of its annual plan is completed.</p> <p>10. Staff management requirements including performance reviews completed and new KPIs and objectives for staff defined, and regular staff meetings.</p>	<p>Job interviews conducted for new Field officer, with Jack Harland beginning work for the Council on 23/09/2024. Weekly staff meetings held each Monday morning.</p>

<p>11. Implement any outcomes and directions from Fish &amp; Game Ministerial Review and /or National Council reviews.</p> <p>12. Progress amalgamation discussions with the Wellington Fish &amp; Game Council and implement agreed measures which don't require legislative change.</p> <p>13. Effective communication and liaison with NZ Fish &amp; Game Council and other Fish &amp; Game regions including valued input and comment on Fish &amp; Game issues and attendance at Fish &amp; Game Managers meetings.</p> <p>14. Contribute to National Office by providing valued advice, assistance and feedback on national issues and processes as requested.</p> <p>15. Refine financial administration, reporting and analysis working with NZF&amp;G Council and staff.</p>	<p>Staff participated in the following national groups:</p> <ul style="list-style-type: none"><li>• RMA Group; zoom meetings to discuss SFGMP's (14/10/2024) and Access (29/10/2024), with information provided on current RMA advocacy in the region and where angler and hunter access has been lost, and gained;</li><li>• CLE Group: zoom meeting attended on 8/10/2024 to review opening weekend fish season ranging effort; and on 26/03/2025, 29/04/2025 &amp; 8/05/2025 for game season preparation. A game season prosecution follow-up meeting was held on 28/07/2025.</li><li>• Fisheries Group: zoom meeting attended 19/09/2024 and 8/04/2025.</li><li>• F&amp;G climate change webinar attended 17/04/2025.</li><li>• Hatchery group meeting attended on 1/07/2025.</li></ul>
<p><b>Objective: Demonstrate a commitment to Health &amp; Safety and ensuring the welfare of staff and others through effective policy, systems, resourcing and oversight.</b></p>	

<p>Staff meeting held 28/07/2025 to discuss risk register.</p> <p>HSAW addressed at each weekly staff meeting. New Field Officer has attended SxS &amp; 4x4 vehicle training (16/17 October 2024) and is booked in to an electric fishing course (27/28 November 2024). Electric fishing machine re-certified by NZ Sparky (17/09/2024) prior to fieldwork. In-reach reactivated and carried during January fieldwork in the Waimarino/Whanganui/Waitotara areas. Epirb carried during fieldwork in Area C. Regular reporting several times daily during backcountry fieldwork. Staff melanoma skin checks undertaken 31/03/2025 &amp; 24/04/2025. One staff member has had their 2025 flu vaccination. Three New Plymouth fire extinguishers serviced on 14/07/2025 (2 vehicle, 1 loading bay). Hazard control plans updated in August 2025, and a risk matrix for fieldwork activities was developed.</p>	<p>16. All processes and activities are undertaken consistent with Council Health &amp; Safety Policy and Manual.</p> <p>17. Staff are actively involved in implementing HSAW policy and ensuring a safe workplace, including by undertaking two monthly staff meetings where HSAW is a specific agenda item.</p> <p>18. Compliance with HSAW requirements and policy including scheduled reviews and audits along with any issues identified or near misses routinely reported to each meeting of Council.</p>
---	---

**Recommendation**

That the Budget Report and Project Progress Report to 31 August 2025 be received.

---

## Agenda Item 21    **Financial Reports – Income Statement and Financial Transactions**

---

### **Summary**

Confirmation and clarification of financial reports -

Income Statement and from 1 September up to end August 2025 (2024/2025 Financial Year to date). All accruals have not been processed

**a. Profit and Loss Statement Report to 31 August 2025**

Nothing to highlight

**b. Balance Sheet Report to 31 August 2025**

Nothing to highlight

**c. Capital Expenditure Considerations**

Nothing to highlight

<b>For Information Only</b>
-----------------------------

### **Recommendation/Action**

***Council move to receive Financial Statements for Year-to-Date for the 2024/2025 Financial Year – Profit and Loss Statement up to end August 2025 and Balance Sheet as at 31 August 2025.***

# Profit and Loss For Council

## Taranaki Fish and Game Council For the 10 months ended 30 June 2025

	SEPT 2024- JUN 2025	YTD BUDGET	2025 OVERALL BUDGET	VARIANCE	VARIANCE %
<b>Revenue</b>					
<b>Licence Income</b>					
Fish Licence Income	159,349	116,385	130,769	42,964 ↑	37% ↑
Game Licence Income	102,519	103,471	103,471	(952) ↓	-1% ↓
Less Commission and Fees	(9,350)	(7,808)	(9,370)	(1,542) ↓	-20% ↓
<b>Total Licence Income</b>	<b>252,518</b>	<b>212,048</b>	<b>224,870</b>	<b>40,470</b>	<b>19%</b>
Grants	156,823	209,098	209,098	(52,275) ↓	-25% ↓
Interest Received	1,488	7,526	9,032	(6,038) ↓	-80% ↓
Other Income	40,456	8,897	24,688	31,559 ↑	355% ↑
Wellington Fish & Game Council	231	-	-	231 ↑	- —
Hatchery income	3,239	-	-	3,239 ↑	- —
Interest Term Deposit 3031	12,134	-	-	12,134 ↑	- —
<b>Gross Profit</b>	<b>466,888</b>	<b>437,569</b>	<b>467,688</b>	<b>29,319</b>	<b>7%</b>
<b>Operating Expenses</b>					
<b>SPECIES MANAGEMENT</b>					
Population Monitoring	9,250	15,500	15,500	(6,250) ↓	-40% ↓
Hatchery Operations	9,229	8,333	10,000	896 ↑	11% ↑
Releases	7,115	6,000	6,000	1,115 ↑	19% ↑
Control	2,352	1,666	2,000	686 ↑	41% ↑
<b>Total SPECIES MANAGEMENT</b>	<b>27,946</b>	<b>31,499</b>	<b>33,500</b>	<b>(3,553)</b>	<b>-11%</b>
<b>HABITAT PROTECTION / MANAGEMENT</b>					
Resource Management Act	2	-	-	2 ↑	- —
Assisted Habitat	1,496	16,666	20,000	(15,170) ↓	-91% ↓
<b>Total HABITAT PROTECTION / MANAGEMENT</b>	<b>1,497</b>	<b>16,666</b>	<b>20,000</b>	<b>(15,169)</b>	<b>-91%</b>
<b>PARTICIPATION</b>					
Access	794	-	200	794 ↑	- —
Newsletters Magazine Web pages	12,956	8,833	9,500	4,123 ↑	47% ↑
Training	-	832	1,000	(832) ↓	-100% ↓
<b>Total PARTICIPATION</b>	<b>13,750</b>	<b>9,665</b>	<b>10,700</b>	<b>4,085</b>	<b>42%</b>
<b>PUBLIC INTERFACE</b>					
Liaison	-	833	1,000	(833) ↓	-100% ↓

	SEPT 2024-JUN 2025	YTD BUDGET	2025 OVERALL BUDGET	VARIANCE	VARIANCE %
Advocacy	2,732	3,716	3,800	(984) ↓	-26% ↓
Total PUBLIC INTERFACE	2,732	4,549	4,800	(1,817)	-40%
<b>COMPLIANCE</b>					
Ranging	57	500	500	(443) ↓	-89% ↓
Ranger Training	818	1,000	1,000	(182) ↓	-18% ↓
Compliance	87	1,500	1,500	(1,413) ↓	-94% ↓
Total COMPLIANCE	962	3,000	3,000	(2,038)	-68%
<b>LICENCING</b>					
Licence Agents	363	500	500	(137) ↓	-27% ↓
Total LICENCING	363	500	500	(137)	-27%
<b>COUNCIL</b>					
Council Meeting Expenses	7,614	7,916	9,500	(302) ↓	-4% ↓
Total COUNCIL	7,614	7,916	9,500	(302)	-4%
<b>PLANNING &amp; REPORTING</b>					
Management / Strategic Planning	1,091	83	100	1,008 ↑	1,215% ↑
Reporting Audit	506	416	7,576	90 ↑	22% ↑
National Liaison	-	83	100	(83) ↓	-100% ↓
Total PLANNING & REPORTING	1,597	582	7,776	1,015	174%
<b>OVERHEADS</b>					
Salaries	245,171	264,197	317,037	(19,026) ↓	-7% ↓
Staff Expenses	2,819	2,957	3,550	(138) ↓	-5% ↓
Office Premises	18,685	18,500	22,200	185 ↑	1% ↑
Office Equipment	2,901	1,666	2,000	1,235 ↑	74% ↑
Communications / Consumables	5,945	4,375	5,250	1,570 ↑	36% ↑
General	2,942	2,543	3,050	399 ↑	16% ↑
General Equipment	3,711	4,165	5,000	(454) ↓	-11% ↓
Vehicles	16,182	13,209	15,850	2,973 ↑	23% ↑
Total OVERHEADS	298,357	311,612	373,937	(13,255)	-4%
Depreciation	979	10,615	12,739	(9,636) ↓	-91% ↓
Gain on Disposal	(17,217)	-	-	(17,217) ↓	- =
Wellington Fish & Game	231	-	-	231 ↑	- =
Total Operating Expenses	338,812	396,604	476,452	(57,792)	-15%
New Surplus/(Deficit)	128,076	40,965	(8,764)	87,111	213%

# Balance Sheet

## Taranaki Fish and Game Council As at 30 June 2025

30 JUN 2025

### Assets

#### Bank

BNZ Current Account	242,073.90
BNZ Term 3031	425,654.36
MRP	1,713.70
Term Deposit	26,857.68
Total Bank	696,299.64

#### Current Assets

Accounts Receivable	29,717.59
Prepayments and Accrued Income	2,574.41
Total Current Assets	32,292.00

#### Fixed Assets

Accum Dep Vehicles	(34,640.94)
Accum Dep Buildings	(16,451.00)
Accum Dep Office Equipment	(21,745.03)
Accum Dep Plant & Equipment	(18,895.31)
Buildings	16,451.00
Office Equipment	25,022.63
Plant & Equipment	26,474.26
Vehicles	121,617.89
Total Fixed Assets	97,833.50

#### Total Assets

826,425.14

### Liabilities

#### Current Liabilities

Accounts Payable	4,797.73
Accruals and Prepaid Licences	378.00
BNZ Credit Card - Allen	15.50
Designated Waters Licence	44.74
Duck Stamp Levy Clearing	5,356.51
Employee Entitlements	43,263.59
GST	27,824.88
Income in advance	9,963.00
PAYE Clearing	7,430.42
Rounding	0.03
Sea Run Salmon Endorsement	24.93
Total Current Liabilities	99,099.33

#### Total Liabilities

99,099.33

#### Net Assets

727,325.81

183

30 JUN 2025

**Equity**

Accumulated Funds	141,427.68
Asset Replacement Funding	21,578.00
Back Country Fisheries Reserve	20,139.79
Current Year Earnings	128,076.42
Fisheries Project	7,386.30
Hunting & Habitat Scheme	321,960.74
Manganuioteao River Riparian Project	4,649.29
Net Surplus/(Deficit)	82,107.59
<b>Total Equity</b>	<b>727,325.81</b>

THE SECRETARY  
TARANAKI FISH & GAME COUNCIL  
PO Box 4152  
Whanganui 4541

Bank of New Zealand  
Wanganui Store  
124 Victoria Avenue  
Wanganui  
Telephone 0800 800 468  
Facsimile 06 345 5439  
WWW www.bnz.co.nz

## Statement of Accounts as at 30 June 2025

### Your Accounts at a Glance

Account	Account Number	Maturity Date	Balance
Non Profit Org A/C	02-0792-0332133-000		242,073.90
MRP	02-0792-0332133-001		1,713.70

### Your Other Accounts at a Glance

Account	Account Number	Maturity Date	Balance
Term Deposit	36332133-03031	01 Aug 2025	425,654.36
Term Deposit	36332133-03032	01 Sep 2025	26,857.68

Our investment statements and current disclosure statement may be obtained free of charge from any Bank of New Zealand store, or viewed at [www.bnz.co.nz](http://www.bnz.co.nz).

# Profit and Loss For Council

## Taranaki Fish and Game Council For the year ended 31 August 2025

	2025	YTD BUDGET	2025 OVERALL BUDGET	VARIANCE	VARIANCE %
<b>Revenue</b>					
<b>Licence Income</b>					
Fish Licence Income	160,703	130,769	130,769	29,934 ↑	23% ↑
Game Licence Income	102,568	103,471	103,471	(903) ↓	-1% ↓
Less Commission and Fees	(9,515)	(9,370)	(9,370)	(145) ↓	-2% ↓
<b>Total Licence Income</b>	<b>253,756</b>	<b>224,870</b>	<b>224,870</b>	<b>28,886</b>	<b>13%</b>
Grants	209,097	209,098	209,098	(1) ↓	0% ↓
Interest Received	2,316	9,032	9,032	(6,716) ↓	-74% ↓
Other Income	44,319	24,688	24,688	19,631 ↑	80% ↑
Wellington Fish & Game Council	231	-	-	231 ↑	- —
Hatchery income	3,239	-	-	3,239 ↑	- —
Interest Term Deposit 3032	453	-	-	453 ↑	- —
Interest Term Deposit 3031	22,209	-	-	22,209 ↑	- —
<b>Gross Profit</b>	<b>535,620</b>	<b>467,688</b>	<b>467,688</b>	<b>67,932</b>	<b>15%</b>
<b>Operating Expenses</b>					
<b>SPECIES MANAGEMENT</b>					
Population Monitoring	9,733	15,500	15,500	(5,767) ↓	-37% ↓
Hatchery Operations	15,784	10,000	10,000	5,784 ↑	58% ↑
Releases	7,160	6,000	6,000	1,160 ↑	19% ↑
Control	2,352	2,000	2,000	352 ↑	18% ↑
<b>Total SPECIES MANAGEMENT</b>	<b>35,029</b>	<b>33,500</b>	<b>33,500</b>	<b>1,529</b>	<b>5%</b>
<b>HABITAT PROTECTION / MANAGEMENT</b>					
Resource Management Act	2	-	-	2 ↑	- —
Assisted Habitat	2,496	20,000	20,000	(17,504) ↓	-88% ↓
<b>Total HABITAT PROTECTION / MANAGEMENT</b>	<b>2,497</b>	<b>20,000</b>	<b>20,000</b>	<b>(17,503)</b>	<b>-88%</b>
<b>PARTICIPATION</b>					
Access	794	200	200	594 ↑	297% ↑
Newsletters Magazine Web pages	13,236	9,500	9,500	3,736 ↑	39% ↑
Training	-	1,000	1,000	(1,000) ↓	-100% ↓
<b>Total PARTICIPATION</b>	<b>14,030</b>	<b>10,700</b>	<b>10,700</b>	<b>3,330</b>	<b>31%</b>
<b>PUBLIC INTERFACE</b>					
Liaison	-	1,000	1,000	(1,000) ↓	-100% ↓

186

	2025	YTD BUDGET	2025 OVERALL BUDGET	VARIANCE	VARIANCE %
Advocacy	2,732	3,800	3,800	(1,068) ↓	-28% ↓
<b>Total PUBLIC INTERFACE</b>	<b>2,732</b>	<b>4,800</b>	<b>4,800</b>	<b>(2,068)</b>	<b>-43%</b>
<b>COMPLIANCE</b>					
Ranging	57	500	500	(443) ↓	-89% ↓
Ranger Training	849	1,000	1,000	(151) ↓	-15% ↓
Compliance	87	1,500	1,500	(1,413) ↓	-94% ↓
<b>Total COMPLIANCE</b>	<b>993</b>	<b>3,000</b>	<b>3,000</b>	<b>(2,007)</b>	<b>-67%</b>
<b>LICENCING</b>					
Licence Agents	363	500	500	(137) ↓	-27% ↓
<b>Total LICENCING</b>	<b>363</b>	<b>500</b>	<b>500</b>	<b>(137)</b>	<b>-27%</b>
<b>COUNCIL</b>					
Council Meeting Expenses	8,929	9,500	9,500	(571) ↓	-6% ↓
<b>Total COUNCIL</b>	<b>8,929</b>	<b>9,500</b>	<b>9,500</b>	<b>(571)</b>	<b>-6%</b>
<b>PLANNING &amp; REPORTING</b>					
Management / Strategic Planning	1,091	100	100	991 ↑	991% ↑
Reporting Audit	8,103	7,576	7,576	527 ↑	7% ↑
National Liaison	-	100	100	(100) ↓	-100% ↓
<b>Total PLANNING &amp; REPORTING</b>	<b>9,194</b>	<b>7,776</b>	<b>7,776</b>	<b>1,418</b>	<b>18%</b>
<b>OVERHEADS</b>					
Salaries	308,147	317,037	317,037	(8,890) ↓	-3% ↓
Staff Expenses	6,052	3,550	3,550	2,502 ↑	70% ↑
Office Premises	22,272	22,200	22,200	72 ↑	0% ↑
Office Equipment	3,297	2,000	2,000	1,297 ↑	65% ↑
Communications / Consumables	6,362	5,250	5,250	1,112 ↑	21% ↑
General	3,216	3,050	3,050	166 ↑	5% ↑
General Equipment	4,338	5,000	5,000	(662) ↓	-13% ↓
Vehicles	16,784	15,850	15,850	934 ↑	6% ↑
<b>Total OVERHEADS</b>	<b>370,467</b>	<b>373,937</b>	<b>373,937</b>	<b>(3,470)</b>	<b>-1%</b>
Depreciation	20,245	12,739	12,739	7,506 ↑	59% ↑
Gain on Disposal	(17,217)	-	-	(17,217) ↓	-
Wellington Fish & Game	231	-	-	231 ↑	-
<b>Total Operating Expenses</b>	<b>447,493</b>	<b>476,452</b>	<b>476,452</b>	<b>(28,959)</b>	<b>-6%</b>
<b>New Surplus/(Deficit)</b>	<b>88,127</b>	<b>(8,764)</b>	<b>(8,764)</b>	<b>96,891</b>	<b>1,106%</b>

187

# Balance Sheet

Taranaki Fish and Game Council

As at 31 August 2025

31 AUG 2025

## Assets

### Bank

BNZ Current Account	201,650.17
BNZ Term 3031	435,730.12
MRP	1,723.06
Term Deposit	26,857.68
<b>Total Bank</b>	<b>665,961.03</b>

### Current Assets

Accounts Receivable	62,459.40
Prepayments and Accrued Income	3,360.39
<b>Total Current Assets</b>	<b>65,819.79</b>

### Fixed Assets

Accum Dep Vehicles	(52,428.89)
Accum Dep Buildings	(16,451.00)
Accum Dep Office Equipment	(22,463.11)
Accum Dep Plant & Equipment	(19,654.82)
Buildings	16,451.00
Office Equipment	25,022.63
Plant & Equipment	26,474.26
Vehicles	121,617.89
<b>Total Fixed Assets</b>	<b>78,567.96</b>

### Total Assets

810,348.78

## Liabilities

### Current Liabilities

Accounts Payable	14,930.45
Accruals and Prepaid Licences	7,454.00
BNZ Credit Card - Allen	2,610.65
Employee Entitlements	45,909.49
GST	31,715.04
Income in advance	12,144.00
PAYE Clearing	8,208.54
Rounding	0.05
<b>Total Current Liabilities</b>	<b>122,972.22</b>

### Total Liabilities

122,972.22

## Net Assets

687,376.56

## Equity

Accumulated Funds	130,706.68
Asset Replacement Funding	7,484.00

31 AUG 2025

Back Country Fisheries Reserve	20,139.79
Current Year Earnings	88,127.17
Fisheries Project	7,386.30
Hunting & Habitat Scheme	319,464.74
Manganuioteao River Riparian Project	4,649.29
Net Surplus/(Deficit)	82,107.59
Nth Taranaki Rod & Gun Club	27,311.00
<b>Total Equity</b>	<b>687,376.56</b>

189



THE SECRETARY  
TARANAKI FISH & GAME COUNCIL  
PO Box 4152  
Whanganui 4541

Bank of New Zealand  
Wanganui Store  
124 Victoria Avenue  
Wanganui  
Telephone 0800 800 468  
Facsimile 06 345 5439  
WWW www.bnz.co.nz

## Statement of Accounts as at 01 September 2025

### Your Accounts at a Glance

Account	Account Number	Maturity Date	Balance
Non Profit Org A/C	02-0792-0332133-000		201,650.17
MRP	02-0792-0332133-001		1,723.06

### Your Other Accounts at a Glance

Account	Account Number	Maturity Date	Balance
Term Deposit	36332133-03031	28 Jan 2026	435,730.12
Term Deposit	36332133-03032	31 Aug 2026	27,310.66

Our investment statements and current disclosure statement may be obtained free of charge from any Bank of New Zealand store, or viewed at [www.bnz.co.nz](http://www.bnz.co.nz).

---

## Agenda Item 22 Correspondence/Media

---

### Summary

- a) **Correspondence:** No items directly addressed to Council not already addressed in agenda.
- b) **Media:** no items that require response.

<b>For Information Only</b>
-----------------------------

### Recommendation/Action

No action required

Inwards Correspondence

Date	Meeting	From	Staff Councillor	Subject
13.8.25	Oct-25	STDC	Allen	Plan change 4
19.8.25	Oct-25	Sidonia West NPDC	Allen	Project update Lake Mangamahoe fish screen construction time
25.8.25	Oct-25	Wild for Taranaki	Allen	Biodiversity forum invitation 9.10.25
28.8.25	Oct-25	Manawa Energy	Allen	Patea Annual Fish Passage Report 2025 for review
28.8.25	Oct-25	Wild for Taranaki	Allen	Registration for 2 day Te Repo / Wetland Wānanga
29.8.25	Oct-25	Liz Williams DOC	Allen	Manawa Energy Taranaki Hydro Schemes – post pre hearing actions
29.8.25	Oct-25	Ngāti Hāua Hapūa Secretary	Allen	STDC plan change 4
3.9.25	Oct-25	Sophie Canute STDC	Allen	Plan change 4
4.9.25	Oct-25	Traverse Environmental	Allen	Draft agenda – TBP hui 9.9.25
10.9.25	Oct-25	Lisa Mead Manawa Energy	Allen	Motukawa revised consent conditions
15.9.25	Oct-25	Duncan Campbell MPI	Allen	FBPWG minutes 25.8.25
17.9.25	Oct-25	Maritime New Zealand	Allen	Lake Writoa – approved closure dates Whanganui water ski club
17.9.25	Oct-25	Rawiri Mako ANZCO	Allen	ANZCO Foods Eltham Consent renewal TRC
19.9.25	Oct-25	Conrad Pattison NPDC	Allen	Oakura straightening works amendment to resource consent
23.9.25	Oct-25	Conrad Pattison NPDC	Allen	Back Beach erosion & access
25.9.25	Oct-25	Wild for Taranaki	Allen	Notice of AGM and call for Trustee Nominations
29.9.25	Oct-25	Wild for Taranaki	Allen	Performance Report 2024-25
30.9.25	Oct-25	Tabitha Anderson - horizons	Allen	Permit to take sports fish application
2.10.25	Oct-25	Duncan Campbell MPI	Allen	FBPWG minutes September 2025
6.10.25	Oct-25	Tim Currie - Boffa Miskell	Allen	Taranaki conservancy permit
6.10.25	Oct-25	Kate Ritani – horizons	Allen	Te Puwaha South Mole Community day 1.11.25
6.10.25	Oct-25	Tabitha Anderson - horizons	Allen	Permit to take sports fish application

Outwards Correspondence

Date	Meeting	To	Staff Councillor	Subject
8.8.25	Oct-25	Taranaki Regional Council	Allen	Submission to TRC – Inglewood Water Supply
13.8.25	Oct-25	STDC	Allen	Further submission to Plan Change 4
19.8.25	Oct-25	Lisa Mead Manawa Energy	Allen	Mangorei / Motukawa HEPS – F&G comments
22.8.25	Oct-25	Katy Newton DOC	Allen	Lake Kohata
15.9.25	Oct-25	Manawa Energy	Allen	Patea Annual Fish Passage Report 2025 – comment
22.9.25	Oct-25	Conrad Pattison NPDC	Allen	Oakura straightening works amendment to resource consent
6.10.25	Oct-25	Tim Currie - Boffa Miskell	Allen	Taranaki conservancy permit renewal
6.10.25	Oct-25	Advertising	Allen	Trout season opening
6.10.25	Oct-25	Tabitha Anderson - horizons	Allen	Permit application

---

## Agenda Item 23 Recognition Awards

---

### Summary

Consideration of recognising volunteer or exceptional service.

Presentation of awards to those on the list and attending meeting.

### Nominations for Bruce McKenzie Award

For Information Only
----------------------

#### Recommendation/Action

No action required

**Nomination for Bruce Mckenzie Award requires confirmation**



**NEW ZEALAND**

**NOMINATIONS**  
**2025 BRUCE MCKENZIE AWARD**

Bruce McKenzie was for 16 years the Chairman of the Taranaki Acclimatisation Society and the transitional council of Taranaki Fish & Game.

This award was donated, by Dawn McKenzie and family after Bruce passed away in April 1994, to acknowledge the many years of service that he gave to firstly the Taranaki Acclimatisation Society and then to Fish & Game.

Recipients of this award have been;

Year	Recipient	Year	Recipient
1995	Harry Brown	2010	Chris Bright
1996	Andy Lambert	2011	Tony Bewick
1997	Tom Sinclair	2012	-
1998	Hawera Hatchery Team	2013	-
1999	-	2014	Hawera Hatchery Team
2000	Project Arborgro	2015	Morrie Leatheart
2001	Allen Stancliff	2016	Bruce Wilkinson
2002	-	2017	Stratford Club Fishing Section
2003	Ken McDowall	2018	Inglewood Rod, Gun & Recreation Club
2004	Don McMillan	2019	Alan Flynn
2005	Iain Hawken	2020	Craig McEwen
2006	Jilli Steedman	2021	Glenn Maclean
2007	Peter Hill	2022	David Potroz
2008	Terry Russell	2023	Paul Blewman
2009	Stephen Potroz	2024	Allan Candy

Please fill in the attached form with any group or individual that you consider has made an outstanding contribution to the Fish and Game cause.

Thank you  
Jilli Steedman  
Secretary  
16 October 2024



**NOMINATIONS**  
**2025 BRUCE MCKENZIE AWARD**

NOMINATED INDIVIDUAL OR GROUP	REASON FOR NOMINATION	SPONSOR

---

## Agenda Item 24 Conservation Board Liaison

---

### Summary

Consider formal (re) engagement with Conservation Board.

Noted under legislation that this should occur.

<b>For Information Only</b>
-----------------------------

### Recommendation/Action

No action required.

---

**Agenda Item 25    General Business**

---

**Summary**

Items of General Business should be alerted to the Chairman at beginning of the meeting.

<b>For Information Only</b>
-----------------------------

**Recommendation/Action**

No action required.

---

## Agenda Item 26 Confirmation of Next Meeting Date

---

### Summary

Next Meeting and AGM Meeting: 13 December 2025, Whanganui

---

## Agenda Item 27 Closure of Meeting

---

### Closing - korero kati

Thanks for your wisdom in making  
decisions today

Good health to you all

**Nga mihi mo to whakaaro nui ki te  
whakatau i tenei ra**

**Kia ora koutou katoa**