



**EASTERN
FISH AND GAME COUNCIL**

***MEETING
AGENDA***

1 February 2024

AGENDA

The 206th Meeting of the Eastern Fish and Game Council

Venue: Eastern Fish & Game Region Offices
Paradise Valley Road
ROTORUA

Date: Thursday, 1 February 2024

Commences: 11.00 AM

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1 Welcome (11.00 AM)	
2 Apologies	(R)
3 Minutes of the Previous Meeting (7 December 2023) (11.05AM)	(R) 2
3.1 Identification of Items for Council Policy	
3.2 Matters arising from the meeting of 7 December 2023	
4 Notification of Items for General Business	
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6 Health and Safety Report (11.20 AM, 10 min)	(R) 11
7 Anglers Notice Review (11.30AM 15min)	(R) 13
Working Lunch (11.45AM – 12.10PM)	
8 Waikaremoana Sportsfish Habitat Enhancement Fund	(R) 19
9 Goals and Priorities for the 2024-25 OWP (12.10PM, 30min)	(R) 21
10 Draft Prevention of Bullying and Harassment Policy (12.40PM, 10min)	(I/D) 32
11 Draft Drug and Alcohol Policy (12.50PM, 10min)	(I/D) 48
12 Draft Governance Code of Conduct Policy (1PM, 10min)	(I/D) 59
13 Operational Reports (1.10PM, 20 min)	
13.1 Finance Report	(R) 63
13.2 Management Report	(I/D) 75
13.3 Licence Sales Report	(I/D) 89
14 Liaison Officers Reports (1.30PM, 10 min)	(I) 90
15 General Business (1.40PM, 20min)	
• Lake Okataina Update	
16 Meeting Closes (2PM)	

R = resolution required, D = for discussion/advice, I = for information only

**UNCONFIRMED MINUTES OF THE 205th MEETING OF THE EASTERN FISH AND
GAME COUNCIL, HELD AT THE ROTORUA OFFICES OF FISH & GAME NEW
ZEALAND ON THURSDAY 7 DECEMBER 2023 AT 11.00 AM**

• **Present**

Crs. Ngahi Bidois, Debbie Oakley, Lindsay Lyons, Mike Jarvie, Kevin Coutts, Alan Simmonds Jay Tapsell, Scott Nicol, and Murray Ferris.

• **In attendance**

Arash Alaeinia, Kate Thompson, Matt McDougall, Eben Herbert, (Eastern Fish & Game); and Barry Roderick.

1.0 WELCOME AND KARAKIA

1.1 Cr Ngahi Bidois opened the meeting at 11 am welcoming all present and inviting Cr Jay Tapsell to perform the opening karakia.

1.2 Arash Alaeinia acknowledged and thanked Councillors for their time and effort over the past year, Arash also extended thanks to Barry Roderick for his contribution.

2.0 APOLOGIES

2.1 Apologies were received from Cr Mark Sceats.

2.2 *Agreed (Murray Ferris/Kevin Coutts) that the apologies for the 205th meeting of the Eastern Region Fish and Game Council be sustained. [23/12/2.2]*

3.0 MINUTES OF THE PREVIOUS MEETING (12 OCTOBER 2023)

3.1 *Agreed (Ngahi Bidois/Mike Jarvie) that the minutes of the meeting held on 12 October 2023 be confirmed as a true and correct record subject to a correction to apologies, Cr Alan Simmonds had sent apologies for the October 12 meeting via email. [23/12/3.1]*

3.2 IDENTIFICATION OF RESOLUTIONS FOR INCLUSION IN COUNCIL POLICY

No items were identified for inclusion in Council policy from the minutes of the meeting held 12 October 2023.

3.3 MATTERS ARISING

Cr Lindsay Lyons queried item 15.2, he understood that the Eastern Fish & Game Council had a Conflict-of-Interest Policy and that this would need to be updated. Arash Alaeinia agreed there is a current Conflict of Interest Policy for the Eastern Council and that this would be updated to reflect the reviewed NZC Policy once adopted.

4.0 NOTIFICATION OF ITEMS FOR GENERAL BUSINESS

Nil

5.0 CONFLICT OF INTEREST REGISTER

5.1 Councillors were asked to inform the chair of any conflicts of interest. No conflicts of interest were recorded.

6.0 OPERATIONAL REPORTS

6.1 Health and Safety Report – Arash Alaeinia spoke briefly on Health & Safety processes undertaken by staff on a weekly basis and added that there was nothing of importance which had arisen since the last meeting. Kate Thompson informed Council of a

correction to the report under section five, information was repeated here from the August meeting and this should have read Nil for the December meeting.

6.2 Council received the Health and Safety report.

7.0 BIO SECURITY THREAT UPDATE

7.1 Arash Alaeinia provided an update on the current situation surrounding the Golden Clam biosecurity threat as follows;

- Current CAN (Controlled Area Notice) order by MPI 10 November for Okataina and the rest of the Te Arawa lakes.
- CAN states - All boats coming from the Waikato that have been in the water in the past 30 days within the specified area need to go through the Te Ngae Road wash station. Applies to any lake and includes kayaks, paddle boards and fishing gear.
- In addition, all users from any area wishing to go into Lake Okataina must be certified through the wash station on the day they are going there.
- Current access to Lake Okataina is Friday, Saturday, and Sundays 6.30am – 7pm
- Overnight stays are ok, if you come off and leave your boat there you do not need to go back to the wash station.
- Ngati Pikiao meeting regarding closure of Rotoiti, Rotoma, Rotoehu over the summer period. No ability for MPI or Regional Council to close.
- MPI put new CAN in Waikato – boats with internal ballasts that have been in that section of the Waikato are restricted to using that section of the Waikato only.

7.2 Cr Alan Simmonds questioned whether there had been any thought given to the financial implications over the Christmas period? Arash agreed there is a financial impact to Fish & Game but also to the Rotorua business community who have also been involved with the stakeholder meetings and are being kept up to date. Arash advised that licence sales had improved since opening and hoped that they would continue to do so.

7.3 In response to Cr Kevin Coutts query regarding actions being taken by MPI at source, Arash Alaeinia advised that further wash stations had been installed and an order had been made for 10 mobile wash stations of which he understood three would be gifted to Te Arawa Lakes Trust.

7.4 Cr Lindsay Lyons questioned whether communications had occurred with the Minister for Hunting & Fishing and Fish & Game, regarding the recent meeting on the other lakes. Arash advised that the Ministers were aware of the meeting.

7.5 Cr Alan Simmonds queried whether any studies had been done on the long-term impacts of the clam, commenting that many pests have come and gone in the past. Cr Ngahi Bidois confirmed there are multiple organisations working on this now including Te Arawa Lakes Trust.

8.0 WAIKAREMOANA SPORTS FISH HABITAT ENHANCEMENT FUND

8.1 Arash Alaeinia provided an overview of the proposed application to the Waikaremoana Sports Fish Habitat Enhancement Fund which would enable staff to carry out investigations into the Wairoa River tributaries in the wake of Cyclones Hale and Gabrielle.

8.2 Cr Kevin Coutts queried the costings as the sum sought seemed low for helicopter hire. Arash Alaeinia advised that the take off point was Murupara and this meant the flying time was minimal, and staff would overnight in the area.

8.3 *Agreed (Murray Ferris/Mike Jarvie) that Council approve the application to the Waikaremoana Sports Fish Habitat Enhancement Fund for additional funding in this financial year of \$2,000 for purposes of river investigations. [23/12/8.3]*

9.0 2022-2023 PERFORMANCE REPORT

9.1 Cr Ngahi Bidois congratulated the team on the outstanding report.

9.2 Arash Alaeinia acknowledged the work of staff team who operate within the correct processes and policies, and Kate Thompson who ensures that correct procedures are followed and engages with the auditor throughout the audit process.

9.3 Cr Mike Jarvie asked who was involved with the development of the R3 strategy. Arash Alaeinia confirm that he was responsible for the R3 output.

9.4 *Agreed (Murray Ferris/Jay Tapsell) that Council adopts the Performance Report for the 2022-2023 year. [23/12/9.4]*

10.0 PRESENTATION “REVIEW OF GAME SEASON CONDITIONS”

10.1 Matt McDougall presented via power point providing Council with a detailed overview of the various waterfowl monitoring projects that are undertaken each year to estimate waterfowl populations. He highlights that the monitoring is completed with the banding projects in January and regulations for the upcoming season are set dependant on where the estimated populations sit on completion of this summer monitoring. Matt advised that the current threshold approach to setting season conditions has been used for the past 5 seasons and he believed, while not perfect, it seemed to be working. He said that the staff recommendation would be to go with the status quo unless there was good reason to change it.

10.2 Council adjourned for lunch at 11.45am, reconvening at 12.05pm.

11.0 GAME SEASON CONDITIONS

11.1 Council had put various questions to Matt McDougall during and following his presentation and proceeded to confirm the Game Season Condition recommendations.

11.2 *Agreed (Mike Jarvey/Murray Ferris) that the mallard and grey duck population thresholds and associated regulations currently used i.e the status quo shown in table 1 of the agenda item remain until further evidence points to an alternative approach. [23/12/11.2]*

11.3 *Agreed (Scott Nicol/Jay Tapsell) that there is a special black swan season in Management Area A1 coinciding with the same period for a proposed special pukeko season i.e. 1 February – 9 February 2025 (one week and two weekends). [23/12/11.3]*

11.4 Cr Kevin Coutts questioned whether the limit on pukeko could be doubled for the special season? Matt McDougall’s advice was not to increase the limit. He understood iwi in the South Island had been concerned about harvesting pukeko, at all, unless monitoring is undertaken. He said there is currently no monitoring being undertaken in the Eastern Region. Cr Kevin Coutts asked if we could look to increase the limits next year.

11.5 *Agreed (Kevin Coutts/Mike Jarvie) that there is a special pukeko season 1 February – 9 February 2025 (i.e. one week and two weekends) for the Eastern Region. [23/12/11.5]*

11.6 *Agreed (Kevin Coutts/Murray Ferris) that the season for brown quail in the Eastern Region remains closed for the 2024 season. [23/12/11.6]*

12.0 OPERATIONAL REPORTS

Finance Report

12.1 Arash Alaeinia called for questions on the finance report. There were no questions, Council proceeded with confirming the recommendations.

- 12.2 ***Agreed (Ngahi Bidois/Debbie Oakley) that Council received the Finance Report and approves payments for September and October 2023 totalling \$290,088.82. [23/12/12.2]***
- 12.3 ***Agreed (Debbie Oakley/Mike Jarvie) that Council approves the proposed budget figures for the Statement of Financial Position, Statement of Financial Performance, and Cash flow for the 2023-2024 financial year. [23/12/12.3]***
Management Report
- 12.4 Arash Alaeinia informed Council that the preceding two months had been busy and challenging particularly with the Golden Clam situation. He was pleased to be able to sit at the same table and consult with iwi to find a pathway which works for our licence holders and with mana whenua.
Licence Sales Report
- 12.5 Kate Thompson advised that the Region's sales are continuing to improve from the downturn seen over the opening period, noting that Eastern's results are not dissimilar to trends of several regions. She commented on recent communications through the Reel Life newsletter and a pre-Christmas reminder which had been sent to lapsed participants from the last two seasons.
- 12.6 Cr Kevin Coutts asked if we could send a reminder to Agents to ensure that they are asking if licence holders wish to register for the election. Cr Debbie Oakley advised that the Fish & Game review identified low voter numbers as an issue and therefore one of the recommended changes to the legislation will be to enrol all adult season licence holders for Fish & Game Council elections.
- 12.7 Cr Mike Jarvie expressed concern that there was no option for people buying a licence through an agent in one F & G Region to join the electoral roll of another Region. Kate Thompson confirmed that this was correct and, although not an issue through the Public Online facility, if purchased through an agent this person would need to contact their region of choice to join their electoral roll.
- 12.8 Arash Alaeinia spoke about Fish & Game's social media coverage and the recent launch of the Rewild campaign. He encouraged all of our councillors to become friends with Eastern Fish & Game and New Zealand Fish & Game, and to like, and share the information, and add the #rewild to any relevant posts they may have.

13.0 LIAISON OFFICERS REPORTS

- 13.1 ***Report from Bay of Plenty Conservation Board***
Arash Alaeinia advised that the board was newly elected and that they would look to engage with stakeholders in the new year.
- 13.2 ***Report from New Zealand Council***
Cr Debbie Oakley advised that Council should have received an email outlining discussion from the most recent NZC meeting. Arash Alaeinia asked that all check for receipt of this email to ensure recipients receive it in the future. Debbie provided a summary of the email which included.
- Review and approval of policies which had been sent to Regional Councils for consultation
 - Dame Linda Topp - Patron of Fish & Game
 - Strategy & strategy priorities
 - RMA decisions
 - Processes around consultation and approval of policies
 - Ranger and Maritime compliance
 - Review of magazine and production costs

- 13.3 Cr Lindsay Lyons expressed his concerns over loss of licence sales and where Fish & Game is heading into the future. Lindsay believed licence revenue needed to be an absolute priority for the New Zealand Council and for Eastern Fish & Game Council. Cr Debbie Oakley responded providing examples of the work currently underway with promotions to increase revenue but also looking at cost optimisation. Debbie commented on the current working groups set up by the NZ Council to review financial processes.
- 13.4 Cr Kevin Coutts commented on the falling sales across the country and highlighted the current economic crisis which is likely to be contributing to the downturn.
- 13.5 Arash Alaeinia agreed this is a very important topic however did not believe F&G should be compared to profit making business organisations as mentioned. Fish & Game is an organisation that has a statutory responsibility for managing, maintaining, and enhancing species and habitat and the primary thing we can do to provide opportunities is our job. Arash added that there are things out of our control that can negatively impact licence sales such as weather and economics, but people are time poor as well with so many other competing past times now available.
- 13.6 Cr Lindsay Lyons said we can't keep increasing licence fees. He strongly believed Fish & Game needs to look at what we don't need, what's good to have, and what's not essential rather than increasing licence fees. Arash Alaeinia advised that in 2023-24 Eastern Fish & Game Council returned a small profit despite the downturn in licences sales. He said expenses were well managed and additional income gained from other sources to support the work we do. Arash also highlighted that being 'not for profit', everything we do is for the benefit of the environment and of licence holders, it is a balancing act between commercial, statutory, and our responsibilities.
- 13.7 Cr Ngahi Bidois asked that Council consider and comment on approaches that would be worthwhile to increase revenue for 2023-24. Discussion covered.
- Social licence
 - Mental Health Awareness – Rural Support Trust, Farmstrong
 - Teach people to fish in children's fishing pond
 - Corporate fishing days
 - More media and promotion to general public, not just anglers and hunters
 - Target youth, and young women (biggest growth sport for women in USA)
 - Utilise free publications more particularly around opening
 - Support charity organisations (they will market Fish & Game)
 - Social media
 - Price freeze on licences
 - Fish & Game competition on Lake Rotorua
 - Direct debit for licence fees
 - Merchandise – national
 - Continue to target lapsed participants
 - No one person is responsible for increasing revenue, let's all take that responsibility, block out 30 minutes of every meeting for all to contribute to increasing revenue.
- 13.8 Council adjourned for a short break at 2.08pm before entering the Public Excluded session at 2.15pm.

14.0 PUBLIC EXCLUDED SESSION

14.1 *Agreed (Ngahi Bidois/Murray Ferris) that pursuant to Section 48 (1) of the Local Government Official Information and Meetings Act 1987, the public be excluded at 2.15pm from the following parts of the proceedings of this meeting, namely:*

- *Chief Executives annual performance review. [23/12/14.1]*

14.2 *Agreed (Ngahi Bidois/Murray Ferris) that the public be re-admitted to the meeting at 2.50pm. [23/12/14.2]*

15.0 Prior to closing Cr Mike Jarvie wished to congratulate Anthony van Dorp on his promotion to Senior Fish & Game Officer and his contributions nationally for CLE. Murray Ferris also acknowledged the team's national contributions and support of other Fish & Game regions.

16.0 MEETING CLOSED

16.1 Cr Ngahi Bidois closed the meeting with a karakia at 3.00pm.

.....
Ngahi Bidois
Chairman

SUMMARY OF RESOLUTIONS

- 2.0 APOLOGIES**
- 2.2** *Agreed (Murray Ferris/Kevin Coutts) that the apologies for the 205th meeting of the Eastern Region Fish and Game Council be sustained. [23/12/2.2]*
- 3.0 MINUTES OF THE PREVIOUS MEETING (12 OCTOBER 2023)**
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5. CONFLICT OF INTEREST REGISTER

Ref: 7.02.01

18 January 2024

1. Purpose

A standing agenda item to disclose any Councillor (“Member”) Conflict of Interest or potential Conflict of Interest, and record this in the Councillor Conflict of Interest Register.

2. Background

In 2016 the Eastern Fish and Game Council adopted a revised policy and rules for dealing with Conflicts of Interest and these include providing a standing agenda item to allow Councillors to disclose any Conflict or highlight any potential conflict. The “Interest Register” ring binder will be circulated in the first part of each meeting for Councillors to record any interests. The Council should then discuss how it wants to deal with any interest or perceived interest identified.

Conflict of Interest (refer s2.7 Governance Policies) means when the member can be shown to have actual bias or apparent bias in respect of a matter¹ i.e:

- (i) A member can be shown to have actual bias when a member’s decision or act in relation to a matter could give rise to an expectation of financial gain or loss (that is more than trivial) to the member (and/or to the member’s parent(s), child(ren), spouse, civil union partner, de facto partner, business partner(s)/associate(s), debtor(s) or creditor(s)).
- (ii) A member can be shown to have apparent bias when a member’s official duties or responsibilities to the Council in relation to a matter could reasonably be said to be affected by some other interest or duty that the member has.
- (iii) A member’s “interest or duty” includes the interests of that member’s parent(s), child(ren), spouse, civil union partner or de facto partner that may be affected by the matter at issue. It also includes the interests of a person with whom the member has a close, personal relationship where there is a real danger of personal favouritism.
- (iv) There is no Conflict of Interest where the member’s other interest or duty is so remote or insignificant that it cannot reasonably be regarded as likely to influence him or her in carrying out his or her responsibility.

A potential conflict of interest (refer s2.8 Governance Policies) arises when:

- (i) There is a realistic connection between the member’s private interest(s) and the interest(s) of the Council;
- (ii) The member’s other interest could specifically affect, or be affected by, the actions of the Council in relation to a matter;

¹ “Matter” means:

(i) The Council’s performance of its functions or exercise of its powers as set out in Part 5A of the Conservation Act 1987, subject to the Council’s statutory purpose set out in section 26P(1) of the Conservation Act; or

(ii) An arrangement, agreement, or contract made or entered into, or proposed to be entered into, by the Council.

- (iii) A fair-minded lay observer might reasonably consider that the member's private interest or duty may influence or motivate the actions of the member in relation to a matter; and
- (iv) There is a risk that the situation could undermine public trust and confidence in the member or the Council.

Conflicts of Interest should be dealt with as follows (refer s1.13 Standing Orders):

1.13.1 Every member present at a meeting must declare any direct or indirect conflict of interest that they hold in any matter being discussed at the meeting, other than an interest that they hold in common with the public.

1.13.2 When a conflict of interest arises in respect of a matter, the affected member will:

- (i) not vote on issues related to the matter;
- (ii) not discuss the matter with other members;
- (iii) conform to the majority view of other members present as to whether to be excluded from discussions regarding the matter and/or leave the room when the matter is discussed;
- (iv) not, subject to the discretion of the Chairperson, receive further papers or other information related to the matter.

1.13.3 Where a member can be shown to have a potential conflict of interest, the Council (excluding the affected member) will determine an appropriate course of action, which may include the following:

- (i) applying some or all of the actions applied to a member with a conflict of interest (set out in 1.13.2 i) – iv) above);
- (ii) providing a written explanation outlining why there is no legal conflict of interest that can be made available to all Fish and Game Councils, licence holders and other interested parties.

1.13.4 The conflicted member will be given the opportunity to be heard by the Council on the points raised and the member's submissions will be taken into consideration by the Council.

1.13.5 The minutes must record the declaration and member's subsequent abstention from discussion and voting.

Councillors should take this opportunity to disclose any Conflict of Interest they are aware of now and record it in the circulated Conflict of Interest Register. If during the course of the meeting a conflict or perceived conflict is recognised, then this should be disclosed at that point in time.

3. Recommendation

3.1 That Councillors disclose any Conflict or potential Conflict of Interest, record it in the Interest Register, and Council agrees on how to deal with any Conflict of Interest raised.

6. HEALTH AND SAFETY REPORT

Ref: 9.01.07

16 January 2024

Background

As part of its commitment to Health and Safety and providing a safe workplace, the Eastern Fish and Game Council is provided with a report at each meeting describing:

1. Implementation and adherence to the Health and Safety plan – including Health and Safety as an agenda item for staff and ranger meetings;
2. Monitoring and Reporting – in accordance with the Health and Safety plan;
3. Risk Management (identification and treatment) – any new issues or hazards that have arisen and how these have been addressed;
4. Training programme – information sharing and training of staff and volunteers;
5. Health and Safety incidents – near misses or injuries sustained, plus updates on past events;
6. Recommendations.

December – January 2023

1. Implementation and Adherence to the Health and Safety Plan	
<p>Regular (weekly) staff meetings. Minutes from the Health and Safety portion of the meeting are emailed to all staff. Visitors to the office and contractors are required to sign our desk register, and our hazard register is updated as required.</p> <p>Tail Gate forms completed for: Nil</p>	
<p>2024-2025 Budget for Health & Safety \$2,000</p>	

2. Monitoring and Reporting	
Work Place Accident Register	16/01/2024
Number of Workplace injuries in 2023-2024 year	0
Number of Workplace injuries in 2022-2023 year	4
Number of Workplace injuries in 2021-2022 year	1
Number of Workplace injuries in 2020-2021 year	1
Number of Workplace injuries in 2019-2020 year	1
Number of Workplace injuries in 2018-2019 year	1
Total Number of Workplace injuries since 1 Sept 1995	55
Total number of lost work injuries since 1 Sept 1995	5
Total number of days since last lost work injury	265
Days from prior lost work injury to lost work injury on 26/04/23	767
Days from prior lost work injury to lost work injury on 21/3/21	245
Days from prior lost work injury to lost work injury on 19/7/20	1,053
Days from prior lost work injury to lost work injury on 31/8/17	1,363
Days since formal register commenced 1/09/95 to first lost work injury 7/12/13	6,672

4. Risk Management/Health and Treatment

Notes taken for the H&S minutes at the weekly staff meeting and emailed to all staff:

- 27 Nov 2023 Soft ground following rainfall
- 4 Dec 2023 Grounds still soft – more rain expected
- 11 Dec 2023 Ensure sunscreen in your vehicles
- 18 Dec 2023 Sunscreen, hats, water in vehicles, hangups to be cleared workshop track
- 25 Dec 2023 No staff meeting
- 1 Jan 2024 No staff meeting
- 8 Jan 2024 Protect yourself from sun

5. Training Programmes

Nil

6. H&S Incidents

Nil

6. Recommendation

That Council acknowledges it has received this report.

7. ANGLERS NOTICE REVIEW

File: 1.07.01

12 January 2024

1. Purpose

To review the 2023-2024 Anglers Notice and identify any changes to the current regulations that might be warranted in the 2024-2025 season.

2. Background

The Anglers Notice review provides an opportunity to amend regional sport fishing regulations. Licence holders and the public are able to submit on issues they may have identified with the current regulations for consideration by Council.

Council has developed a comprehensive approach to dealing with the Anglers Notice. The policy approach splits regulations into those that serve a social function and those that serve a biological function. Social regulations are those that affect the angler and principally relate to angling methods. Waters are categorised based on trout densities, and levels of angler use. These categories are used to determine how social based regulations should be applied. Biological regulations are those that affect trout populations and include bag and size limits. A matrix was developed considering biological objectives associated with sustainability, harvest allocation, and specific population manipulations. Any changes to the Anglers Notice must not conflict with the Anglers Notice policy which is provided in Appendix 1 to this item.

This approach has greatly simplified the task of reviewing the Anglers Notice and enables regulations to be confirmed or amended quickly and efficiently.

A full review of the regional regulations (Schedule 2) is undertaken every second year. A less comprehensive process is conducted in the year between. This year (2024) represents a year in which a full review is required.

This process will involve.

1. At the February Council meeting, any submissions received to the Anglers Notice will be presented to the Council for discussion. The Council will consider which submissions have merit and warrant further investigation. Staff will (if required) produce an 'Issues and Options' paper for distribution to clubs and public.
2. Prior to the April meeting, Councillors will receive feedback from staff and submitters through an Agenda item. At the April 2024 meeting, all submissions received will be debated and the Council will decide if these are to be accepted following resolution or require further examination.
3. At its June 2024 meeting, the Eastern Region Fish and Game Council will receive any additional correspondence from new submitters along with a draft to the Minister of the changes to the 2024-25 Anglers Notice. Council will accept resolutions on remaining proposals and finalise the 2024-25 Anglers Notice.

3. Initial suggestions for consideration

'Czech Nymphing' Discussion

At the February 2023 meeting Barry Roderick raised the issue of Czech nymphing being a particularly effective method and he had witnessed an angler fishing in this manner.

Agreed (Murray Ferris/Debbie Oakley) that Council did not identify any issues for further discussion for the 2023-24 Anglers Notice but suggested that Czech Nymphing be incorporated for further discussion next year when a full review of the Anglers Notice will be undertaken. [23/02/10.5]

Outline

'Euro nymphing' also referred to as 'Czech nymphing', is a method largely introduced to New Zealand anglers by members of the National freshwater fishing team (Silver Flies) that experienced the technique when competing alongside foreign tournament anglers. 'Euro nymphing' may be further categorised into several variants. 'Czech nymphing' is a method designed to deliver heavily weighted nymph patterns on a short line quickly into deep water. The method allows fairly direct contact with the nymphs due to the short line and delivery style. Little, or no fly line actually contacts the water during delivery of the flies to the water. Although longer rods are preferred, standard flyfishing setups and medium length rods can prove suitable for this method.

Other variants of 'Czech nymphing' may involve the use of a longer leader than common in other forms of fly fishing (maybe 3-9m) and can incorporate a brightly coloured section of line (maybe braid) known as an indicator or sighter that helps detect strikes. The section of 'fly line' (minimum 3m within Eastern Regulations) may be extremely thin, light running line (00 weight) that allows nymphs to cast a great distance. Anglers prefer not to cast fly line as it causes drag and therefore indirect contact with the flies. They are casting using the weight and momentum of the nymphs to shoot the line rather than the weight of line to carry the nymphs. Anglers tend to use longer, lighter rods for this method.

In principle, Czech nymphing methods, or one of the many slight variations of the same method can be replicated with standard fly-fishing gear. Technical issues pertaining to the use of this method only apply to areas which are exclusively fly fishing only, as the same results can be achieved with spin fishing gear.

Taupo Fishery Interpretation

The DOC Taupo Fishery recently changed their regulations in response to perceived issues with the euro nymphing method. DOC rangers encountered occurrences along the Tongariro River in which anglers fishing several very long wide pools (such as Cattle Rustlers) that traditionally held fish largely out of reach of traditional fly casting. Within these areas some anglers were found lobbing heavy sinkers or heavily weighted lines consisting of very long leaders (nylon) up into these areas to target fish. Anglers would retrieve or swing line by bouncing weighted flies along the bottom of pools. This way of fishing is deemed illegal under traditional flyfishing etiquette (and Taupo Fishery regulations) as weight such as a split shot may only be attached to leaders to facilitate the sinking of the fly.

To ensure anglers adhered to the ‘principals’ of fly angling (using weight only to facilitate sinking of flies), a rule was adopted that a leader (nylon, fluorocarbon or other material attached directly to the end of a fly line) must not exceed a maximum length of 6 metres including tippet.

Staff Recommendation.

The base method of ‘Czech nymphing’ has been around for decades, with anglers approaching fish in a stealthy manner and presenting a short line to fish in which the ‘fly line’ may never leave the reel.

Most of Eastern Region’s fisheries are now fly and spin. This has been actioned to simplify regulations, allow greater diversity and enable more anglers to participate. Current Fish & Game regulations allow the use of Czech nymphing. Bag limits are in place to protect fish populations (if the method is that much more efficient catch rate wise than others), so staff see no need to undertake action to change regulations at this time. Staff would recommend keeping watch of developments over time and react through regulations if it becomes an issue.

4. Resolutions

- 4.1 *That Council agrees to the consultation process and time frame for considering changes to the 2024 -2025 Anglers Notice.***
- 4.2 *That Council identifies any issues for further discussion be prepared following the February meeting into a paper for circulation.***

APPENDIX 1. Anglers Notice Policy

Ref: 1.07.01

Updated 14 June 2018

1. Background

Fish and Game New Zealand spend a significant amount of time each year considering changes to the Anglers Notice. Changes to the regulations have, in the past, generally occurred in an ad hoc fashion, often in response to specific requests from anglers. Council has recognised that this has resulted in the inconsistent application of regulations across the region. To resolve this situation Council has developed policy which determines how and when regulations apply. The underlying approach taken to developing the policy has been to clearly identify the need for regulations or the issues, which may prompt specific regulations to be considered. The purpose of this policy is to remove inconsistencies and simplify the regulations and reduce the amount of time that council are required to devote to the process.

The policy has been established around two key groups of regulations within the Anglers Notice. The first group of regulations are those that have a biological effect on the fisheries and may have direct effects on trout populations. The biological regulations are the primary focus of the Anglers Notice Policy and have been developed to ensure ongoing sustainability of the fishery resource.

The second group of regulations are those that serve a social function and relate to the way anglers interact with each other.

2. Biological Regulations

Biological regulations are required to ensure the sustainability of the trout populations or fishing opportunities, or to provide for specific management objectives. Criteria for biological based regulations will generally be qualitative in nature and based upon dive counts, trap runs, angler surveys etc.

Policy 2.1 The biological regulations applied to waters shall be based upon the following table;

Category	Description	Regulation Applied
<i>Sustainability I</i> <ul style="list-style-type: none">To ensure adequate recruitment of juveniles to provide later harvest	<ul style="list-style-type: none">Protect spawning rearing waters.Closure of waters and season length most effective tool.	<ul style="list-style-type: none">Close waters to fishing if they provide significant proportion of recruitment.Length of closure related to importance of contribution, availability of other spawning, fishing opportunity potentially provided and duration of spawning.

<p><i>Sustainability II</i></p> <ul style="list-style-type: none"> To ensure adequate survival of adults to spawn 	<ul style="list-style-type: none"> Protect sufficient fish through to maturity to enable them to spawn. Size limits most effective tool for protecting fish. 	<ul style="list-style-type: none"> Size limits guarantee protection of fish to maturity. Size limits can be adjusted based upon knowledge of harvest rates.
<p><i>Harvest Allocation</i></p> <ul style="list-style-type: none"> To share available harvest Bag limit most effective. 	Moderate or high demand & limited fish availability.	River fisheries that attract moderate to high use and/or contain limited numbers of fish (currently 2 fish bag limit)
	High demand & high fish availability.	Restrict excessive fish harvest to enable equitable allocation (currently 8 fish)
	Low demand & high fish availability.	No bag limit.
<p><i>Management Objective</i></p> <ul style="list-style-type: none"> To enhance specific component 	Enhance specific component of fishery for deliberate management objective.	Combinations of size limits, season length and bag limits. Requires specific project proposal and justification.

3. Social Regulations

The Anglers Notice contains a number of regulations that affect anglers rather than the fish they are targeting. These regulations can be considered social in nature and are set to control the impacts that anglers have upon each other. These regulations are imposed to maximise the opportunities available and the quality of the angling experience. Social regulations generally relate to how anglers are allowed to fish (permitted methods) and are applied based on the intensity of the angling that occurs, and therefore the potential for anglers to impact upon each other.

Council has stated a desire to reduce barriers to participation such as overregulating by making rules simpler for anglers to understand. Measures of angler use have been reworked and greater clarity given to where anglers may fish from unanchored boats so that shore-based anglers are not disproportionately affected by boats drifting or trolling within close proximity.

The Policy no longer preferentially allocates ‘fly fishing only’ waters at stated pressure levels, however, this does not preclude Council from recognising ‘fly fishing only’ areas. What it does allow is for Council to exercise greater flexibility in which waters are reserved solely for fly only anglers.

Fishing methods

Policy 3.1 Setting of method restrictions for waters shall be based upon the following framework.

Water Category	Level of use of water (threshold)	Methods Available
<ul style="list-style-type: none"> Lake edge fisheries and associated 	Low Intensity Use (< 30 anglers/100m/season)	<ul style="list-style-type: none"> All methods including bait in certain circumstances*,

migratory spawning waters	Moderate to High Intensity Use (<i>>30 anglers/100m/season</i>)	<ul style="list-style-type: none"> Fly, Spin, Bait (in certain circumstances)* No unanchored boats at stream mouths, high intensity locations and lake outlets
<ul style="list-style-type: none"> Lower density river fisheries based on resident trout populations 	Any Intensity of Use	<ul style="list-style-type: none"> All methods including bait in certain circumstances*

**Bait fishing has a biological effect on trout populations and because of the high hooking mortality shall not be applied where fish may be legally required to be released due to size limits or restrictive bag limits. Bait fishing would only therefore apply in waters where there were no bag or size limits.*

Bait

Policy 3.2 (i) Bait fishing will only be permitted in waters that have no bag limits or no size limits.

- (ii) Bait in the Eastern Region shall only include;
- Natural fly.
 - Natural insect.
 - Natural spider.
 - Natural worm or worms.
 - Natural crustacean.
 - Natural fish (excluding fish ova, or any portion of a fish, or shellfish (mollusc).
Fish can only be sourced from the water where the fishing is to occur).
 - Uncoloured bread dough.
 - Scented Soft Baits (Artificial lures that are biodegradable and/or contain chemical attractants).

Boats in winter shoreline areas

Policy 3.3 Fishing from a boat shall not be permitted in designated winter shoreline fishing areas from 1 July to 30 September.

8. WAIKAREMOANA SPORTS FISH HABITAT ENHANCEMENT FUND

Ref: 2.01.07.01

16 January 2024

1. Purpose

To consider an updated bid for funding from the Waikaremoana Sports Fish Habitat Enhancement Fund to incorporate into the budget for the 2023-24 OWP.

2. Background

In 1999 ECNZ made a commitment to create a trust known as the Waikaremoana Sports Fish Habitat Enhancement Trust ("Trust") as part of its consent for the Waikaremoana Power Scheme before its transfer to Genesis. The Trust was set up in response to concerns about the environmental, recreational, social, cultural and economic effects of the Waikaremoana Power Scheme ("WPS"). Due to Inland Revenue issues and the Trust being subject to taxes on interest, the Trust was disbanded soon after its formation, and the settlement was paid to Fish & Game to form the Waikaremoana Sports Fish Habitat Enhancement Fund ("Waikaremoana Fund")

The objective of the Trust and now the Waikaremoana Fund is:

"To sustain and enhance habitat for sports fish within the Wairoa River catchment and enhance access of the public to recreational sports fish therein".

In addition to this key objective, there are a number of additional purposes that include:

- *To undertake research that furthers the objectives of the Waikaremoana Sports Fish Habitat Enhancement Fund;*
- *Identify and evaluate areas in the catchment worth protection, restoration, enhancement, etc.;*
- *Carry out creel surveys;*
- *Carry out trials and monitoring on improving sports fish habitat;*
- *To create, improve, maintain signage and access to sports fisheries.*

The Fund contained an initial investment of \$250,000. When the Fund was established in 2000 the Council agreed that the principal should be protected with an inflation-based adjustment and spending from the Fund should be maintained within the interest generated. The balance of the Fund stood at \$464,178 as of 31 August 2022.

3. Overview of Approved Offset Funding for 2023-24

Since 2017, Council has approved applications from staff each year for funding from this restricted reserve to incorporate into its OWP budget for the year coming to finance ongoing Waikaremoana survey and monitoring programmes, and to compensate for activities that staff would otherwise be undertaking elsewhere within the region, a principle that Council recommended and endorsed in 2016 [16/4/11.2].

Council has already approved a draw down from the Fund of \$6,500 from the Fund to incorporate into this budget to offset staff time and expenses associated with the monitoring, access and buoy components of the exercise (compliance activities not eligible for funding from this source). At the December 2023 meeting Council further approved an extra \$2000 to

undertake fisheries monitoring into the mid-upper Waiau River to assess the recovery of the system following Cyclone Gabrielle.

4. Additional Funding Application for Eastern Region's River fisheries monitoring during the 2023-2024 OWP

Additional to the sum of \$8500 above, staff are seeking the further drawdown of \$25,000 for the purchase of a replacement Electric Fishing Machine. The previously operated machine (NIWA EFM 300) was ancient, unreliable, and decommissioned around 10 years ago.

The unit staff are looking at is a Smith Root LR-24 Electro-Fisher (from the United States) which is the model also being employed by most other Fish & Game Regions that conduct river fisheries investigations. The Smith-Root model has much higher usability than the NIWA machine and lower ongoing servicing requirements.

The EFM is designed to place a current in through a stream running from a handheld anode and returning to a trailed cathode lead. The EFM generated current is able to draw in and incapacitate (stun) fish allowing collection for study. Following handling and quick recuperation when placed in a bucket of water, the fish may be released back into the wild. The method is highly efficient in allowing juvenile salmonid collection which aids in measuring spawning success.

Looking ahead with a post-flooding-effects view to intensify Eastern Regions River fisheries monitoring in the wake of recent East Coast Cyclones, the Electric Fishing Machine would allow a far greater wealth of data (including salmonid and native species present) to be collected during investigations. The purchase fits into the Waikaremoana Sportsfish Fund as the Wairoa Catchment rivers were highly impacted and require monitoring.

Purchasing our own EFM allows time sensitive investigations to occur when river conditions and weather are conducive rather than hiring a unit from another region that may also have projects planned.

5. Recommendation

5.1 That Council reviews and approves this application for an additional funding of up to \$25,000 from the Waikaremoana Sports Fish Habitat Enhancement Fund. (The drawdown of the Fund would sit at \$33,500 if approved.)

9. GOALS AND PRIORITIES FOR THE 2024-2025 OPERATIONAL WORK PLAN

Ref: 8.02.01

17 January 2024

1. Purpose

To review Council's goals and priorities for the 2023-2024 year, and identify changes in priorities or work areas and projects that Council would like to see incorporated into the 2024-2025 Operational Work Plan.

2. Background

Operational Work Plans (which come into force on 1 September each year) are developed over several months from February onwards, and involve a review by Council of strategic priorities, core functions, project objectives, allocation of resources, and performance measures. The process may include seeking Council's approval for the submission of applications to the national Contestable Fund to increase bulk funding for specific purposes.

The NZC has short to medium term plans to review Fish & Game's annual budgeting process but is unlikely to be making substantive changes to it this planning round. Based on the steps that customarily involved, the process and schedule for the 2024-2025 Operational Work Plan (OWP) will be as follows:

1. Council reviews priorities and project areas it wishes to focus on over and above core functions (this meeting).
2. Staff compile a draft work plan and budget (excluding internal costs), and identify potential contestable funding bids it believes warrant consideration. The draft budget and bids have to be submitted to the NZ Council by **20 March** for collation and presentation to the Managers Meeting currently scheduled for **18 April** and the combined Managers/NZ Council meeting on **19 April**. Prior to those meetings the draft work plan, budget and bids will have been considered by this, the Eastern Fish and Game Council at its meeting on **4 April** which will enable any changes/additions/deletions it wants to be communicated to the Managers and NZ Council ahead of their late April meetings.
3. Staff revise projects and resourcing including hours and internal costs to take into account outcomes of the combined Managers/NZ Council meeting on **19 April**, and circulate the second draft of the OWP to Council ahead of its **30 May** meeting.
4. The second draft of the OWP is considered at the May meeting and projects, budgets and targets are reviewed and refined as necessary.
5. This draft is then circulated to clubs and other interested parties for comment if they wish to.
6. Feedback from this consultation is considered and incorporated, if Council considers appropriate, into the final OWP presented for approval at Council's meeting on **10 August**.

As indicated above, the operational planning cycle commences as of now with a review of current priorities and goals. Council needs to determine whether changes to these are needed within the next OWP year in response to changing circumstances and/or other factors. **Decisions on this are needed now so that staff can undertake initial planning and costing of projects ahead of 20 March.**

3. Current (2023-2024) Priorities

- A. **Access** - making it easier for anglers and hunters to locate and utilise resources;
- B. **Increasing revenue** – through increasing participation and developing alternative sources of income;
- C. **Maximising fishery opportunities**;
- D. **Water quality and quantity** – addressing in particular, the pressures on our free-flowing water resources and the water quality of the Rotorua lakes.
- E. **Enhancement of habitat for greylard production** – in particular, activities that increase duck numbers and as a result, hunter opportunities;

At Council's February meeting 12 months ago Council concluded that the key regional priorities for 2023-2024 should remain the same as those that applied during the previous years. It was acknowledged that some of Council's priorities continue to be of greater importance than others, for example, those that are critical to maintaining the viability and operational sustainability of Fish & Game. Higher priorities are considered to be Access, Maximising Fishery Opportunities, and Increasing Revenue, the arguments being that without access to sports fish and game bird resources the opportunities available to many licence holders are limited, and without adequate revenue we are unable to perform many of the operational undertakings needed to provide sustainable populations of sports fish and game birds for licence holders to harvest. Maximising fishery opportunities was seen as a means of increasing participation, and revenue.

The Council also undertakes to support the aspirational outcomes of NZ Fish & Game and bears these in mind when preparing its OWP each year. These aspirations are:

- Unified and Enduring Organisation, a national and regionally cohesive organisation built on a culture of shared values, trust and engagement. Delivering on a vision and purpose for stakeholders and Mana Whenua. Maintaining the statutory mandates that enable effective service delivery.
- Attract and Retain Licence Holders, deliver well-valued and cost-effective experience for licence holders by understanding their needs, providing simple and effective communication, making fishing and game bird hunting more attractive to a wider group of future participants.
- Mana Whenua Connected, Maori values are understood and reflected within Fish and Game with aligned advocacy and a positive collaborative approach that builds upon Te Tiriti obligations defined in Conservation Act.
- Public Perception and Legitimacy, understanding and reshaping public perception of Fish & Game NZ, angling and game bird hunting through positive messaging of natural environment protection, wild food harvesting and well-being through outdoor recreation.
- Healthy Species, Habitats, and Ecosystems, Sports fish and game bird species are monitored and sustainably managed, freshwater habitats are protected, and access to sustainable wild harvest opportunities are secured for future generations.

Over the years we have gained a much greater understanding of what can and can't be influenced in terms of achieving the outcomes Council is seeking, and with this understanding we have adaptively managed our approach and refined projects or changed our focus more towards what can be done. Overviews of what we have achieved more recently and issues associated with each of the key priority areas are provided below. Project areas and associated tasks for the current OWP year are presented in the tables appended to each of the overviews provided below.

A. Regional Priority: Access

- We have maintained extensive physical access tracks and signage for angling to priority waters for over a decade. The current programme is only just manageable however, and is subject to unforeseeable demands in other areas (e.g. CLE) that need to be addressed then and there on occasions. Maintaining hunter access to our reserves is undertaken in conjunction with other habitat management activities and is currently achievable with the resources that are being directed into this area.
- Forest access for both angling and hunting has been affected by Treaty of Waitangi Settlements, and forest managers, e.g. Timberlands. Many of our access problems arise due to land ownership issues and the rights of landowners (or occupiers/managers in the case of Timberlands) to control access across their land. Restoring access to these areas depends on relationship building with landowners and is time consuming and frustratingly slow at times.
- We maintain comprehensive printed access information and continue to expand our inventory of information that is available digitally. We update access information as required, and we have an ongoing desire to undertake more extensive access investigations in relation to East Coast fisheries i.e. within the eastern Bay of Plenty and north of Gisborne. We also revised the Waikato River and Hydro Lakes brochure and promoted the fishery via social media which generated an enormous amount of interest.
- Our website is in the process of being updated with access and best fishing techniques at that area are being created. This is very time consuming and a slow process.
- We continue to work collaboratively with the Walking Access Commission developing and exploring opportunities for access to sport fisheries in particular.

Current (2023-24) OWP

<i>Activity</i>	<i>Projects/Programmes</i>
Secure and Maintain Physical Access	<ul style="list-style-type: none"> • Maintain current access tracks to the Rangitaiki River and its tributaries (and continue to investigate new opportunities there), the Waioeka, Tarawera, Whirinaki and Waikaretaheke Rivers, and the Ngongotaha and Waiteti Streams. • Allocate balloted hunting stands. • Advocate for improved access through forestry and resolution of identified captured access areas. • Submit to regional/district plans for improved angler/hunter access. • Continue to advocate for greater access to the Rangitaiki River fishery. • Liaise with the Walking Access Commission and lobby for provision for public access in Treaty of Waitangi Settlements and Overseas Investment Act sale and purchase conditions. • Maintain the Fish & Game hut at Wairua Stream.
Provide Information	<ul style="list-style-type: none"> • Upgrade signs to brand specifications where required, check annually and replace as required, and maintain signage database. • Update access pamphlets and website as required to ensure angling and hunting access information readily available.

B. Regional Priority: Increasing revenue

- Licence sales is our main source of income and plays a vital role in sustaining our ability to carry out our duties to manage, maintain and enhance the species and their habitats that we manage. We also have a statutory responsibility that does not take into account monetary return or value on our responsibilities under the Conservation Act and the Wildlife Act.
- Over the recent years we have tried a number of activities and promotions to help increase participation, to attract back lapsed licence holders and to try and attract new licence holders.
- As part of our R3 road map; Retain comes from access, opportunity, easy regulations and success. Reactivate comes from fear of missing out, success, easy regulations and opportunity. And Recruit comes from, comradery, wellbeing, family time, easy regulations, support, access and success. To create the outcomes of access, easy regulations, support, success and opportunity are all end products of or work within the OWP.
- The national Licence Working Party originally set up to investigate ways of increasing licence revenue via a wider range of licence categories and pricings that we were previously involved with has been re-activated to some degree, and we continue to undertake licence sales analyses not only for this region but for the country as a whole.
- We continue to promote our activities such as kids fishing days, ‘how to be successful’ and ‘how to fish from a boat’ events, and a novice hunting programme, and we’ve released and publicised the release of XL sized fish in several areas to add value to existing licence holders and recruit/re-activate participants. We continue to email lapsed licence holders and promote opportunities as they arise via various media. We’ve engaged with RotoruaNZ to explore marketing opportunities and have partnered with them to becoming an agent and ran a 2 week electronic billboard promoting the Rotorua lakes fisheries over the Sept school holidays and both prior to opening and a week after opening. We also had a stall at the inaugural Hunting, Fishing and 4x4 Expo held in Rotorua in Sept, which promoted and informed attendees of all the invaluable work that F&G engages in that is not always seen.
- As an organisation there is now recognition and widespread agreement on the need to establish alternative and additional sources of income. As a matter of course we derive income from a number of other sources which are set out in our annual Performance Report for the year ended 31 August 2023.

Current (2022-24) OWP

<i>Activity</i>	<i>Projects/Programmes</i>
Niche Marketing	<ul style="list-style-type: none"> • Conduct further research into ‘licence churn’, establish reasons why particular demographics drop out (e.g. first time licence holders and young adults), and devise strategies to reduce this. • Develop and implement regional R3 strategies (retention, recruitment, reactivation) in accordance with national initiatives to maintain and increase participation. • Investigate ways of increasing sales of licences to non-resident anglers.
Promotions	<ul style="list-style-type: none"> • Collaborate and develop strategies with Destination Rotorua and other marketing agencies. • Investigate opportunities for promoting hunting and fishing in partnership with organisations such as travel agencies, accommodation providers, real estate agencies, and hunting and fishing outlets. • Investigate means of, or incentives for agents to up sell licence types. • Run ‘how to be successful’ events.

Opportunity Marketing	<ul style="list-style-type: none"> • Raise the profile of under-utilised fisheries e.g. Waikato River, and develop and market ‘new’ opportunities e.g. summer river fisheries.
Licensing	<ul style="list-style-type: none"> • Continue to contribute to a national Licence Working Party and explore opportunities for increasing revenue via fine tuning licence categories and/or pricing of such.
Other sources of Income	<ul style="list-style-type: none"> • Explore opportunities for generating additional revenue via other means e.g. hire and/or rental of facilities including Octagon, Conference Room, staff quarters and staff houses within Hatchery grounds in addition to cottage adjacent to Ngongotaha Trap, contracting out staff services.

C. Regional Priority: Maximising fishery opportunities

- We have a successful supplementary stocking programme on the Rotorua lakes aimed at maintaining sustainable harvests and optimising returns to anglers. The productivity, value and appeal of these “put and take” fisheries is entirely dependent on this stocking programme. We undertake intensive monitoring of these fisheries and regularly review stocking rates. We have modified our liberation strategies based on the results of this research, and we adaptively manage liberations to strike a balance between maximising catch rates and maximising growth rates and survival to the extent it is possible to within the various constraints imposed by environmental conditions.
- Most monitoring and angler survey effort within the Rotorua lakes is directed towards lakes Tarawera, Rotoiti, Okataina and Rotorua. It’s appropriate that these lakes continue to be the primary focus for this effort but when resourcing allows, we periodically monitor some of the ‘lesser’ lake fisheries, i.e. Rotoma, Rotoehu, Okareka, Rerewhakaaitu and the Waikato River lakes.
- Four years ago we instigated a research programme developed in conjunction with Waikato University and a post doctorate student now employed by Cawthron Institute, to better understand the impacts of water quality on Lake Tarawera’s trout fishery, and other valued species, and the mechanisms underlying these. Our Tarawera Food Web programme continues and aims, to be in a better position to predict downturns ahead of time, and offset these if it’s possible to do so, by implementing a management response such as modifying our liberation strategy or introducing a change to fishing regulations. The programme includes twice yearly acoustic monitoring of smelt which got underway in November 2018 in conjunction with DOC and NIWA and this continues to be maintained.
- We distribute information and advice on fishing opportunities available to our angling licence holders through both printed and digital channels. We have stepped up our social media presence to ensure licence holders are aware of the opportunities available to them, but need to put increasing effort into this area as users of traditional forms of communications become an ever decreasing proportion of the communities we most need to connect with. Long awaited improvements due to our website are now progressing so that this medium is more user friendly and accessible to anglers wanting insight into where to go and what’s available to. Council has made good progress over the past few years simplifying some of its regulations to reduce barriers to participation, and there may be more that can be done in this area. One of the main drivers for participation is the weather at the time.

Current (2023-24) OWP

Activity	Projects/Programmes
Species Monitoring and Research	<ul style="list-style-type: none"> • Monitor growth and performance of liberations into lake fisheries via the Datawatch programme. • Monitor the Lake Rotorua, Ngongotaha, and Ohau Channel fisheries. • Monitor the Lake Waikaremoana fishery. • Monitor Lake Tarawera wild spawning runs. • Assess smelt abundance in Lake Tarawera. • Promote extension of Lake Tarawera food web investigations and factors affecting trout growth and survival. • Provide support to external research projects aimed at better understanding lake fisheries.
Harvest Assessment	<ul style="list-style-type: none"> • Undertake lake fisheries creel surveys to monitor angler catch and satisfaction and Opening Day surveys to evaluate stocking programmes. Extend current programme on Tarawera, Rotoiti and Okataina to some of the smaller fisheries (Rotoma, Rotoehu, Okareka, Rerewhakaaitu) resources permitting.
Hatchery	<ul style="list-style-type: none"> • Produce c70,000 quality fish to maintain trout fisheries within the region.
Regulations	<ul style="list-style-type: none"> • Maintain/enhance sports fish resources by reviewing and refining where necessary, the Anglers Notice using a policy driven review process. • Look for opportunities to increase participation and remove barriers to fishing by for example, simplifying regulations in some fisheries.
RMA planning	<ul style="list-style-type: none"> • Represent anglers in water quality and quantity planning and consenting processes and advocate for improved habitat, angling experience and access opportunities.
Participation	<ul style="list-style-type: none"> • Maintain and enhance access, and publicise more widely. • Increase angler communication and information using social media and identify options for increasing participation. • Support children's and adult fishing programmes, angler training and angling competitions, and maintain club relations. • Continue to promote and review Lake McLaren fishery.
Compliance	<ul style="list-style-type: none"> • Maintain a sufficient level of participant contact to ensure the protection and sustainability of fisheries.
Licensing	<ul style="list-style-type: none"> • Make fishing licences readily available and continue to investigate licence holder behaviour and licence holders' needs.

D. Regional Priority: Enhancement of habitat for greylard production

- We have a large number of habitats we need to maintain (e.g. our existing Wildlife Management Reserves), and we need to be confident we have, or can find the means and resources needed to prevent these areas from going backwards as we add new habitat to our management register, and/or other agencies such as DOC withdraw funding from these. Over the few years we have become involved in managing a number of projects with, or on behalf of other organisations e.g. for Bay of Plenty Regional Council within the Lower Kaituna wetland, another being for a collective comprising DOC, Ngati Tahu-Ngati Whaeo, Te Arawa Lakes Trust and Waikato Regional Council at Lakes Ngapouri and Tutaeinanga. We need to continue looking at ways such as these as a means of leveraging resourcing and the outcomes we're seeking.
- We have increased our expectations and requirements of ballot holders in Fish & Game managed reserves in relation to maintaining habitat and hunting opportunities, and in late 2018 Council agreed to the concept of levying an annual Habitat Maintenance Fee on ballot holders to contribute to the costs of essential maintenance works (weed control and water reticulation) in these wetlands. While adequate resourcing is critical to maintaining these wetland habitats and maximising their potential for producing more ducks, it appears there may be another, or other limiting factors to productivity coming into play in some of the wetlands that are not being addressed. Much of the open water habitat that has been developed in areas such as the Lower Kaituna WMR has been created in peaty soils and/or into inorganic sandy substrates which typically support quite different invertebrate communities than 'mineralised' wetlands like the old river loops. Aquatic invertebrates are a critical source of protein for ducklings and its possible some of these excavated wetlands are deficient in this regard. We need to establish whether this is the case, and what options we might have to improve the situation.
- We have concluded that a stronger focus on habitat quality rather than quantity (the latter being the case in the past) is a better option for increasing duck numbers, and there is much more to be done in this area including leveraging the assistance of other parties and encouraging greater input from volunteers and interest groups as indicated above.
- Intensive regional research and monitoring has provided us with a good insight into the effects of harvest and game season conditions on greylard populations and productivity in ensuing seasons. We also know that trying to manage harvest through our current regulation options is very difficult due to changes in hunter behaviour resulting from regulation manipulation, and licence holders' expectations in relation to season length and bag limits. If regulations are to make a difference when mallard populations are depressed, it's apparent that very restrictive harvest conditions need to apply and there are political implications/difficulties in the use of these tools. Having said that, our research shows that extended game seasons impact on the survival of hens, and therefore, may negatively affect next season's productivity. This needs to continue being taken into account during the annual regulation setting process.
- The national mallard research programme has demonstrated that duckling survival rates, and to a lesser extent survival rates of nesting hens can have a profound effect on juvenile recruitment and hence population size going into the game season. Facilitating a relatively small increase in the numbers of ducklings that fledge from each clutch laid has the potential to significantly lift productivity. Other outcomes of the research projects in the Waikato and Southland indicate the extent to which predators prey on ducklings and nesting females, and the information derived from these studies is useful for guiding when, where and how to target predators to get maximum bang for bucks. This is critical, as predator programmes are really only effective if they're well targeted, sufficiently intensive to reduce predator numbers to predetermined levels, and well executed.

Programmes such as these are also, very resource demanding particularly on a larger landscape scale.

- Productivity is a key driver for “more ducks”, and as stated above, quality rather than quantity is a more effective area in which to place our efforts than simply creating more habitat of the type we have focussed on in the past. Providing advice and technical support to landowners, or helping them to access funding rather than directing our own funds towards these projects seems to be working well.
- A major impediment not only to the creation or enhancement of wetlands on private property, but the maintenance and enhancement of wetlands anywhere was passed into law when the National Policy Statement for Freshwater Management and the National Environmental Standards for Freshwater were introduced in 2020. While the intention of these regulations was to afford wetlands greater recognition and protection - which has been long awaited, a perverse and unintended outcome was to not only provide a disincentive to creating and enhancing wetlands, but to put many freshwater ecosystems such as those we manage in the Bay of Plenty wetland reserves at serious risk of being detrimentally impacted as a result of management activities no longer being permitted or enabled via wetland management agreements with the BOPRC, or otherwise constrained in space and time. In response to loud and widespread lobbying, in September 2021 the Ministry for the Environment called for submissions on proposed amendments to wetland provisions to correct these anomalies in the legislation. Fish & Game regions prepared a collective submission addressing issues such as amending the definition of ‘natural wetland’ to make it clearer and easier for councils and resource users to interpret and implement, and amending the regulations for the ‘restoration’ of wetlands, to make restoration activities easier and provide for maintenance and biosecurity activities. We also lodged a joint supplementary submission with Dairy NZ focussing on the need for the regulations to provide for latter without onerous consenting barriers for farmers and other landowners more generally. We await the outcomes of this and in the meantime have largely had to put proactive approaches to landowners on hold. However we do have a positive working relationship with BOPRC, who value and promote wetlands to catchment land owners.
- Each year we gain a rudimentary insight into duckling production on lowland Bay of Plenty drains, and several years ago we implemented a field programme to identify the physical characteristics of drains utilised by mallards more than others during brood rearing. We found that drain width explained the presence of ducks and broods better than any other factor, while presence of floating vegetation in the drain, extent of grass cover on the banks, the presence of a small number of overhanging trees and shrubs, and no recent drain maintenance activity having been undertaken were all important in explaining the number of mallards and broods observed in the drains.
- Eastern Region has had an ongoing input to National research projects on mallards and factors affecting productivity, and it is appropriate that it continues to do so by contributing to the identification and delivery of research priorities. We have also made promising progress over the past two years in identifying some of the critical factors influencing population size within the Eastern Region, these being winter temperature and summer rainfall.

Current (2023-24) OWP

Activity	Projects/Programmes
Species Management	<ul style="list-style-type: none"> • Monitor greylard populations via trapping/banding, brood counts and game bird hunter surveys to investigate productivity, survival, harvest and movements. • Review game season conditions and make changes where needed to address issues impacting on greylard populations and productivity. • Contribute to national research programmes on mallards. • Refine as appropriate the draft regional five-year strategic research and management work plan for greylards.
Wildlife Management Reserves	<ul style="list-style-type: none"> • Implement, monitor, and refine if necessary, the annual maintenance strategy supported in part by a habitat management fee levied on ballot holders. • Review rotational maintenance programmes undertaken by staff in Fish & Game managed wetlands and re-assess/confirm existing priorities.
Assisted Habitat on Non-Public Land	<ul style="list-style-type: none"> • Engage in statutory planning processes and make submissions to regional and district plans to amend rules that are barriers to habitat enhancement or hunter opportunities, and support or oppose consent applications that impact on game bird habitat values or hunter access. • Develop positive working relationships with landowners and other parties with an interest or involvement in rural land management including local and regional authorities, DOC, Federated Farmers, Fonterra and Dairy NZ.
Habitat Creation	<ul style="list-style-type: none"> • Provide advice to enable and encourage hunters/landowners to develop quality, productive wetland habitat and stock ponds for waterfowl • Advocate for better drain management and enhance habitat in drainage canals. • Provide advice on enhancement of stock ponds and implement enhancement projects. • Make external funding applications for wetland habitat development/enhancement, where opportunities arise. • Retain involvement with Waikato Catchment Ecological Enhancement Trust and oversee appropriate projects.
Social and rural media	<ul style="list-style-type: none"> • Use media to encourage the creation and enhancement of wetland habitats.

E. Regional Priority: Water quality and quantity

- We have had a very active role in the Rotorua Lakes Action Planning processes to improve water quality in the Rotorua Lakes. Many of the lakes have shown marked improvements with the interventions the Bay of Plenty Regional Council has put in place. Some of Regional Council’s interventions may have had some negative impacts on some fisheries (e.g. Ohau Channel Diversion Wall), but improved water quality is benefitting, or will benefit other fisheries. Fish passes were installed into the wall several years ago, and a panel of Fisheries Experts monitors effects annually.
- The BOPRC’s Regional Policy Statement has outlined plans for land use change in sensitive lake catchments to ensure nutrient inputs from agriculture decrease, and processes associated with this are likely to be ongoing for some time. We have retained a strong presence in regional water quality planning and collaborative processes advocating

for sustainable land use and a reduction in nutrient and sediment leaching, and over the past few years have been heavily engaged with Gisborne District Council planning processes and the Gisborne Freshwater Plan. Many of these processes have been put on hold or have been on a go-slow since the new National Policy Statement and National Environmental Standards for Fresh Water were introduced, but will undoubtedly demand considerable staff time once regional authorities progress planning for implementation of the new requirements.

- We have highlighted Rangitaiki River water quality issues to the BOPRC and the Rangitaiki River Forum. Water quality issues have been acknowledged and provisions made in the RPS to use the Forum to create a catchment management plan for the river. Ongoing effort is required because although it appears water quality in terms of visibility is currently better than it generally has been for several years, it may not remain so. We have also been involved with other “Freshwater Futures Community Groups in the Kaituna, Pongakawa, Tauranga, Whakatane, Ohiwa Harbour/Waiotaha and Tarawera catchments, though again these have stalled more recently pending interpretation of the new freshwater standards.
- There are other catchments within the region, e.g. the upper Motu, where intensification of land use and conversion from lesser nutrient leaching dry stock farming to higher nutrient leaching dairy farming has been mooted or is well underway. In some areas we have limited ability under current plans to influence these activities and their subsequent impacts on water quality, but we need to continue to advocate effectively for such during plan change processes. We need to have robust evidence and be able to present strong cases to support our position and secure the outcomes we seek, and as an example, to obtain this we conducted drift dives in the Motu for several years as we have also done, and continue to in the upper Rangitaiki. The Motu Catchment Plan process is underway and Fish & Game will have an involvement in its drafting.

Current (2023-24) OWP

<i>Activity</i>	<i>Projects/Programmes</i>
Activity	•Projects/Programmes
Rivers	<ul style="list-style-type: none"> • Continue to monitor trout populations, water clarity and other measures of water quality in regional river fisheries including the Rangitaiki River, and communicate water quality issues to Regional Council and freshwater futures groups established to consult with communities. • Participate in collaborative processes and submit on water allocation processes in planning and consenting matters on sensitive waters.
Lakes Water Quality	<ul style="list-style-type: none"> • Continue Rotorua lakes fisheries monitoring programmes and participate in fisheries research projects. • Monitor and support the Waikaremoana water quality buoy programme. • Participate in Rotorua lakes’ collaborative processes and use creel survey and NAS results to advocate for improved water quality.

Regional support for New Zealand Council aspirational outcomes

The NZ Council has long had a focus on increasing public awareness and support of Fish & Game as managers of sports fish and game bird resources, and as advocates for the interests of anglers and hunters. Protecting and enhancing habitats and access to wild areas and resources is an important and fundamental role of Eastern Fish & Game. In addition to this the Council contributes significant regional resources to supporting national projects associated with species monitoring and management, public awareness, compliance, licensing and administrative (e.g. financial management) outputs.

Current (2023-24) OWP

Project Area	Projects/Objectives
Public Awareness	<ul style="list-style-type: none"> • Contribute to the national public awareness network and support national public awareness events. • Manage our website and use social media to increase awareness of Fish & Game activities. • Produce regular media releases and support the NZ Council Communication Advisers. • Engage and communicate with the rural community and landowners. • Promote Fish & Game at appropriate events and in the rural media. • Give presentations to schools and outside organisations and use the Ngongotaha hatchery and grounds to promote Fish & Game to the wider public.
Statutory Liaison	<ul style="list-style-type: none"> • Manager to periodically meet with senior local and regional authority managers, senior DOC staff, Conservation Boards, and MPs where appropriate. • Meet periodically with Te Urewera iwi entities towards the development of a MOU with Eastern Region Fish & Game. • Develop a closer/more formal working relationship with Te Arawa. • Attend meetings of the Taupo Fisheries Advisory Committee as the NZ Fish and Game Council representative.
Habitat	<ul style="list-style-type: none"> • Contribute to the improvement of water quality in the Rotorua lakes via Regional Council planning and collaborative processes. • Utilise river investigation projects to advocate for improved water quality in key regional rivers. • Review and support/oppose plans and consents that impact significantly upon sports fish/game bird habitat values, or angler and hunter access. • Maintain inventory of wetlands, assess their vulnerability and identify wetland deficient areas and opportunities for enhancement through stakeholder collaborative processes.
Access	<ul style="list-style-type: none"> • Advocate for improved access and submit to the Walking Access Commission on key issues, and ensure provision for public access is made in relevant Treaty of Waitangi settlements.

4. Concluding Remark

As previous Councils have noted, one of the most challenging elements of the business planning process for Council is not so much concerned with identifying new projects, programmes or priorities it wants to introduce to next or future years’ operational work plans, but to identifying what programmes it would drop or scale back in order to accommodate the proposed changes.

5. Recommendation

5.1 That Council reviews its priorities and programmes for the 2023-2024 year, and identifies any changes it wishes to see incorporated into its draft operational work plan for the 2024-2025 year.

10. DRAFT PREVENTION OF BULLYING AND HARASSMENT POLICY

18 Jan 2024

1. Purpose

As part of the overall Draft National Health & Safety Policy, NZC at its November 2023 meeting has asked for Regional Council's feedback on its Draft Policy on Bullying and Harassment.

2. Background

As any 'good employer', F&G needs to have a robust and fair policy that supports keeping the work place a safe and non-threatening environment for all concerned.

This policy helps to:

- Show that unacceptable or unwelcome behaviours as set out in the policy will not be tolerated.
- make clear F&G's commitment to being an effective and sustainable organisation with a culture of mutual respect.

The attached 'Process for Managing Bullying and Harassment' documentation provides:

- information that as Good Employers is needed to understand:
 - bullying, harassment, and victimisation
 - how to prevent it
 - where this is not successful, how to report and resolve concerns

This Policy directs feeds and supports our organisational values of:

- Trust
- Inclusion
- Connection
- Service

This Policy will apply to all Fish and Game NZ staff and Councilors.

As part of Fish and Game's commitment to developing national standards and process and to help create a more robust, safe and professional organisation it needs to meet its obligations under the Public Sector Act 2000 of being a 'good employer'. To achieve this, it is expected to operate an employment policy that provides for fair and proper treatment of employees in all aspects of their employment.

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

Also, under the Health and Safety at Work Act 2015, the 'good employer' obligations reinforces the Councils duty to eliminate or minimise health and safety risks at work including bullying, harassment, and mistreatment of employees.

3. Recommendation

That Council review the Draft Policy on Bullying and Harassment and provides feedback to NZC prior to the 15th March deadline.

Prevention of Bullying and Harassment Policy

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

PURPOSE

The purpose of this policy is to:

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

Support our values:

- Trust
- Inclusion
- Connection
- Service

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

DEFINITIONS

Bullying

Bullying is unreasonable and unwanted, repeated and ongoing behaviour towards a person or group that can lead to physical and/or psychological harm.

This covers actions which a reasonable person wouldn't do in similar circumstances. It includes victimising, humiliating, intimidating or threatening a person.

Repeated behaviour can include a range of actions, which can be clear, direct and obvious, or more indirect and subtle. It can affect a person's dignity, psychological or physical integrity.

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

Examples of bullying include, but are not limited to:

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

Workplace bullying is not:

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

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Harassment

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

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

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

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

Sexual harassment

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

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

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

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

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

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

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

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Racial harassment

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

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

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

Discrimination

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

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

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

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

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



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

The [Human Rights Act 1993](#) also protects all people from being victimised because they:

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

The [Employment Relations Act 2000](#) also protects employees against victimisation of this kind.

Accountabilities

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

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

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

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

Manager

The Manager agrees to:

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

All staff

All staff agree to:

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

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DOCUMENT MANAGEMENT CONTROL

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

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Process for Managing Bullying and Harassment

Section	Operational
Contact/Owner	NZC HR
Last Review	New Process
Next Review	
Approval	NZC
Effective Date	

Introduction Raising concerns, as either the person making the complaint or allegations, or a bystander can be challenging. We are committed to ensuring that all employees who raise concerns are treated fairly and with respect, and to maintaining confidentiality as appropriate.

Principles for managing complaints We have procedures in place for making and managing complaints to ensure we treat any complaint or query as confidentially as possible, take it seriously, and act on it promptly.

We prefer to provide options, appropriate support and appropriately tailored solutions, rather than taking a 'one size fits all' approach. For example, options can include:

- exploring informal solutions before taking formal action, if this is appropriate
- exploring informal solutions without requiring formal action, if this is appropriate
- proceeding straight to a formal investigation if necessary.

We will:

- apply the principles of natural justice
- treat all parties fairly
- respect and support all parties through the process
- take all practicable steps to prevent retaliation or victimisation against anyone who makes a complaint.

Raising and managing complaints There are several methods for responding to bullying, harassment or victimisation. There's no need to start with self-help if another option is more appropriate.

Before raising concerns, it can be helpful to seek advice and support. Identify someone appropriate to tell as soon as possible – their accounts may also be used as evidence, and their advice and support may also help in other ways.

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It can be useful to talk with a trusted friend or advisor, or seek advice from a colleague, manager, HR, or counsellor (including EAP).

Another option is to contact a public sector agency or helpline, etc.

Take notes of incidents – names, dates, times, places, and witnesses – and your response. It is best to note these as close as possible to the time they occur, as they may be used as evidence in a formal complaint.

Sexual harassment complaints

It may be difficult to talk about sexual harassment:

- You may have experienced behaviour which you do not feel is appropriate but are uncertain if it is or could be seen as sexual harassment.
- You may be embarrassed about discussing this, or worry that you will not be believed, or that complaining might make the situation worse and that you might face repercussions for your working relationships.
- You may be worried that complaining could impact your role or impact others.

We take all complaints and disclosures seriously and are committed to empowering all personnel to feel safe to talk about and come forward when people behave inappropriately in the workplace.

Self-help

This option can be used to address issues at the lower end of the spectrum of concerning behaviours, or when a person making a complaint or allegations feels safe to have a face-to-face conversation.

- Act quickly – if possible, the person making the complaint or allegations should discuss concerns early with the person behaving inappropriately. Often, the earlier you call out behaviour, the easier it is to stop it.
 - Describe the behaviours. Be as objective and accurate as possible – describing specific incidents can help. Explain how the behaviour is affecting you, and ask the person to stop
 - Explain the next steps – the person making the complaint or allegations should explain what they will do if the behaviour continues (such as formally report the behaviour).
 - Give the other person time to respond to your complaint – both parties should give the other person time to consider what has been said before discussing the best way forward. Some people need to think about what they've been told before they can respond to it. It's also hard for most people to hear they're doing something that is causing someone else discomfort or distress, and that can make them come across as defensive.
 - Behave appropriately – these are often difficult conversations to have and it's important for all parties to safeguard themselves by behaving appropriately no matter how the other person responds.
 - Engage enough support. This may mean that the person making the complaint or allegations talks to someone both before and after they talk to the person complained about. There is a list of support options at the end of this policy.
-

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Informal intervention

The person making the complaint or allegations should use this option when they need additional support or are not comfortable having a face-to-face conversation without a third-party present, but do not wish to make a formal complaint.

- First, if it's safe, the person making the complaint or allegations should speak to their manager about the conduct and seek their guidance on dealing with the situation.
- If their concerns are about their line manager, they can go to their Council Chair or one of the NZ Council staff for advice and support.
- They should consider speaking to a support person for advice or assistance.
- Use informal approaches such as facilitated meetings (generally through HR) to address the conduct effectively. This includes agreeing on a 'road map' for future communications.
- Make sure these outcomes are clearly documented to avoid any confusion about what has been agreed moving forward.

Formal intervention

Use this option:

- if self-help and/or informal intervention hasn't worked:
- in the first instance if the person making the complaint or allegations believes the behaviour is repeated or serious enough to have a detrimental effect.

There are different ways to make a complaint:

- Usually the person making the complaint or allegations can complain directly to their line manager, to their Council Chair or to HR.
- Depending on the circumstances and how the person making the complaint or allegations wants the matter resolved, a formal investigation may be initiated.

External intervention

If the person making the complaint or allegations is not satisfied with the outcome of self-help, informal or formal options, they can seek external intervention through the following organisations:

- the [Human Rights Commission](#) – for complaints about discrimination on one of the 13 grounds prohibited in the Human Rights Act (see [Definitions](#) > Discrimination, above) and for sexual or racial harassment
 - [WorkSafe](#) – for complaints about a breach of the duty of care to take all practicable steps to provide a safe workplace, e.g. workplace bullying
 - [New Zealand Police](#) – report all threats of violence, actual physical violence or other criminal acts to the Police as well as your manager
 - the Ministry for Business, Innovation and Employment's [Mediation Services](#) – to help resolve employment relations problems:
-

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- between the employee and the organisation, or
- between two employees – if both parties agree, the employees can attend mediation to work out a way forward in which they can work together while upholding both parties' rights
- [Employment Relations Authority](#) – for employees to lodge a personal grievance (PG) for claims such as unjustified disadvantage or constructive dismissal.

Note:

- This is for action against the employer, i.e. the organisation, not a person.
- The ERA will almost always require good faith attempts at mediation before it will hear and determine a grievance – employees should approach the mediation service first.

Anonymous complaints

- You can make anonymous complaints
 - in writing
 - in person with a manager or HR representative.
- We will assess each case according to its own circumstances.
- We can only investigate an anonymous complaint if doing so without naming the person making the complaint or allegations would be fair to all parties involved

Malicious complaints

If an investigation concludes that the person complained about did not behave as the person making the complaint or allegations alleged, we may investigate whether the complaint was frivolous, false or malicious. If we find that a complaint was frivolous, false or malicious, we may take disciplinary action against the person making the complaint or allegations.

Misconduct and serious misconduct

Conduct may amount to misconduct or serious misconduct if

- an allegation of harassment, bullying or victimisation is substantiated
- if any part of this policy or our Code of Conduct is breached.

We are committed to addressing breaches of this policy promptly and effectively by taking appropriate disciplinary action.

Potential outcomes

The outcomes of a breach of this policy will depend on all of the circumstances of the situation. Conduct that amounts to misconduct or serious misconduct will be addressed via appropriate disciplinary action.

Confidentiality

We will treat bullying, harassment and victimisation confidentially, as far as the circumstances allow. Parties to a complaint must maintain confidentiality, but may inform those with a genuine need to know e.g. a formal support person

We take breaches of confidentiality seriously. We may deem them misconduct or serious misconduct and take appropriate disciplinary action.

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How to make a complaint

Complaints in writing

To make a written complaint, email your manager, your Council Chair or HR with the following details:

- What happened?
- When and where did it happen?
- How did you respond at the time?
- Were there any witnesses?
- What was the impact on you?
- What resolution do you want to see?

It is best to complain in writing because:

- it helps us clearly understand the details
- it prevents us from misinterpreting any specifics
- it speeds up the process.

Verbal complaints

To make a verbal complaint There must be a record of the conversation – either:

- someone must make a sound recording, or
 - the person receiving the complaint takes notes.
2. This record is transcribed or typed up.
 3. The person making the complaint or allegations reviews the transcription to ensure the information is accurate and that it conveys all that they wish to convey to us.

This process can be time-consuming, and for this reason, we prefer written complaints.

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Bystanders and upstanders

Bystanders and upstanders

Bystanders and upstanders play an important role when they witness bullying, harassment, or victimisation:

- A bystander is someone who observes unacceptable behaviour.
- An upstander takes steps to help or support the person being harmed.

We expect you to speak up when you see unacceptable behaviour, where it is safe to do so, take responsibility for ensuring that the work environment is safe and team members are operating in a safe place.

Bystanders and upstanders have different options, depending on the circumstances. These include:

- Speaking with the person who was subjected to the behaviour and making them aware of their options
- Approaching the person who is displaying the behaviour and explaining what you have seen and why you do not feel that it is appropriate
- Raising the matter with a manager
- Reporting the issue to HR

Bystanders and upstanders should feel able to speak up to help us rid our workplaces of inappropriate behaviours.

It is not acceptable to:

- Support people initiating unwanted behaviour
- Turn a blind eye to unwanted behaviour and walk past it

If you have witnessed bullying, harassment or victimisation, advise an appropriate person immediately, and remember that support and advice are also available for you.

Links, resources and support

Sexual harassment

For those affected by sexual harassment, external support options include the [Safe to Talk](#) sexual harm helpline, which helps people to engage with local specialist sexual violence support agencies.

Instep EAP counselling : 0800 284 678

Mediation services

The Ministry of Business, Innovation and Employment provides free mediation services. When a party brings a personal grievance, it will be referred to mediation. It is not necessary to bring a personal grievance to gain access to the free mediation when there is a workplace relationship problem. The service mediates between employees, or between an employee and the organisation.

Contact Mediation Services on 0800 800 863 or visit their webpage

<https://www.employment.govt.nz/resolving-problems/steps-to-resolve/mediation/>

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WorkSafe NZ

As the health and safety regulator, WorkSafe provides resources about managing health and safety risks. They can also receive complaints about breaches of obligations under the [Health and Safety at Work Act 2015](#) to take all reasonably practicable steps to provide a safe workplace.

Contact WorkSafe on 0800 030 040 or visit <https://worksafe.govt.nz/>

Human Rights Commission

The Human Rights Commission offers a free service to deal with both informal enquiries and complaints related to discrimination and racial and sexual harassment issues.

Contact the Human Rights Commission on 0800 496 877 or visit <https://www.hrc.co.nz/>

Office for Disability Issues

The Office for Disability Issues is the focal point in government for disability issues, supporting implementation of the United Nations Convention on the Rights of Persons with Disabilities and the New Zealand Disability Strategy.

Contact The Office for Disability Issues on 04 916 3300 or visit <https://www.odi.govt.nz/>

New Zealand Police

Report threats of violence, actual physical violence or other criminal acts to the Police:

- phone 111 for emergencies
 - phone 105 for non-emergencies
 - go to <https://www.police.govt.nz/>
 - go to your local police station.
-

Legislation

[Health and Safety at Work Act 2015](#)

We all have important responsibilities under the Health and Safety at Work Act 2015. We all have a duty to take reasonable care that our acts or omissions do not harm the health and safety of other people. Bullying, harassing or victimising another person is behaviour that can be harmful to a person's health and wellbeing. A person behaving in such a manner could be prosecuted and fined.

[Human Rights Act 1993](#)

[Employment Relations Act 2000](#)

[New Zealand Bill of Rights Act 1990](#)

[Privacy Act 2020](#)

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11. DRAFT DRUG AND ALCOHOL POLICY

18 Jan 2024

1. Purpose

As part of the overall Draft National Health & Safety Policy, NZC at its November 2023 meeting has asked for Regional Council's feedback on its Draft Drug and Alcohol Policy.

As any 'good employer', F&G needs to have a robust, fair and supportive policy that protects all employees in the work place from substance and alcohol abuse. This policy helps to:

The purpose of this Policy is to:

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

2. Background

As part of Fish and Game's commitment to developing national standards and process and to help create a more robust, safe and professional organisation it needs to meet its obligations under the Public Sector Act 2000 of being a 'good employer' by ensuring of 'good and safe working conditions'. To achieve this, it is expected to operate an employment policy that provides for strict, fair and supportive treatment of employees with drug and alcohol concerns.

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

Also, to comply under the Health and Safety at Work Act 2015, in particular the duty to ensure, so far as reasonably practicable, the provision and maintenance of a work environment that is without risks to health and safety and that the health and safety of other persons is not put at risk from work carried out as part of the conduct of our business.

3. Recommendation

That Council review the Draft Policy on Bullying and Harassment and provides feedback to NZC prior to the 15th March deadline.

DRAFT DRUG AND ALCOHOL POLICY

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

1. PURPOSE

The purpose of this Policy is to:

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

2. POLICY

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

Employees are strictly prohibited from:

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

3. Personal Conduct and Responsibilities

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

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

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

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4. Drugs and Alcohol in the Workplace

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

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

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

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

5. Enforcement of the Policy

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

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

Following an investigation, Fish and Game New Zealand may:

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

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

6. Search and Surveillance

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

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

7. Drug and Alcohol Testing

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

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

Pre-employment testing

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

alcohol testing.

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

Post incident/event testing

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

Reasonable cause testing

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

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

8. Employee Disclosure, Assistance and Rehabilitation

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

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

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

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

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

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

DOCUMENT MANAGEMENT CONTROL

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

DRAFT DRUG AND ALCOHOL PROCEDURE

Section	Operational
Contact/Owner	NZC HR
Last Review	New Procedure
Next Review	
Approval	NZC
Effective Date	

1. Purpose

The purposes of this Procedure are to:

- Support the Fish and Game New Zealand Drug and Alcohol Policy by setting out the procedural arrangements and testing processes.
- Assist management to enforce the drug and alcohol policy in a consistent and fair way
- Outline support options that may be available to employees
- Enable Fish and Game NZ to comply with the Health and Safety at Work Act 2015, in particular the duty to ensure, so far as reasonably practicable, the provision and maintenance of a work environment that is without risks to health and safety and that the health and safety of other persons is not put at risk from work carried out as part of the conduct of our business.

2. Application of Policy and Procedure

Managers are responsible for taking all reasonably practicable steps to ensure the health and safety of employees undertaking work under their direction. This procedure must be followed if a manager:

- Observes or has reasonable cause to suspect that an employee is breaching the Fish and Game New Zealand Drug and Alcohol Policy; or finds evidence of such a breach; or
- Learns from an eyewitness that the employee may have breached the Fish and Game New Zealand Drug and Alcohol Policy.

Any manager may instruct an employee to undergo an initial drug and/or alcohol screening test administrated by a collecting agency such as the TDDA, if they suspect that the employee may have breached the policy.

The manager will arrange an appointment with the drug agency and the employee will be accompanied to the appointment by the manager.

Employees who undergo drug and/or alcohol testing will be told the purpose of the test, where the information will go, the name and address of the collecting agency and the likely consequences if they refuse to participate.

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The employee will be asked to sign a written consent to the test by the collecting agency.

At any stage of the processes or procedures herein, employees may request the presence of a support person or representative.

Every person subject to this procedure is entitled to confidentiality (insofar as practicable) and just treatment.

If the test results show the presence of drugs or alcohol in excess of the amounts set out in Appendix A of this Procedure, then a disciplinary process will be commenced where rehabilitation may be offered.

3. Safety Stand -down

If the absence of drugs and alcohol cannot be established through an initial test (i.e. returns an invalid result) then a safety stand-down may be required.

Stand-down is a health and safety precaution. It is not suspension because, in the case of employee, does not involve the person being sent away unilaterally from the workplace and is not disciplinary action.

While an employee is 'stood-down', nothing has been proven; the employee remains at work on pay and can be given reasonable instructions with which they must comply; their dignity, confidentiality and privacy should be maintained; and they must not operate any vehicle or boat or undertake other high-risk tasks.

Please note that if an employee may be impaired by drugs or alcohol, they must not be permitted to drive a Fish and Game vehicle or boat until such time as they are able to return a negative test result. This is to protect both the employee's own personal safety and the safety of others.

4. Compromised, diluted or adulterated test specimens

Deliberate compromise of process

If an employee makes a deliberate attempt to compromise the integrity of a specimen or the testing process when taking a drug test (for example by providing a specimen that is not his or her own, or adulteration e.g. by use of a masking agent), or the collector has reasonable grounds to suspect that the employee has tampered with a specimen, then the manager may in respect of an employee take disciplinary action up to and including summary dismissal.

Temperature

If an employee provides a specimen that is not within acceptable temperature testing range, meaning that the manager cannot verify it was provided by the employee or the specimen is otherwise compromised, the employee may be provided with one further opportunity to provide an acceptable specimen within 2 hours.

If the second specimen is also not acceptable for testing, this may be treated as a refusal or failure to take a drug and/or alcohol test or to provide an acceptable specimen (refer next section).

Dilution

A specimen may be too dilute to be accepted for testing if the specimen provider has consumed high quantities of water or other fluids or a diluent has been added.

The employee will be given one further opportunity to provide an acceptable specimen within 24 hours. The employee may have to reduce his/her fluid intake during this period.

If the second specimen is also not acceptable for testing, this may be treated as a refusal or failure to take a drug and/or alcohol test or to provide an acceptable specimen (refer next section).

5. Refusal or failure to take a drug or alcohol test or provide an acceptable specimen

Refusal to comply with an instruction to undertake a drug or alcohol test, or refusal or failure to provide an acceptable specimen without reasonable explanation, will be treated as a breach of the Fish and Game New Zealand Drug and Alcohol Policy.

If an employee is instructed to take a drug or alcohol test but refuses or fails to do so, the employee

must be given an opportunity to explain the refusal or failure.

The manager will consider any explanation given, and the circumstances leading up to refusal or failure.

If the manager considers the explanation is unreasonable in the circumstances, then they may take disciplinary action in respect of an employee up to and including summary dismissal.

6. Employee Assistance and Rehabilitation

An employee making a voluntary disclosure may be granted extended leave to participate in a drug and alcohol rehabilitation or treatment programme.

If requested by the employee, Fish and Game New Zealand will fund up to three treatment sessions, and may consider further assistance on a case-by-case basis.

The employee's return to work after successful completion of the course of treatment within a reasonable period of time agreed by the manager will depend on the Fish and Game Council's needs at that time and will be on the recommendation of the service provider.

If an employee who has not made a voluntary disclosure returns a positive test result, the manager may, at their sole discretion, permit him or her to continue in their employment subject to the requirement that they undertake a rehabilitation and/or treatment programme approved by Fish and Game New Zealand.

Failure to take part or complete the programme within a reasonable timeframe may result in disciplinary action up to and including summary dismissal.

The employee may be allocated alternative or restricted duties during the programme (if available, and at the manager's discretion).

Fish and Game New Zealand may, at its sole discretion, and upon the employee's request, fund an initial assessment by a rehabilitation provider nominated or approved by Fish and Game New Zealand.

Process for rehabilitation agreement

The employee must agree in writing to the programme and follow up testing.

The manager will arrange an initial appointment for the employee to meet with the rehabilitation specialist;

The employee will be given a phone number to contact the rehabilitation specialist;

All communications between the specialist and employee will remain confidential save as provided in the contract;

The rehabilitation specialist will arrange for treatment or further specialist advice as considered necessary;

Rehabilitation will commence and the rehabilitation provider will provide the manager with information on the attendance of the employee in accordance with the contract and will advise whether or not the employee has successfully completed the programme;

The rehabilitation specialist will report to the manager after three sessions on the necessity or value of further treatment. Further sessions are at the employee's cost

With the written permission of the employee, the employee's representative or support person may be informed of progress.

Post-treatment testing

On completion of the programme, the employee will be required to return a negative drug and alcohol test (the cost of which testing shall be met by the employee) prior to returning to normal duties.

The employee may subsequently be required to complete up to 12 random drug and alcohol tests over the next 24 months.

A positive test during or following treatment may result in disciplinary action up to and including summary dismissal.

7. Search and Surveillance

In accordance with and for the purposes of the Fish and Game New Zealand Drug & Alcohol Policy, the Fish and Game Council may undertake lawful searches and/or surveillance.

The manager may search any Fish and Game Council workplace or area in the Council's possession or control. This may include the Council's buildings, vehicles, boats, workstations, and storage areas.

The manager or someone authorised by the manager, may not search an employee’s person or personal property (including looking inside bags) without genuine necessity, reasonable cause, and the explicit consent of the employee.

8. Confidentiality and Privacy

All information gathered as a result of testing or participation in a rehabilitation or treatment programme is collected for the purpose of implementing, enforcing and achieving the purpose of the Fish and Game New Zealand Drug and Alcohol Policy.

A copy of the results of any drug and/or alcohol test is retained by the collecting agency and will be provided to the employee as well as their manager.

Results may be used in evidence and disclosed in disciplinary or legal proceedings.

Information will be held for the duration of the individual's employment/engagement, or longer where Fish and Game New Zealand has a legitimate reason or as required by law.

Except when required by law, no information relating to any testing or rehabilitation will be disclosed to an external party without the written consent of the employee concerned.

9. Definitions

Adulteration	The deliberate use by the donor of a diluent or masking agent, or providing a substitute urine specimen, in order to compromise the detection of drugs/metabolites in their urine.
Alcohol	As per common usage and definition.
Collecting agency and collector	Respectively an accredited agency and a person qualified to collect specimens and take samples for the purpose of detection and quantitation of drugs of abuse within the specimen.
Drug	<p>For the purposes of the Fish and Game New Zealand Limited drug and alcohol policy and this procedure, “drug” and “drugs”:</p> <ul style="list-style-type: none"> Includes any substance listed in the schedules of the Misuse of Drugs Act 1975, including future amendments and additions; Includes substances listed in the AS/NZS 4308:2008: Procedures for specimen collection and quantitation of drugs of abuse in urine; Includes any synthetic or natural psychoactive substances that may be referred to as ‘designer drugs’, ‘drug analogues’, ‘synthetic cannabinoids’ or ‘herbal highs’ (whether or not they are controlled); May include any volatile substance deliberately used or misused for the purpose of achieving an altered state of mind; May include prescription and non-prescription (‘over-the-counter’) medication that the user knows or ought to know can impair the user’s mental or physical ability and pose a safety risk in the circumstances (e.g. driving while affected by opiate medications);
Non-negative	A test result that is non-negative but has not been confirmed by an accredited laboratory as positive.
Sample	A portion taken from a specimen, on which the test or assay is actually carried out

Stand-down Temporarily assigning modified or restricted duties to an employee or having them cease duties for a short period but not leave the workplace, while appropriate steps set out in this procedure are implemented.

Work and workplace For the purpose of this procedure, includes work carried out on behalf of Fish and Game New Zealand by any employee or contractor; in an OSPRI workplace. Workplace has the meaning given in the Health and Safety at Work Act 2015.

FURTHER INFORMATION

INFORMATION AND ADVICE ABOUT DRUGS AND ALCOHOL CAN BE FOUND AT WWW.DRUGFOUNDATION.ORG.NZ

DRAFT

APPENDIX A

MAXIMUM ACCEPTABLE LEVELS OF DRUGS AND ALCOHOL

Confirmatory test cut-off concentrations (as total drug): AS/NZS 4308:2008 compound	Cut-off level (micrograms/litre)
Morphine	300
Codeine	300
6-Acetylmorphine	10
Amphetamine	150
Methyl amphetamine	150
Methyl enedioxyethyl amphetamine	150
Methyl enedioxy amphetamine	150
Benzylpiperazine*	500
Ephedrine*	500
Phentermine*	500
Pseudoephedrine*	500
11-nor-9-tetrahydrocannabinol-9-carboxylic acid	15
Benzoyllecgonine	150
Ecgonine methyl ester	150
Oxazepam	200
Temazepam	200
Diazepam	200
Nor diazepam	200
Hydroxyl-alprazolam	100
7-amino-clonazepam	100
7-amino-flunitrazepam	100
7-amino-nitrazepam	100

ALCOHOL LIMITS

For the test to be positive there must be a level of alcohol in the employee's system higher than 100 micrograms of alcohol per litre of breath while in paid work or greater than the NZ Land Transport legal driving limit (for all other circumstances).

All aspects of the testing procedure will be carried out in a confidential and private manner by a trained Breath Alcohol Tester using a calibrated breath alcohol testing device, which complies with the AS 3547-1997/Amendment 1-2000 (type 2), for the measurement of alcohol.

APPENDIX B – REASONABLE CAUSE INDICATOR

When determining “reasonable cause”, physical symptoms and/or unusual or out of character on site observable behaviours must be considered. One symptom on its own is not enough evidence to reach a conclusion of drug use.

Examples of physical symptoms or behaviours include, but are not limited to:

- excessive lateness
- absences often on Monday, Friday or in conjunction with holidays
- increased health problems or complaints about health
- emotional signs – outbursts, anger, aggression
- changes in personality
- changes in alertness – difficulty with attention span
- changes in appearance – clothing, hair, personal hygiene
- less energy
- involvement in various minor accidents
- feigning sickness or emergencies to get out of work early
- going to the bathroom more than normal
- defensive when confronted about behaviour
- dizziness
- slurred speech
- hangovers
- violent behaviour
- impaired motor skills
- bloodshot eyes
- impaired or reduced short term memory
- reduced ability to perform tasks requiring concentration and co-ordination
- intense anxiety or panic attacks
- impairments in learning and memory, perception and judgement
- irritability
- depression
- odour of alcohol or drugs

Reasonable grounds testing may also take place where the Company learns, from a credible source, that the employee is working under the influence of drugs and/or alcohol, or where the employee is observed using, possessing, distributing or consuming drugs or alcohol during work time or during any breaks.

12. DRAFT GOVERNANCE CODE OF CONDUCT POLICY

18 Jan 2024

1. Purpose

This policy sets out the minimum standards of conduct for all Councils, and supports the values of Fish and Game NZ. Reflected in this Code of Conduct is the importance of trust and confidence in the relationship between Fish and Game Councils and their employees. It is intended that this Code be included in, or used as a template to update the Council's current Governance Policies.

2. Background

As part of creating a fit for future organization and taking into consideration Recommendation 17 of the Ministerial Review, Fish and Game needs to set the high standards it expects from Councils by creating a robust Policy where Council Members are expected to act reasonably at all times in compliance with their Councils Standing Orders and Governance policies and taking into account the interests and welfare of other Members and Council staff and their obligations under the Public Sector Act 2020 to be a "good employer".

Members are expected to maintain the highest integrity, discretion and ethical conduct when performing their duties or representing the Fish and Game Council. Members are expected to exercise good judgement to determine what action should be taken in any given situation and be able to withstand scrutiny from internal and external parties.

3. Recommendation

That Council review the Draft Policy on Bullying and Harassment and provides feedback to NZC prior to the 15th March deadline.

DRAFT GOVERNANCE CODE OF CONDUCT

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

1. PURPOSE

This Code sets out the minimum standards of conduct for all Councils and supports the values of Fish and Game NZ. Reflected in this *Code of Conduct* is the importance of trust and confidence in the relationship between Fish and Game Councils and their employees.

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

2. POLICY

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

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

Members are expected to maintain the highest integrity, discretion and ethical conduct when performing their duties or representing the Fish and Game Council. Members are expected to exercise good judgement to determine what action should be taken in any given situation and be able to withstand scrutiny from internal and external parties.

3. EXPECTED BEHAVIOURS

1. Personal responsibilities:

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

VALUES

TRUST

We are trusted as consistent and capable providers

INCLUSION

We recognise and respect diverse perspectives and cultural interests

CONNECTION

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

SERVICE

We are enthusiastic, professional, kind and accountable

- comply with relevant Fish and Game policies, processes, standards, Vision, Mission, values, and SOPs delete (The Fish and Game Strategy, including the Vision, Mission and Values are attached)
- understand the Council's responsibilities as a PCBU under the Health and Safety at Work Act 2015 and ensure that these requirements are adhered to and implemented.
- act in a safe manner to protect your health and safety and that of other Council members and employees of the Council, and comply with all Health and Safety policies and procedures.

2. External relationships:

- actively promote and support the Council and its decisions in all relevant fora
- act reasonably, honourably and in good faith when working with the fishing and hunting communities
- create and maintain positive relationships and networks with others.
- don't undermine other Members, the Council or Council staff in any media, including social media

3. Confidential information:

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

4. Conflicts of interest:

- avoid or register any financial interest in any undertaking that could be seen to compromise your responsibilities to Fish and Game,
- do not allow personal relationships with staff or licence holders to affect or appear to affect the professional relationship with them; and
- when your personal views differ from those of Fish and Game, you must ensure that both your personal integrity and the integrity of Fish and Game are not compromised. If you are likely to find yourself in this situation, then you should discuss the matter with your Chair first.

5. Uphold the reputation of Fish and Game:

- act with integrity at all times;
- ensure your participation in political matters does not conflict with your duty to your Fish and Game Council and any partnerships with government agencies delete?, and
- ensure your private activities do not reflect adversely on Fish and Game, on Fish and Game staff or key stakeholders.

6. Additional expectations for Members as Good Employers:

- Ensure that employment policies are in place that provide for fair and proper treatment of employees in all aspects of their employment
- Ensure that all practicable steps are taken to minimise or eliminate health and safety risks for employees. This includes bullying, harassment or mistreatment of employees.
- Be supportive of employees of the Council and do not criticise employees or the service provided by the Council and Management to anyone other than the Chair or Executive Committee
- Support the Chief Executive/Regional manager to implement the decisions of the Council but not interfere with the management of Council staff except where the CE/RM has breached employment policies or law
- lead by example and model the standards of behaviour expected of Council employees
- do not communicate privately with employees of the Council on matters which fall under the Council or Chief Executive responsibility in such a way as to threaten or weaken the relationship between the Council and the Chief Executive.

7. Misconduct:

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

8. Other relevant information

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

To be signed with Oath of Office

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

Signed: Date:

4. DOCUMENT MANAGEMENT CONTROL

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

13. OPERATIONAL REPORTS

13.1 FINANCE REPORT

Ref: 8.03.01

16 Jan 2024

1. Purpose

To inform the Council of the year-to-date financial position and approve payments for the months of November and December 2023.

Tables within this report:

Table 1	Variance Report to 31 December 2023
Table 2	Balance Sheet as at 31 December 2023
Table 3	Profit and Loss to 31 December 2023
Tables 4 & 5	Bank Transactions November and December 2023
Tables 6 & 7	Credit Card Transactions November and December 2023

2. YTD Profit and Loss

The Profit & Loss statement for the period ending 31 December is provided in Table 3.

Summary

The net position YTD is \$289,784 surplus against the YTD budgeted surplus of \$274,050, net variance \$15,734.

The net variance of \$15,734 is a result of income received higher than that budgeted of \$12,527, and reduced expenditure \$3,207.

Income	Var YTD	Expenses	Var YTD
Licence Sales	6,117 ▲	Depreciation	2,436 ▼
Other Income	6,410 ▲	Operating Expenses	19,897 ▼
		Administration	19,126 ▲
		Expenses	
	12,527 ▲		3,207 ▼
	1%		-1%
		Net	15,734 ▲
			6%

A more detailed summary is provided in the following notes.

Income

Licence Sales

Fish licence revenue is reporting to be just ahead of budget YTD (\$6,117). A more up to date and detailed picture of fish licence sales performance can be found within the licence sales report.

Other Income

Revenue from other sources over the two months totalled \$51,480 and was made up of the following: hatchery income (\$25,500), fishing competitions (\$96), DVDs and fish food (\$78), rentals (\$11,387), fines from prosecutions collected through the courts (\$864), donations for the November children's fishing event (\$423), billboard sponsorship (\$200), and ballot habitat maintenance fees collected with the return of the hunter ballots (\$2,160). Contract services

were invoiced to Hawke's Bay Fish & Game (\$4,647) and Southland Fish & Game (\$825). Interest income was received on term investments (\$3,619), and on the Waikaremoana Sportfish Habitat Enhancement Fund (\$1,645)

Species Management

The banding project is underway with expenses reported under the Population Monitoring budgets for maize, metal bands, and banding supplies (\$5,713), and the first of the Tarawera Acoustic Survey analysis reports has been completed (\$3,600). A small expense is reported within the Datawatch budget related to a free licence which has recently been issued. Within budget YTD.

The cost of fish food continues to be the largest expense for the hatchery at \$17,301 for the period. Expenses were also incurred relating to vehicle registration, RUC's and fuel, a WoF/service of the flatdeck, electricity, and oxygen. Equipment and consumables were purchased for hatchery maintenance, water testing, and fish health. Within budget YTD.

Habitat

Within the Habitat output expenses are reported in the reserves budget for timber and paint for hunter wheelchair accessible maimai. A small overspend is reported YTD.

Participation

Participation spending for the period relates to track maintenance on the new Whirinaki angler access track, and signage for the upper Waiteti. The cost of posting ballot letters is also reported within the participation budget. Other smaller expenses related to the children's fishing programme, and signs and hut maintenance. Within budget YTD.

Public Interface

The spending within the Public Interface output was related to cleaning, and the replacement and rekeying of the entrance gate padlock. Within the Promotions budget a small expense is reported relating to the electronic mailer for the boat fishing seminar which occurred in early January. Within budget YTD.

Compliance

Compliance expenditure relates to a restock of ranger caps, vests, and ranger folders. The usual 0800 Poaching service and cell phone costs are also reported and an expense for lunch for the November ranger training course. While the Ranging budget is overspent YTD due to timing of restocking, the Compliance output is within budget YTD.

Licensing

Licensing costs include agent commissions, and the fees associated with the Public Online sales. Within budget YTD.

Council

Expenses are reported within the Council budgets relating to catering and travel reimbursement for the December meeting of Council. Minor expenses are also reported for Councillor thank you gifts, and expenses for meetings with the Chair. Within budget YTD.

Planning

Management and Strategic Planning costs relate to expenses associated with the Sika Show, agent and stakeholder Christmas chocolates, and a BBQ for the Children's fishing programme sponsors. A larger expense of \$1,200 is related to the development of a Geography Achievement Resource. Minor expenses were also incurred for meetings with various stakeholders. Within budget YTD

The audit budget is showing a negative and is a result of the audit fee (yet to be charged) being accrued into the last financial year.

Administration

Salaries	1% (\$4,232) ahead of budget.
Staff Expenses	Various expenses are reported relating to meals for staff working out of Rotorua i.e Sika Show, Gisborne meetings, delivering fish, and undertaking access work. Expenses associated with staff family BBQ and end of year outing are also reported. Health and Safety spending is related to PPE, a vehicle fire extinguisher and first aid kit. The staff expenses budgets are overspent YTD \$1,612 and is due in part to timing of the offsite work.
Staff Houses	Rental agent commission and fees are reported within the Staff Houses expense budgets and a minor expense is also reported relating to a replacement clothesline. Over budget YTD \$1,541 and this is due to an increase in rates and insurance.
Office Premises	The usual expenses relating to electricity, cleaning, rubbish removal, and alarm monitoring were incurred. Over budget YTD \$1,420 and this is due primarily to increased rates and insurance.
Office Equipment	Office Equipment expenses include the phone system and eftpos lease costs. A second-hand display cabinet was purchased for the board room. Over budget YTD \$284 due to an upgrade of the phone system at a slightly higher cost.
Communications/ Consumables	Telephone expenses are made up of cell phones, 0800 service, Garmin InReach, and 2Talk calling plan needed to utilise the IP phones. Expenses are also reported relating to Starlink, stationery, and photocopying. Under budget YTD \$456.
General	Expenses are reported for the Survey Monkey subscription, morning teas, and bank charges. Liability insurances were paid to NZ Fish & Game (\$1,270) further increasing the overspend on insurances to \$2,398. Fish & Game is currently covering the cost of the insurances for the fire store pending it being re-let.
General Equipment	General equipment spending related to smoke flares, maintenance to equipment, trailer WoF, a life jacket service, and set up costs for a boat use logging app called Seaflux. The new app was approved to be utilised by all regions using boats by the New Zealand Council with initial set up costs of \$831 and \$120 per month thereafter. The equipment budgets are overspent \$550 YTD and this relates to fuel with increased boat surveys occurring over the summer period.
Vehicles	Vehicle expenses for the period included servicing of three vehicles, WoF and repairs for two, a set of tyres, a wheel balance, and a tow

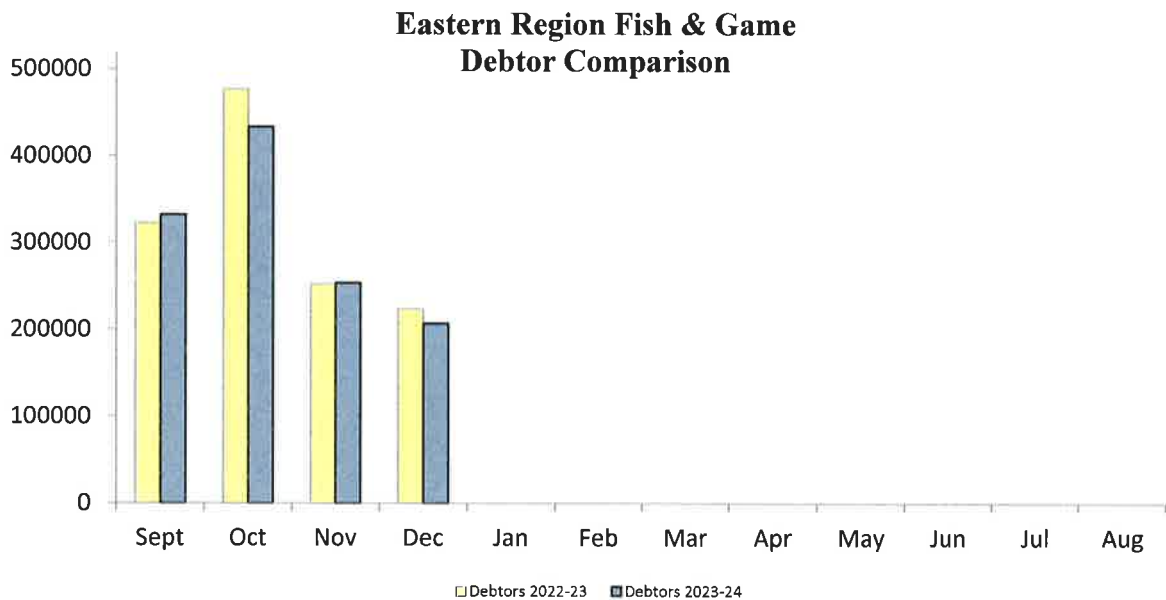
	ball. Registration was paid on five vehicles and 85k in RUC's. The result of all these expenses falling due at the same time is an overspend YTD of \$7,803. This will reduce as over the coming months.
--	--

Cash Position: As at 31 December 2023

\$ 960,811	(includes \$93,543 Asset Replacement Reserve)
<u>\$ 480,468</u>	(Waikaremoana SFHEF – Restricted Reserve)
\$1,441,280	Total

Debtors: Outstanding Debtors \$206,664 as at 31 December 2023 (\$223,631 as at 31 December 2022).

Eastern Region Fish and Game - Debtors Balance Comparison 2022/23-2023/24



Debtors outstanding as at 31 December related primarily to licence sales. One agent remains overdue \$585 and this is being followed up by administration staff.

3. Variance Report (Table 1)

The variance report is shown on the following two pages. The complete year actual including staff hours are entered for each project area to provide Council with an overview of the staff time component of the Operational Work Plan.

Table 1 2023/2024 REPORT OF VARIANCES BETWEEN TOTAL BUDGET AND YEAR TO DATE ACTUAL EXPENDITURE AND INCOME

as at 31 December 2023

Schedule B Code	Project	EXTERNAL COSTS		HOURS		INTERNAL COST		NETABLE INCOME		NET COST		NET COST		Variance	%
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual		
1110	Species Monitoring	\$ 53,700	\$ 11,297	2,119	496	\$ 158,476	\$ 40,571	\$ -	\$ -	\$ 212,176	\$ 51,868	\$ 160,308	\$ 160,308	\$ 24.4	24.4
1120	Harvest Assessment	\$ 2,900	\$ 604	690	482	\$ 51,604	\$ 37,790	\$ -	\$ -	\$ 54,504	\$ 38,394	\$ 16,110	\$ 16,110	\$ 70.4	70.4
1140	Hatchery Operations	\$ 97,050	\$ 45,748	2,996	1,088	\$ 224,066	\$ 69,076	\$ 68,000	\$ 25,546	\$ 253,116	\$ 109,278	\$ 143,837	\$ 143,837	\$ 43.2	43.2
1160	Releases	\$ -	\$ -	134	96	\$ 10,022	\$ 7,852	\$ -	\$ -	\$ 10,022	\$ 7,852	\$ -	\$ -	\$ 2.169	78.4
1170	Regulations	\$ -	\$ -	76	-	\$ 5,684	\$ -	\$ -	\$ -	\$ 5,684	\$ -	\$ 5,684	\$ 5,684	\$ 0.0	0.0
1180	Control	\$ 500	\$ -	36	3	\$ 2,692	\$ 245	\$ -	\$ -	\$ 3,192	\$ 245	\$ 2,947	\$ 2,947	\$ 7.7	7.7
	TOTAL - SPECIES MANAGEMENT	\$ 154,150	\$ 57,649	6,051	2,146	\$ 452,544	\$ 175,535	\$ 68,000	\$ 25,546	\$ 538,694	\$ 207,638	\$ 331,056	\$ 331,056	\$ 38.5	38.5
1210	Resource Management Act	\$ -	\$ -	1,432	589	\$ 107,097	\$ 48,178	\$ -	\$ -	\$ 107,097	\$ 48,178	\$ 58,919	\$ 58,919	\$ 45.0	45.0
1220	Works & Management	\$ 17,500	\$ 2,035	940	415	\$ 70,301	\$ 33,946	\$ 11,650	\$ 8,337	\$ 76,151	\$ 27,644	\$ 48,507	\$ 48,507	\$ 36.3	36.3
1230	Assisted Habitat	\$ 700	\$ -	770	79	\$ 57,587	\$ 6,462	\$ -	\$ -	\$ 58,287	\$ 6,462	\$ 51,825	\$ 51,825	\$ 11.1	11.1
1240	Assess & Monitor	\$ -	\$ -	72	-	\$ 5,385	\$ -	\$ -	\$ -	\$ 5,385	\$ -	\$ 5,385	\$ 5,385	\$ 0.0	0.0
1250	Lake Waikaremoana	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.0	0.0
	TOTAL - HABITAT PROTECTION & M	\$ 18,200	\$ 2,035	3,214	1,083	\$ 240,370	\$ 88,586	\$ 11,650	\$ 8,337	\$ 246,920	\$ 82,284	\$ 164,636	\$ 164,636	\$ 33.3	33.3
1310	Access	\$ 5,500	\$ 1,518	708	285	\$ 52,950	\$ 24,130	\$ -	\$ -	\$ 58,450	\$ 25,648	\$ 32,802	\$ 32,802	\$ 43.9	43.9
1330	Newsletters/Information	\$ -	\$ -	342	24	\$ 25,578	\$ 1,963	\$ -	\$ -	\$ 25,578	\$ 1,963	\$ 23,614	\$ 23,614	\$ 7.7	7.7
1340	Other Publications	\$ 2,000	\$ -	38	-	\$ 2,842	\$ -	\$ -	\$ -	\$ 4,842	\$ -	\$ 4,842	\$ 4,842	\$ 0.0	0.0
1350	Training	\$ 850	\$ 92	775	192	\$ 57,961	\$ 15,705	\$ 7,000	\$ 414	\$ 51,811	\$ 15,383	\$ 36,428	\$ 36,428	\$ 29.7	29.7
1360	Club Relations	\$ -	\$ -	32	89	\$ 2,393	\$ 7,280	\$ -	\$ -	\$ 2,393	\$ 7,280	\$ 4,887	\$ 4,887	\$ 304.2	304.2
1370	Huts	\$ 1,450	\$ 395	46	8	\$ 3,440	\$ 654	\$ 400	\$ 52	\$ 4,490	\$ 997	\$ 3,493	\$ 3,493	\$ 22.2	22.2
	TOTAL - ANGLER & HUNTER PARTICI	\$ 9,800	\$ 2,005	1,941	608	\$ 145,164	\$ 49,732	\$ 7,400	\$ 466	\$ 147,564	\$ 51,271	\$ 96,293	\$ 96,293	\$ 34.7	34.7
1410	Liaison	\$ -	\$ -	72	35	\$ 5,385	\$ 2,863	\$ -	\$ -	\$ 5,385	\$ 2,863	\$ 2,522	\$ 2,522	\$ 53.2	53.2
1420	Communication	\$ -	\$ -	116	27	\$ 8,675	\$ 2,209	\$ -	\$ -	\$ 8,675	\$ 2,209	\$ 6,467	\$ 6,467	\$ 25.5	25.5
1440	Public Promotions	\$ 1,000	\$ 105	114	33	\$ 8,526	\$ 2,699	\$ -	\$ -	\$ 9,526	\$ 2,804	\$ 6,722	\$ 6,722	\$ 29.4	29.4
1450	Visitor Facilities/Education	\$ 500	\$ 421	633	91	\$ 47,341	\$ 7,443	\$ -	\$ -	\$ 47,841	\$ 7,864	\$ 39,977	\$ 39,977	\$ 16.4	16.4
	TOTAL - PUBLIC INTERFACE	\$ 1,500	\$ 526	935	186	\$ 69,927	\$ 15,214	\$ -	\$ -	\$ 71,427	\$ 15,740	\$ 55,687	\$ 55,687	\$ 22.0	22.0
1510	Ranging	\$ 1,000	\$ 1,265	930	288	\$ 69,553	\$ 21,103	\$ -	\$ -	\$ 70,553	\$ 22,368	\$ 48,185	\$ 48,185	\$ 31.7	31.7
1520	Ranger Training	\$ 1,000	\$ 203	104	46	\$ 7,778	\$ 3,763	\$ -	\$ -	\$ 8,778	\$ 3,966	\$ 4,812	\$ 4,812	\$ 45.2	45.2
1530	Compliance Prosecutions	\$ 4,000	\$ -	336	65	\$ 25,129	\$ 5,317	\$ 5,000	\$ 1,547	\$ 24,129	\$ 3,770	\$ 20,359	\$ 20,359	\$ 15.6	15.6
	TOTAL - COMPLIANCE	\$ 6,000	\$ 1,468	1,370	369	\$ 102,460	\$ 30,183	\$ 5,000	\$ 1,547	\$ 103,460	\$ 30,104	\$ 73,356	\$ 73,356	\$ 29.1	29.1
1610	Licensing	\$ 13,654	\$ 8,620	124	35	\$ 9,274	\$ 2,863	\$ -	\$ -	\$ 22,928	\$ 11,482	\$ 11,446	\$ 11,446	\$ 50.1	50.1
1620	Agent Servicing	\$ -	\$ -	148	-	\$ 11,069	\$ -	\$ -	\$ -	\$ 11,069	\$ -	\$ 11,069	\$ 11,069	\$ 0.0	0.0
	TOTAL - LICENSING	\$ 13,654	\$ 8,620	272	35	\$ 20,342	\$ 2,863	\$ -	\$ -	\$ 33,996	\$ 11,482	\$ 22,514	\$ 22,514	\$ 33.8	33.8
1710	Council Elections	\$ -	\$ -	0	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.0	0.0
1720	Council Meetings	\$ 6,500	\$ 1,698	474	109	\$ 35,450	\$ 8,916	\$ -	\$ -	\$ 41,950	\$ 10,614	\$ 31,336	\$ 31,336	\$ 25.3	25.3
	TOTAL - COUNCILS	\$ 6,500	\$ 1,698	474	109	\$ 35,450	\$ 8,916	\$ -	\$ -	\$ 41,950	\$ 10,614	\$ 31,336	\$ 31,336	\$ 25.3	25.3
1810	Management Planning	\$ 8,500	\$ 6,641	281	74	\$ 21,016	\$ 6,063	\$ -	\$ 1,600	\$ 29,516	\$ 11,094	\$ 18,422	\$ 18,422	\$ 37.6	37.6
1820	Annual Planning	\$ -	\$ -	64	5	\$ 4,786	\$ 409	\$ -	\$ -	\$ 4,786	\$ 409	\$ 4,377	\$ 4,377	\$ 8.5	8.5
1830	Reporting/Audit	\$ 10,100	\$ (10,167)	408	167	\$ 30,514	\$ 13,660	\$ -	\$ -	\$ 40,614	\$ 3,493	\$ 37,121	\$ 37,121	\$ 8.6	8.6
1840	National Liaison	\$ 50	\$ 132	228	110	\$ 17,052	\$ 8,998	\$ -	\$ -	\$ 17,102	\$ 9,130	\$ 7,972	\$ 7,972	\$ 53.4	53.4
	TOTAL - PLANNING/REPORTING	\$ 18,650	\$ (3,394)	981	356	\$ 73,367	\$ 29,120	\$ -	\$ 1,600	\$ 92,017	\$ 24,126	\$ 67,892	\$ 67,892	\$ 26.2	26.2
	TOTAL	\$ 228,454	\$ 70,607	15,238	4,892	\$ 1,139,624	\$ 400,149	\$ 92,050	\$ 37,496	\$ 1,276,028	\$ 433,259	\$ 842,769	\$ 842,769	\$ 34.0	34.0

	EXTERNAL COSTS		NETABLE INCOME		NET COST		NET COST	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
OVERHEADS								
1910 Salaries	\$ 1,042,994	\$ 344,857	\$ 11,680	\$ 5,473	\$ 1,031,314	\$ 339,384	\$ 691,930	\$ 339,384
1920 Staff Expenses	\$ 29,000	\$ 5,952	\$ -	\$ -	\$ 29,000	\$ 5,952	\$ 23,048	\$ 23,048
1930 Staff Houses	\$ 14,600	\$ 8,633	\$ 59,500	\$ 21,101	\$ (44,900)	\$ (12,468)	\$ (32,432)	\$ (32,432)
1940 Office Premises	\$ 21,710	\$ 11,746	\$ -	\$ -	\$ 21,710	\$ 11,746	\$ 9,964	\$ 9,964
1950 Office Equipment	\$ 2,600	\$ 1,251	\$ -	\$ -	\$ 2,600	\$ 1,251	\$ 1,349	\$ 1,349
1960 Communications/Consumables	\$ 16,200	\$ 4,862	\$ -	\$ -	\$ 16,200	\$ 4,862	\$ 11,338	\$ 11,338
1970 General	\$ 12,900	\$ 13,218	\$ 1,500	\$ 1,620	\$ 11,400	\$ 11,598	\$ (198)	\$ (198)
1980 General Equipment	\$ 16,800	\$ 8,434	\$ -	\$ -	\$ 16,800	\$ 8,434	\$ 8,366	\$ 8,366
1990 Vehicles	\$ 55,500	\$ 29,388	\$ -	\$ -	\$ 55,500	\$ 29,388	\$ 26,112	\$ 26,112
Administration	\$ 1,212,304	\$ 428,343	\$ 72,680	\$ 28,194	\$ 1,139,624	\$ 400,149	\$ 739,475	\$ 400,149
Total Overhead Net Cost					\$ 1,139,624	\$ 400,149		
Total Outputs Staff Hours					15,238	4,892		
Internal Cost Per Hour					74.79	81.80		

2023/2024 REPORT OF VARIANCES BETWEEN TOTAL BUDGET AND YEAR TO DATE ACTUAL EXPENDITURE AND INCOME

Code	EXTERNAL COSTS		HOURS		INTERNAL COST		NETABLE INCOME		NET COST		NET COST	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
1	\$ 154,150	\$ 57,649	6,051	2,146	\$ 452,544	\$ 175,535	\$ 68,000	\$ 25,546	\$ 538,694	\$ 207,638	\$ 331,056	\$ 331,056
2	\$ 18,200	\$ 2,035	3,214	1,093	\$ 240,370	\$ 88,586	\$ 11,650	\$ 8,337	\$ 246,920	\$ 82,284	\$ 164,636	\$ 164,636
3	\$ 9,800	\$ 2,005	1,941	608	\$ 145,164	\$ 49,732	\$ 7,400	\$ 466	\$ 147,564	\$ 51,271	\$ 96,293	\$ 96,293
4	\$ 1,500	\$ 526	935	186	\$ 69,927	\$ 15,214	\$ -	\$ -	\$ 71,427	\$ 15,740	\$ 55,687	\$ 55,687
5	\$ 6,000	\$ 1,468	1,370	369	\$ 102,460	\$ 30,183	\$ 5,000	\$ 1,547	\$ 103,460	\$ 30,104	\$ 73,356	\$ 73,356
6	\$ 13,654	\$ 8,620	272	35	\$ 20,342	\$ 2,863	\$ -	\$ -	\$ 33,996	\$ 11,482	\$ 22,514	\$ 22,514
7	\$ 6,500	\$ 1,698	474	109	\$ 35,450	\$ 8,916	\$ -	\$ -	\$ 41,950	\$ 10,614	\$ 31,336	\$ 31,336
8	\$ 18,650	\$ (3,394)	981	356	\$ 73,367	\$ 29,120	\$ -	\$ -	\$ 92,017	\$ 24,126	\$ 67,892	\$ 67,892
9				7,084								
TOTAL BUDGET	\$ 228,454	\$ 70,607	22,322	7,111	\$ 1,139,624	\$ 400,149	\$ 92,050	\$ 37,496	\$ 1,276,028	\$ 433,259	\$ 842,769	\$ 842,769
Licence Income 2022-2023												
2022-23 Fish Licence Income	\$ 1,152,577	\$ 774,002							\$ 1,276,028	\$ 433,259		
Less Commission	\$ 51,866	\$ -							\$ (31,617)	\$ (1,899)		
Net Fish Licence Income	\$ 1,100,711	\$ 774,002							\$ 124,451	\$ 31,113		
2023 Game Licence Income	\$ 282,866	\$ 20,115							\$ (1,435,443)	\$ (794,117)		
Less Commission	\$ 12,729	\$ -							\$ 64,595	\$ 27,101		
Net Game Licence Income	\$ 270,137	\$ 20,115							\$ (13,847)	\$ (8,773)		
Total Licence Income	\$ 1,435,443	\$ 794,117							\$ 80,674	\$ 24,456		
Total Commission	\$ 64,595	\$ 27,101							\$ 64,841	\$ (288,860)		
Total Net 2022-23 Licence Revenue	\$ 1,370,848	\$ 767,016							\$ (20,991)	\$ (924)		
Adj to OWP budgets - Waikareroana Fund									\$ 8,500	\$ -		
Less Waikareroana Fund Interest												
Plus Waikareroana Fund Expenses												
Adj to OWP budgets - Non Res Reserve - Lake Tarawera Project									\$ 52,350	\$ (289,764)		
Adjusted Budget									Actual(surplus)/deficitYTD	Total		

Code	EXTERNAL COSTS		HOURS		INTERNAL COST		NETABLE INCOME		NET COST		NET COST	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
TOTAL BUDGET	\$ 228,454	\$ 70,607	22,322	7,084	\$ 1,139,624	\$ 400,149	\$ 92,050	\$ 37,496	\$ 1,276,028	\$ 433,259	\$ 842,769	\$ 842,769
Licence Income 2022-2023												
2022-23 Fish Licence Income	\$ 1,152,577	\$ 774,002							\$ 1,276,028	\$ 433,259		
Less Commission	\$ 51,866	\$ -							\$ (31,617)	\$ (1,899)		
Net Fish Licence Income	\$ 1,100,711	\$ 774,002							\$ 124,451	\$ 31,113		
2023 Game Licence Income	\$ 282,866	\$ 20,115							\$ (1,435,443)	\$ (794,117)		
Less Commission	\$ 12,729	\$ -							\$ 64,595	\$ 27,101		
Net Game Licence Income	\$ 270,137	\$ 20,115							\$ (13,847)	\$ (8,773)		
Total Licence Income	\$ 1,435,443	\$ 794,117							\$ 80,674	\$ 24,456		
Total Commission	\$ 64,595	\$ 27,101							\$ 64,841	\$ (288,860)		
Total Net 2022-23 Licence Revenue	\$ 1,370,848	\$ 767,016							\$ (20,991)	\$ (924)		
Adj to OWP budgets - Waikareroana Fund									\$ 8,500	\$ -		
Less Waikareroana Fund Interest												
Plus Waikareroana Fund Expenses												
Adj to OWP budgets - Non Res Reserve - Lake Tarawera Project									\$ 52,350	\$ (289,764)		
Adjusted Budget									Actual(surplus)/deficitYTD	Total		

Table 2		
Balance Sheet		
Eastern Fish and Game Council		
As at 31 December 2023		
Assets	31 Dec 2023	31 Aug 2023
Bank		
Westpac Current Account	69,845	101,445
Westpac Call Account	362,411	170,930
Petty Cash	576	170
Investments	527,979	579,406
Waikaremoana Fund Investments	480,468	368,823
Total Bank	1,441,280	1,220,774
Current Assets		
Accounts Receivable	207,478	105,483
Accounts Receivable - Hawke's Bay & External parties	(814)	0
Inventory - Fish Stock	190,527	190,527
Prepayments and Accrued Income	0	18,978
Total Current Assets	397,191	314,989
Fixed Assets		
Buildings	1,043,849	1,043,849
Land	102,000	102,000
Motor Vehicles	481,383	415,992
Office Equipment	58,779	58,606
Plant & Equipment	203,929	198,899
Accum Dep Land & Buildings	(766,497)	(757,222)
Accum Dep Motor Vehicles	(138,479)	(140,776)
Accum Dep Office Equipment	(47,135)	(45,234)
Accum Dep Plant & Equipment	(158,049)	(167,610)
Total Fixed Assets	779,781	708,505
Total Assets	2,618,252	2,244,268
Liabilities		
Current Liabilities		
Accounts Payable	162,449	30,127
Accruals and Prepaid Licences	81,194	154,813
Employee Entitlements	75,122	87,798
Game Bird Habitat Stamp Levy Clearing	9	0
GST	18,085	(2,560)
PAYE Clearing	41,025	21,104
Salmon Endorsement Clearing	166	0
Staff Social Club	(216)	1,796
Westpac Business Credit Card - A Alaeinia	57	618
Westpac Business Credit Card - K Thompson	1,799	2,317
Designated Waters Clearing	523	0
Total Current Liabilities	380,213	296,014
Total Liabilities	380,213	296,014
Net Assets	2,238,039	1,948,255
Equity		
Accumulated Funds	1,174,617	1,150,098
Asset Replacement Reserve	93,543	93,543
Non Resident Levy Reserve	167,182	167,182
Breeding Programme Reserve	1,018	1,018
Fish for Gold Reserve	14,000	14,000
Hatchery Water Reticulation Reserve	16,109	16,109
Hunter Ballot Reserve	4,814	4,814
Waikaremoana Sportsfish Habitat Enhancement Fund	476,971	476,971
Current Year Earnings	289,784	24,519
Total Equity	2,238,038	1,948,255

Table 3**Profit and Loss - Council****Eastern Fish and Game Council**

For the 2 months ended 31 December 2023

Income	Nov 2023	Dec 2023	YTD Actual	YTD Budget	Total Budget	Var YTD	Var YTD %
Licence Income	113,197	138,609	793,838	788,000	1,435,443	5,838	1%
Non-Resident Licence Levy	0	0	279	0	0	279	0%
Other Income	42,643	8,837	77,286	70,876	231,185	6,410	9%
Total Income	155,839	147,446	871,403	858,876	1,666,628	12,527	1%
Operating Expenses							
Depreciation	6,165	6,165	24,456	26,892	80,674	(2,436)	-9%
1100 SPECIES MANAGEMENT							
1110 Population Monitoring	640	8,806	11,297	11,600	53,700	(303)	-3%
1120 Harvest Assessment	0	0	604	660	2,900	(57)	-9%
1140 Hatchery Operations	4,771	18,174	45,748	42,020	97,050	3,728	9%
1180 Game Bird Control	0	0	0	0	500	0	0%
Total 1100 SPECIES MNGMNT	5,411	26,980	57,649	54,280	154,150	3,369	6%
1200 HABITAT PROTECTION/MANAGEMENT							
1220 Works & Management	0	80	2,035	2,000	17,500	35	2%
1230 Assisted Habitat	0	0	0	500	9,200	(500)	-100%
Total 1200 HABITAT PROTECTION	0	80	2,035	2,500	26,700	(465)	-19%
1300 PARTICIPATION							
1310 Access	1,372	60	1,518	2,300	5,500	(782)	-34%
1340 Other Publications	0	0	0	1,000	2,000	(1,000)	-100%
1350 Training	92	0	92	150	850	(58)	-39%
1370 Huts	150	106	395	400	1,450	(5)	-1%
Total 1300 PARTICIPATION	1,615	167	2,005	3,850	9,800	(1,845)	-48%
1400 PUBLIC INTERFACE							
1440 Public Promotions	0	105	105	400	1,000	(295)	-74%
1450 Visitor Facilities/Education	50	123	421	250	500	171	68%
Total 1400 PUBLIC INTERFACE	50	228	526	650	1,500	(124)	-19%
1500 COMPLIANCE							
1510 Ranging	292	810	1,265	320	1,000	945	295%
1520 Ranger Training	203	0	203	500	1,000	(297)	-59%
1530 Compliance	0	0	0	1,200	4,000	(1,200)	-100%
Total 1500 COMPLIANCE	495	810	1,468	2,020	6,000	(552)	-27%
1600 LICENSING							
1610 Licence Prod/Distrib	0	0	8,620	13,054	13,654	(4,434)	-34%
1630 Commission	3,704	4,462	27,101	34,650	64,595	(7,549)	-22%
Total 1600 LICENSING	3,704	4,462	35,721	47,704	78,249	(11,983)	-25%
1700 COUNCIL							
1720 Council Meetings	13	847	1,698	2,000	6,500	(302)	-15%
Total 1700 COUNCIL	13	847	1,698	2,000	6,500	(302)	-15%
1800 PLANNING/REPORTING							
1810 Management & Strategic Planning	1,296	213	6,641	4,500	8,500	2,141	48%
1830 Reporting/Audit	0	0	(10,167)	100	10,100	(10,267)	-10267%
1840 National Liaison	0	29	31,245	31,113	124,501	132	0%
Total 1800 PLANNING/REPORTING	1,296	242	27,719	35,713	143,101	(7,994)	-22%
1900 ADMINISTRATION							
1910 Salaries	91,262	125,003	344,857	340,625	1,042,994	4,232	1%
1920 Staff Expenses	725	750	5,952	4,340	29,000	1,612	37%
1930 Staff Houses	486	481	8,633	7,092	14,600	1,541	22%
1940 Office Premises	1,180	715	11,746	10,326	21,710	1,420	14%
1950 Office Equipment	536	238	1,251	967	2,600	284	29%
1960 Communications	1,376	939	4,862	5,318	16,200	(456)	-9%
1970 General	224	1,415	13,218	10,718	12,900	2,500	23%
1980 General Equipment	1,241	1,583	8,434	7,884	16,800	550	7%
1990 Vehicles	5,012	11,874	29,388	21,947	55,500	7,441	34%
Total 1900 ADMINISTRATION	102,041	142,998	428,343	409,217	1,212,304	19,126	5%
Total Operating Expenses	120,789	182,977	581,619	584,826	1,718,978	(3,207)	-1%
Net Profit	35,051	(35,531)	289,784	274,050	(52,350)	15,734	6%

6.0 Recommendations

6.1 That the payments for November and December 2023 totalling \$360,598.70 be approved.

<i>November - Current account</i>	<i>\$215,837.75</i>
<i>December - Current account</i>	<i>\$134,430.96</i>
<i>November/December - Credit Card - AA</i>	<i>\$2,607.55</i>
<i>November/December - Credit Card - KT</i>	<i>\$7,722.44</i>
<i>Total</i>	<i>\$360,598.70</i>

13.2 MANAGEMENT REPORT

16 January 2024

SPECIES MANAGEMENT

1111 River Fisheries Investigations

Rangitaiki River Water Quality Monitoring

Fish & Game staff are scheduled to undertake annual monitoring of the Rangitaiki River within Kaingaroa Forest during February.

This will either consist of drift dive monitoring, if the river conditions are suitable, or water parameters will be taken at a range of historically documented sites. Pre-Christmas period access work suggested the river was in fairly good condition.

East Coast River Monitoring

Staff are developing a plan for a fisheries investigation into the Waiau River (a tributary of the Wairoa System) that was heavily impacted by cyclones Hale and Gabrielle in February 2023. A year on from the event, the river has had time to stabilise and allow spawning to occur through the 2023 winter. Staff will use a range of fisheries method to assess the habitat and fish condition.

1112 Datawatch

During the four and a half months following the season opening, a total of 121 datawatch tags have been returned and entered into the database. The distribution is as follows:

Lake McLaren	0
Lake Okareka	2
Lake Okataina	2
Lake Rerewhakaaitu	6
Lake Rotoehu	2
Lake Rotoiti	24
Lake Rotoma	1
Lake Rotorua	1
Lake Tarawera	83

**Datawatch returns (entered to 10/01/2024)*

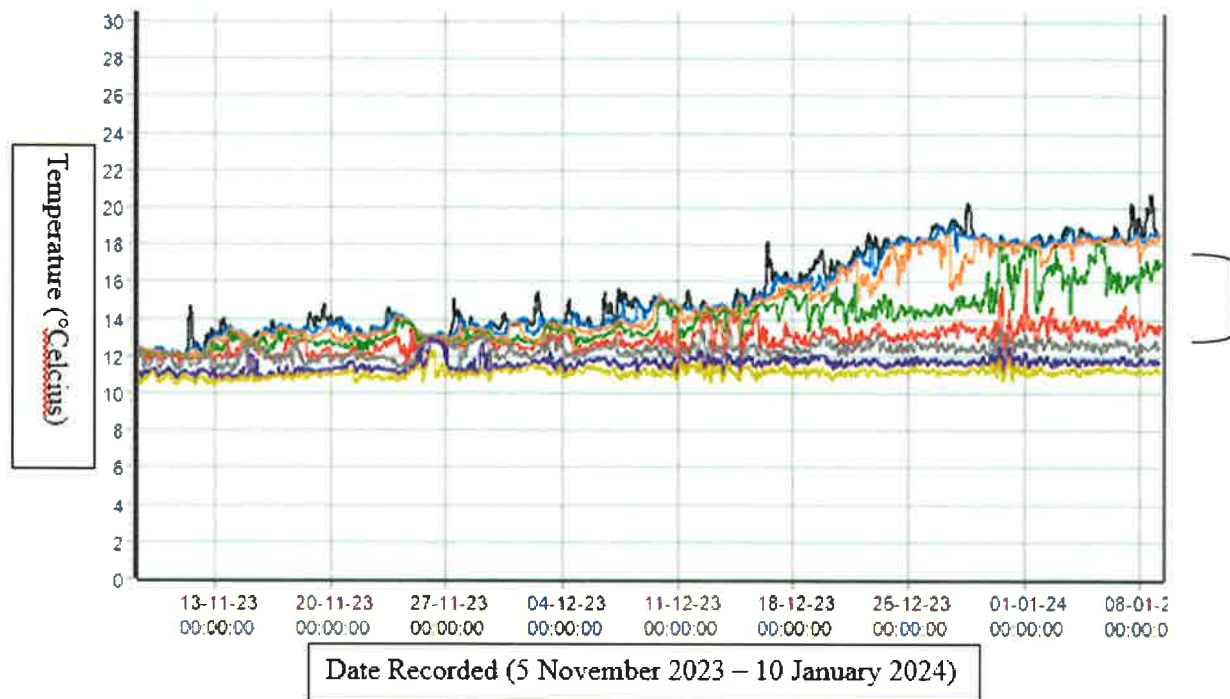
This total is 58 tags down on those returned for the same approximate period during 2023. The closure of Lake Okataina through the early season and has been a major factor in the drop in total tags received. Lake Rotoiti is also down 20 tag returns on the previous season to date. All other lakes are very close to the previous return tallies.

1113 Lake Waikaremoana

The Lake Water Quality Monitoring buoy has been regularly transmitting data over the past few months. Staff serviced the sensor chains on November 11th and since that time the lake has begun to stratify (thermally separate) as the surface layers warm. There is currently a thermocline (band of most rapid temperature change) sitting between 15-20m depth (shown by bracket to right of Figure 1. below). This is the area within trout and smelt are most comfortable

due to 14–18-degree temperatures and food availability. With warmer surface temps (currently up to 21), trout do come to the surface for times to hunt prey and then return to their preferred depths.

Figure 1. legend- Coloured lines denote temperature at depth profile every 5m depth from surface (black line at top) to 35m depth (Mustard coloured line).



Waikaremoana angling data

Staff are due to attend the Lake Waikaremoana Boating and Fishing Associations Family Fishing Day on Saturday January 20th acting as weighmaster.

1114 Lake Tarawera

Tarawera Acoustic Sampling Analysis.

Acoustic monitoring has been undertaken across 14 parallel transects of the Lake Tarawera. All matter containing an air pocket or swim bladder is seen and recorded (this is referred to as back-scattering in the report that follows). Data analysis estimates the amount of prey resource and positioning across the lake between transect seasons and years. Dr Michel Dedual has analysed 3 of the completed Lake Tarawera Acoustic Surveys that were undertaken during April 2021, November 2021 and April 2022. This period straddles an extreme low point in 2-yr-old growth as measured on opening day of the trout fishing season on 1 October 2021. This opening day survey showed the poorest 2-yr-old fish at a season opening on Lake Tarawera in the history of opening day Surveys. This period was followed by a very quick turnaround in fish condition.

Lake Tarawera echo-sounding Survey April 2021 to April 2022

Michel Dedual, MD Halieutics, December 2023

This brief report outlines the results of the three echo sounding surveys conducted on Lake Tarawera assessing the overall productivity of the lake and its trend from April 2021 to April 2022. The backscattering was used as an indicator of the productivity distribution in spring (November) and in autumn (April).

Methods

Three hydroacoustic surveys (April 2021, November 2021, April 2022) were conducted in Lake Tarawera using an EK60 Simrad echo sounder with a 120 kHz split-beam vertical transducer of circular beam angle 7° operating under the controlling software Simrad EK60. Hydroacoustic measurements, georeferenced by GPS connected to the echosounder, were performed at a sailing speed of $\sim 10 \text{ km h}^{-1}$ along 14 parallel transects across the lake. Surveys were conducted during daylight and completed in one day. The back-scattering was calculated using the software EchoAnalysis 1.50 (ESP3, NIWA, Wellington) with the same parametrization as the echo sounding surveys carried out in Lake Taupo.

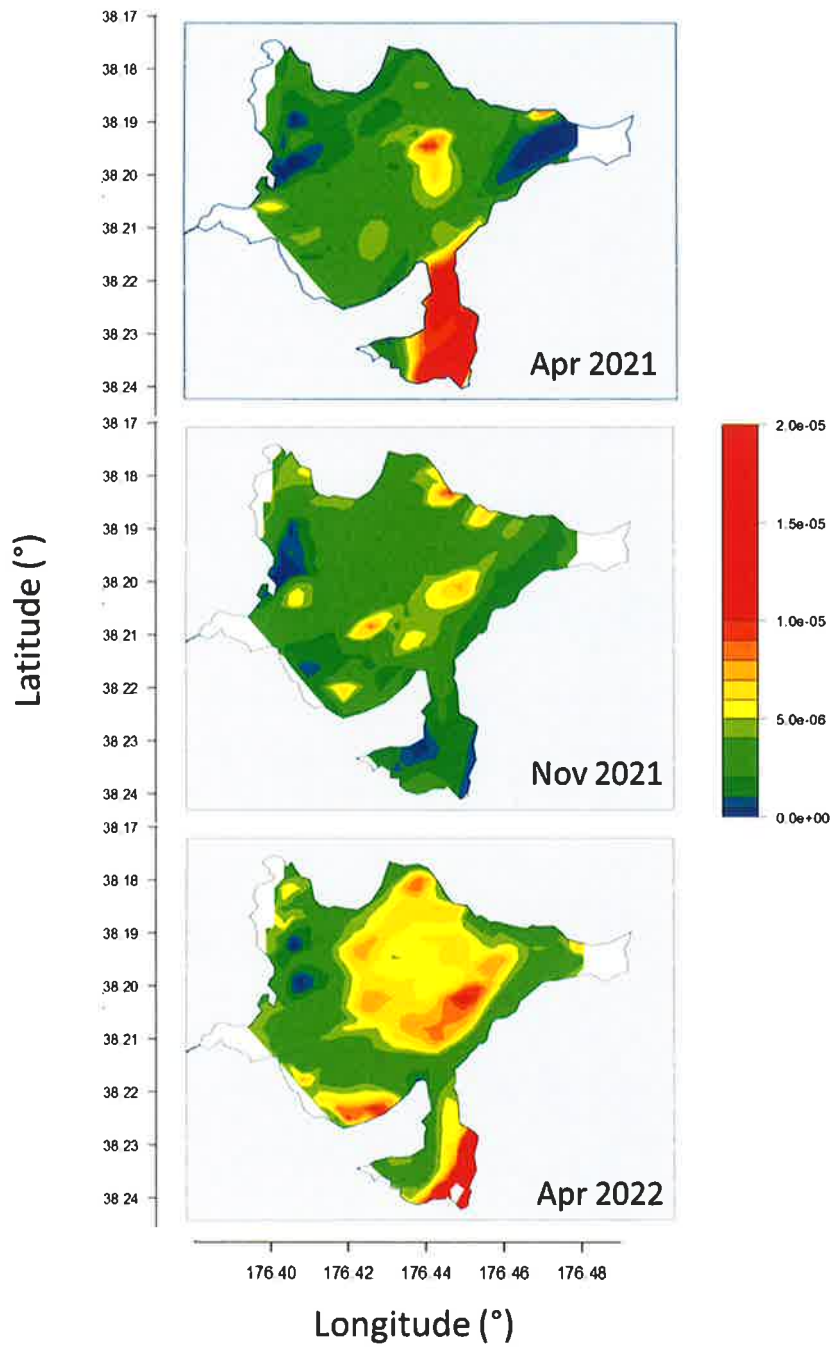
Results.

The average backscattering for the lake reached 3.47×10^{-6} in April 2021 before slightly dropping during summer to reach 2.90×10^{-6} in November 2021 but showed a substantial increase during summer to reach a maximum of 4.73×10^{-6} in April 2022.

Initial findings indicate that the overall productivity in Lake Tarawera has been highly variable between April 2021 and April 2022. Furthermore, the concentration of productivity is also spatially variable, with higher concentrations in specific regions (Graph. 1). For example, the southern part and to a lesser extent the central part of the lake have been the most productive during autumn in both 2021 and 2022. On the other hand, the western and eastern sides of the lake have been consistently the less productive throughout the 3 surveys regardless of the season.

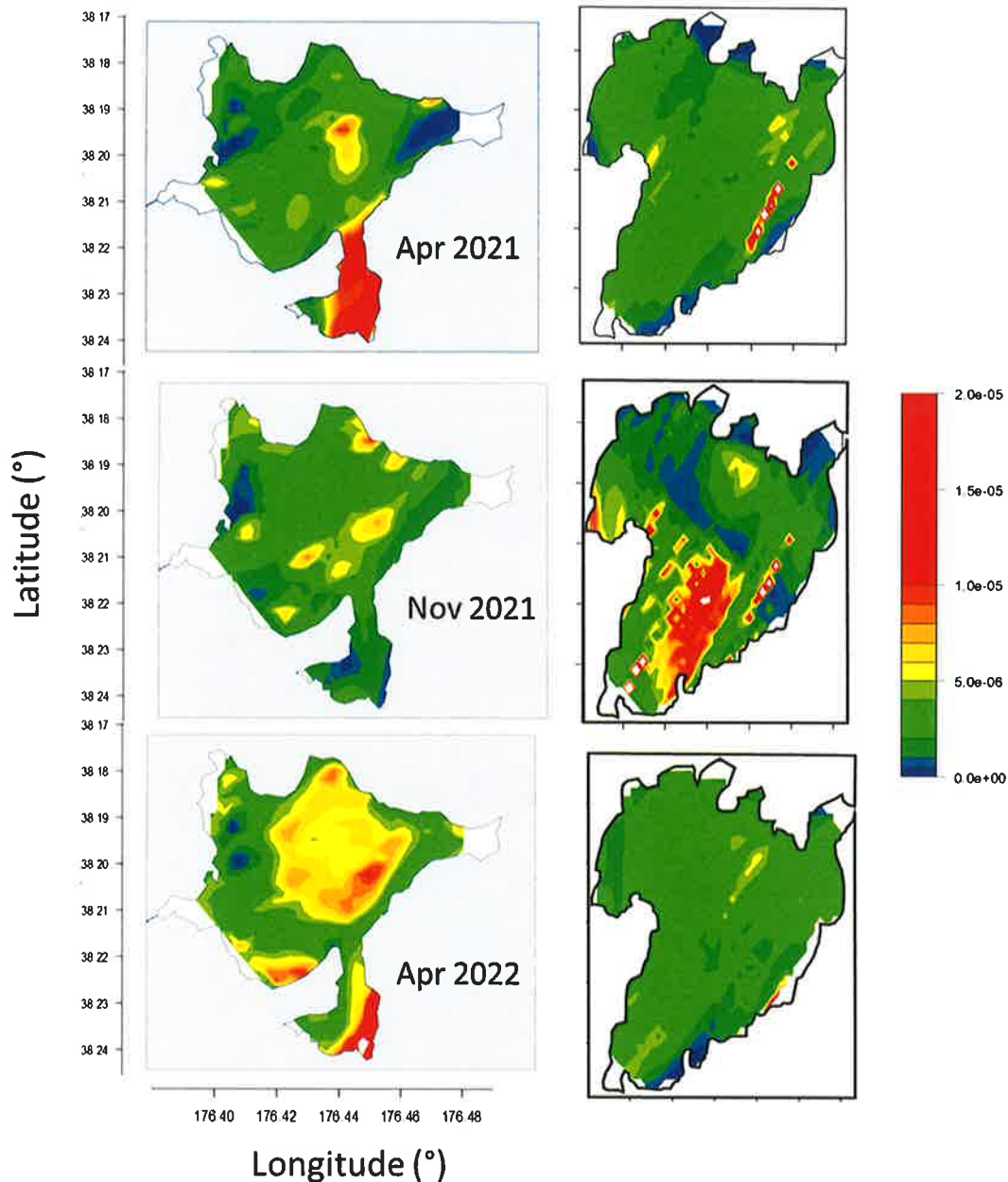
The overall productivity of Lake Tarawera is slightly higher than in Taupo but the seasonal pattern is quite different (Graph 2.). Over the 3 surveys the productivity in lake Tarawera has been maximal in autumn and minimal in spring. This is an opposite pattern to Lake Taupo where the productivity is generally maximal in spring following the turn-over of the lake.

Back-Scattering in Lake Tarawera



Graph 1. Backscattering in Lake Tarawera

Backscattering in lakes Tarawera and Taupo



Graph. 2. Backscattering in lake Tarawera and Taupo between November 2021 and November 2022.

Conclusion:

The sonar survey has provided valuable insights into the productivity of Lake Tarawera. I have no doubt that this ongoing monitoring can be instrumental to understand the ecology of the lake and provide some valuable information in order to direct future management of the fishery it supports.

1115 Other Lake Fisheries Investigations

Ngongotaha Fish Trap

The Ngongotaha fish trap was not operated during December 2023 due to repairs being required to the structure following a flood event. The fish trap had not been operated in January 2024 at the time of this report.

1116 Waterfowl Monitoring

Population modelling of mallard and grey duck indicate that 2024 numbers will be similar to the 2023 season (i.e., 302,000) which falls into the restrictive category. Mallard banding is well underway. At the time of writing, we have caught 510 in one trap-night at Waewaetutuki.

Aerial trend counts of black swan and paradise shelduck were undertaken in January and will contribute to setting the 2024 season regulations.



We were concerned that the paradise shelduck population on the East Coast may have been decimated by cyclone Gabrielle (like cyclone Bolla) however this does not appear to be the case. Numbers appear to be down in some areas but in the main they seem to be ok (counts are yet to be completed).

1121 Lakes Creel Surveys

Staff have been undertaking creel surveys on the Rotorua lakes since mid October. The majority of these have been on lakes Tarawera and Rotoiti, with several visits also to Okataina, Rotorua and Rotorua shoreline and rerewhakaaitu. Since the season opening through to mid-January 2024, conditions across the Rotorua lakes have been favourable to anglers and lake users. Excellent younger fish quality has been observed across lakes Tarawera, Rotoiti and Okataina. The opening of Okataina to 7-days a week access (with CAN order protocols) has been well received. Lake Rotorua shoreline angling has been slower to pick up this summer with trout staying out in the main lake body, but by mid-January, lower wind periods combined with increasing temperatures are producing conditions conducive to elevated catch rate angling.

Angler diaries have been distributed to several regular anglers that fish Okataina to get additional data as survey trips there have resulted in low numbers of anglers encountered.

To date staff have encountered 541 anglers across 25 surveys and measured 249 trout. We have met 75% of our target contacts to this point and are well ahead of recent summers at this stage of the season.

1122 Opening Day Survey

The 2023-24 Opening Day has been analysed. The report is still being generated.

1141 Hatchery Operations

Final liberations were completed for 2023. Rearing ponds have been cleaned and disinfected and fingerlings from the 2023 brood have been moved there for on growing. Summer maintenance projects are underway.



Georgia Beuth counting fry for internal movement.

Fish locations at 8 January 2024:

Location	Type	Age	Qty (approx)	Comment
Tank 1	Rt	0+	8,500	For 2+ in 2025, move to P9
Tank 2	Rt	0+	2,000	Autumn Liberation 2024
Tank 4	Rt	0+	3,500	Autumn Liberation 2024
Tank 5	Rt	0+	13,600	Spring liberation 2024
Tank 6	Rt	0+	11,900	Spring liberation 2024
Tank 7	Rt	0+	11,900	Spring liberation 2024
Tank 8	Rt	0+	11,900	Spring liberation 2024
Tank 9	Rt	0+	3,000	Summer liberation 2024
Tank A	Tig	0+	400	Autumn liberations 2024
Tank B	Bt	0+	850	Liberations, various in 2024
Pond 3	Rt	1+	1,500	Spring liberations 2023 (late)
RW1	Rt	1+	6,500	For 2+ in 2024

1161 Sports Fish Liberations

Liberations, Eastern Region 20 November 2023 to 8 January 2024

Water	Date	Mark	Tag	Species	Age	Qty
Tuai	18/12/2023	Lp	-	RT	1+	500
Tuai	18/12/2023	Lp	-	BT	1+	200
Otara, Pakahi	12/12/2023	Lp	-	RT	1+	500
Waiotahe	12/12/2023	Lp	-	RT	1+	250
Rotoehu	23/11/2023	Lp	C23	RT	1+	500
Rotoehu	23/11/2023	Lp	-	RT	1+	1500
McLaren	21/11/2023	Lp	-	RT	1+	1000
McLaren	21/11/2023	-	-	RT	3+	15
McLaren	21/11/2023	Lp	-	BT	1+	500
Tikitapu	21/12/2023	-	-	Br	1+	150
Tikitapu	21/12/2023	Ad	-	Rt	1+	250

Fish were also transported to Auckland Waikato Fish & Game and Paradise Valley Springs

1171 Anglers Notice

The 2023-24 season constitutes a full review cycle of the Anglers Notice process for Eastern Region Fish & Game. A letter will be sent to clubs and stakeholders advising them of this. The regulations for the 2024-25 angling season will be finalized at the June 2024 Council meeting.

HABITAT PROTECTION AND MAINTENANCE

1211 RMA Planning

Bay of Plenty Regional Council

Fish and Game is continuing to liaise with BoPRC on the review of the Schedule of Important Trout Habitats in the region. Consultation via the RESOF group is continuing. Regional Council's work to implement the National Policy Statement for Freshwater Management 2020 (NPSFM) is underway and early discussions are occurring on some early drafts of the Regional Policy Statement (RPS) and chapters of the Regional Natural Resources Plan (RNRP). Comments have recently been submitted on a draft version of the fish passage provisions for the RNRP. Comments have also been submitted on the *Changes to Freshwater Management in the Bay of Plenty* document. Due to the recent change in Government, BoPRC has recently put this freshwater management planning work on hold pending a Council meeting in February 2024.

Bay of Plenty Regional Council has established a group to provide advice in relation to policy development for NPSFM implementation. Fish and Game is part of this Rural and Environmental Sector Organisation Forum. No new developments.

Waikato Regional Council

In March 2018 Auckland/Waikato and Eastern Fish and Game Council's lodged a joint submission on Waikato Regional Council's Healthy Rivers/Wai Ora: Proposed Waikato Regional Plan Change 1. Council hearings were held mid-2019. Decisions were released in May. A/W Fish and Game Council, with support from Eastern, have appealed a number of matters. Environment Court hearings are currently under way.

Gisborne District Council

Following the conclusion of the Gisborne Freshwater Plan, the Motu Catchment Plan process is now underway. Fish and Game has so far had some input in identifying values, and recently provided comments on a draft version of the catchment plan. Consultation has recently started on the Waipuu Catchment Plan. Additionally, stakeholder consultation is scheduled to begin shortly on the Regional Policy Statement, Freshwater Plan amendments, and the Waimata, Uawa, Waipaoa, Wharehika and Hangaroa catchments. GDC is also beginning a topic by topic review of the Tairāwhiti Resource Management Plan. No new developments.

Other

A Forest Industry Discussion Group meeting was attended in November. These meetings are scheduled quarterly.

Various Fish and Game regions have been collaborating on a submission to amend some parts of the NES-Freshwater 2020 that are viewed as unacceptable to us. Of particular interest to Eastern Region are some unreasonably strict regulations around physical works in wetlands, and on the construction of maimai. Work is currently underway to rewrite and submit some more workable provisions.

The new Government has suggested that a number of changes may be forthcoming with regards to the RMA and conservation legislation amendments that the previous Government was working through.

The Department is currently in the early stages of a Wildlife Act review process. Fish and Game staff have been collaborating at a national level to have input into the process. No new developments.

The NZ RMA team has been very active recently with a number of important workstreams on the go – including development and consultation on Sports Fish and Game Bird Management Plans, freshwater fish species interaction and passage, water allocation and limit setting, and the development of practice notes.

1212 Consent Applications

Date	Authority	Applicant	Type	Resource Involved	Action
28 Dec 23	GDC	Kauri Forestry Ltd	LUC – pasture afforestation	Parawai Station, Whatatutu	No concerns email

Golden Clam update

Golden clam (*Corbicula fluminea*) has been present in a section of the Waikato River for 3 years or more and was identified in that area since May 2023. In efforts to restrict its spread into the Rotorua lakes, pressure has been put on the Ministry of Primary Industries (MPI) to put more restrictions at source. A Controlled Area Notice (CAN order) was issued on 24th Nov 2023 restricting Wake boats and vessels with internal ballast that had been in the infected section of the Waikato to not be able to use any other water way.

On 21 Dec 2023 Ngati Tarawhai with MPI issued an update that as of Fri 22 Dec access to Lake Okataina would be available from 6am to 8pm 7 days a week until the 29th Feb, with a review of the process in late Jan. This was a welcome change for our anglers, however access was still based on using the wash station on Te Ngai Rd prior to launching. Over the summer break TALT advertised a mobile wash station open every other day at the Rotoiti Rugby grounds for lake users and focused for Okataina access of those coming from the East coast. This was a welcomed process.

1221 Reserves Management

No major works have occurred within any of the managed wetlands in recent months with scheduled water reticulation, track maintenance and pest plant spraying works planned for late February early March 2024. Some track repair works, and new boundary fencing occurred early January on the western end. Kaituna track works and new tracks.

Water level management within most wetlands has altered significantly from November with most wetlands requiring constant management as water levels have dropped to below minimum levels. The plains drain levels have dropped and evapotranspiration has risen with hot dry days. Additional issues of cut canal weeds have created ongoing inlet blockages for the Awaiti wetland, resulting in below permissible levels. We are doing our best to improve inlet flows.

The wheelchair accessible maimai at the Kaituna wetland has been constructed – see below photo. Full material sponsorship was acquired from Andersen Civil and Drainage, Rotorua ITM, Rotorua Firth, and Rotorua Metalcraft Roofing. Volunteer construction was undertaken by young tradies who regularly hunt the Kaituna. An article about this project will feature in the F&G annual special hunting magazine, and the media team are investigating a TV slot just prior to the season.



Wheelchair accessible maimai – Kaituna

Awakaponga WMR

This wetland 18 years ago undertook a full ecological enhancement and has resulted in one of our most productive wetlands for mallards. As the wetland is higher than the adjacent Tarawera River, an innovative system to lift the water supply approx. 900mm was installed using solar energy to power the system. The solar panel and associated inverter and compressor gear has been stolen twice previously. Security was significantly beefed up with 20mm steel door, security poles, movement detection camera, rock barriers and forestry style steel gates installed to prevent further theft. Unfortunately, we were advised early January 2024 that a theft and significant damaged had occurred (see photo below). The building infrastructure has been irreparably damaged, so not only does the core solar components require replacement but also infrastructure. We are currently assessing our options and in discussions with our insurance company. To advise the Council, staff do not believe it viable to again use a solar system and for the 2024 hunting season, water supply will be totally reliant upon rainfall. We will advise the Council of progress.



1231 Respond to Landowner Requests for Assistance

No new landowner requests for assistance / advice have been received since the November Council report.

1232 Habitat Creation and Enhancement Projects

No specific habitat works have occurred within past two months, but we remain in regular contact with BOPRC Rivers and Drainage to explore options for enhancing riverine habitat when opportunities arise.

ANGLER AND HUNTER PARTICIPATION

1311 Maintain & Enhance Access

An update for two reporting periods will be provided for the April meeting of Council.

1312 Signage

Sign maintenance and enhancement is ongoing with replacements as required.

1331 Electronic Newsletters

Reel Life copy was produced for December.

1333 Fish & Game Website

Updates or changes to the Eastern website included Council agendas and minutes, Boat Fishing How-to event and Freshwater gold clam updates.

1334 Social Media

Social media posts continue to be made via Facebook and Instagram. Angler/hunter inquiries are being received via social media. Our Facebook has over 2,200 organic followers

1341 Information Pamphlets

Adequate stocks of all brochures are being held.

1352 Angler/Hunter Training

A Boat Fishing How-to tuition seminar was held on-site in January. It was attended by 73 persons and very positive feedback was received.



Boat fishing How-to January 2024

1354 Fishing Competitions

One fishing competition permit was processed for the period.

PUBLIC INTERFACE

1411 Statutory Liaison and Political Awareness

Continue to have regular meetings with Ngati Whakaue and Te Arawa Kumatua's to strengthen relationships and build better opportunities for collaboration. With the concern for Gold Clam, have also had a number of meetings with TALT CEO, Ngati Tarawhai Chair, Chamber of Commerce CEO and both Chair and CEO of Rotorua Tourism and the Acting CEO of Rotorua Lakes Council to improve our ability to navigate delicate situations. Also involved with the communications team of BOPRC, RLC, TALT and MPI as we all try to create a one source of updated info and education.

1441 Public Promotions

Eastern Region has supported National Office with the ReWild campaign both on social media posts and with printed posters put up in high usage areas and with agents.

1451 Education

No educational tours were held for the reporting period.

COMPLIANCE

1511 Ranging

An update for two reporting periods will be provided for the April meeting of Council.

LICENSING

1621 Licence Agent Support

Agent requests for licence corrections, brochures, and information was attended to as and when required.

PLANNING AND REPORTING

1812 R3 Programme

We continue to promote the fishing season through our usual media channels. As per the national ReWild campaign all our social media posts contain the #ReWild hash tag to increase awareness and following. Our media release of the National Angler Survey was picked up by a number of the local media outlets and received a good amount of promotion just before Christmas. This highlighted the value and popularity of Lake Rotoiti.

Our 2024 Marketing year planner has been updated and shared with Council to keep them informed.

1841 NZ Fish & Game Liaison

Licensing

Kate Thompson continues to provide regular updates of licence sales and other information requests to the New Zealand Council and regions. Kate is assisting ESL with resolution of outstanding system issues.

13.3 LICENCE SALES REPORT

17 January 2024

1. 2023-2024 Fish Licence Sales

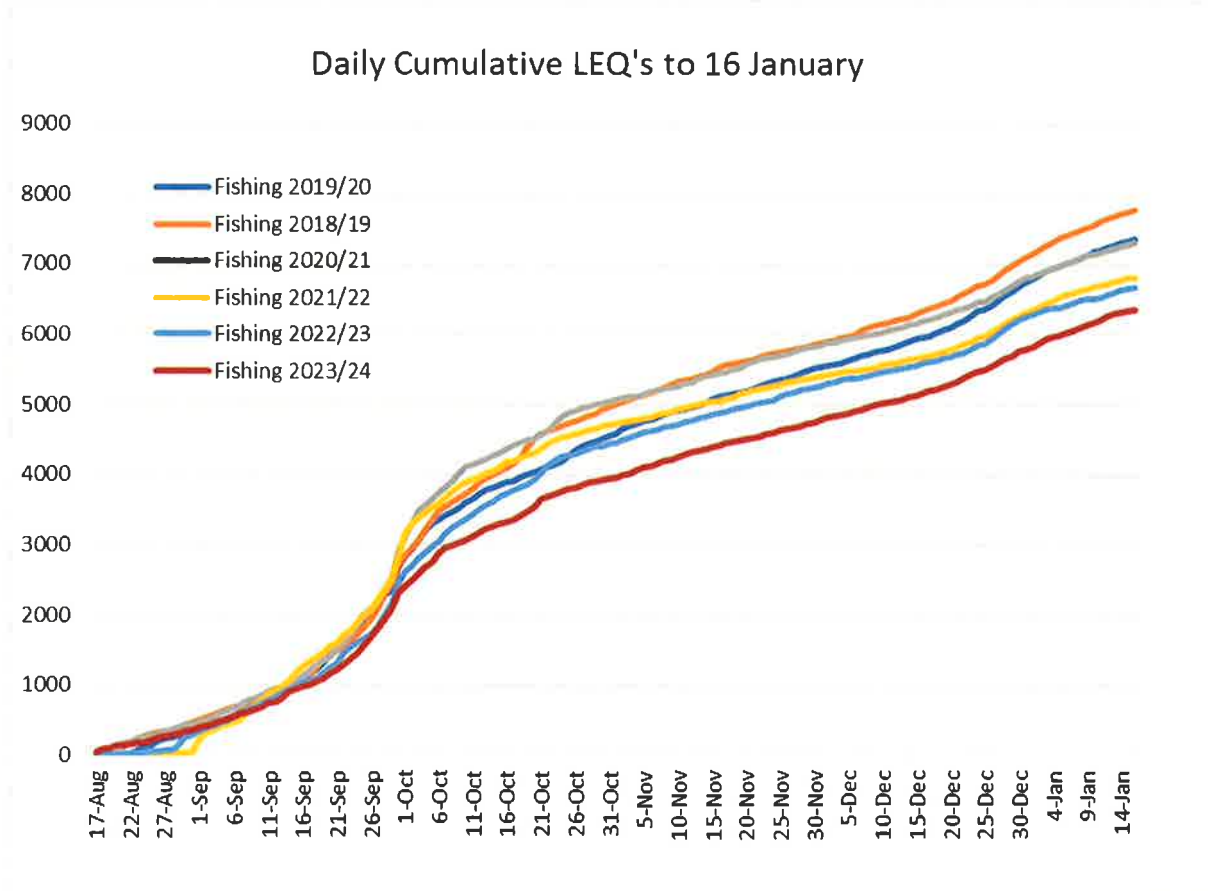
- 1.1 Fish licence sales for the 2023-24 season compared with the 2022-23 season to 16 January are summarised in Table One.
- 1.2 Fish licence sales are reporting to be 4.8% (318 LEQ's) below 2022-23 season results for the same period.
- 1.3 73.4% of the annual sales target has been met YTD.

Table One: Fish Licence Sales 2023-24 vs 2022-23 YTD results to 16 January 2024

Licence Category	Agency Online	Public Online & Call Centre	Total YTD 2022-23	Agency Online	Public Online & Call Centre	Total YTD 2023-24	Inc/Dec on prior Season
Fish Adult							
Family Season	905	1,190	2,095	867	1,096	1,963	-132
Season Non-Resident	808	889	1,697	699	855	1,554	-143
Loyal Senior	51	111	162	59	105	164	2
Local Area Adult	232	257	489	226	241	467	-22
Winter Adult	707	579	1,286	761	468	1,229	-57
Long Break Adult	0	0	0	0	0	0	0
Short Break Adult	7	24	31	13	30	43	12
Day	88	233	321	113	277	390	69
Day Non-Resident	357	988	1,345	327	1,107	1,434	89
Total Adult	3,302	4,590	7,892	3,212	4,545	7,757	-135
Fish Junior							
Season	142	164	306	133	190	323	17
Season Non-Resident	8	9	17	4	15	19	2
Day	36	137	173	59	161	220	47
Day Non-Resident	8	7	15	14	11	25	10
Total Junior	194	317	511	210	377	587	76
Fish Child							
Season Non-Resident	1	7	8	0	6	6	-2
Day Non-Resident	7	2	9	3	9	12	3
Total Child	8	9	17	3	15	18	1
Total Fish	3,504	4,916	8,420	3,425	4,937	8,362	-58
Whole Season Equivalent (LEQ)			6,677			6,360	-318
Variance between Seasons							-4.8%
\$ (excl GST)			\$841,943			\$846,091	\$4,149

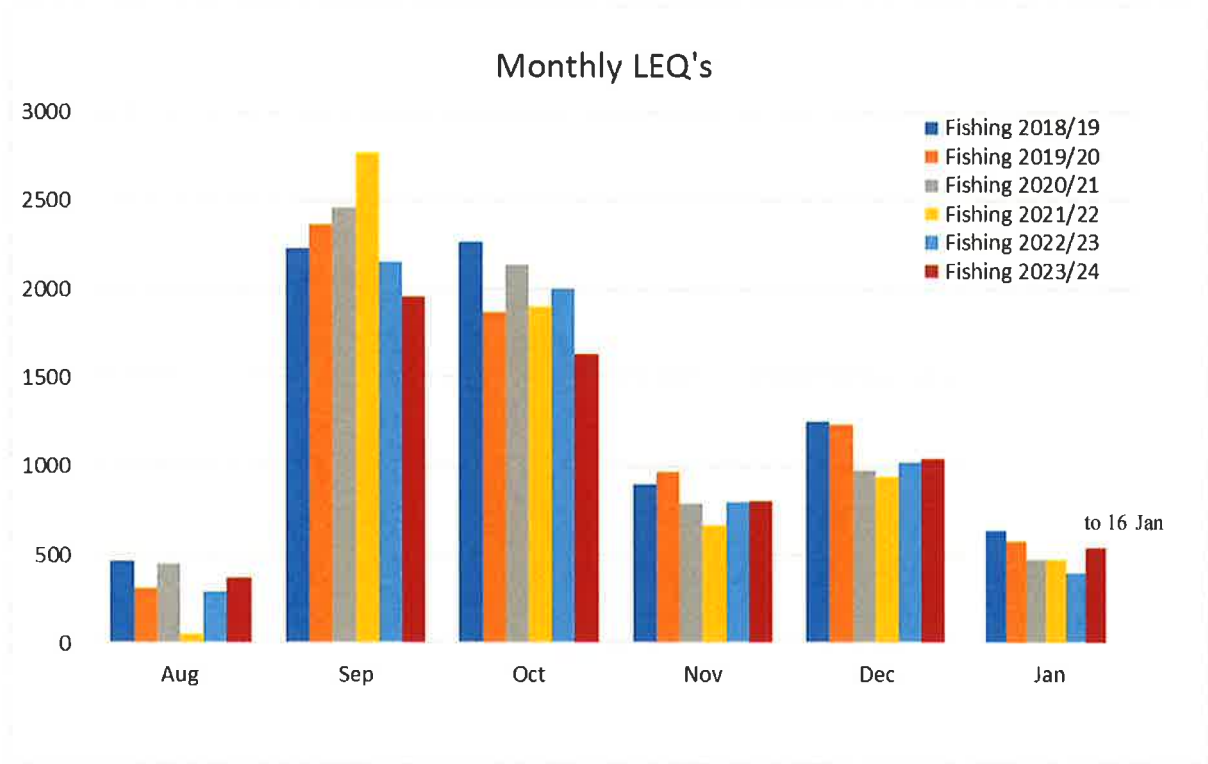
Summary 2023-2024 Season YTD Actual vs Total Budget

2023-24 Annual Budgeted FISH LEQs	8,663	100.0%	\$1,152,577
2023-24 Actual	6,360	73.4%	\$846,091
Variance to budget	-2,303	-26.6%	-\$306,486



Graph 1 Daily Cumulative LEQ's

D



Graph 2 Monthly LEQ's

14. LIAISON OFFICERS REPORTS

14.1 Conservation Boards

- Bay of Plenty Conservation Board (See papers for Information)

14.2 Reports from Other Agencies

- Department of Conservation

14.3 Report from New Zealand Council

Cr Debbie Oakley